

# CREDENTIAL OVERVIEW

## Residential Property Manager



### Credential Options

#### Real Estate Broker License (Colorado Department of Regulatory Agencies)

*\*recommended\**

This is required for all property managers if they are working with lease negotiations in Colorado. There is a great deal of coursework, however, it is possible for an apprentice to begin the coursework during their apprenticeship and then take the exam afterwards. There is coursework available through the community college system to prepare.

Approximate Completion Time: **2-3 years**

#### Cost Details

##### Exam

- \$485.00 (Application fee)
- \$90.00 (Examination fee)
- \$39.50 (CBI fingerprinting)

#### Certified Apartment Manager (National Apartment Association)

Candidates learn about occupancy rates, marketing plans, equitable treatment of residents, resident retention, resident service and communication, and policies and regulations. Candidates should have at least 12 months of onsite property management experience, complete 40 hours of CAM coursework, and meet all exam requirements within 12 months of declaring candidacy.

Approximate Completion Time: **1-2 years**

Difficulty Level: (*Low, Moderate, High, Very High*): **VERY HIGH**

#### Cost Details

##### Exam

- \$925 (membership price)

##### Preparation

- Online course modules included

#### Certified Professional Property Specialist (National Property Management Association)

The Certified Professional Property Specialist (CPPS) Certification level examination consists of a 100-question, multiple-choice exam. CPPS exams cover 7 domains and 23 subdomains, written by subject matter experts. Study materials area available for purchase, and candidates have 90 days to take the exam after purchase.

Approximate Completion Time: **2-3 months**

Difficulty Level: (*Low, Moderate, High, Very High*): **High**

#### Cost Details

##### Exam+Preparation Materials

- \$439.00

##### Retake

- \$200.00

*\*Training and credentialing may vary based on the needs of the employer and the trajectory of the apprentice. The above information suggests a sample of what the apprenticeship would entail. Employers may suggest an alternative credential to be vetted by the CareerWise Product Team.*

# Residential Property Manager Coursework

## Overview

The following coursework is recommended for the Property Manager apprenticeship. This list of coursework and programs is a menu of course options that we have identified as relevant to a Property Manager occupation. The following courses do not represent the comprehensive list of coursework offered at every school. A description of each course is listed below.

## Denver Metro Area

### Community College of Aurora | [General Business Certificate](#)

*Certificate Description:* The Business Department's General Business Certificate introduces the fundamental concepts and practices of businesses to develop a practical understanding of business information. Whether you are starting a new business or are a professional seeking to grow your career with greater business responsibilities, this certificate will provide you with the concepts, knowledge and skills that can be used when you encounter challenges in the business world. By earning this certificate, you will gain knowledge, skills, and the ability to think critically.

Total: 20 credits

### Accounting Principles I (ACC 121) | 4 credits

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

### Accounting Principles II (ACC 122) | 4 credits

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting. Prerequisite: ACC 122.

### Introduction to Business (BUS 115) | 3 credits

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

## Residential Property Manager Coursework

### Legal Environment of Business (BUS 216) | 3 credits

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change. Prerequisite: BUS 115.

### Business Communication and Report Writing (BUS 217) | 3 credits

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication. Prerequisite: BUS 115 or FIN 105.

### Business Statistics (BUS 226) | 3 credits

Focuses on statistical study, descriptive statistics, probability, the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for business majors. Prerequisites: BUS 115 and ACC 121 or qualifying assessment scores.

### Arapahoe Community College | [Business Administration Certificate](#)

*Certificate Description:* The Business Administration certificate offer opportunities for students to add a wide range of business related courses to their expertise in order to advance in their jobs, to enhance skills needed in the workforce sectors, and to excel in endeavors involving self-employment and entrepreneurship. This program requires 12 credits in mandatory courses (listed below) and 12 credits in one of the following concentrations: general business, management, marketing, entrepreneur, human resources, or finance.

Total: 24 credits

### Introduction to Business (BUS 115) | 3 credits

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

## Residential Property Manager Coursework

### Legal Environment of Business (BUS 216) | 3 credits

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

### Business Communication and Report Writing (BUS 217) | 3 credits

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

### Introduction to PC Applications (CIS 118) | 3 credits

Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

## Northern Colorado / Ft. Collins

### Front Range Community College | [Foundations of Business Certificate](#)

*Certificate Description:* This program is designed for students wanting to complete a one-semester Certificate in Foundations of Business and enter the workforce. Students explore business, management, and marketing concepts. This certificate program prepares students to perform marketing, administration, or support functions in organizations related to promotion, sales, public relations, retailing, or advertising operations. This certificate provides immediate entry-level career opportunities upon completion.

Total: 13 credits

### Introduction to Business (BUS 115) | 3 credits

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

## Residential Property Manager Coursework

### Accounting Principles I (ACC 121) | 4 credits

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

### Business Communication and Report Writing (BUS 217) | 3 credits

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

### Elective | 3 credits

Students may choose from BUS 216 (Legal Environment of Business), MAR 216 (Principles of Marketing), or MAN 226 (Principles of Management).

## Eagle / Vail Valley

### Colorado Mountain College | [Business Administration Curriculum](#)

*Program Description:* The Bachelor of Science degree program in Business Administration (BSBA) is a unique, dynamic 21st century business program incorporating practical education, Western Colorado workplace training and sustainability of business.

Total Credits: 120 credits

### Introduction to Business (BUS 115) | 3 credits

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

### Legal Environment of Business (BUS 216) | 3 credits

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor management issues, and environmental concerns. Students

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## Property Management Credential Courses

The following is a list of courses offered by property management industry organizations that are designed to prepare a participant to earn a relevant property management credential.

### National Apartment Association | [Certified Apartment Manager \(CAM\) Coursework](#)

*Course Description:* This course is recommended for community managers and experienced assistant managers. Earning your CAM credential allows you to demonstrate that you have the knowledge and ability to manage an apartment community and achieve the owner's investment goals. The CAM credential positions you well for career opportunities and advancement.

### National Apartment Association | [National Apartment Leasing Professional \(NALP\) Coursework](#)

*Course Description:* This course is recommended for leasing consultants, concierges, and career changers with hospitality, retail, or customer service experience. Earning the NALP credential, many people's first industry credential, shows your employer that you're committed to a career in residential property management.

### Institute of Real Estate Management | [Accredited Residential Manager Coursework](#)

*Course Description:* To become an effective residential property manager, you need to know it all: budgeting, leasing, maintenance, risk management, resident relations and retention – all while being accessible to your residents 24/7. And that's exactly what the ARM (Accredited Residential Manager®) certification will help you do. It's the residential property management certification that teaches early-career real estate managers the core competencies to manage residential properties successfully.