

USD Continuing Education

Certificate in Real Estate Finance, Investments and Development offered by the Burnham-Moores Center for Real Estate and the Office of Corporate & Professional Education

PROPERTY MANAGEMENT

taught by Kurt Sullivan, CSM

Course Description

This course will explore the various facets of property management that apply to the variety of real estate products. Whether functioning as an on-site property manager; a corporate manager who oversees property management activities; or, a participant in other aspects of real estate, this class will provide a basis for understanding the key concepts and practices that affect operations, administration and executive functions related to the management of real estate properties.

The course is taught by an instructor with on-site and corporate property management experience in various forms of real estate. Specific examples of situations faced in the course of managing properties and an site personnel will be discussed to illustrate some of the "do's and don'ts" of the discipline. Some of the topics to be covered include:

- Management Philosophies and Approaches
- Owner Expectations & Relationships
- Maintenance & Repair
- Security Operations & Strategies
- Third Party Resources
- Legal Considerations
- Risk Management
- Financial Management
- Recordkeeping
- Staff Management
- Customer Relations & Strategies
- Budgeting & Strategic Planning
- Marketing & Leasing

Ethics, values and social responsibility will be promoted throughout this program.

last updated: July 31, 2008