

“Knowledge Creates Confidence – Confidence Creates Success”



COURSE SYLLABUS

Property Management

Course Information

Property Management is a 192 clock course that is designed to teach students all phases of loan processing. The course utilizes the Microsoft Office environment, which includes Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook. Students are also taught Quickbooks accounting applications.

Course Focus and Emphasis

Focus is placed on mastering the skills needed to gain successful employment in the loan processing environment. Emphasis is placed on maintaining good relationships with and between lenders and clients.

Course and Career Objective

Graduates will be employable as Loan Processors, Commercial Loan Collectors, Loan and Credit Clerks, Mortgage Closing Clerks, Disbursement Clerks, and Mortgage Processors.