

## ELECTIVES (CHOOSE ONE)

### MANAGING CHANGE

Course: LDSC 207 | Fee: \$237 | Online  
Total Hours: 30

### LEADING RESPONSIBLY

Course: LDSC 209 | Fee: \$237 | Online  
Total Hours: 30

### FINANCIAL ACCOUNTING

Course: BACC 152 | Total Hours: 45 | North Campus  
| Online

### INTRODUCTION TO ACCOUNTING 1

Course: ACCT 111 | Total Hours: 60 | North Campus  
| Online

For BACC 152 and ACCT 111 schedule and course fees  
please visit: [humber.ca/continuingeducation](http://humber.ca/continuingeducation) and search  
by course code.

## ONLINE LEARNING

Online courses are accessible from anywhere  
in the world and are well suited to those who  
need a more flexible study schedule. The online  
learning management system allows students  
to experience online discussion groups and chat  
sessions. Students receive personal feedback  
and individual assessment of assignments.

For information on system requirements for online  
courses and other information regarding online  
learning at Humber, visit: [humberonline.ca](http://humberonline.ca), or call  
416.675.5049 or 1.877.215.6117

## Two Ways to Register:

**Online:** [humber.ca/ets](http://humber.ca/ets)  
**Telephone:** 416.675.5005  
1.877.675.5660

## COURSE LOCATION

North Campus  
Humber Institute of Technology & Advanced  
Learning,  
205 Humber College Blvd. Toronto, ON M9W 5L7

## OFFICE LOCATION:

Education and Training Solutions  
30 Carrier Dr, Etobicoke, ON M9W 5T7

## CONTACT

[ceparttime@humber.ca](mailto:ceparttime@humber.ca)  
416.675.6622 ext.4139

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# PROPERTY MANAGEMENT

Certificate Program 2019-2020



WE ARE  
THE NEXT STEP  
IN YOUR CAREER

# PROPERTY MANAGEMENT CERTIFICATE PROGRAM

Humber Institute of Technology & Advanced Learning in partnership with the Institute of Housing Management presents this Certificate Program for those looking to enter into the Property Management sector, staff/management who are already involved in the day to day operations within the Housing Industry or those directly involved with Maintenance, Financial Planning, Staffing and Resident Management.

This program will provide an overview of the operation of publicly and privately owned residential portfolios and provide learning in all aspects of property management.

## CERTIFICATE CRITERIA

**Five compulsory courses plus one elective**

### Compulsory Courses

- NIHM 201 Property and Building Administration
- NIHM 202 Strategic and Financial Planning for Property Managers
- NIHM 203 Human Relations for Property Managers
- NIHM 204 Building Maintenance for Property Managers
- NIHM 205 Tenancy Law in Ontario

**Elective Courses - refer to the back page**

**Individuals who successfully complete all six courses will receive a Humber Certificate of Completion.**

Receipt of the certificate qualifies the student to become an Honorary Candidate AIHM (C) of the Institute - a stepping stone to achieving your Accreditation.

**For more program information, visit: [ihmcanada.net](http://ihmcanada.net)**

## PROPERTY & BUILDING ADMINISTRATION

Course: NIHM 201 | Fee: \$852 | North Campus  
Total Hours: 39 | Fee: \$924 | Online

*\*Recommended first course*

This course is designed to provide insight into the functions of management in the administration of residential property management services. Topics include: business management, legislative requirements, customer service strategies, rent-gear-to-income, insurance/liability, collection procedures, management information systems, building start-up and take over, and marketing/advertising rental units.

## STRATEGIC & FINANCIAL PLANNING FOR PROPERTY MANAGERS

Course: NIHM 202 | Fee: \$852 | North Campus  
Total Hours: 39 | Fee: \$924 | Online

**BACC 152 or ACCT 111 course is strongly recommended for those with no accounting experience.**

This course is designed to provide a complete review of the accounting process and principles, the managerial use of accounting and financial statements and their analysis, and budget preparation procedures for property managers. In addition, the techniques and approaches for establishing and organizing objectives and implementing strategies will be discussed.

## HUMAN RELATIONS FOR PROPERTY MANAGERS

Course: NIHM 203 | Fee: \$852 | North Campus  
Total Hours: 39 | Fee: \$924 | Online

Property Managers must develop the analytical and behavioural skills related to the supervision of employees. They also interact with tenants, owners, sub-contractors and the general public. Topics will include decision making, leadership, delegation, team building, motivation, coaching, performance evaluation, discipline, personnel procedures, recruitment, public relations, client/tenant services, owner/board liaison and business ethics.

## BUILDING MAINTENANCE FOR PROPERTY MANAGERS

Course: NIHM 204 | Fee: \$704 | North Campus  
Total Hours: 39 | Fee: \$924 | Online

The purpose of this course is to provide an understanding of maintenance management services for those involved in the property management sector or a related field. It gives a general overview of management systems, such as the principles of residential construction, building science(s), specification writing, management's responsibility for the management of life safety systems, contract management, and the impact of the Construction Lien Act.

## TENANCY LAW IN ONTARIO

Course: NIHM 205 | Fee: \$852 | North Campus  
Total Hours: 39 | Fee: \$924 | Online

The intent of this course is to introduce the student to the law of residential tenancies governing landlords and tenants in Ontario. The course is designed to give the student a firm understanding of the basic legal principles articulated in the legislation. It will also focus on the practice and procedures at the Landlord and Tenant Board. The student will gain practical hands-on experience ranging from filing and serving legal documents to advocacy skills.

**Textbooks/Materials:** A soft copy (electronic copy) of the material for NIHM 201, 202, 203, 204 (online section only) & 205 courses and LDSC elective courses are included in the course fees and will be available for download through Humber Blackboard.

**Materials for NIHM 204 (in-class only), ACCT 111 & BACC 152 are not included in the course fee and are only available for purchase from the Humber Bookstore.**

**Optional:** A hard copy of the material for courses NIHM 201, 202, 203 & 205 can also be purchased at an additional cost by contacting IHM.

**For more program information, visit: [humber.ca/ets](http://humber.ca/ets)**