

Work/Life Experience Portfolio

Approved by: Richard Paur

Last updated: 10/9/2025

Intro to Property Management, RLEST-190, 3 CR

Work Life Experience Information

The Work and Life Experience Portfolio Evaluation lets students turn their real-world experience—whether from work, co-op education, or training—into college credit! Here are a few important things to keep in mind:

- Milwaukee Area Technical College will not award credit based solely on years of employment
- Experiences must be verifiable and demonstrate achievement of course competencies; determined by the Lead Faculty
- A [portfolio](#) must be submitted for each course you are requesting credit
- In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

Steps for Students to Begin:

1. Select a [course \(see below\)](#) that matches your prior knowledge and skills
 2. Email cple@matc.edu to initiate the process with:
 - a. Name
 - b. Student ID#
 - c. Course information (e.g., ENG-201)
 3. A CPLE Specialist will notify the student when the fee is posted
 4. Pay the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
 - a. In person at any MATC cashier's office
 - b. Online via [Self-Service](#)
 5. Submit the completed portfolio and any other documents required to cple@matc.edu
 6. CPLE Specialist reviews and submits the portfolio to lead faculty for evaluation
 7. After evaluation, the lead faculty will complete and submit the CPLE Request Form to cple@matc.edu, regardless of the outcome
 8. Next Steps:
 - **If the evaluation is approved**, credit(s) will be awarded, and the student's program plan will be updated
 - **If the evaluation is not approved**, students should consult their [Pathway Advisor](#) for further guidance
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Course Information

1. **Course title, number & credit value:**
 - a. Intro to Property Management, RLEST-190, 3 CR
2. **Course description:**
 - a. Property management is discussed in regard to leases, rent scheduling, selling space, and renting techniques. Tenant selection, supervision, and relations with owners are covered, along with purchasing, budgets, reports, and legal and professional relationships. Also addressed is the industry of providing property management services to, both residential and commercial clients.

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3. Students must demonstrate the course competencies by submitting: A Portfolio and any other artifacts required found below. **Note for Resumes:* Lead faculty must verify the student's work history via a letterhead mail or phone interview.

- a. The candidate should be able to provide any certifications or accreditations with a real estate organizations or associations. (For example, IREM, BOMA, Realtors Association, etc.)
- b. The candidate should be able to show that they have worked under a licensed broker. (this is not going to always be the case)
- c. The candidate should be able to provide a summary of property assets that the individual has worked at.
- d. The candidate must be able to list the 7 federally protected classes from memory
- e. The candidate should be able to show the sales (leasing) closure rate in the past 12 months
- f. The candidate should be able to demonstrate the ability to properly complete a lease document.
- g. The candidate should be able to demonstrate the steps in being able to complete a security deposit reconciliation for deposit refunds
- h. The candidate should be able to demonstrate the knowledge of what a "tenant selection plan" entails
- i. The candidate should be able to demonstrate the ability to form a marketing mix for a given property asset.
- j. The candidate should be able to demonstrate the process in how an applicant is processed for approval.

4. Course Competencies that must be demonstrated:

- a. Explain Professional Property Management.
- b. Explain Property Management Economics and Planning.
- c. Explain Owner Relations.
- d. Explain Marketing.
- e. Explain Leases.
- f. Explain Lease Negotiations.
- g. Explain Tenant Relations.
- h. Explain Maintenance and Construction.
- i. Explain Managing the Office and Reports.
- j. Explain Federal and State Laws.
- k. Explain Residential Property.
- l. Explain Specialized Housing.
- m. Explain Office Property.
- n. Explain Retail Property.
- o. Explain Industrial Property.
- p. Explain Risk and Environmental Issues.
- q. Explain Life Safety Issues.