



**CERTIFIED APARTMENT
MANAGER®**

BE A LEADER IN THE RENTAL HOUSING INDUSTRY



Enhance your professional growth in the apartment industry with this 14 week course. Earn your CAM credential which allows you to demonstrate your skills, knowledge, and ability to manage an apartment community and achieve owners' investment goals. Lets take your career to the next level.

**The National Apartment Association Education Institute (NAAEI)
offers this nationally-recognized designation to apartment industry professionals
who want to advance their career path in apartment management.**

INNOVATIVE NAA-CERTIFIED APARTMENT MANAGER TRAINING WITH AACSC

March 24 – INDUSTRY ESSENTIALS

- Global State of the Apartment Industry
- Property as an Investment
- Stakeholders
- Advocacy Role

March 31 & April 7 – RISK MANAGEMENT

- Minimize Risk to Residents
- Liability
- Handling Emergencies
- Insurance

April 14 & 21 – HUMAN RESOURCES

- Employment Laws
- Payroll Administration
- Employment Practices
- Training and Supervision

April 28 & May 5 – MARKETING

- Introduction to Marketing
- Conducting Marketing Research
- Promotional Marketing
- Marketing Plan

May 12 & 19 – PROPERTY MAINTENANCE FOR MANAGERS

- Role and Responsibilities
- Types of Maintenance
- Maintenance Terminology
- Preventative Maintenance

May 26 & June 2 – FINANCIAL MANAGEMENT

- Financial Analysis
- Manage Expenses
- Budgets
- Property Valuations

June 9 & 16 – LEGAL RESPONSIBILITIES

- Accommodating Disabilities
- Lease and Evictions
- Fair Housing Laws
- Equal Employment

June 23 – RESIDENT EXPECTATIONS

- Building Relationships with Residents
- Resident Education
- Application & Screening
- Move Out Procedures

CLASSES START MARCH 24, 2020

Tuesdays, 6:00 to 9:00 p.m. in the AACSC Educational Center, 333 W. Broadway, Ste. 101, Long Beach, CA 90802

Member Price: \$995 • Non-Member Price: \$1,195

For information contact Rachael, Education Coordinator (562) 426-8341

Company: _____ Contact: _____

Address: _____

Phone: (____) _____ E-Mail: _____ Membership No: _____

No. Attending: _____ Names of Attendees: _____

Form of Payment: *Note: Reservations not cancelled 48 hours prior to start of session will be charged.)*

Check Enclosed Bill My Company

Credit Card: Visa M/C AmEx Discover Expiration Date: _____ Last 3 #s on back of card: _____

Number: _____ Name on Card: _____

Signature: _____



Fax form to AACSC at (562) 424-3764 – Attn: Rachael
www.aacsc.org • rshipman@aacsc.org

