



1. AOP 101: ATTRIBUTES OF PROPERTY

- 1.1 Characteristics Of Property
- 1.2 Productivity of Property

2. PPE 101: THE PHYSICAL ENVIRONMENT OF PROPERTY

- 2.1 Physical Nature of Property
- 2.2 Location
- 2.3 The Natural Environment
- 2.4 The Cultural-Historical Environment

3. PIE 102: INSTITUTIONAL ENVIRONMENT OF PROPERTY

- 3.1 Government Control Over Property
- 3.2 Government Bodies
- 3.3 The Deeds Office
- 3.4 Transfer Procedures
- 3.5 The Surveyor General
- 3.6 The Valuer General
- 3.7 Property Practitioners Regulatory Authority
- 3.8 Planning Controls
- 3.9 Infrastructure
- 3.10 Government Initiatives
- 3.11 Legal Circumscription

4. PLE 101: THE LEGAL ENVIRONMENT

- 4.1 Law In South Africa
- 4.2 Property Law
- 4.3 Commercial Law
- 4.4 Contract Law

5. THE SOCIO-ECONOMIC ENVIRONMENT OF PROPERTY

- 5.1 Demographics
- 5.2 Urbanisation
- 5.3 Politics
- 5.4 Technology

6. THE MARKET ENVIRONMENT

- 6.1 The South African Property Market
- 6.2 The Macro Environment
- 6.3 Market Analysis
- 6.4 Digital Tools for Marketing Analysis



7. PDP 101: PROPERTY DEVELOPMENT

- 7.1 Feasibility Analysis
- 7.2 Development Phases
- 7.3 Participants In The Development Process
- 7.4 Economical Design Of Buildings
- 7.5 Design Of Services
- 7.6 Sustainable Design & Green Buildings
- 7.7 The Construction Process
- 7.8 Development Risks

8. IIP 101: INVESTMENT IN PROPERTY

- 8.1 Investment Principles
- 8.2 Financial Management
- 8.3 Budgeting, Income Analysis, Investment Strategy
- 8.4 Time Value Of Money
- 8.5 The Decision Process & Investment Criteria
- 8.6 Investment Yield, Cap Rates, ROI
- 8.7 Ownership Entities
- 8.8 Tax Considerations

9. FOP 101: FINANCING OF PROPERTY

- 9.1 Principles of Property Finance
- 9.2 Sources of Property Finance

10: MOP 101: MARKETING OF PROPERTY

- 10.1 Marketing Principles
- 10.2 Elements of Marketing
- 10.3 Consumer Decision Making
- 10.4 The Role Of Social Media
- 10.5 Online Marketing Strategies
- 10.6 The Property Practitioner: Code of Conduct, Ethics, Professionalism & CPD
- 10.7 Marketing Strategy
- 10.8 Marketing Budget
- 10.9 Developing A Marketing Strategy For Real Estate Listings
- 10.10 Advertising Regulations & Best Practice
- 10.11 Negotiation Skills for Successful Property Sales
- 10.12 Closing Techniques in Real Estate Transactions
- 10.13 Leasing Of Commercial Property
- 10.14 The Lease Agreement
- 10.15 Rental Levels
- 10.16 Floor Areas
- 10.17 Tenant Installation
- 10.18 Selling Of Commercial Property
- 10.19 The Sale Agreement



11. PMP 101: MANAGEMENT OF PROPERTY

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| 11.1 | Responsibilities of Property Management |
| 11.2 | The Management Agreement |
| 11.3 | Operational Cost |
| 11.4 | Tenant Screening |
| 11.5 | Maintenance Management |
| 11.6 | Facilities Management |
| 11.7 | Asset Management |
| 11.8 | Risk Management |
| 11.9 | Technology & Software |
| 11.10 | Profile Of The Property Manager |

12. VOP 101: VALUATION OF PROPERTY

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| 12.1 | The Concept Of Value |
| 12.2 | Factors Effecting The Value Of The Property |
| 12.3 | The Role Of The Valuer |
| 12.4 | The Valuation Report |
| 12.5 | Valuation Methodology |
| 12.6 | Trends In Automated Valuations |