



ARGUS ENTERPRISE (AE) CERTIFICATION

CERTIFICATIONS FOR FINANCE STUDENTS

EXPLANATION OF THE EXAM

- This is a challenging exam that will thoroughly test students' understanding of ARGUS Enterprise - in theory and application
- Exam is timed
 - 2.5 hours with two sections
- The first section
 - 75 questions
 - 50% of your overall grade
- The second section asks you to create an ARGUS AE file and answer 15 questions about that file
 - You will need a working copy of the software to complete this portion of the exam
 - This accounts for the second 50% of your overall grade
- Must have a score of 70% or higher
- Certification valid for 2 years and can be renewed through taking the recertification exam
- A calculator may be used for the first portion of the exam
- This is not an open book exam
- Should you need to retake the exam, there is a retake fee of \$45 per exam

PREPARING FOR THE EXAM

- Areas of focus:
 - Market Leasing Assumptions (MLA's)
 - Fixed vs. Variable Expenses
 - Portfolios
 - Rent Changes
 - Fixed vs. Relative Dates
 - Gross-Up Expenses
 - Rent Abatements
 - Leasing Commissions
 - General Vacancy
 - Sales Price
 - Retail Sales
 - Debt Financing
 - Upon Expiration
 - Reference Accounts
 - Detailed Reimbursement Methods

FOR RECERTIFICATION

- The exam contains only one section
- You have 75 minutes to complete the exam which consists of 75 questions
- Must obtain a 70% or higher
- A calculator may be used for the exam
- This is not an open book exam
- Should you need to retake the exam, there is a retake fee of \$45 per exam