

COURSE
INFORMATION
DDWF

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1023	Academic Session/Semester:	2020/21/2
Course name:	Principles Of Economics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course is design to expose students to basic economics level. This 3 credits subject will consist of both theories and concepts in microeconomics and macroeconomics at a foundation level. The course starts with basic principles of microeconomics, demand and supply, market equilibrium, consumer behaviour, production and cost of production and market structure. The course will then proceed to the topics in macroeconomics such as introduction to macroeconomics, consumption and savings, investment and public finance, introduction to monetary system and finally, inflation. At the end of the course students will understand basic economics knowledge and able to apply the concepts for future related subjects in their daily lives.			
Course coordinator (if applicable)	SITI ZAMILAH BINTI ABD HAMID			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Siti Zamilah Binti Abd Hamid	Bilik Pensyarah 2, Blok H	013-4756267	zamilah@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Explain the basic concept of micro and macro economic theories.	PLO1 (KW)	C2	Lecture/Active	T, F
CLO2	Solve hypothetical economic problems by applying appropriate economic solutions.	PLO2 (CG)	C3	Lecture/Active learning	T, F, Asg
CLO3	Develop qualities of an effective team player and reporting information.	PLO8 (LAR)	TW3	Asg	Peer Evaluation

Prepared by:

Name: SITI ZAMILAH BINTI ABD HAMID

Signature:

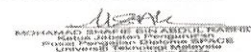
Date: 4 March 2019

Certified by:

Name: MOHAMAD SHAFIE ABDUL RASHID

Signature:

Date: 4 March 2019



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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1023	Academic Session/Semester:	2020/21/2
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Credit hours:	3		

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	NIL

Weekly Schedule:

Week 1	1.0 INTRODUCTION 1.1 Economics 1.2 Concepts of opportunity cost 1.3 Basic economic problems 1.4 Production possibility curve 1.5 Economic systems
Week 2	2.0 Demand and supply 2.1 Demand, law of demand, factors affecting demand 2.2 Supply, law of supply, factors affecting supply
Week 3	3.0 Elasticity 3.1 Elasticity of demand, types and calculation 3.2 Elasticity of supply, types and calculation 3.3 Elasticity and applications
Week 4	4.0 Market equilibrium 4.1 Determination of market equilibrium 4.2 Graph and calculation 4.3 Price ceiling and price floor
Week 5	5.0 Theory of consumer behaviour 5.1 Marginal utility, consumer equilibrium 5.2 Indifferent curve 5.3 Budget line and consumer equilibrium
Week 6	6.0 Theory of production 6.1 Production for one variable input 6.2 Production with two variable input 6.3 Producer equilibrium
Week 7	6.0 Theory of production 6.1 Production for one variable input 6.2 Production with two variable input 6.3 Producer equilibrium
Week 8	Mid-Semester Break
Week 9	7.0 Cost of production 7.1 Measuring cost 7.2 Short run and long run cost 7.3 Production with two output

School/Faculty:	PPD / SPACE	Page:	3 of 5
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	7.4 Cost minimization and output maximization 7.5 Expansion path, economies of scope
Week 10	8.0 Market structure 8.1 Perfect competition 8.2 Monopoly 8.3 Monopolistic 8.4 Oligopoly
Week 11	9.0 Introduction to macroeconomics 9.1 Economics goals, policy and tools 9.2 Circular flow of income 9.3 National income, usage and calculation 10.0 Consumption and saving 10.1 Definition of consumption and savings, MPC, MPS 10.2 Equilibrium calculations for two sectors economy 10.3 Full employment and multiplier, leakage and injection
Week 12	11.0 Investment theory 11.1 Type of investments, calculations and factors affecting investment 11.2 Fiscal policy and output determination 11.3 Equilibrium for 3 sectors economy
Week 13	12.0 Money and banking 12.1 Commercial and central bank 12.2 Theory of money 12.3 Equilibrium in money market 13.0 Inflation 13.1 Inflation, definition and types 13.2 Control of inflation 13.3 Effects of inflation
Week 14	14.0 Balance of payments account and exchange rates 14.1 Fiscal expansion 14.2 Monetary expansion 14.3 Differences between fixed and flexible exchange rates

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in teamworking

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1023	Academic Session/Semester:	2020/21/2
Course name:	Principles Of Economics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	14h	7h		3h	9h	20h	53h
CLO2	21h			4h	2h	16h30m	43h30m
CLO3					2h	16h30m	18h30m
Total SLT	35h	7h		7h	13h	53h	115h
No.	Continuous Assessment		PLO		Percentage		Total SLT
1	Assignment		PLO2 (AP) PLO8 (LAR)		20.0		As in CLO2, CLO3 62h
2	Test 1		PLO1 (KW)		10.0		1h 15m
3	Test 2		PLO2 (AP)		10.0		1h 15m
Final Assessment					Percentage		Total SLT
1	Final Examination		PLO1 (KW)		60.0		2h 30m
Grand Total SLT							120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

Text book (if applicable)

Main references

1. Coppock L. & Mateer, D., 2017, "Principles of Economics", W W Norton & Company.

Additional references:

1. Boyes, W. & Michael, M., 2016, "Microeconomics", Cengage Learning.
2. Arnold, R.J., 2015, "Macroeconomics", Cengage Learning
3. Browning, E.K., Zupan, M.A., 2014, "Microeconomics: Theory and Applications", Wiley
4. Che Ros Zainol & Mohamad Shukri Seman, 2016, Teks STPM Makroekonomi, Pelangi.

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name	Diploma in Property Management		
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Credit hours:	3		

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

NA

Disclaimer:

All teaching and learning materials associated with this course are for personal use only. The materials are intended for educational purposes only. Reproduction of the materials in any form for any purposes other than what it is intended for is prohibited. While every effort has been made to ensure the accuracy of the information supplied herein, Universiti Teknologi Malaysia cannot be held responsible for any errors or omissions.

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme Name	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	The course covers topics such as simple interest, compounded interest, annuity, valuation mathematic, valuation mathematic, depreciations etc. Student s need to understand the subject, to be able to apply t in real estate profession.			
Course coordinator (if applicable)	Che Noni Bte Abdullah			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Che Noni Bte Abdullah	Level 6 MJIT	0192282672	chenoni.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Solve the problem in real estate profession using the concept and formula of mathematics.	PLO1 (KW)	C3	Lecture, Active Learning,	Q, T, F
CLO2	Apply related skills and techniques in mathematic which related to real estate valuation.	PLO3 (PS)	C3	Lecture, Active Learning,	T, F, Asg
CLO3	Demonstrate leadership qualities and be able to act as a responsible member of the given task.	PLO8 (LAR)	TW2 A2	Asg	Peer Evaluation

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by: Name: Che Noni Bte Abdullah Signature: Date: 3 SEPTEMBER 2020	Certified by: Name: Mohammad Shafie Abdul Rashid Signature:  Date: 3 SEPTEMBER 2020
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Details on Innovative T&L practices:		
No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Problem based learning.
2	Laboratory Activities	NIL
3	Assignment / Project	Conducted through project based on using mathematic theory and concept to solve the problem in valuation.

Weekly Schedule:	
Week 1	<p>1.0 SEQUENCE: Arithmetic sequence</p> <ul style="list-style-type: none"> • Introduction • Arithmetic sequence • Using these sequences in property valuation and property management.
Week 2	<p>2.0 SEQUENCE: Geometric sequence</p> <ul style="list-style-type: none"> • Introduction • Geometric sequence <p>Using these sequences in property valuation and property management</p>
Week 3	<p>1.0 SIMPLE INTEREST</p> <ul style="list-style-type: none"> • Introduction • Interest • Simple interest formula • Simple amount formula • Four basic concept • Present value • Equation of value
Week 4	<p>2.0 COMPOUND INTEREST</p> <ul style="list-style-type: none"> • Introduction • Compound interest formula

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> • Effective, nominal and equivalent rate • Relationship between effective and nominal rates • Relationship between two nominal rates • Present value • Equation of value
Week 5	2.0 COMPOUND INTEREST <ul style="list-style-type: none"> • Introduction • Compound interest formula • Effective, nominal and equivalent rate • Relationship between effective and nominal rates • Relationship between two nominal rates • Present value • Equation of value
Week 6	3.0 ANNUITY <ul style="list-style-type: none"> • Introduction • Future value • Present value • Solving for R, n and i • Amortisation • Amortisation schedule • Sinking fund
Week 7	3.0 ANNUITY <ul style="list-style-type: none"> • Introduction • Future value • Present value • Solving for R, n and i • Amortisation

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
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Credit hours:	3		

	<ul style="list-style-type: none"> • Amortisation schedule • Sinking fund
Week 8	MID TERM BREAK
Week 9	4.0 PARRY'S TABLE <ul style="list-style-type: none"> • Introduction • Amount \$1 • Amount \$1 per annum • Present Value of \$1 • Present Value of \$1 per annum • Annual Sinking Fund • Year Purchases Single Rate • Year Purchase Dual Rate • Valuation Parry's Table
Week 10	4.0 PARRY'S TABLE FOR REAL ESTATE VALUATION <ul style="list-style-type: none"> • Introduction • Amount \$1 • Amount \$1 per annum • Present Value of \$1 • Present Value of \$1 per annum • Annual Sinking Fund • Year Purchases Single Rate • Year Purchase Dual Rate • Valuation Parry's Table
Week 11	4.0 PARRY'S TABLE FOR REAL ESTATE VALUATION

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> • Introduction • Amount \$1 • Amount \$1 per annum • Present Value of \$1 • Present Value of \$1 per annum • Annual Sinking Fund • Year Purchases Single Rate • Year Purchase Dual Rate • Valuation Parry's Table
Week 12	5.0 INSTALMENT PURCHASES <ul style="list-style-type: none"> • Introduction • Interest charge based on original balance • Interest charge based on reducing balance • Unequal instalment payments and repayment schedules.
Week 13	5.0 INSTALMENT PURCHASES <ul style="list-style-type: none"> • Introduction • Interest charge based on original balance • Interest charge based on reducing balance • Unequal instalment payments and repayment schedules.
Week 14	6.0 DEPRECIATION <ul style="list-style-type: none"> • Introduction • Depreciation • Terms related to depreciation • Straight line method • Declining balance method • Sum of year digits method

School/Faculty:	PPD / SPACE	Page:	6 of 5
Programme name:	Diploma in Property Management		
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Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 15	<p>6.0 DEPRECIATION</p> <ul style="list-style-type: none"> • Introduction • Depreciation • Terms related to depreciation • Straight line method • Declining balance method • Sum of year digits method
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Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
Skills in ethics learning

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	14h			3h	9h	20h	53h
CLO2	21h	7h		4h	2h	16h30m	43h30m
CLO3					2h	16h30m	18h30m
Total SLT	35h	7h		7h	13h	53h	115h

	Continuous Assessment	PLO	Percentage	Total SLT
1	Assignment	PLO3 (PS)	10.0	As in CLO 2 (50h)
2	Assignment	PLO8 (LS)	5.0	As in CLO 3 (12h)
3	Quiz	PLO1 (KW)	5.0	1h15m
4	Test 1	PLO1 (KW) & PLO3(PS)	10.0	1h15m
4	Test 2	PLO1 (KW) & PLO3(PS)		1h15m

School/Faculty:	PPD / SPACE	Page:	7 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1213	Academic Session/Semester:	2020/21/1
Course name:	Valuation Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

			10.0	
	Final Assessment		Percentage	Total SLT
1	Final Examination	PLO1 (KW)& PLO3 (PS)	60.0	2h30m
Grand Total SLT				120h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

1. Hugo D. Juhgheman (2019) " An Introduction to Financial Mathematics: Option Valuation.
2. Aniq Asyram Ahmad (2016). "Matematik Perniagaan".
3. P. Maniapam (2015). "Business Mathematic". Penerbit: Pearson Sdn Bhd.
4. Stephen Mettling, David Cumix and Rejam Mettling (). " Real Estate Math Express: Rapid Review and Raactive With Essential License Exam. Penerbit: Amazon.
5. Lau Too Kya, Phang Yook Ngor and Wee Kok Kiang (2015) ."Business Mathematics For UITM". Kuala Lumpur:Oxford Fajar Sdn. Bhd.
6. Alick W. Davidson (2013). "Parry's Valuation and Investment Table". Penerbit: Routledge , London & New York.

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Other additional information (Course policy, any specific instruction etc.):

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School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1423	Academic Session/Semester:	2020/21/2
Course name:	Valuation Methodology	Pre/co requisite (course name and code, if applicable):	Principles of Valuation (DDWF 1413)
Credit hours:	3		

Course synopsis	This course consists of introduction to general understanding of the appraisal process and appraisal methodology for valuing the real estate for any purpose of valuation, with reference to "Manual of Valuation Standards" produced by the Board of Valuers, Appraisers and Estate Agents, Malaysia. Appraisal is the formulating of an opinion of market value of property. This opinion is derived by five main methods of valuation. Appraisal is a way to approach value that includes all the market and property considerations that are part of our framework for analysis. The five approaches to value; sales comparison method, investment method, cost method, profit or income approach and residual method. The first is the most useful when a number of comparable properties can be located. The investment method is useful when the property is rented and easy getting rental comparable. The cost method is useful when the property is new and relies on the principle of substitution. The income approach value the property is expected to generate profit. While the residual approach is useful for the property has potential value or potential highest and the best use in future. Through assignments and project work, students are led to develop skills to communicate effectively, to lead and cooperate as team members, be highly motivated, disciplined and ethical.			
Course coordinator (if applicable)	SITI ZAMILAH BINTI ABD HAMID			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Siti Zamilah Binti Abd Hamid	Bilik Pensyarah 2, Blok H	013-4756267	zamilah@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply the concepts and principles of real estate methodology for five (5) methods of valuation.	PLO1 (KW)	C3	Lecture / Active Learning	T, F

Prepared by: Name : SITI ZAMILAH BINTI ABD HAMID Signature : Date : 4 March 2019	Certified by: Name : MOHAMMAD SHAFIE ABDUL RASHID Signature :  Date : 4 March 2019
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1423	Academic Session/Semester:	2020/21/2
Course name:	Valuation Methodology	Pre/co requisite (course name and code, if applicable):	Principles of Valuation, DDWF 1413
Credit hours:	3		

CLO2	Solve the property information by inspecting the property, information searching from land office and others.	PLO2 (CG)	C6 CS3	Lecture, PR	PR
CLO3	Determine the property value with suitable method of valuation according to the types of properties.	PLO3 (PS)	P3	Lecture, PR	PR
CLO4	Adapt ethics and values towards oneself, group members and group efforts	PLO7 (NS)	SC4	PR	PR
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	NIL
3	Mini scale research	Conducted through case study. Students in a group have to develop a mini scale research related to their area of interest in economics

Weekly Schedule:

Week 1	1.0 PROPERTY VALUATION PROCESS 1.1 Client's instruction 1.2 Collection of information <ul style="list-style-type: none"> • Title search • Property inspection • Planning search • Property market search 1.3 Data Analysis 1.4 Valuation and report writing Format of valuation report.
Week 2 & 3	2.0 VALUATION METHOD 2.1 5 Common methods 2.2 Advance methods 2.3 Comparison method <ul style="list-style-type: none"> • Principle & concept of comparison method • Steps of the method • Types of comparison method

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name	Diploma in Property Management		
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Course name:	Valuation Methodology	Pre/co requisite (course name and code, if applicable):	Principles of Valuation, DDWF 1413
Credit hours:	3		

Week 4 & 5	3.0 DIRECT SALE COMPARISON METHOD 3.1 Principle and concept of direct comparison 3.2 Principles and characteristics of comparables 3.3 Valuation of property by direct comparison.
Week 6 & 7	4.0 INDIRECT COMPARISON METHOD 4.1 Principle and concept of indirect comparison 4.2 Principles and characteristics of comparables 4.3 Types and factors of adjustment 4.4 Rates of adjustment 4.5 Matched pair technique 4.6 Analysis data comparables 4.7 Concept of unit of comparison 4.8 Method of adjusting the comparables. 4.9 Reconcile different value into a single value 4.10 Valuation of property by indirect comparison method.
Week 8 & 9	5.0 INVESTMENT METHOD – CAPITAL VALUE 5.1 The principles and the concept of investment method 5.2 Formula of investment method 5.3 Outgoings factors 5.4 Capitalization factor or property yield rates 5.5 Analysis of rental value 5.6 Valuation of property – freehold property 5.7 Valuation of property – leasehold property 5.8 The concept of land interest/property interest INVESTMENT METHOD – INTEREST VALUE 5.9 Valuation tables – Parry's valuation table 5.10 Valuation of interest of property – deferred income 5.11 Valuation of interest land – varying incomes
Week 10	6.0 PROFIT METHOD 6.1 The principles and concepts of profit method 6.2 Formula of the method 6.3 Pro forma incomes, gross incomes, net incomes 6.4 Operating cost and outgoings 6.5 Divisible balance – tenant's share and interest on capital 6.6 Relationship of investment method 6.7 Valuation of property by profit method
Week 11 & 12	7.0 RESIDUAL METHOD 7.1 The principles and concepts of the residual method 7.2 The type of properties 7.3 The concepts of HBU and the potential value 7.4 The formula of the method 7.5 Gross development value 7.6 Gross development cost 7.7 The multipliers factor 7.8 Valuation of property by residual method

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1423	Academic Session/Semester:	2020/21/2
Course name:	Valuation Methodology	Pre/co requisite (course name and code, if applicable):	Principles of Valuation, DDWF 1413
Credit hours:	3		

Week 13 & 14	8.0 COST METHOD 8.1 The principles and concepts of cost method 8.2 The suitable properties 8.3 Definition of replacement and reinstatement cost 8.4 The steps of the cost method. 8.5 The formula of the cost method 8.6 Analysis land value 8.7 Value of building 8.8 Depreciation of value – types and the concepts
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Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in communication
Skills in problem solving
Skill in thinking

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities				TOTAL SLT		
	Guided Learning (Face to Face)					Guided Learning Non-Face to Face	Independent Learning Non-Face to face
CLO	L	T	P	O			
CLO1	24	14		4	2h	20h	64h
CLO2	7				2h	11h	20h
CLO3	7				2h	10h30m	19h30m
CLO4					2h	9h30m	11h30m
Total SLT	38	14		4	8h	51h	115
Continuous Assessment		PLO		Percentage		Total SLT	
1	Project	PLO2 (CG) PLO3 (PS) PLO7 (NS)		20		As in CLO2, 3, 4 (51h)	
2	Tests 1	PLO1 (KW)		10		1h 15m	
3	Test 2	PLO1 (KW)		10		1h 15m	
Final Assessment				Percentage		Total SLT	
1	Final Examination	PLO1		60		2h30m	
Grand Total SLT							120

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1423	Academic Session/Semester:	2020/21/2
Course name:	Valuation Methodology	Pre/co requisite (course name and code, if applicable):	Principles of Valuation, DDWF 1413
Credit hours:	3		

Learning resources:

Text book (if applicable)

Main references

1. Omar, I. (2019). Real Estate Valuation. Theory and Practice. Kuala Lumpur, Malaysia: Pearson Malaysian Sdn Bhd.

Additional references:

2. Douglas Scarrett (2014) "Property Valuation: The Five Methods" London: Routledge.
3. Micheal Blackledge (2016). "Introducing Property Valuation". London: Routledge.
4. Legal Research Board (2018), Valuer, Appraiser, Estate Agents and Property Manager Act 1981 (ACT 242)
5. Shapiro, E., Mackmin, D., Sams, G.(2019). *Modern Methods of Valuation (Twelfth Edition)*. Routledge, London and New York.
6. Blackledge, M. (2017). *Introducing Property Valuation (2nd Edition)*. Routledge, London and New York.
7. Azhari Husin (1996). Harta Tanah: Kaedah Penilaian, DBP

Online

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

NA

Disclaimer:

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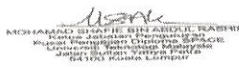
COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1433	Academic Session/Semester:	2020/21/1
Course name:	Principles of Valuation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces students to some major views and theories of real estate profession in Malaysia. It will emphasize on the general concepts of introduction to the real estate, real estate business, real estate fundamentals, and real estate valuation. At the end of this course, students should be able to appreciate the real estate environment in Malaysia. Besides that, students should also be able to work in a team.			
Course coordinator (if applicable)	SITI ZAMILAH BINTI ABD HAMID			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Siti Zamilah Binti Abd Hamid	Bilik Pensyarah 2, Blok H	013-4756267	zamilah@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Identify the concepts and theories of real estate profession and real estate environment in Malaysia	PLO1 (KW)	C3	Lecture/ Active learning	T & F
CLO2	Apply the theories and principles of real estate valuations in real estate profession.	PLO9 (PRS)	C3, SC2	Lecture/Active learning	Asg, PR

Prepared by: Name : SITI ZAMILAH BINTI ABD HAMID Signature : Date : 4 March 2019	Certified by: Name : MOHAMMAD SHAFIE ABDUL RASHID  Signature : Date : 4 March 2019 MOHAMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1433	Academic Session/Semester:	2020/21/1
Course name:	Principles of Valuation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

CLO3	Analyse using related techniques and solve the basic real estate valuation problems.	PLO2 (CG)	C4 TH1	PR	Asg, PR
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	NIL
3	Mini scale research	Conducted through case study. Students in a group have to develop a mini scale research related to their area of interest in economics

Weekly Schedule:

Week 1	1.0 INTRODUCTION TO THE VALUATION PROFESSION 1.1 History and development of the profession. 1.2 Legislation and the board of valuers, appraisers and estate agents. 1.3 Qualifications to become a valuer and registered valuer.
Week 2	2.0 ROLE AND FUNCTIONS OF VALUERS, ESTATE AGENTS AND PROPERTY'S MANAGER 2.1 In the public sector 2.2 In the private sector
Week 3	3.0 INTRODUCTION TO REAL ESTATE 3.1 Definition of land, real estate and real property 3.2 Characteristics of land/real estate 3.3 Real properties as a form of investment. 3.4 Real property market. 3.5 Different types of properties and their characteristics especially agricultural, building and industry
Week 4	3.0 INTRODUCTION TO REAL ESTATE 3.1 Definition of land, real estate and real property 3.2 Characteristics of land/real estate 3.3 Real properties as a form of investment. 3.4 Real property market. 3.5 Different types of properties and their characteristics especially agricultural, building and industry
Week 5	4.0 INTRODUCTION TO REAL PROPERTY INTERESTS 4.1 Different types of interests. 4.2 Document of title 4.3 Expressed and implied conditions 4.4 Encumbrances and restriction in interests.

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1433	Academic Session/Semester:	2020/21/1
Course name:	Principles of Valuation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 6	5.0 CONCEPT AND PRINCIPLES OF VALUATION 5.1 Definition of valuation 5.2 Definition of value, cost and price 5.3 Differentiate between value, cost and price 5.4 Definition of market value and the several types of value.
Week 7	6.0 PURPOSES OF VALUATIONS 6.1 Introduction 6.2 Purposes of valuation: loan, fire insurance, 6.3 Companies accounts and financial statement. 6.4 Sales and purchases 6.5 Acquisition 6.6 Revaluation 6.7 Rating
Week 8	Mid-Semester Break
Week 9	7.0 TYPES OF VALUATION 7.1 Statutory valuation 7.2 Non-statutory valuation
Week 10	8.0 FACTORS AFFECTING VALUE 8.1 Macro factors 8.2 Micro factors
Week 11	9.0 PROCESS AND PRACTICE OF VALUATION 9.1 Received cases 9.2 Define the job 9.3 Collecting of data 9.4 Analysis of data 9.5 Determination of value
Week 12	10.0 ANALYZE OF DATA 10.1 Location factors 10.2 Time factors 10.3 Quantum factors.
Week 13	11.0 PREPARATION OF VALUATION REPORTS 11.1 Report format 11.2 Report contents.
Week 14	12.0 INTRODUCTION TO METHODS OF VALUATION 12.1 Comparison Method 12.2 Investment Method
Week 15	12.0 INTRODUCTION TO METHODS OF VALUATION 12.3 Profit's Method 12.4 Cost Method 12.5 Residual Method

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1433	Academic Session/Semester:	2020/21/1
Course name:	Principles of Valuation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Thinking skill

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities				TOTAL SLT		Distribution of student Learning Time (SLT) Course content outline
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	Guided Learning (Face to Face)
CLO	L	T	P	O			
CLO1	35	14		7	2h	20h	78h
CLO2					2h	16h30m	18h30m
CLO3					2h	16h30m	18h30m
Total SLT	35	14		7	6h	53h	115
Continuous Assessment		PLO		Percentage		Total SLT	
1	Assignment	PLO2 (CG) PLO9 (PRS)		10		As in CLO2,3	
2	Project	PLO2 (CG) PLO9 (PRS)		10		As in CLO2,3	
3	Test 1	PLO1 (KW)		10		1h 15m	
4	Test 2	PLO1 (KW)		10		1h 15m	
Final Assessment				Percentage		Total SLT	
1	Final Examination	PLO1 (KW)		60		2h30m	
Grand Total SLT							120

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1433	Academic Session/Semester:	2020/21/1
Course name:	Principles of Valuation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Text book (if applicable)

Main references

1. Omar, I. (2019). Real Estate Valuation. Theory and Practice. Kuala Lumpur, Malaysia: Pearson Malaysian Sdn Bhd.

Additional references:

2. International Law Book Service (2017), Kanun Tanah Negara.
3. Douglas Scarrett (2014) "Property Valuation: The Five Methods" London: Routledge.
4. Micheal Blackledge (2016). "Introducing Property Valuation". London: Routledge.
5. BOVEAP (2019) "Malaysian Valuation Standard (MVS)".
6. Legal Research Board (2018), Valuer, Appraiser, Estate Agents and Property Manager Act 1981 (ACT 242)
7. Shapiro, E., Mackmin, D., Sams, G.(2019). *Modern Methods of Valuation (Twelfth Edition)*. Routledge, London and New York.
8. Blackledge, M. (2017). *Introducing Property Valuation (2nd Edition)*. Routledge, London and New York.
9. Azhari Husin (1996). Harta Tanah: Kaedah Penilaian, DBP

Online

<http://lppoh.gov.my/WP2016/circular/circular-b2012.pdf>

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Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces students to some major views, the process, the elements and the theories of building environment development in Malaysia, under the Uniform Building Act 1984. It will emphasize on the general concepts of introduction to the building development process, building structure, bond working, building services, concrete working, wood working, building finishing, drawing and reading the floor plan and calculate the building area based on floor plan.			
Course coordinator (if applicable)	Nik Hamidi Bin Nik Mustapha			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Nik Hamidi Bin Nik Mustapha	F 306 R	016-6687481	nhamidi.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Apply the theory and concept of building development environment in Malaysia step by step.	PLO1 (KW)	C3	Lecture	T, F
CLO2	Measure building plan and calculate the building area based on floor plan.	PLO3 (PS)	P4	Lecture, active learning	Asg
CLO3	Make use of variety of media to express ideas clearly and effectively as well as demonstrate understanding.	PLO6 (DS)	CS5	Seminar	Pr
CLO4	Identify the process, the elements and the theories of building development in Malaysia, under the Uniform Building Act 1984 in Real Estate profession.	PLO2 (CG)	C3	PR	PR

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

<p>Prepared by:</p> <p>Name: Nik Hamidi Bin Nik Mustapha</p> <p>Signature:</p> <p>Date: 22 April 2019</p>	<p>Certified by:</p> <p>Name: Mohamad Shafie Bin Abdul Rashid</p> <p>Signature:</p>  <p>Date: 22 April 2019</p>
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MOHAMAD SHAFIE BIN ABDUL RASHID
 Ketua Jabatan Pengurusan
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 Universiti Teknologi Malaysia
 Jalan Sultan Yahya Petra
 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 1	<p>1.0 INTRODUCTION TO BUILDING DEVELOPMENT ENVIRONMENTS</p> <ul style="list-style-type: none"> • Introduction for building development environment. • Classification of buildings; residential, educational, institutional, hospitals, commercial and industrial. • Building's elements • The various rules, regulations and by-laws associated with the construction <ul style="list-style-type: none"> - Building development process - organization for building development
Week 2	<p>INTRODUCTION TO BUILDING DEVELOPMENT ENVIRONMENTS</p> <ul style="list-style-type: none"> • Introduction for building development environment. • Classification of buildings; residential, educational, institutional, hospitals, commercial and industrial. • Building's elements • The various rules, regulations and by-laws associated with the construction <ul style="list-style-type: none"> - Building development process - organization for building development
Week 3	<p>2.0 SUBSTRUCTURE</p> <ul style="list-style-type: none"> • Introduction for substructure. • Earthworks; Methods of cutting, filling, bulk excavation and compaction. • Site and soil investigations; Importance, procedures, types, selection and methods of site and soil investigation. • Piling works; Definition, types, classification of piles, pile driving, pile caps etc. • Concrete work; definition, types of concrete, • Concrete work's process and concrete's testing • Steel frame construction • Types, selection, fabrication and installation: frames, floors, staircases and roofs. • Ground Floor - Types, concept and elements.
Week 4	<p>SUBSTRUCTURE</p> <ul style="list-style-type: none"> • Introduction for substructure. • Earthworks; Methods of cutting, filling, bulk excavation and compaction. • Site and soil investigations; Importance, procedures, types, selection and methods of site and soil investigation. • Piling works; Definition, types, classification of piles, pile driving, pile caps etc. • Concrete work; definition, types of concrete, • Concrete work's process and concrete's testing • Steel frame construction • Types, selection, fabrication and installation: frames, floors, staircases and roofs. • Ground Floor - Types, concept and elements.

School/Faculty:	PPD / SPACE	Page:	3 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 5	<p>SUBSTRUCTURE</p> <ul style="list-style-type: none"> • Introduction for substructure. • Earthworks; Methods of cutting, filling, bulk excavation and compaction. • Site and soil investigations; Importance, procedures, types, selection and methods of site and soil investigation. • Piling works; Definition, types, classification of piles, pile driving, pile caps etc. • Concrete work; definition, types of concrete, • Concrete work's process and concrete's testing • Steel frame construction • Types, selection, fabrication and installation: frames, floors, staircases and roofs. • Ground Floor - Types, concept and elements. <p>Assignment to be submitted in week 10</p>
Week 6	<p>SUBSTRUCTURE</p> <ul style="list-style-type: none"> • Introduction for substructure. • Earthworks; Methods of cutting, filling, bulk excavation and compaction. • Site and soil investigations; Importance, procedures, types, selection and methods of site and soil investigation. • Piling works; Definition, types, classification of piles, pile driving, pile caps etc. • Concrete work; definition, types of concrete, • Concrete work's process and concrete's testing • Steel frame construction • Types, selection, fabrication and installation: frames, floors, staircases and roofs. • Ground Floor - Types, concept and elements. <p>Project to be submitted in week 14</p>
Week 7	<p>3.0 SCAFFOLDS AND FORMWORKS</p> <ul style="list-style-type: none"> • Scaffolds • Types of scaffolds <ul style="list-style-type: none"> - Light duty scaffolds - Heavy duty scaffolds - General purpose scaffolds • Formworks • Functions of formworks • Characteristics of good formworks • Design criteria of formworks • Construction process of formworks • Materials for formworks • Basic considerations in making formworks. • Other considerations – steps taken to avoid delay and to ensure good formwork

School/Faculty:	PPD / SPACE	Page:	4 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<p>construction and process.</p> <ul style="list-style-type: none"> • Introduction for substructure.
Week 8	MID-SEMESTER BREAK
Week 9	<p>4.0 SUPER STRUCTURE</p> <ul style="list-style-type: none"> • Frame; Column, Upper floor beam and roof beam. • Upper Floor <ul style="list-style-type: none"> - Types, selection and methods of reinforced concrete upper floor construction. • Wall • Types, selection, components and building code requirements. • Cladding design considerations and performance factors. • Curtain wall cladding. • Roof - Definition, types and elements. • Staircase - Definition, types and elements. • Window - Definition, types and elements. • Door - Definition, types and elements. • Ceiling - Definition, types and elements. <p>Assignment 2 to be submitted in week 15</p>
Week 10	<p>SUPER STRUCTURE</p> <ul style="list-style-type: none"> • Frame; Column, Upper floor beam and roof beam. • Upper Floor <ul style="list-style-type: none"> - Types, selection and methods of reinforced concrete upper floor construction. • Wall • Types, selection, components and building code requirements. • Cladding design considerations and performance factors. • Curtain wall cladding. • Roof - Definition, types and elements. • Staircase - Definition, types and elements. • Window - Definition, types and elements. • Door - Definition, types and elements. • Ceiling - Definition, types and elements
Week 11	<p>SUPER STRUCTURE</p> <ul style="list-style-type: none"> • Frame; Column, Upper floor beam and roof beam. • Upper Floor <ul style="list-style-type: none"> - Types, selection and methods of reinforced concrete upper floor construction. • Wall • Types, selection, components and building code requirements. • Cladding design considerations and performance factors. • Curtain wall cladding. • Roof - Definition, types and elements.

School/Faculty:	PPD / SPACE	Page:	5 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> • Staircase - Definition, types and elements. • Window - Definition, types and elements. • Door - Definition, types and elements. • Ceiling - Definition, types and elements
Week 12	<p>SUPER STRUCTURE</p> <ul style="list-style-type: none"> • Frame; Column, Upper floor beam and roof beam. • Upper Floor <ul style="list-style-type: none"> - Types, selection and methods of reinforced concrete upper floor construction. • Wall • Types, selection, components and building code requirements. • Cladding design considerations and performance factors. • Curtain wall cladding. • Roof - Definition, types and elements. • Staircase - Definition, types and elements. • Window - Definition, types and elements. • Door - Definition, types and elements. • Ceiling - Definition, types and elements
Week 13	<p>5.0 BUILDING PLANS AND MEASUREMENT</p> <ul style="list-style-type: none"> • Introduction to the building plan • Type of plans • Calculation of the building area • Plan's reading and drawing skills
Week 14	<p>6.0 BUILDING FINISHES</p> <ul style="list-style-type: none"> • Wall finishes • Floor finishes • Ceiling finishes • Staircase finishes • Roof finishes
Week 15	<p>BUILDING FINISHES</p> <ul style="list-style-type: none"> • Wall finishes • Floor finishes • Ceiling finishes • Staircase finishes • Roof finishes <p>Project presentations</p>

School/Faculty:	PPD / SPACE	Page:	6 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities					SLT	
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face		Independent Learning Non-Face to face
	L	T	P	O			
CLO							
CLO1	34h				10h	20h	64h
CLO2	4h	7h		4h	8h	7h	30h
CLO3					4h	5h	9h
CLO4					2h	10h	12h
TOTAL	38h	7h		4h	24h	42	115h

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Test 1	PLO1 (KW)	10	1h 15m
2	Test 2	PLO1 (KW)	10	1h 15m
3	Assignment	PLO2 (CG)	5	As in CLO2 (30h)
4	Seminar	PLO3 (PS)	5	As in CLO3(9h)
5	Project	PLO6 (DS)	10	As in CLO4 (12h)
Final Assessment				
6	Final Examination	PLO1 (KW)	60	2h 30m
Total SLT			100	120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board and LCD projector

School/Faculty:	PPD / SPACE	Page:	7 of 7
Program name:	Diploma in Property Management		
Course code:	DDWF 1513	Academic Session/Semester:	2020/21/1
Course name:	Building Technology	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Learning resources:

Text book (if applicable)

Main references

1. Varghese, P.C., 2017, "Building Construction", PHI Learning, Delhi
2. Bielefeld, B., 2015, "Basics Building Construction", Birkhäuser
3. Riley, M.& Cotgrave, A., 2014, "Construction Technology 2: Industrial and Commercial Building", Red Globe Press.
4. Riley, M.& Cotgrave, A., 2013, "Construction Technology 1: House Construction", Red Globe Press.
5. Wertheimer, L., 2007. "Building Technology", 2008. Kaplan Publishing.

Academic honesty and plagiarism: (Below is just a sample)

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Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1523	Academic Session/Semester:	2020/21/2
Course name:	Building Services	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces students to some major views and theories in environment of building services in Malaysia based on the Uniform Building Act 1984. It will emphasize on the general concepts of introduction to the building services, the water supply system, electricity supply system, drainage system, air system etc. At the end of this course, students should be able to appreciate the building services environment in Malaysia, increase their awareness on the roles of building development based on Uniform Building Act 1984, comprehend the concepts and practical aspects of building services. Besides that, students should also be able to work in a team.			
Course coordinator (if applicable)	NEEHANDRA BINTI MOHD TAHIR			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	NEEHANDRA BINTI MOHD TAHIR	Block H	011 – 1414 6447	neehandra@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply several types of building services and various rules, regulations and associated by-laws	PLO1 (KW)	C3	Lecture	T, F
CLO2	Analyze the problems in relation to practices of building services.	PLO2 (CG)	C4 TH1	Lecture, Active Learning	PR
CLO3	Communicate clearly and effectively in oral and/or written forms as well as demonstrate understanding.	PLO5 (CS)	CS4	Project	Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by: Name: NEEHANDRA BINTI MOHD TAHIR Signature: Date: 4 March 2019	Certified by: Name: MOHAMAD SHAFIE ABDUL RASHID Signature:  Date: 4 March 2019
--	--

MOHAMAD SHAFIE BIN ABDUL RASHID
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 Jalan Sultan Yahya Petra
 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1523	Academic Session/Semester:	2020/21/2
Course name:	Building Services	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, students actively participate in the learning process by discussion or engaged in solving problems.
2.	Lecture	Lecturer-centered and involves one-way presentations. Students are expected to take notes or absorb information.

Weekly Schedule:

Week 1	1. INTRODUCTION TO BUILDING SERVICES 1.1 Definition of building 1.2 Types of building. 1.3 Functions of building. 1.4 Types of building services. 1.5 The various rules, regulations, and by laws associated with the construction.
Week 2 Project 1 (10%)	2.0 WATER SUPPLY SYSTEM 2.1 Introduction for water supply system. 2.2 The several of rules, regulations and by-laws associated with water supply system especially JBA. 2.3 Several resources of water supply. 2.4 Processing 2.5 Water's tank. 2.6 Types of water supply system for housing. 2.7 Types of water supply system for higher building.
Week 3	2.0 WATER SUPPLY SYSTEM 2.1 Introduction for water supply system. 2.2 The several of rules, regulations and by-laws associated with water supply system especially JBA. 2.3 Several resources of water supply. 2.4 Processing 2.5 Water's tank. 2.6 Types of water supply system for housing. 2.7 Types of water supply system for higher building.
Week 4	3. ELETRIC SUPPLY SYSTEM 3.1 Introduction for electric supply system. The several of rules, regulations and by-laws associated with water supply system especially TNB. 3.2 Types of electric supply system. 3.3 Wiring system and Accessories
Week 5	3. ELETRIC SUPPLY SYSTEM 3.1 Introduction for electric supply system. The several of rules, regulations and by-laws associated with water supply system especially TNB. 3.2 Types of electric supply system.

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1523	Academic Session/Semester:	2020/21/2
Course name:	Building Services	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	3.3	Wiring system and Accessories
Week 6	4. DRAINAGE SEWERAGE DISPOSAL SYSTEM	
	4.1	Introduction for drainage and sewerage disposal system.
Test 1 (15%)	4.2	The several of rules, regulations and by-laws associated for drainage and sewerage disposal system especially Indah Water Consortium.
	4.3	Principle of drainage and sewerage disposal system.
	4.4	Sewerage disposal system: septic tank, imhoff tank, mechanical system: component equipment and method of construction.
	4.5	Drainage system: one pipe, two pipe , combined
Week 7	4. DRAINAGE SEWERAGE DISPOSAL SYSTEM	
	4.1	Introduction for drainage and sewerage disposal system.
Project 1 Submission	4.2	The several of rules, regulations and by-laws associated for drainage and sewerage disposal system especially Indah Water Consortium.
	4.3	Principle of drainage and sewerage disposal system.
	4.4	Sewerage disposal system: septic tank, imhoff tank, mechanical system: component equipment and method of construction.
	4.5	Drainage system: one pipe, two pipe , combined
Week 8	Mid-Semester Break	
Week 9	5. VENTILATION SYSTEM	
Project 2 Presentation	5.1	Introduction for ventilation system.
Project 1	5.2	The several of rules, regulations and by-laws associated for ventilation system.
	5.3	Requirement and importance
	5.4	Types of ventilation system.
Week 10	6. AIR CONDITIONING SYSTEM	
	6.1	Introduction for air conditioning system.
	6.2	Several of rules, regulations and by-laws associated for ventilation system.
	6.3	Requirement and importance
	6.4	Processing of air conditioning.
	6.5	Types of air conditioning system
Week 11	6. AIR CONDITIONING SYSTEM	
	6.1	Introduction for air conditioning system.
	6.2	Several of rules, regulations and by-laws associated for ventilation system.
	6.3	Requirement and importance
	6.4	Processing of air conditioning.
	6.5	Types of air conditioning system
Week 12	7. MECHANICAL HANDLING SYSTEM	
	7.1	Introduction of mechanical handling system (MHS) in building.
	7.2	Lift system: planning, lift capacity, components, types and equipments.
	7.3	Escalators: planning, escalator capacity, component, types and equipment.
	7.4	Introduction to traveller and others latest mechanical handling system.
Week 13	7. MECHANICAL HANDLING SYSTEM	
Test 2	7.1	Introduction of mechanical handling system (MHS) in building.
	7.2	Lift system: planning, lift capacity, components, types and equipments.

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1523	Academic Session/Semester:	2020/21/2
Course name:	Building Services	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

(15%)	7.3 7.4	Escalators: planning, escalator capacity, component, types and equipment. Introduction to traveller and others latest mechanical handling system.
Week 14 Presentation Project 2	8. LIGHTNING PROTECTION SYSTEM 8.1 Theory of lightning, method of lightning protection and the effects of lightning strikes on building. 8.2 The components, fittings and accessories associated with lightning protection system and the methods of installation.	
Week 15	8. FIRE PROTECTION SYSTEM 8.1 The components, fittings and accessories associated with fire protection system and the methods of installation. 8.2 Rules and Regulations in fire protection system.	

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Thinking skill
Communication skill

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	38h	7h		4h	2h	27h	78h
CLO2					6h	23h	29h
CLO3					1h	7h	8h
Total SLT	40h	7h		2h	14h	52h	115h
No.	Continuous Assessment		PLO	Percentage		Total SLT	
1	Test 1		PLO1 (KW)	10.0		1h 15m	
2	Test 2		PLO1 (KW)	10.0		1h 15m	
3	Project		PLO2 (AP)	15.0		As in CLO2 (29h)	
4	Presentation		PLO5 (CS)	5.0		As in CLO3 (8h)	
Final Assessment				Percentage	Total SLT		
1	Final Examination		PLO1 (KW)	60.0		2h 30m	
Grand Total SLT						120h	

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1523	Academic Session/Semester:	2020/21/2
Course name:	Building Services	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Text book (if applicable)

1. Alan Obrart , Richard Parlour and Vince Aherne (2017). "Building Services: Engineering for Architects and Building Design Professionals. (4th Edition) Parlour.
2. Fredd Hall and Roger Greeno . (2017) "Building Services Handbook" (9th Edition) Routledge
3. Glenn P. Corbett and Francis L. Brannigan (2016) "Building Construction for fire services. Handcover.
4. Roger Greeno (2015). "Building Services Handbook" 8th Edition Routledge.
5. Roger Greeno (2014) "Building Services, Technology and Design" CRCPress

Academic honesty and plagiarism:

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Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Course synopsis	This course introduces students to some major theories and concepts about Malaysian Legal System. In this course, students need to understand the history of development of the legal system in Malaysian, the various source of law, the judicial system, the court system etc. It acts as a legal foundation for the students before continuing with the core legal courses, for example the law of contract, agency & tort which offered in the following semester.			
Course coordinator (if applicable)	Nurul Ain Shamila Bt Nordin			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Nurul Ain Shamila Bt Nordin	Block H	013-9751305	shamila@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply the theory and concept of law in real estate profession.	PLO1 (KW)	C3	Lecture, Active Learning,	Q, T, F
CLO2	Solve the problem in real estate industry using the law relating to the jurisdiction of the Courts in	PLO2 (CG)	C3	Lecture, Active Learning	Asg

Prepared by:	Certified by:
Name: NURUL AIN SHAMILA BT NORDIN	Name: MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date: 1 JULY 2020	Date: 1 JULY 2020


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School/Faculty:	PPD / SPACE	Page:	2 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

	the Malaysian Judicial System.				
CLO3	Demonstrate leadership qualities and be able to act as a responsible member of the given task.	PLO8 (LAR)	TW2 A2	Project	Peer evaluation
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Problem based learning.
2	Laboratory Activities	NA
3	Assignment	Conducted through project based application of theory and concept of law to solve the problem in property profession.

Weekly Schedule:

Week 1	<p>1.0. INTRODUCTION TO LAW</p> <p>1.1 Definition of law 1.2 Classifications of law 1.3 Functions of law</p>
Week 2 & 3	<p>2.0. HISTORY OF MALAYSIAN LEGAL SYSTEM</p> <p>2.1 Legal History of West Malaysia 2.1.1 The Malaccan Empire 2.1.2 The influence of Islam 2.1.3 The Portuguese, the Dutch and the English influence 2.2 Legal History of East Malaysia.</p>
Week 4	<p>3.0 THE SOURCES OF LAW</p> <p>3.1 Meaning of sources of law 3.2 Unwritten Law 3.2.1 Common Law and Equity (English Law) - Meaning of Common Law and Equity - The content and application of Section 3 and 5 of Civil Law Act 1956</p>

School/Faculty:	PPD / SPACE	Page:	3 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Week 5	<p>3.2.2 Judicial Precedent</p> <ul style="list-style-type: none"> - The meaning of precedent - The doctrine of binding judicial precedent (stare decisis) - The application of the doctrine - Advantages and disadvantages
Week 6	<p>3.2.3. Customary law</p> <ul style="list-style-type: none"> - Malay Adat (Temenggong and Perpatih) - Chinese customary law - Hindu customary law - Native customary laws
Week 7	<p>3.2.4 Islamic Law</p> <ul style="list-style-type: none"> - Sources of Islamic law - The provisions related to Islam under the Federal Constitution - Syariah courts
Week 8	MID TERM BREAK
Week 9	<p>3.3 Written Law</p> <p>3.3.1 Federal & State constitution</p> <ul style="list-style-type: none"> - Concept of supremacy of constitution - Important features of the Federal Constitution 1957 <p>3.3.2 Legislation</p> <ul style="list-style-type: none"> - State and federal legislative bodies - Legislative process
Week 10	<p>3.3.3 Subsidiary Legislation</p> <ul style="list-style-type: none"> - Definition - The significances - Controls over subsidiary legislation
Week 11	<p>4.0 THE JUDICIAL SYSTEM</p> <p>4.1 Superior Courts</p> <p>4.1.1 Federal Court</p> <p>4.1.2 Court of Appeal</p> <p>4.1.3 High Court.</p>

School/Faculty:	PPD / SPACE	Page:	4 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Week 12	4.2 Inferior Courts 4.2.1 Sessions Court 4.2.2 Magistrate Court
Week 13	4.3 Courts with Special Jurisdiction 4.3.1 Children's Court 4.3.2 Court Martial 4.3.3 Special Court
Week 14	4.3 Courts with Special Jurisdiction 4.3.4 Native Courts 4.3.5 Syariah Court 4.3.6 Industrial Court
Week 15	DISCUSSION THE CURRENT ISSUE ABOUT MALAYSIAN LEGAL SYSTEM

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Team work skill

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	7h			3h	4h	10h	35h
CLO2	14h	7h		4h	6h	6h	26h
CLO3					4h	4h	17h
Total SLT	28h	7h		7h	14h	20h	76h

Continuous Assessment		PLO	Percentage	Total SLT
1	Assignment	PLO2 (CG)	15.0	As in CLO 2 (26)
2	Assignment	PLO8 (LAR)	5.0	As in CLO 3 (19)
4	Test 1	PLO1 (KW) & PLO2 (CG)	10.0	1.0h
5	Test 2	PLO1 (KW) & PLO2 (CG)	10.0	1.0h

School/Faculty:	PPD / SPACE	Page:	5 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Final Assessment		Percentage	Total SLT
1	Final Examination	PLO1 (KW) & PLO2 (CG) (C3)	60.0
Grand Total SLT			80h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

Books :

1. Wan Arfah Hamzah, *A First Look Malaysian Legal System*, Penerbit: Oxford Fajar, 2018.
2. Ashgar Ali Ali Mohammad, *Malaysian Legal System*, Malaysia : Penerbit The Malaysian Current Law Journal Sdn Bhd, 2014.
3. Rau & Kumar , *General Principles Of Malaysian Legal System*, Penerbit: International Law Book Service, 2014.
4. Tun Mohammed Suffian, *Pengenalan Sistem Undang-Undang Malaysia*, Kuala Lumpur : Dewan Bahasa & Pustaka, 1990
5. Lee Mei Pheng, *General Principles of Malaysian Law*, 4th edn., Shah Alam: Penerbit Fajar Bakti Sdn. Bhd., 2001

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Other additional information (Course policy, any specific instruction etc.):

-

School/Faculty:	PPD / SPACE	Page:	6 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 1612	Academic Session/Semester:	2020/21/1
Course name:	Malaysian Legal System	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

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COURSE INFORMATION


School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/2
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	The course is designed to generally introduce the students to contract law, the elements of contract, terms of contract, types of contract, discharge of contract, legal remedies for breach of contract and Islamic contractual transaction. In continuation with the above, students shall be able to differentiate elements of contract under the civil and conventional law and Islamic Law of contract too. The second part of the course will focus on law of agency, the principles that are applicable in agency and formation of an agency, together with rights and obligations of both the agent and his principles towards each other and third parties. The third part of this course shall briefly discuss the law of tort specifically on negligence to accommodate the specific needs of the course for students.			
Course coordinator (if applicable)	Nurul Ain Shamila Bt Nordin			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Nurul Ain Shamila Bt Nordin	Block H	013-9751305	shamila@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply the theory and concept of contract, agency and tort in property valuation, management and agency.	PLO1 (KW)	C3	Lecture	T, F
CLO2	Solve the problem in real estate industry using the law relating to the jurisdiction of the Courts in the Malaysian Judicial	PLO2 (CG)	C3	Lecture, Active Learning	Asg

Prepared by:	Certified by:
Name: Nurul Ain Shamila Bt Nordin	Name: Mohammad Shafie Abdul Rashid
Signature:	Signature: 
Date: 1 July 2020	Date: 1 July 2020


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 19 July 2020

School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/1
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

CLO3	Propose known solutions in principles of law, contract and tort to given (new) situations.	PLO9 (PRS)	A3 AD3 GC1	Asg	Asg
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Problem based learning.
2	Laboratory Activities	NA
3	Assignment	Conducted through project-based application of theory and concept of law to solve the problem in property profession

Weekly Schedule:

Week 1	<p>PART I : CONTRACT LAW</p> <ul style="list-style-type: none"> • Definition of contract • Types of contract (Commercial, domestic, social) • Capacity to enter into a contract: parties and age.
Week 2	<p>PART I : CONTRACT LAW</p> <ul style="list-style-type: none"> • Basic elements in forming a legal contract: offer – Sec 2 (a) of Contract Act 1960 and differences between offer and invitation to treat : examples and reasons.
Week 3	<p>PART I: CONTRACT LAW</p> <ul style="list-style-type: none"> • Types of offer and communication (Sec 3, 4 and 6) • Lapse of an offer (section 6 and 7) • Acceptance (Section 2b) • Mode of acceptance and communication of acceptance (sec 2b, sec 3, sec 4, Sec 5, sec 6 and section 7).
Week 4	<p>PART I: CONTRACT LAW : CONSIDERATION</p> <ul style="list-style-type: none"> • Types of consideration (section 2d) • Conditions for considerations under section 2(d) and section 26. • Intention to create a contract. • Negotiation could and could not form an intention.

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/1
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 5	PART I: CONTRACT LAW <ul style="list-style-type: none"> • Terms of contract. • Types of terms. • Oral, Written, implied, expressed, conditions and warranty. • Differences, significances and affects on contract.
Week 6	PART I: CONTRACT LAW <ul style="list-style-type: none"> • Voidable, void and unenforceable contract. • Reason – for void contract (section 2, 3, 4, 6, 7, 10, 11, 26) • Reason for voidable contract (section 15, 16, 17, 18, 19, 20, 21 and 22)
Week 7	PART I: CONTRACT LAW <ul style="list-style-type: none"> • Discharge of contract: by fulfillment and by breach of contract. • Damages of contract and remedies (compensation cash, injunction and specific performance)
Week 8	MID SEMESTER BREAK
Week 9	PART II: ISLAMIC LAW CONTRACTUAL TRANSACTION <ul style="list-style-type: none"> • Elements of Islamic Law of contract. • Similarities and differences between Islamic contract and conventional and civil Law contract. • Implementation of Islamic Law: On Muslims and on non-Muslims. • Future of Islamic Law of contract.
Week 10	PART III: AGENCY LAW <ul style="list-style-type: none"> • Parties of agency relationship. • Capacity. • Intention and purpose of an agency. • Terms of an agency. • Contract of agency.
Week 11	PART III: AGENCY LAW <ul style="list-style-type: none"> • Manners / methods in creating an agency. • Types of agency – in emergency, implied, expressed, etc and examples.

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/1
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 12	PART III: AGENCY LAW <ul style="list-style-type: none"> • Rights and obligations of agent and principal toward each other and third parties. • Limitation of powers and obligations of agents and principal toward each other and third parties.
Week 13	PART IV: LAW OF TORT <ul style="list-style-type: none"> • Definition of tort • Scope of law • Negligence • Definition of negligence (according to literal meaning) • Definition of tort according law of tort.
Week 14	PART IV: LAW OF TORT <ul style="list-style-type: none"> • Duty of care. • Breach of duty of care • Damages as a direct result from breach. • Damages in terms of physical or non-physical injuries. • Compensation-types of compensation.
Week 15	Discuss on the current issue about Malaysian legal system

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in team working

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	21h	7h			7h	20h	55h
CLO2	14h	7h		7h	6h	16h	50h
CLO3					4h	6h	10h
Total SLT	35h	14h		7h	17h	42h	115h

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/1
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Test 1	PLO1 (KW), PLO2 (CG)	10.0	1.15h
2	Test 2	PLO1 (KW), PLO2 (CG)	10.0	1.15h
2	Assignment 1	PLO2 (CG)	10.0	As in CLO2(40h)
3	Assignment 2	PLO9 (PRS)	10.0	As in CLO3 (26h)
Final Assessment				
1	Final Examination	PLO1(KW) & PLO2(CG)	60.0	2.5h
Total SLT			100	120h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

Books :

1. Contract & Agency Act 1960.
2. Civil Law Act 1956.
3. Specific Relief Act 1956.
4. Dr Syed Ahmad S A Alsagoff (2017). *Law of Torts in Malaysia*. Penerbit: Lexis Nexis.
5. Shella Jayabalan (2015). *Understanding The Malaysian Law of Contract*". Penerbit: Lexis Nexis.
6. Visu Sinnadurai (1987). *Law Of Contract In Malaysian and Singapore: Cases and Commentary*, Butterworths, Singapore.
7. Salleh Buang & Nordin Torji (1997). *Undang-Undang Kontrak Di Malaysia*. Penerbit: Fajar Bakti.
8. Andrew Phang Boon Leong (1998). *Cheshire, Fifoot & Furnston's Law Of Contract, Malaysian and Singapore Students*.
9. Nor Ashiin Mohd Yusof (2000). *Asas Undang-Undang Kontrak di Malaysia*. Penerbit: KST, UTM.
10. Nur Chaya Talib (2003). *Torts in Malaysia*. Second Edition: UM Publication. Bakti Sdn. Bhd., 2001

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School/Faculty:	PPD / SPACE	Page:	6 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 1633	Academic Session/Semester:	2020/21/1
Course name:	Law Of Contract, Agency And Tort	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces students to the principles and the basics of accounting and financial in property management and property valuation. It introduces students to the theory and principles of accounting. Besides that, it will emphasize on the theory and general concepts on financial management. At the end of the course, students should be able to apply the theory and concept of accounting and financial management in real estate profession especially for property management and valuation.			
Course coordinator (if applicable)	NEEHANDRA BINTI MOHD TAHIR			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	NEEHANDRA BINTI MOHD TAHIR	Block H	011 – 1414 6447	neehandra@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply the knowledge of basic accounting and finance management to the real estate profession.	PLO1 (KW)	C3	Lecture	T, F
CLO2	Apply the theory and basic accounting and finance management also interprets data and report writing.	PLO2 (CG)	C3	Lecture, Project	PR
CLO3	Analyze using related techniques which related to accounting and finance management and solve the basic accounting and finance problems.	PLO3 (PS)	C4 P5	Lecture, Project	PR
CLO4	Create a business types and opportunities in entrepreneurship based on business organization.	PLO10 (ENT)	C6 ES1, ES2	Project	PR

Prepared by: Name: NEEHANDRA BINTI MOHD TAHIR Signature: Date: 4 March 2019	Certified by: Name: MOHAMAD SHAFIE ABDUL RASHID Signature: Date: 4
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 MOHAMAD SHAFIE ABDUL RASHID
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 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, students actively participate in the learning process by discussion or engaged in solving problems.
2.	Lecture	Lecturer-centered and involves one-way presentations. Students are expected to take notes or absorb information.

Weekly Schedule:

Week 1	1.0. PRINCIPLE OF ACCOUNTING <ul style="list-style-type: none"> • Introduction • History • Definitions and basic concept in accounting • Role of accounting • Basic accounting method • Accounting's equation
Week 2 Assignment 1 (10%)	2.0 ASSET, LIABILITIES AND OWNER'S EQUITIES <ul style="list-style-type: none"> • Introduction • Definition of asset, liabilities and owner's equities. • Financial statement: Income Statement, Statement Of Owner's Equities, balance sheet and statement of cash flow. • Definition and classification for assets, liabilities, equities, revenue , expenses and income.
Week 3	3.0 JOURNAL AND CASH BOOK <ul style="list-style-type: none"> • Introduction • Definition of journal and cash book • Types of journal and cash book • Recording in journal and cash book. • Discount • Posting to the ledger.
Week 4	4.0 LEDGER <ul style="list-style-type: none"> • Introduction • Definition • Double entry system: account and T-account • Rules of double entry system • Rules in recording revenue and expenses. • Rules in recording cash • Types of ledger and accounts.

School/Faculty:	PPD / SPACE	Page:	3 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 5	5.0 TRIAL BALANCE <ul style="list-style-type: none"> • Introduction • Functions • Types of trial balance. • Preparation
Week 6 Test 1 (15%) Assignment 1 Submission	6.0 FINANCIAL STATEMENT <ul style="list-style-type: none"> • Introduction • Definition • Identify the users of financial statement. • Identified the functions of financial statement • Types of financial statement • Preparation
Week 7	7.0 CASH FLOW STATEMENT <ul style="list-style-type: none"> • Definition • Types • Functions • Preparation
Week 8	Mid-Semester Break
Week 9 Assignment 2 Presentation Project 1	8.0 INTRODUCTION FOR FINANCIAL MANAGEMENT <ul style="list-style-type: none"> • Introduction • Definition • Concept • The components • Business organization <p>* Assignment 2 to be submitted in week 15</p>
Week 10	9.0 TIME VALUE OF MONEY <ul style="list-style-type: none"> • Introduction • Concept • Simple interest • Compound interest • Annuity
Week 10	9.0 TIME VALUE OF MONEY <ul style="list-style-type: none"> • Introduction • Concept • Simple interest • Compound interest • Annuity

School/Faculty:	PPD / SPACE	Page:	4 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 12	10.0 CAPITAL STATEMENT ANALYSIS <ul style="list-style-type: none"> • Introduction • Concept • Project classification • Cash flow • Investment • Technique: payback period, discounted payback period, average/accounting rate of return, net present value, IRR and profitability index.
Week 13 Test 2 (15%)	10.0 CAPITAL STATEMENT ANALYSIS <ul style="list-style-type: none"> • Introduction • Concept • Project classification • Cash flow • Investment • Technique: payback period, discounted payback period, average/accounting rate of return, net present value, IRR and profitability index.
Week 14 Assignment 2 submission and presentation	11.0 FINANCIAL STATEMENT ANALYSIS <ul style="list-style-type: none"> • Introduction • Concept • Types • Identify the users of financial statement. • Indicate the purpose of the financial statement analysis • Investment • The technique: horizontal, vertical and ratio analysis.
Week 15	11.0 FINANCIAL STATEMENT ANALYSIS <ul style="list-style-type: none"> • Introduction • Concept • Types • Identify the users of financial statement. • Indicate the purpose of the financial statement analysis • Investment • The technique: horizontal, vertical and ratio analysis.

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
Skills in entrepreneurship

School/Faculty:	PPD / SPACE	Page:	5 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	14h				2h	13h	29h
CLO2	14h	4			2h	18h	38h
CLO3	14h	3			2h	18h	37h
CLO4					1h	10h	11h
Total SLT	42h	7h			7h	58h	115h
No.	Continuous Assessment		PLO		Percentage		Total SLT
1	Test 1		PLO1 (KW)		10.0		1h 15m
2	Test 2		PLO1 (KW)		10.0		1h 15m
3	Project		PLO2 (AP) PLO3 (PS) PLO10 (ENT)		20.0		As in CLO2, CLO3 & CLO4 (86h)
Final Assessment					Percentage		Total SLT
1	Final Examination		PLO1 (KW)		60.0		2h 30m
Grand Total SLT							120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

Text book (if applicable)

1. Peter Atrill and Eddie Mclaney (2018). "Accounting and Finance for Non-Specialist. Paperback (11th Edition)
2. Eddie Maclaney and Peter Atrill (2016). "Accounting and Finance:An Introduction . Paperback (8th Edition)
3. Student Jerry J. Weygrandt, Paul D. Kimmel, Donald E.Kieso (2015)."Accounting Principles" 12 ed. Edition International Version.
4. M.J. Alhabeed (2015) .Entrepreneurial Finance: Fundamentals of Financial Planning and Management for Small Business, Wiley Blackwell.
5. John Hoggett, Lew Edwards, John Medlin etc (2015), " Accounting", Wiley Blackwell.

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief

School/Faculty:	PPD / SPACE	Page:	6 of 6
Programme name	Diploma in Property Management		
Course code:	DDWF 2143	Academic Session/Semester:	2021/22/2
Course name:	Introduction To Accounting and Finance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course is designed to enable students to acquire knowledge of the real estate agency profession. The topics include introduction to the role of a Real Estate Agent (REA); background study; definition based on the VAE 81; the REA profession; the role of the VAE Act and the Board of Valuers, registration and procedure to becoming a registered agent; code of ethics and best practice of a REA; responsibilities and work scope; role and function of REA today; property listing; marketing strategies; consultancy works; closing deals and the legalities and procedures involved with property transactions. At the end of the course, students should be able to demonstrate their understanding on the theory and practice of a real estate agent. The students also should be well versed with the current rules and property market scenario in Malaysia. Through assignments and project work, students are led to develop skills to communicate effectively, to lead and cooperate as team members, be highly motivated, disciplined and ethical.			
Course coordinator (if applicable)	Dr. Nor A'iniBinti Rajab			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Dr. Nor A'iniBinti Rajab	N110	Ext 45333	norainirajab.kl@utm.my

Prepared by:	Certified by:
Name : DR.NORA'INI BINTI RAJAB	Name : MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date : 4 MARCH 2019	Date : 4 MARCH 2019


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School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Acquire the knowledge of requirement and procedure to become a registered estate agent as specified under the Valuers, Appraisers and Estate Agents Act 1981(VAE 81) and the Estate Agency profession and its career path. Define the role and responsibilities of REA, code of ethics, types of agencies and the effect of existing guidelines on property agency.	PLO1 (KW)	C3	Lecture	T, F
CLO2	Create a marketing plan to market and sell several types of properties.	PLO2 (CG)	C6	Active Learning Project	PR
CLO3	Express ideas clearly and effectively as well as demonstrate understanding	PLO5 (CS)	CS4	PR	Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by:	Certified by:
Name : DR.NORA'INI BINTI RAJAB	Name : MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date : 4 MARCH 2019	Date : 4 MARCH 2019

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Case study, presentation, Problem based learning and Discussion.
2.	Project	Conducted through project. Students in a group have to solve problem on an assigned tasks by applying the realestateagencyandmarketingpracticeknowledge.

Weekly Schedule:

Week 1	1.0 Introduction to Real Estate Agency 1.1 Background to Real Estate Agency 1.2 Real Estate Agency in Malaysia
Week 2	1.3 Definition estate agent and negotiators. 1.4 Defining the types of estate agency 1.5 Co-Broking Project Submit week 12
Week 3	2.0 The Valuers, Appraisers and Estate Agents Act 1981 2.1 The registration procedure
Week 4	2.2 Ethics and code of conduct 2.3 Scale of Professional Fees - calculation of commission - gross commission - net commission - service tax
Week 5	3.0 Role of a REA 3.1 Role of a REA 3.2 Function of a REA 3.3 Estate agents and other parties involved

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Name : DR.NORA'INI BINTI RAJAB	Name : MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date : 4 MARCH 2019	Date : 4 MARCH 2019

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 6	3.4 The responsibilities of a principal to the agent 3.5 The responsibilities of an agent to the principal 3.6 The responsibility of an agent to the third party 3.7 Fiduciary Duty
Week 7	4.0 Listing 4.1 The importance of listing 4.2 Strategies to getting the listing Test 1
Week 8	Semester Break
Week 9	5.0 The process/work order of an estate agent 5.1 Collecting documents from client 5.2 Inspection
Week 10	5.3 Market study 5.4 Advisory on property pricing 5.5 Advertising
Week 11	5.6 Securing potential buyers 5.7 Negotiating 5.8 Securing a purchaser
Week 12	6.0 The final stage of property transaction 6.1 The sale transaction process 6.2 Lawyer as stake holder 6.3 REA as stake holder Submit Project
Week 13	7.0 Other Rules and Regulations 7.1 FIC guidelines on property ownership by foreigners 7.2 Real Property Gains Tax 7.3 Stamp Duty Ordinance Presentation

Prepared by:	Certified by:
Name : DR.NORA'INI BINTI RAJAB	Name : MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date : 4 MARCH 2019	Date : 4 MARCH 2019

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 14	8.0 Marketing of Property 8.1 Marketing mix 8.2 Property marketing techniques 8.3 Marketing Strategy 8.4 Sales strategy Test 2 Presentation
Week 15	9.0 Setting up a REA 9.1 VAEA 9.2 Equipment 9.3 Financial control 9.4 Staffing 9.5 Trust Accounts Presentation
Week 16	Study Leave
Week 17 - 19	Final Examination

Transferable skills (generic skills learned in course of study which can be useful and utilized in other settings):

Communication skills, Lifelong learning and information searching skills.

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non Face to Face	Independent Learning Non Face to face	
	L	T	P	O			
CLO							
CLO 1	40h	14h				24h	80h
CLO 2				2h	3h	14h	18h
CLO 3					6h	12h	18h
Total SLT	40h	14h		2h	9h	50h	115h

Prepared by: Name : DR.NORA'INI BINTI RAJAB Signature: Date : 4 MARCH 2019	Certified by: Name : MOHAMMAD SHAFIE ABDUL RASHID Signature: Date : 4 MARCH 2019
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School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Continuous Assessment		PLO	Percentage	Total SLT
1	Test (2)	PLO1	20	2.5h
2	Student Presentation	PLO5	5	As in CLO3 (18h)
3	Project	PLO2	15	As in CLO 2 (18h)
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1	60	2.5h
Grand Total SLT				120h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

<p>Text book (if applicable)</p> <p>References</p> <ol style="list-style-type: none"> 1. The Board of Valuers, Appraisers and Estate Agents. (2007). <i>Rules and Guidelines to the Test of Professional Competence for the estate Agency Practice (2nd Edition)</i>. Kuala Lumpur, Malaysia: Board of Valuers, appraisers and Estate Agents Malaysia. 2. The Board of Valuers, Appraisers and Estate Agents. (2014). <i>Malaysian Estate Agency Standards (2nd Edition)</i>. Kuala Lumpur, Malaysia: Board of Valuers, appraisers and Estate Agents Malaysia. 3. Valuers, Appraisers, Estate Agents and Property Managers Act 1981 (Act 242) & Rules (As at 1st March 2018). International Law Book Services, Selangor, Malaysia. 4. Fiedler, M. (2017). <i>The Concept of Innovative Real Estate Matching: Real Estate Brokerage Made Easy: Real Estate Matching: Efficient, easy and professional real estate brokerage with an innovative real estate matching portal (1st Edition)</i>. Matthias Fiedler, Amazon. 5. Kotler. T. P., Armstrong, G. (2018). <i>Principles of Marketing (17th Edition)</i>. Pearson Education Limited, London.
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Additional references

Please refer in e-Learning

<p>Prepared by:</p> <p>Name : DR.NORA'INI BINTI RAJAB</p> <p>Signature:</p> <p>Date : 4 MARCH 2019</p>	<p>Certified by:</p> <p>Name : MOHAMMAD SHAFIE ABDUL RASHID</p> <p>Signature:</p> <p>Date : 4 MARCH 2019</p>
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School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2343	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Agency And Marketing Practice	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Online

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Academic honesty and plagiarism:

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Prepared by:	Certified by:
Name : DR.NORA'INI BINTI RAJAB	Name : MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature:
Date : 4 MARCH 2019	Date : 4 MARCH 2019

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Property Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Course synopsis	This course introduces students to some major views, theories and practices in property management. It involves the introduction to the concept and principle of management, the duties, qualification, code of conduct and appointment of a property manager and handing over, the management of real estate from building management, maintenance, financial, administrative, insurance, health, safety and emergency, tenancy and facilities management. It also covers current issues related to the development of property management practices in Malaysia.			
Course coordinator (if applicable)	Dr. Nor A'iniBinti Rajab			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Dr. Nor A'ini Binti Rajab	N110	Ext 45333	norainirajab.kl@utm.my

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Apply the various aspect of property management based on the current requirement from the aspects of building maintenance, facilities management, property law and human resource in Malaysian.	PLO1 KW	C3	Active Learning Lecture	T, F

Preparedby: Name : DR NOR A'INI BINTI RAJAB Signature: Date : 4 MARCH 2019	Certifiedby: Name : MOHAMMAD SHAFIE BIN ABDUL RASHID Signature:  <small>MOHAMMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur</small> Date : 4 MARCH 2019
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School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

CLO2	Apply property management theories, concept, principles, knowledge, and property management scopes of works as a semi-professional property manager.	PLO2 (CG)	TH6	PR	PR
CLO3	Express ideas clearly and effectively as well as give feedback.	PLO5 (CS)	CS4	PR	PR, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Case study, presentation, Problem based learning and Discussion.
2.	Project	Conducted through project. Students in a group have to solve problem on an assigned tasks by applying the real estatemanagementknowledgeandpractice.

Weekly Schedule:

Week 1	1.0 MANAGEMENT CONCEPT AND PRINCIPLES <ul style="list-style-type: none"> • Definition, Concept and Principles of Management • Evolution of Management Thought • Definition of Organization • Definition of Manager Project 1 Question.
Week 2	2.0 PROPERTY MANAGEMENT <ul style="list-style-type: none"> • Definition of Property Management • Definition of Property Manager • Definition of Property • The Property Manager

School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

	Assignment 1 Assignment 1 to be submitted in week 6
Week 3	3.0 PROPERTY MANAGEMENT <ul style="list-style-type: none"> • Appointment of a Property Manager • Handling Over / Taking Over Of Property
Week 4	4.0 BUILDING MANAGEMENT <ul style="list-style-type: none"> • Definition • Building life cycle • Category of maintenance • Budgeting • Maintenance manager's duty and responsibility
Week 5	5.0 MAINTENANCE MANAGEMENT <ul style="list-style-type: none"> • Comprehensive maintenance management programme • Corrective maintenance • Planned maintenance • Service providers • Procuments
Week 6	6.0 FINANCIAL MANAGEMENT <ul style="list-style-type: none"> • Fiduciary responsibilities of property manager: Collecting rental income, service charges or charges, sinking fund, outgoings, preparing budgets, maintaining financial records and submitting financial report. • Separate property management account. Test 1
Week 7	7.0 ADMINISTRATIVE MANAGEMENT <ul style="list-style-type: none"> • Definition • The role of property manager
Week 8	SEMESTER BREAK

School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Week 9	8.0 INSURANCE MANAGEMENT <ul style="list-style-type: none"> • The duty of property manager • Types of insurance policies
	9.0 HEALTH, SAFETY AND EMERGENCY MANAGEMENT <ul style="list-style-type: none"> • Type of risks, hazards and emergencies: fire and explosion, gas leaks and explosion etc • Emergency management plan
Week 10 & Week 11	10. TENANCY/ LEASE MANAGEMENT <ul style="list-style-type: none"> • The role of property manager • Definition of tenancy management • Tenancy agreement • Tenant selection • Tenant characteristics • Tenant mix • Tenant relation with owner • Basis for rental • Rent roll • Determination of tenancy - rent review and renewal
Week 12 & Week 13	11.0 FACILITIE MANAGEMENT <ul style="list-style-type: none"> • Definition • Upkeep and cleaning • Fire Safety • Health and occupational safety • Mechanical and electrical (M&E) facilities and services • Maintenance, testing and inspections • Operation of facilities • Security, surveillance and safety • Space allocation and charges • Tender process • Tenancy and lease management • Energy management • Environment management <p>Test 2 – Week 12 Submit Project – Week 13</p>

School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Week 14	12.0 DEVELOPMENT OF PROPERTY MANAGEMENT IN MALAYSIA <ul style="list-style-type: none"> • History development of property management • Factors that influence the growth of property management in Malaysia • The strata title act and its affect on property management in Malaysia • The Building And Common Property Maintenance And Management Act 2007 and its effect on property management in Malaysia • The Valuers Appraisers and Estate Agents Act 1981 <ul style="list-style-type: none"> - who can practise - calculation of fees Project Presentation
Week 15	13.0 MALAYSIAN PRACTICE IN PROPERTY MANAGEMENT <ul style="list-style-type: none"> • Organization execution in Property Management for public sector and private sector • Types of services that are offered in property management <ul style="list-style-type: none"> - in-house property management - outsource property management Project Presentation
Week 16	Study Leave
Week 17 - 19	Final Examination

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication skills, Lifelong learning and information searching skills.

School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non Face to Face	Independent Learning Non Face to face	
	L	T	P	O			
CLO							
CLO 1	30h	6h			6h	42h	84h
CLO 2	2h	2h			2h	18h	24h
CLO 3	1h	1h			1h	4h	7h
TOTAL SLT	33h	9h			9h	64h	115h

Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1	PLO1 (KW)	10	1h 15m
2	Test 2	PLO1 (KW)	10	1h 15m
3	Project 1	PLO2 (CG)	15	As in CLO 2 (24h)
2	Student Presentation Project 1	PLO5 (CS)	5	As in CLO3 (7h)
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1	60	2h 30m
Grand Total SLT				120h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

School/Faculty:	PPD / SPACE	Page:	7 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2353	Academic Session/Semester:	2021/22/1
Course name:	Real Estate Management	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Learning resources:

<p>Text book (if applicable) None.</p> <p>Main references</p> <ol style="list-style-type: none"> 1. McElroy, Ken. (2015). <i>The ABCs of Property Management: What You Need to Know to Maximize Your Money Now</i>. RDA PR LLC. 2. Robert A. Potter (2015). " <i>Selling Real Estate Service: Third Level Secrets of Top Producers</i>. Willey Brackwell. 3. Malaysian Property Management Standards (Second Edition 2016). The Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia (2016). 4. Valuers, Appraisers, Estate Agents and Property Managers Act 1981 (Act 242) & Rules (As At 1st March 2018). International Law Book Services. <p>Online http://elearning.kl.utm.my</p>
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Academic honesty and plagiarism:

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/2
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

Course synopsis	This course introduces students to theories and practices in property investment area. It will emphasize on the general concepts of investment, the usage of investment method in determining the capital value or rental of freehold or leasehold properties, rental elements, rates of returns and analyzing the investment alternatives. Students shall also be exposed to the cash flow techniques in property investment. Students shall also be introduced to REITS as an alternative in property investment. At the end of the course, students should also be able to demonstrate and apply the knowledge by producing a standard valuation report using the investment method and also able to analyze the return of investments within a given portfolio. Through assignments and project works, students are led to develop skills to communicate effectively, to lead and cooperate as team members, be highly motivated, disciplined and ethical.			
Course coordinator (if applicable)	Che Noni Bte Abdullah			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Che Noni Bte Abdullah	Level 6 MJIT	0192282672	chenoni.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Acquire the knowledge of investment and valuation in property valuation.	PLO1 (KW)	C3	Lecture	Q, T, F & PR
CLO2	Apply the theory and principles of property investment valuation to solve the problem in property valuation based on investment method of	PLO2 (CG)	C3	Lecture, Active Learning,	T, F & PR

Prepared by:	Certified by:
Name: CHE NONI BTE ABDULLAH	Name: MOHAMMAD SHAFIE ABDUL RASHID
Signature:	Signature: 
Date: 3 SEPTEMBER 2020	Date: 3 SEPTEMBER 2020


 MOHAMMAD SHAFIE BIN ABDUL RASHID
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School/Faculty:	PPD / SPACE	Page:	2 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/1
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

	valuation.				
CLO3	Evaluate the property investment valuation by using the relevant technique and method.	PLO3 (PS)	P4	Lecture, Active Learning, Project	T, F & PR
CLO4	Demonstrate an understanding of professional and practice ethical values.	PLO11 (ETS)	GC4	PR	Valuation Report

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	NIL
3	Project	Conducted through project based on property valuation using investment method.

Weekly Schedule:

Week 1	TOPIC 1: INTRODUCTION TO PROPERTY INVESTMENT 1.1 Types of necessity in property 1.2 Criteria of the property 1.3 Factors that influence value (Assignment: 5%)
Week 2	1. INTRODUCTION OF PROPERTY INVESTMENT 1.4 Return from property investment 1.5 Other types of investment – REITS (Project: 15%)
Week 3 - 4	2. DETERMINATION OF RENT 2.1 Principles of rent decision 2.2 Rent characteristic

School/Faculty:	PPD / SPACE	Page:	3 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/1
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

	<p>2.3 Outgoings and expenditures and building vacancy</p> <p>2.4 Net and gross rent</p> <p>2.5 Rent analysis and building measurement calculation</p> <p>Submit Assignment 5%</p>
Week 5	<p>3. RATE OF RETURN (IN PERPETUITY)</p> <p>3.1 Formula's and calculation</p> <p>3.2 Factors influence the rate of return</p> <p>3.3 How to use Parry's Table Book</p> <p><u>TEST 1 (10%)</u></p>
Week 6	<p>4. INTRODUCTION OF YEAR'S PURCHASE (DUAL RATE)</p> <p>4.1 Year's Purchase (dual rate)</p> <p>4.2 Annual Sinking Fund</p> <p>4.3 Usage and tax impact towards annual sinking fund.</p>
Week 7	<p>5. VALUATION PRINCIPLES USING RENT INFORMATION</p> <p>5.1 Investment principles and calculation;</p> <p>Formula; $CV = NI \times YP$</p>
Week 8	Mid-Semester Break
Week 9	<p>6. USAGE OF THE ANNUITY VALUE</p> <p>6.1 Formula's introduction and the usage of formula's.</p>
Week 10	<p>7. CONCEPT OF EXTENSIONS AND RENEWAL OF LEASES</p> <p>7.1 Concept of Extensions</p> <p>7.2 Renewal of leases application</p> <p><u>TEST 2 (10%)</u></p>

School/Faculty:	PPD / SPACE	Page:	4 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/1
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

Week 11	8. PREMIUM DECISION 8.1 The concept 8.2 Condition of the premium usage 8.3 Principles of premium calculation
Week 12	9. CONCEPT OF JOINT VALUATION 9.1 Concept definition 9.2 The usage 9.3 Principle of calculation Submit Project: 15%
Week 13	10. INTRODUCTION TO DISCOUNTED CASH FLOW 10.1 The concept of Discounted Cash Flow (DCF) 10.2 Net Present Value (NPV)
Week 14	10. INTRODUCTION TO DISCOUNTED CASH FLOW 10.3 Internal Rate of Return (IRR) - calculation and usage
Week 15	11. PROPERTY VALUATION FOR VARIOUS PURPOSE - Buy - Sell - Mortgage - Auction

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
 Skills in ethics learning

School/Faculty:	PPD / SPACE	Page:	5 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/1
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities							TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face		
CLO	L	T	P	O				
CLO1	14h				5h	17h	36h	
CLO2	14h	3h		7h	10h	15h	49h	
CLO3	4h	4h		3h	4h	5h	20h	
CLO4					5h	5h	10h	
Total SLT	32h	7h		10h	24h	42h	115h	

Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1	PLO1 (KW) & PLO2 (CG)	10.0	1.15h
2	Test 2	PLO1 (KW) & PLO2 (CG)	10.0	1.15h
3	Tutorial	PLO2(CG)	-	
4	Valuation Report	PLO3 (PS) PLO11 (ETS)	15.0 5.0	As stated in CLO3 (9h)
5	Quiz	-	-	-
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1 & PLO3	60	2.5
Grand Total SLT				120

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

- Eric Shapiro, David Mackmin et al "Modern Method Of Valuation" 2019.
- Bradford Jordon, Thomas et al "Fundamental Of Investment, Valuation and Management (2017).
- Micheal Blackledge "Introducing To Property Valuation". Amazon (2016).
- Jeral E. Pinto, Elaine Henry et al. "Equity Asset Valuation". 2015.
- Baum, A., Crosby, N., (2014), "Property Investment Appraisal", Blackwell: Oxford
- Peter Wyatt (2013), "Property Valuation", Willey Blackwell, 3ed Edition.
- Aswath Daboodaran (2011), "The Little Book of Valuation: How to Value a Company, Pick a Stock and Profit".

School/Faculty:	PPD / SPACE	Page:	6 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2433	Academic Session/Semester:	2020/21/1
Course name:	Investment Valuation	Pre/co requisite (course name and code, if applicable):	Valuation Methodology, DDWF 1423
Credit hours:	3		

8. The Board of Valuers, Appraisers and Estate Agents, Malaysia, *Manual of Valuation Standards*.

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Other additional information (Course policy, any specific instruction etc.):

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Course synopsis	This course covers determining factors affecting value, data collection and data analysis, application of appropriate methods of valuation for different types of properties, valuation for fire insurance and determining forced sale value. At the end of this course, students should be able to use and apply their professional knowledge and skills in choosing the appropriate method of valuation when carrying out property valuation according to the type of property while advocating the "Manual of Valuation Standards". Through assignments and project work, students are lead to develop skills to communicate effectively and highly motivated for better self-improvement.			
Course coordinator (if applicable)	Dr. Nor A'ini Binti Rajab			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Dr. Nor A'ini Binti Rajab	N110	Ext 4533	norainirajab.kl@utm.my

Prepared by:	Certified by:
Name : DR. NOR A'INI BT RAJAB	Name : MOHAMMAD SHAFIE BIN ABDUL RASHID
Signature :	Signature : 
Date : 4 March 2019	Date : 4 March 2019

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School/Faculty:	PPD / SPACE	Page:	2 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Apply the concept and the theories of the factors affecting property value, data collection and data analysis, use appropriate method of valuation in determining the market value of different type of property, and determining fire insurance value and force sale value.	PLO1 (KW)	C3	Active Learning Lecture	T, F
CLO2	Produce the property value with suitable method of valuation according to the types of properties.	PLO3 (PS)	P3	PR	PR
CLO3	Express ideas clearly and effectively as well as give feedback.	PLO5 (CS)	A2 CS4	Pr	Pr
CLO4	Identify self-improvement initiatives and possibilities for career development or further education.	PLO9 (PRS)	SC2, ES6, ES3	PR	PR
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

School/Faculty:	PPD / SPACE	Page:	3 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Case study, presentation, Problem based learning and Discussion.
2.	Project	Conducted through project. Students in a group have to solve problem on an assigned task by applying the property or real estate valuation principle, concept and knowledge.

Weekly Schedule:

Week 1	<p>1. FACTORS AFFECTING PROPERTY VALUE</p> <p>a) Micro – location, the type of building (improvement) structure, topography of the land, real estate management & maintenance, size and shape of parcel, building accommodation, building finishes/facilities, the age of the building, consumer taste, public utility, legal nature of property- ownership, interest, land use and others.</p> <p>b) Macro – politic/government policies, surrounding development/neighbourhood, economy, legislation, social, planning and new technology</p> <p>c) Understanding the different definitions of property value such as Open Market Value, Forced Sale Value, Value in Use, Special Value and others.</p>
Week 2	<p>2. DATA COLLECTION AND DATA ANALYSIS</p> <p>a) Data that can be used;</p> <ul style="list-style-type: none"> - Sales data - Market value - Valid and bona fide <p>b) Data that cannot be used</p> <p>c) Equality degree between comparative data</p> <ul style="list-style-type: none"> - Physical - Income - Date of transaction - Market stability - Planning and legislation <p>Project Submit week 12</p>

School/Faculty:	PPD / SPACE	Page:	4 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Week 3	<p>d) Comparable data</p> <ul style="list-style-type: none"> - Identifying sales, obtaining and verifying data on comparables and selecting the most appropriate comparables. - Collecting other relevant data about the property- title search and application and development approval from Land Office, land use planning and related government policies. <p>e) Data analysis</p> <p>f) Valuation unit – psf, psm, pf³, pm³, pac, pha</p> <ul style="list-style-type: none"> - Adjustment factors : time, location, size and others - Adjusting the comparables
Week 4	<p>3. RESIDENTIAL PROPERTIES</p> <ul style="list-style-type: none"> a) Types of residential properties b) Factors affecting residential value. c) Data collection and data analysis.
Week 5	<ul style="list-style-type: none"> d) Comparative method: data collection, data analysis and adjustments needed. e) Cost method: data collection, data analysis and adjustments needed. f) Investment method: Data collection, data analysis and adjustments needed. g) Valuation for residential properties h) Fire Insurance and forced sale value
Week 6	<p>4. COMMERCIAL PROPERTIES</p> <ul style="list-style-type: none"> a) Types of commercial properties b) Factors affecting commercial value. c) Data collection and data analysis.
Week 7	<ul style="list-style-type: none"> d) Comparative method: data collection, data analysis and adjustments needed. e) Cost method: data collection, data analysis and adjustments needed. f) Investment method: Data collection, data analysis and adjustments needed. g) Valuation for commercial properties
Week 8	Semester Break

School/Faculty:	PPD / SPACE	Page:	5 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Week 9	5. INDUSTRIAL PROPERTIES a) Types of industrial properties b) Factors affecting value. c) Data collection and data analysis.
Week 10	d) Comparative method: data collection, data analysis and adjustments needed. e) Cost method: data collection, data analysis and adjustments needed. f) Investment method: Data collection, data analysis and adjustments needed. g) Valuation for industrial properties
Week 11	6. AGRICULTURAL PROPERTIES a) Types of agricultural properties b) Factors affecting value. c) Data collection and data analysis.
Week 12	d) Comparative method : data collection, data analysis and adjustments needed. e) Investment method : Data collection, data analysis and adjustments needed. f) Valuation for agricultural properties
Week 13	7. SPECIAL PROPERTIES a) Characteristics of special properties: hotel, cinema and others. b) Appropriate methods of valuation: Profits Method.
Week 14	8. DEVELOPMENT PROPERTIES (LAND) a) Characteristics of development land b) Factors affecting value. c) Data collection and data analysis. d) Comparative method: data collection, data analysis and adjustments needed.
Week 15	e) Residual method: Data collection, data analysis and adjustments needed. f) Discounted cash flow: NPV and IRR g) Valuation for development land

School/Faculty:	PPD / SPACE	Page:	6 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Transferable skills (generic skills learned in course of study which can be useful and utilized in other settings):

Communication skills, Lifelong learning and information searching skills.

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and learning Activities						TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non Face to Face	Independent Learning Non Face to face	
	L	T	P	O			
CLO 1	29h	10h			3h	23h	65h
CLO 2	1h				2h	14h	17h
CLO 3	1h				2h	14h	17h
CLO 4	1h				2h	13h	16h
Total SLT	32h	10h			9h	64h	115h

Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1	PLO1 (KW)	10	1h 15m
2	Test 2	PLO1 (KW)	10	1h 15m
3	Project 1	PLO3 (PS)	10	As in CLO2 (17h)
4	Student Presentation (Project 1)	PLO5 (CS)	5	As in CLO3 (17h)
5	Project 2	PLO9 (PR)	5	As in CLO 4 (16h)
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1	60	2h 30m
Grand Total SLT				120h

School/Faculty:	PPD / SPACE	Page:	6 of 7
Programme name:	Diploma in Property Management		
Course code:	DDWF 2443	Academic Session/Semester:	2021/22/2
Course name:	Applied Valuation	Pre/co requisite (course name and code, if applicable):	Investment Valuation DDWF 2433
Credit hours:	3		

Special requirement to deliver the course (e.g.: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Text book (if applicable)
None.

Main references

1. Benedetto, P., Morri, C., (2019), Commercial Property Valuation: Methods and Case Studies, Wiley
2. Susan Chaplinsky and Micheal J. Schill (2010). "Methods of Valuation Mergers and Acquisitions.
3. George Chacko , Carolyn L. Evans (2014). "Valuation: Method and Models in Applied Corporate Finance".
4. Andrew Baum and David Mackmim (2011). "The Income Approach of Property Valuation.
5. Andrew Cherry, A Valuer's Guide to the RICS Red Book 2010, RICS BOOKS
6. Shapiro, E., Mackmin, D., Sams, G.(2019). *Modern Methods of Valuation (Twelfth Edition)*. Routledge, London and New York.
7. Omar, I. (2019). *Real Estate Valuation. Theory and Practice*. Kuala Lumpur, Malaysia: Pearson Malaysian Sdn Bhd.
8. Douglas Scarret (2014), *Property Valuation: The Five Methods, 4th Edition*, Routeledge.
9. Blackledge, M. (2017). *Introducing Property Valuation (2nd Edition)*. Routledge, London and New York.
10. The Board of Valuers, Appraisers and Estate Agents. (2011). *Malaysian Valuation Standards (4th Edition)*. Kuala Lumpur, Malaysia: Board of Valuers, appraisers and Estate Agents Malaysia.
11. Azahari Husin, (1996) *Kaedah Penilaian Harta Tanah*, Dewan Bahasa dan Pustaka,

Academic honesty and plagiarism:

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 2533	Academic Session/Semester:	2021/22/1
Course name:	Building Maintenance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This subject consists of introduction to building maintenance management system, cause and defects on building components and material and building defects. It also explains the maintenance approach and functions, planning and develop maintenance system, building surveys works and procedures, organization of building maintenance management and preventive maintenance.			
Course coordinator (if applicable)	NEEHANDRA BINTI MOHD TAHIR			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	NEEHANDRA BINTI MOHD TAHIR	Block H	011 – 1414 6447	neehandra@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply knowledge of building maintenance management system.	PLO1 (KW)	C3	Lecture	T, F
CLO2	Analyze the theory and principles of building maintenance to solve the building maintenance problems into report writing.	PLO2 (CG)	C4 TH3	Lecture PR	PR
CLO3	Create a maintenance schedule for a specific type of property.	PLO3 (AP)	P7	Lecture, Active learning, Asg	Asg
CLO4	Communicate clearly and effectively in oral and/or written forms as well as demonstrate understanding.	PLO5 (CS)	CS4	PR	Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by: Name: NEEHANDRA BINTI MOHD TAHIR Signature: Date: 4 March 2019	Certified by: Name: MOHAMAD SHAFIE ABDUL RASHID Signature: Date: 4 March 2019
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 Jalan Sultan Yahya Petra
 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 2533	Academic Session/Semester:	2021/22/1
Course name:	Building Maintenance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, students actively participate in the learning process by discussion or engaged in solving problems.
2.	Lecture	Lecturer-centered and involves one-way presentations. Students are expected to take notes or absorb information.
3.	Project-based Learning	Lecturer as a facilitative. Involves group works and the problem is solved by the students in the group.

Weekly Schedule:

Week 1	1.0 INTRODUCTION TO BUILDING MAINTENANCE 1.1 Background introduction 1.2 Definition of building maintenance 1.3 Classification of building maintenance. 1.4 Building maintenance management System. 1.5 General principle of building design
Week 2 Project 1 (10%)	2.0 BUILDING DEFECTS 2.1 The types of building defect. 2.2 The several factors effecting building defect: human's factors, environmental factors etc. 2.3 The cause and the types of building components defect 2.4 The cause and the types of materials defect 2.5 Building Maintenance Objectives *Submit on week 7
Week 3	3.0 BUILDING DEFECT <ul style="list-style-type: none"> • Foundation • Roof • Staircase • Wall • Floor • Structure
Week 4	3.0 BUILDING DEFECT <ul style="list-style-type: none"> • Foundation • Roof • Staircase • Wall • Floor • Structure
Week 5	4.0 BUILDING MAINTENANCE WORKS 4.1 Types of Building Maintenance Work: <ul style="list-style-type: none"> • Planned Maintenance • Unplanned Maintenance 4.2 Building Maintenance Method 4.3 Building Maintenance Approach and Practical 4.4 Function Of Building Maintenance

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 2533	Academic Session/Semester:	2021/22/1
Course name:	Building Maintenance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 6 Test 1 (15%)	4.0 BUILDING MAINTENANCE WORKS 4.1 Types of Building Maintenance Work: <ul style="list-style-type: none"> • Planned Maintenance • Unplanned Maintenance 4.2 Building Maintenance Method 4.3 Building Maintenance Approach and Practical 4.4 Function Of Building Maintenance
Week 7 Project 1 Submission	4.0 BUILDING MAINTENANCE WORKS 4.1 Types of Building Maintenance Work: <ul style="list-style-type: none"> • Planned Maintenance • Unplanned Maintenance 4.2 Building Maintenance Method 4.3 Building Maintenance Approach and Practical 4.4 Function Of Building Maintenance
Week 8	Mid-Semester Break
Week 9 Project 2 Presentation Project 1	5.0 BUILDING MAINTENANCE SYSTEM PLANNING 5.1 Planning Levels 5.2 Maintenance Works Planning 5.3 Maintenance Time Management and Supervision 5.4 Financial and Budget Allocation <ul style="list-style-type: none"> • Building maintenance cost and expenses • Budget controlling and planning • Prepare report for budget allocation
Week 10	5.0 BUILDING MAINTENANCE SYSTEM PLANNING 5.1 Planning Levels 5.2 Maintenance Works Planning 5.3 Maintenance Time Management and Supervision 5.4 Financial and Budget Allocation <ul style="list-style-type: none"> • Building maintenance cost and expenses • Budget controlling and planning • Prepare report for budget allocation
Week 11	5.0 BUILDING MAINTENANCE SYSTEM PLANNING 5.1 Planning Levels 5.2 Maintenance Works Planning 5.3 Maintenance Time Management and Supervision 5.4 Financial and Budget Allocation <ul style="list-style-type: none"> • Building maintenance cost and expenses • Budget controlling and planning • Prepare report for budget allocation
Week 12	6.0 BUILDING SURVEY PROCEDURE 6.1 Introduction 6.2 Tools and Equipment For Site Inspection 6.3 Survey Procedure And Site Inspection 6.4 Site Inspection List 6.5 Survey and Site Inspection Report
Week 13	7.0 ORGANIZATION ON BUILDING MAINTENANCE MANAGEMENT 7.1 Organization Structure

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 2533	Academic Session/Semester:	2021/22/1
Course name:	Building Maintenance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Test 2 (15%)	7.2 Management Hierarchy 7.3 Communication 7.4 Human Factors
Week 14 Presentation Project 2	7.0 ORGANIZATION ON BUILDING MAINTENANCE MANAGEMENT 7.1 Organization Structure 7.2 Management Hierarchy 7.3 Communication 7.4 Human Factors
Week 15	8.0 STANDARD MAINTENANCE SERVICES AND OPERATION 8.1 Standard Evaluation 8.2 Life Cycle of Components and Materials 8.3 Maintenance Cycle 8.4 Preventive Maintenance

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication skills

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Teaching and Learning Activities						TOTAL SLT	
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face		
CLO	L	T	P	O				
CLO1	18h	7h				7h	20h	52h
CLO2	18h					4h	20h	42h
CLO3	4h					2h	8h	14h
CLO4				2h		1h	4h	7h
Total SLT	40h	7h		2h		14h	52h	115h
No.	Continuous Assessment		PLO	Percentage		Total SLT		
1	Test 1		PLO1 (KW)	10.0		1h 15m		
2	Test 2		PLO1 (KW)	10.0		1h 15m		
3	Project		PLO2 (AP)	10.0		As in CLO2 (42h)		
4	Assignment		PLO3 (PS)	5.0		As in CLO3 (14h)		
5	Presentation		PLO5 (CS)	5.0		As in CLO4 (7h)		
Final Assessment			PLO	Percentage		Total SLT		
1	Final Examination		PLO1 (KW)	60.0		2h 30m		
Grand Total SLT							120h	

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name	Diploma in Property Management		
Course code:	DDWF 2533	Academic Session/Semester:	2021/22/1
Course name:	Building Maintenance	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Learning resources:

Text book (if applicable)

1. Clifford Rutherfords (2018). "Building Maintenance & Construction: Tools and Maintenance Tasks. UHOER
2. Maurice Faust (2018). "Building Maintenance Basics. Paperback
3. Tope Akuntade (2017), "Common Building Defects, Causes, Types and Examples. Paper back.
4. Scott D. Levine (2016), "Construction Defects 101: The definitive guide to understanding Construction defects in California. Paperback.
5. Cinzia Talamo and Marcella Bonanomi (2015). "Knowledge Management and Information Tools for Building Maintenance and Facility Management.

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

NA

Disclaimer:

All teaching and learning materials associated with this course are for personal use only. The materials are intended for educational purposes only. Reproduction of the materials in any form for any purposes other than what it is intended for is prohibited. While every effort has been made to ensure the accuracy of the information supplied herein, Universiti Teknologi Malaysia cannot be held responsible for any errors or omissions.

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2021/2022-1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	The course is designed to introduce students to applicable laws governing land matters in Malaysia and its close relationships with any type of landed property development. Students are taught the concept of land, jurisdictions and authorities of concerned parties over land matters. The importance of the Torrens system and understanding the types of commercial transactions created over land by land owners that are currently available and recognized by the National Land Code.			
Course coordinator (if applicable)	Nurul Ain Shamila Bt Nordin			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Nurul Ain Shamila Bt Nordin	Block H	013-9751305	shamila@utmSPACE.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply the concept of land law, how the NLC, the Torrens systems operate in Malaysia, the principles relating to land law as governed by the National Land Code, the jurisdictions and principles relating to land law, the principles and system in running and managing of land matters by the land office and Registrar of land office and distinguish the differences between rights and responsibilities of parties involved.	PLO1 (KW)	C3	Lecture, Active Learning,	Q, T, F

Prepared by:	Certified by:
Name: Nurul Ain Shamila Bt Nordin	Name: Mohammad Shafie Abdul Rashid
Signature:	Signature: 
Date: 1 July 2020	Date: 1 July 2020

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School/Faculty:	PPD / SPACE	Page:	2 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

CLO2	Shares the ideas clearly and effectively in real estate law for real estate profession.	PLO5 (CS)	A3 CS2	Asg, Pr	Asg, Pr
CLO3	Demonstrate leadership qualities and be able to act as a responsible member of the given task.	PLO8 (LAR)	TW2	Asg	Peer evaluation

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, Problem based learning.
2	Laboratory Activities	NIL
3	Assignment	Conducted through project based application of theory and concept of law to solve the problem in property profession

Weekly Schedule:

Week 1	1.0. INTRODUCTION TO MALAYSIAN LAND LAW <ul style="list-style-type: none"> Historical background of Malaysian Land Law Sources of Malaysian Land Laws National Land Code and other relevant and applicable statutes. Relationship between Federal and State Governments regarding land as a subject matter as provided by the federal constitution.
Week 2	2.0 TERMINOLOGIES <ul style="list-style-type: none"> The concept and terminologies of land law. Land includes : surface, land beneath the ground, seabed, etc.
Week 3	3.0 TORRENS SYSTEM <ul style="list-style-type: none"> Land Law System – Torrens All Land Belongs to Malay Rules. Feudal system Tanah Adat The advantages and disadvantages. Torrens System – registration is everything The advantages and disadvantages

School/Faculty:	PPD / SPACE	Page:	3 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 4	4.0 RIGHT OF LAND Right to: <ul style="list-style-type: none"> • Natural Support of Land • Air Space • To develop • Not to develop • Limits and restrictions to the rights above. • Advantages and disadvantages
Week 5	5.0 TITLE OF LAND <ul style="list-style-type: none"> • Land Held Under HSM Title • Land Held Under HSD Title • Difference • Freehold Title • Leasehold Title • Qualified Title
Week 6	6.0 STATE GOVERNMENT <ul style="list-style-type: none"> • Types and categories of land • Mines, permanent and reserved forest, sea, river etc.
Week 7	<ul style="list-style-type: none"> • Disposal of land • Reserve • Alienation • Temporary license of occupation (TOL) • Right and responsibilities. Disposal of land
Week 8	MID TERM BREAK
Week 9	7.0 COMMERCIAL TRANSACTIONS UNDER NLC Transfer: <ul style="list-style-type: none"> • Parties • Legal Capacity • Contract document
Week 10	8.0 CHARGES <ul style="list-style-type: none"> • Parties • Legal Capacity • Contract document • Purpose

School/Faculty:	PPD / SPACE	Page:	4 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> • Procedures • Document For registration • Grounds in rejecting registration
Week 11	<p>9.0 LEASE</p> <ul style="list-style-type: none"> • Parties • Legal Capacity • Contract document • Purpose • Procedures • Document For registration • Grounds in rejecting registration <p>Lien:</p> <ul style="list-style-type: none"> • Differences between charges , lease and lien • Legal capacity • Contract document
Week 12	<p>Lien:</p> <ul style="list-style-type: none"> • Differences between charges , lease and lien • Legal capacity • Contract document
Week 13	<p>10.0 DEFEASIBILITY OF TITLE</p> <p>Bad Title:</p> <ul style="list-style-type: none"> • Bone fide purchaser • Incomplete instrument • Inadequate instrument section 340 (1) and section 340(2) NLC • The right to challenge the title of land • Jurisdiction of the courts • Parties.
Week 14	<p>11.0 ENCUMBERS IN LAND</p> <p>Caveat:</p> <ul style="list-style-type: none"> • Parties and legal capacity • Types of caveats: registrar, private and lien holder caveat. • Lifespan of caveat • Removal of caveat • Grounds

School/Faculty:	PPD / SPACE	Page:	5 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 15	Prohibitory Order: <ul style="list-style-type: none"> • Purpose • Effects of a Prohibitory Order • Who may apply? • Reason of applying • Lifespan of a Prohibitory Order • Remove of lapsed of a Prohibitory Order
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Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
Skills in ethics learning

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	35h	7h		7h	14h	27h	90h
CLO2					2h	7h	9h
CLO3					6h	10h	16h
Total SLT	35h	7h		7h	22h	44h	115h

Continuous Assessment		PLO	Percentage	Total SLT
No.	Continuous Assessment	PLO	Percentage	Continuous Assessment
1	Assignment	PLO5 (CS2) & PLO 8 (LAR/A2)	20.0	As in CLO2 & CLO 3
2	Test 1	PLO1 (KW)	10.0	1.5h
3	Test 2	PLO1 (KW)	10.0	1.5h
Final Assessment			Percentage	Total SLT
5	Final Examination	PLO1 (C3)	60.0	2.5h
Grand Total SLT				120h

Special requirement to deliver the course (e.g.: software, nursery, computer lab, simulation room):

School/Faculty:	PPD / SPACE	Page:	6 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2633	Academic Session/Semester:	2020/21/1
Course name:	Real Estate Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Lecture room, white board, LCD Projector

Learning resources:

1. S Y Kok (2010), *The Torrens System and Equitable Principles*, Sweet and Maxwell Asia.
2. Sathiaselvan, Joshua Kevin (2006), *Prinsip-prinsip Penting perundangan tanah di Malaysia*, Petaling Jaya, Lexisnexis
3. Teo Keang Sood & Khaw Lake Tee. (2003) *Land Law in Malaysia*, (4th Ed) Sweet & Maxwell, Kuala Lumpur,
4. Hj Salleh Hj. Buang, (2007), *Malaysian Torrens System*, Kuala Lumpur, DBP

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	The course is designed to introduce students to applicable laws governing land and property development law in Malaysia and the close relationships with the provisions of NLC and authorities of local councils. Students shall be taught the concept of land development, types of land development and other subject matters that are closely linked and affected or shall affect land development. Various laws, issues and subject matters such as Malay Reserved Land, land acquisition, strata title and land and property developers shall be discussed.			
Course coordinator (if applicable)	SITI ZAMILAH BINTI ABD HAMID			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	SITI ZAMILAH BINTI ABD HAMID	Blok H	013 - 4756267	zamilah@utmSPACE.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	Assessment methods
CLO1	Apply knowledge of real estate development law in Malaysia based on the issues and subject matters that must be taken into account before a property can be developed .	PLO1 (KW)	C3	Lecture, Problem Based Learning	T, F
CLO2	Determine the various laws, issues and subject matters related to land development in Malaysia.	PLO2 (CG)	C5	PR	PR
CLO3	Express ideas clearly and effectively as well as give feedback.	PLO5 (CS)	CS4	PR	Pr

Details on Innovative T&L practices:

<p>Prepared by: COURSE COORDINATOR</p> <p>Name: SITI ZAMILAH BINTI ABD HAMID</p> <p>Signature:</p> <p>Date: 4 March 2019</p>	<p>Certified by: HEAD OF DEPARTMENT</p> <p>Name: MOHAMAD SHAFIE BIN ABDUL RASHID</p> <p style="text-align: center;">  <small>MUHAMMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur</small> </p> <p>Signature:</p> <p>Date: 4 March 2019</p>
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School/Faculty:	PPD / SPACE	Page:	2 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, students actively participate in the learning process by discussion or engaged in solving problems.
2.	Lecture	Lecturer-centered and involves one-way presentations. Students are expected to take notes or absorb information.
3.	Project-based Learning	Lecturer as a facilitative. Involves group works and the problem is solved by the students in the group.

Weekly Schedule:

Week 1	<p>1.0 Introduction to land and property development law Historical background - Differences between land law and land development law - National Land Code and other relevant and applicable statutes - Relationship between Federal and State governments regarding land as a subject matter as provided by the Federal Constitution</p>
Week 2 Assignment 1 (10%)	<p>2.0 Applicable terminologies and concepts in developing land and property The concept and terminologies of land /property development The significances of these terminologies - Ownership, - Co-ownership - Joint ownership</p>
Week 3	<p>2.0 Applicable terminologies and concepts in developing land and property - Partition - Division - The effects of partition and division - Procedures - Forms to use</p>
Week 4	<p>2.0 Applicable terminologies and concepts in developing land and property - Subdivision - Amalgamation - The effects - Procedures - Forms to use - Annual rent - Quit rent - Where to pay - Time to pay - Who can collect - Forfeiture of land</p>
Week 5	<p>2.0 Applicable terminologies and concepts in developing land and property - Conditions of land use</p>

School/Faculty:	PPD / SPACE	Page:	3 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> - Change of those conditions - Restriction in interest - Surrender - Reversion - Reserved land - Purpose - Types of reserved land
<p>Week 6</p> <p>Test 1 (15%)</p> <p>Assignment Submission</p>	<p>3.0 Malay Reserved Land (MRL)</p> <ul style="list-style-type: none"> - Purpose - Allocated land - The non-applicability of MRL laws to Sabah & Sarawak - Definition of Malays - Restrictions in dealings - Problems arising from MRL
<p>Week 7</p>	<p>3.1 Malay Reserved Land (MRL)</p> <ul style="list-style-type: none"> - Future of MRL - SA as the controlling body - MRL as Tanah Wakaf - Differences between MRL and Tanah Wakaf - Development and re-development programmes for MRL - Suggestions - Viabilities of those suggestions <p>3.2 State Land Roles and Native Land</p> <ul style="list-style-type: none"> - Purpose
<p>Week 8</p> <p>Assignment 2</p> <p>Presentation Project 1</p>	<p>4.0 Land Acquisition</p> <p>Purpose and grounds for acquisition land</p> <ul style="list-style-type: none"> - Parties - Legal capacity - Legality of land acquisition - Art. 13 of the Federal Constitution <p>* Assignment 2 to be submitted in week 15</p>
<p>Week 9</p>	<p>Procedures in acquisition land</p> <p>The declaration by SA</p> <p>The issuance of Form A</p> <p>Form B</p> <p>Form C</p> <p>Form D</p> <p>Form E</p> <p>Form F</p> <p>Form G</p> <p>Form H</p> <p>Form I</p> <p>Form J</p> <p>Form K</p>

School/Faculty:	PPD / SPACE	Page:	4 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<p>Form M Form N</p> <ul style="list-style-type: none"> - LA inquiry - Grounds in challenging land acquisition - Determining factors for amount of compensation - Methods in calculating the amount of compensation - Grounds in challenging compensation or other matters, if any - Jurisdictions of courts
Week 10	<p>5. Strata title</p> <ul style="list-style-type: none"> • Purpose • Advantages of having a strata title • A strata title would include <ul style="list-style-type: none"> -exclusive rights -air space -car park -common amenities -common rights • Rights of strata title under STA • Obligations of strata title under STA • Failure to discharge duties and obligations by strata title owner
Week 11	SEMESTER BREAK
Week 12	<p>6. Building Maintenance Corporation (BMC)</p> <ul style="list-style-type: none"> • What is a BMC • Members • Functions and roles of BMC • Collection of funds for BMC • The running and management of BMC • Rights and jurisdictions of BMC
Week 13 Test 2 (15%)	<p>7. Property development- transfer of rights</p> <ul style="list-style-type: none"> • The role of property developer • Property developer-company or individual • Property Developer Act • Rights and obligations of property developer • Rights and obligations of property owner • When / does the transfer in title occur in <ol style="list-style-type: none"> i. 1st sale ii. 2nd sale iii. Before or after the signing the contract document iv. Before or after the signing of Form 14A v. Before or after the presentation of Form 14A at land office
Week 14 Assignment 2 submission and presentation	<p>8. Vacant possession Certificate of fitness</p> <ul style="list-style-type: none"> • Definition • Rights of property owner to CF • Who to apply • When to apply • Where to apply

School/Faculty:	PPD / SPACE	Page:	5 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	<ul style="list-style-type: none"> • Status and value of property when there is no CF • Definition • Rights of property owner to VP • When to deliver VP <ul style="list-style-type: none"> i. First sale ii. 2nd sale iii. Expiry of a tenancy
Week 15	Current issues on land development

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Thinking skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) Course content outline	Teaching and Learning Activities				TOTAL SLT		
	Guided Learning (Face to Face)						
CLO	L	T	P	O			
CLO1	34h	7h			2h	40h	83h
CLO2					1h	22h	23h
CLO3				4h	1h	4h	9h
Total SLT	34h	7h		4h	4h	66h	115 h

Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1 & 2	PLO1	20	2 h 30 m
2	Group Project	PLO2 PLO3	20	As in CLO2 & CLO3(33h)
Final Assessment			Percentage	Total SLT
1	Final Exam	PLO1	60	2 h 30 m
Grand Total SLT				120 h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with LCD

Learning resources:

Text book (if applicable)
-
Main references
1. SallehBuang. <i>Malaysian Torrens System (Second Edition)</i> , DewanBahasadanPustaka,Kuala Lumpur, 2012.

School/Faculty:	PPD / SPACE	Page:	6 of 6
Programme name:	Diploma in Property Management		
Course code:	DDWF 2643	Academic Session/Semester:	2021/22/2
Course name:	Real Estate Development Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

2. Abdullah Mahmood & Abdul Aziz Hussin. *Pembangunan Harta Tanah: Perundangandan Prosedur Pengurusan*, Penerbit Universiti Sains Malaysia, Pulau Pinang, 2013.
3. Koperasi Pegawai Pentadbiran dan Pengurusan Tanah Malaysia Berhad. *Manual Kanun Tanah Negara*, Koperasi Pegawai Pentadbiran dan Pengurusan Tanah Malaysia Berhad, Kuala Lumpur, 2012.
4. Abdul Aziz, *Undang-Undang Perolehan and Pengambilan Tanah*, Dewan Bahasa & Pustaka, Kuala Lumpur, 2011.
5. Jamila Hussien, *Strata Title in Malaysia*, Pelanduk K. Lumpur, 1999.
6. Salleh Buang, *Compulsory Land Acquisition*. Cental Law Book, K. Lumpur, 1993.
7. Salleh Buang. *Undang-Undang Tanah Di Malaysia*, Dewan Bahasa & Pustaka, Kuala Lumpur, 1993.

Additional references

Please refer in e-Learning

Online

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Other additional information (Course policy, any specific instruction etc.):

-

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces the structure of the land administration of Malaysia and describes every department's responsibilities under its administration. It focuses on the title record system kept at the Registrar and Land Office, registration of title, different types of land categories and land alienation. It also introduces the basic operation of surveying works which includes the measurement of angles, bearings and distances, traverse and heights, and the various computational aspects and problem solving commonly found in engineering surveys. It also shows the various types of survey plans and maps used.			
Course coordinator (if applicable)	Muhammad Naqib Bin Halim			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Muhammad Naqib Bin Halim	Block H	013-6451071	naqib@utmSPACE.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Apply the knowledge in land administration and explain the responsibilities of every department under the land administration structure.	PLO2 (CG)	C3	Lecture	Asg, PR, T, F
CLO2	Compute related information to survey field data collection and office procedure	PLO2 (CG)	C3	Active Learning Lecture	T, F

Prepared by: Name: Muhammad Naqib Bin Halim Signature: Date: 4 March 2019	Certified by: Name: Mohammad Shafie Abdul Rashid Signature: <div style="text-align: center;">  <small>MUHAMMAD SHAFIE ABDUL RASHID PUSAT PENGAJARAN DIPLOMA SPACE UNIVERSITI TEKNOLOGI PETRA JALAN SULTAN YAHYA PETRA 54100 KUALA LUMPUR</small> </div>
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MOHAMAD SHAFIE BIN ABDUL RASHID
 Pejabat Pengerusi
 Pusat Pengajaran Diploma SPACE
 Universiti Teknologi Petra
 Jalan Sultan Yahya Petra
 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

CLO3	Manipulate skills in handling basic surveying equipment and execute surveying project.	PLO3 (PS)	P5	Fieldwork	PR, SC
CLO4	Present clearly with confident using computer technology and prepare a good project report during the end of the project.	PLO5 (CS)	CS1,CS2,CS4	Seminar	Asg, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities
2.	Project-based learning	Conducted through design assignments. Students in a group of 3 are given 2 design projects that require power electronics solutions involving the design calculations and verification using MATLAB/Simulink. Compliance to the design specifications need to be given in the form of written reports.

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Team working Written communication

Academic honesty and plagiarism: (Below is just a sample)

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
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Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

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School/Faculty:	PPD / SPACE	Page:	3 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Weekly Schedule:

Week 1	1.0 Introduction to Surveying <ul style="list-style-type: none"> - Definition - Survey branches - Survey classification - Role of JUPEM - Survey regulation
Week 2	2.0 Basic surveying observation and measurement <ul style="list-style-type: none"> - Basic measurement - Survey principle - Field Work - Coordinate system - Concept of errors in measurement
Week 3 - 4	3.0 Traverse surveying <ul style="list-style-type: none"> - Introduction - Types of traverse - Classification of traverse - Survey instrument - Traverse measurement - Traverse computation - Sources of errors
Week 5 - 6	4.0 Leveling <ul style="list-style-type: none"> - Introduction - Types and uses of leveling - Basic concept of leveling - Leveling datum - Leveling mark - Leveling instruments - Method of leveling work. - Leveling booking and computation - Permissible error - Sources of errors

School/Faculty:	PPD / SPACE	Page:	4 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 7	5.0 Contour surveying <ul style="list-style-type: none"> - Introduction - Methods of contouring
Week 8	Mid-Semester Break
Week 9	6.0 Contour Surveying <ul style="list-style-type: none"> - Contour interpolation - Volume calculation from contouring
Week 10	7.0 Survey plans and maps <ul style="list-style-type: none"> - Introduction - Types of plans and maps - Elements of map - Plan design - Plotting method
Week 11	8.0 Land Administration structure and its responsibilities <ul style="list-style-type: none"> - Types of land law used in Malaysia. - Types of agencies involved in the land administration structure – federal, state and district level. - Responsibilities of each department involved.
Week 12	9.0 Registration of title <ul style="list-style-type: none"> - Torren system - Principle of Torren system - Benefit of Torren system - Types of titles - Registration procedure and forms used
Week 13	10. Land categories <ul style="list-style-type: none"> - Purpose - Types of land categories – agriculture, building and industrial. - Implied and express conditions. - Penalty of breaking of condition.
Week 14	11. Land alienation <ul style="list-style-type: none"> - Freehold and leasehold of state land - Freehold and leasehold of reserved land

School/Faculty:	PPD / SPACE	Page:	5 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	- Temporary Occupation License (TOL) - Permit
Week 15	Final Exam Review Session

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communications Skill

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities					SLT	
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face		Independent Learning Non-Face to face
CLO	L	T	P	O			
CLO1	28	7			10	10h	62h
CLO2		7	14		4	8h	26h
CLO3			14		4h	5h	23h
CLO4					2h	2h	4h
	28h	14	28h		20h	25h	115h

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Test (2)	PLO2	20	2.5h
2	Project	PLO3	10	As in CLO3
3	Seminar	PLO5	10	As in CLO4
	Final Assessment			
1	Final Examination	PLO1	60	2.5h
	Total SLT		100	120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board and LCD projector, Land Survey devices

Learning resources:

Text book (if applicable)

Main references

- Nathanson, J.E., "Surveying Fundamentals & Practices", Person, USA, 2017
- Kavanagh, B.F. "Surveying with Construction Application". Pearson Prentice Hall. New Jersey. USA. 2010.
- Ghilani C.D, Wolf. P.R. "Elementary Surveying: An Introduction to Geomatics". 14th Edition. Pearson and Prentice Hall.

School/Faculty:	PPD / SPACE	Page:	6 of 6
Program name:	Diploma in Property Management		
Course code:	DDWF 2733	Academic Session/Semester:	2020/21/1
Course name:	Surveying And Computation	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

New Jersey. USA. 2014.

4. Uren, J. and Price, W.F. Surveying for engineers. 4th Edition. Palgrave Macmillan. New York. 2006.
5. National Land Code 1965.

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Other additional information (Course policy, any specific instruction etc.):

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2843	Academic Session/Semester:	2020/21/1
Course name:	Urban Planning And Development Control	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course introduces students to the system of physical planning or land-use planning and the urban planning process practice in Peninsular Malaysia. Students are exposed to some current environmental issues related to urban planning in the country. It covers the definitions of urban planning, urban planning machinery, urban planning legislations; Town Planning Enactments, Town and Country Planning Act, 1976, two-tier planning system of structure plans and local plans, planning permission, planning standards, development charges, and property development process. At the end of the course, students should be able to explain urban planning practice in Malaysia, relate urban planning to land matters, calculate development charges on conversion of land-uses and increase in density, and explain the different methods of development control practice in Malaysia such as zoning, density control, plot ratio, plinth area, building lines, set-backs, car parking requirements and others.			
Course coordinator (if applicable)	CHE NONI BTE ABDULLAH			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	CHE NONI BTE ABDULLAH	-	0192282672	chenoni.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	Assessment methods
CLO1	Apply knowledge of urbanplanning, outline the requirements related to urban planning and development and illustrate the hierarchy of urban planning and administration between Local Government, State Government and Federal Government.	PLO1 (KW)	C3	Lecture	T,F
CLO2	Analyze the techniques on urban planning which reflect the property development evaluation	PLO2 (CG)	C4 TH5	Lecture, PR	F, PR

Prepared by: COURSE COORDINATOR Name: CHE NONI BTE ABDULLAH Signature: Date: 3 SEPTEMBER 2020	Certified by: HEAD OF DEPARTMENT Name: MOHAMAD SHAFIE BIN ABDUL RASHID  Signature: Date: 3 SEPTEMBER 2020
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2843	Academic Session/Semester:	2020/21/1
Course name:	Urban Planning And Development Control	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

CLO3	Apply related techniques or method on any calculations which related to urban planning.	PLO3 (PS)	P3	Lecture, PR	F, PR
CLO4	Communicate clearly and effectively in oral and/or written forms as well as give feedback.	PLO5 (CS)	CS4	PR	Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, students actively participate in the learning process by discussion or engaged in solving problems.
2.	Lecture	Lecturer-centered and involves one-way presentations. Students are expected to take notes or absorb information.
3.	Project-based Learning	Lecturer as a facilitative. Involves group works and the problem is solved by the students in the group.

Weekly Schedule:

Week 1	1.0 Concept and Planning Principle <ul style="list-style-type: none"> • Planning Definition • Type and changes in urban planning • Content of planning
Week 2 Assignment 1 (10%)	2.0 History and Urban Development Settlement <ul style="list-style-type: none"> • Classic ages settlement • Intermediate ages settlement • Industrial revolution ages settlement * Assignment 1 to be submitted in week 6
Week 3	3.0 System and Organization of Urban Planning in Peninsula Malaysia <ul style="list-style-type: none"> • Hierarchy of urban planning • Urban planning administration at ; <ul style="list-style-type: none"> - National / Federal level - District level - State level - Local level
Week 4	4.0 History of Planning Law in Peninsula Malaysia <ul style="list-style-type: none"> • Planning Law in Britain. - Planning and law requirement in Britain - Garden City concept
Week 5	4.0 History of Planning Law in Peninsula Malaysia <ul style="list-style-type: none"> • Urban Planning Enactment and Urban Board Enactment (chapter 137) • Local Government Act, 1976 (171 Act) • Urban Planning and District Act 1976 (172 Act) and Amendment (A933 Act) • Others Planning Law
Week 6 Test 1	5.0 Development Planned Systems <ul style="list-style-type: none"> • Structure Plan and the preparation process • Local Agenda 21

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2843	Academic Session/Semester:	2020/21/1
Course name:	Urban Planning And Development Control	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

(15%) Assignment Submission	<ul style="list-style-type: none"> Public participation Local Plan and the preparation process
Week 7	6.0 Development Controlled Systems <ul style="list-style-type: none"> Development definition under Section 2, 172 Act. Planning permission and the application process through the One Stop Centre.
Week 8 Assignment 2 Presentation Project 1	7.0 Standard Planning <ul style="list-style-type: none"> Definition Specialization in standard planning Principles of standard planning for residential development <p>* Assignment 2 to be submitted in week 15</p>
Week 9	8.0 Standardization Methodology <ul style="list-style-type: none"> Zoning Density Site covering Building line Plot ratio Building height Parking space requirement Others standard planning requirement
Week 10	8.0 Standardization Methodology <ul style="list-style-type: none"> Zoning Density Site covering Building line Plot ratio Building height Parking space requirement Others standard planning requirement
Week 11	SEMESTER BREAK
Week 12	9.0 Development Charges <ul style="list-style-type: none"> Imposition of development charge <ul style="list-style-type: none"> - Change of land use - Increase density - Allocation of parking space
Week 13 Test 2 (15%)	10.0 Property Development Process <ul style="list-style-type: none"> Feasibility study Market study
Week 14 Assignment 2 submission and presentation	10.0 Property Development Process <ul style="list-style-type: none"> Economic study <ul style="list-style-type: none"> - Consent application for condition change - Split boundary and layout plan - Consent application for building plan

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2843	Academic Session/Semester:	2020/21/1
Course name:	Urban Planning And Development Control	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Week 15	11.0 District and Suburban Planning <ul style="list-style-type: none"> Structure of District and Suburban planning The importance and effectiveness
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Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving Skills in lifelong learning Skills in analysis item Skills in working in team works Skills in leadership
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Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) Course content outline	Teaching and Learning Activities				TOTAL SLT
	Guided Learning (Face to Face)				
CLO	L	T	P	O	
CLO1	28h	7			63h
CLO2	7h				22h
CLO3	7h				19h
CLO4					11h
Total SLT	42h	7h			115 h

Continuous Assessment	PLO	Percentage	Total SLT
1 Test 1 & 2	PLO1	20	2 h 30 m
2 Project 1 & 2	PLO2 PLO3	15	As in CLO2 & CLO3(49h)
3 Presentation	PLO5	5	As in CLO4 (11h)
Final Assessment		Percentage	Total SLT
1 Final Exam	PLO1	60	2 h 30 m
Grand Total SLT			120 h

Special requirement to deliver the course (e.g.: software, nursery, computer lab, simulation room):

Lecture room with LCD

Learning resources:

Text book (if applicable) - Main references <ol style="list-style-type: none"> Douglas Farr (2018), "Sustainable Nation : Urban Design Patterns for the Future. Handcover Chris Couch (2016), "Urban Planning: An Introduction (Planning, Environment and Cities.) Paperback Abdul Khakee, Angela Hull, et al. (2016) :New Principles in Planning Evaluation (Urban Planning and Environment).

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 2843	Academic Session/Semester:	2020/21/1
Course name:	Urban Planning And Development Control	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

4. Couch, C., (2016), Urban Planning: An Introduction, Palgrave
5. Rachel Weber and Randall Crane (2015) "The Oxford Handbook of Urban Planning. Paperback

Additional references

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Other additional information (Course policy, any specific instruction etc.):

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3053	Academic Session/Semester:	2022/23/1
Course name:	Economics In Real Estate	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	An introduction to the theory and concepts of land economics and urban land economics. This course consists of Part I (Land Economics) and Part II (Urban Land Economics). The subtopics in Part I are economic land characteristics, structure of property market, property investment, economic return on land, the allocation of land sources, land development, land planning, the role of government in property marketing etc. In Part II, students must understand the theory of rental and replacement, Theory of Von Thunen, Theory of Alonso ; land value and land use; Urban Structure Theory; factors that affect the land use style, accessibility, complimentary, land use marketing and replacement; housing, commercial, office and industrial.			
Course coordinator (if applicable)	Nik Hamidi Bin Nik Mustapha			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Nik Hamidi Bin Nik Mustapha	F 306 R	016-6687481	nhamid.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Describe the theories and concepts of land economics and urban land economics.	PLO1 (KW)	C2	Lecture	T, F
CLO2	Apply the theories and concepts of land economics and urban land economics based on the local area case study.	PLO2 (CG)	C3	PR	PR

Prepared by: Name: Nik Hamidi Bin Nik Mustapha Signature: Date: 22 April 2019	Certified by: Name: Mohamad Shafie Bin Abdul Rashid Signature:
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School/Faculty:	Pusat Pengajian Diploma	Page:	2 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3053	Academic Session/Semester:	2022/23/1
Course name:	ECONOMICS IN REAL ESTATE	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

CLO3	Relate theories and practices while incorporating new ideas of land economics and urban land economics in Real Estate profession.	PLO9 (PRS)	SC2	Assignment	Asg
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Week 1	PART ONE: LAND ECONOMICS 1. AN INTRODUCTION OF LAND USE ECONOMIC 1.1 Economics and property 1.2 The characteristics of land economics
Week 2	2. STRUCTURE AND PROPERTY MARKET 2.1 The concept of market and property market. 2.2 The demand for occupancy and investment in property market. 2.3 Transaction and pricing in property market.
Week 3	3. PROPERTY MARKET EFFICIENCY 3.1 Measure the inefficiency of property market. 3.2 The characteristics of stock market and property market. 3.3 How to overcome the imperfections of information in property market. 3.4 The function of property market .
Week 4	4. ECONOMIC AND PROPERTY MARKET 4.1 Economic growth and space demand 4.2 Long term interest and the demand of asset 4.3 Loan advantage, construction cost and the supply of space.
Week 5	5. PROPERTY INVESTMENT 5.1 Definition of investment 5.2 The concept of Risk and Return 5.3 The function of investment market 5.4 Investor in property market 5.5 The characteristic of property investment and non property investment 5.6 Non property investment: stock, unit trust, debenture and bon.

School/Faculty:	Pusat Pengajian Diploma	Page:	3 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3053	Academic Session/Semester:	2022/23/1
Course name:	ECONOMICS IN REAL ESTATE	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Week 6	<p>6. THE ALLOCATION OF LAND SOURCES THROUGH PRICING SYSTEM</p> <p>6.1 Land supply.</p> <p>6.2 The demand of land as a factor of production – cost maximization at a certain output level.</p> <p>6.3 Time factor and land supply</p>
Week 7	<p>7. ECONOMIC RETURN ON LAND</p> <p>7.1 Term of rental, Agricultural rent, commercial rent (Transfer earning and economic rent).</p> <p>7.2 Rent as unearned increment.</p> <p>7.3 Quasi rent.</p> <p>7.4 Rent as a surplus return .</p>
Week 8	Mid-Semester Break
Week 9	<p>8. THE ROLE OF GOVERNMENT IN PROPERTY MARKET</p> <p>8.1 The economic objective and policy of government – monetary and fiscal</p> <p>8.2 Property market and urban planning consist:</p> <ul style="list-style-type: none"> i. The role of planning local authority ii. Land use control / zoning iii. Density control iv. The influence of combination between land use control and density control
Week 10	<p>PART TWO : URBAN LAND ECONOMIC</p> <p>9. THE ORGANISATION OF URBAN ECONOMIC</p> <p>9.1 Urban concept, the benefit of urban economic : specialization and exchangeable.</p> <p>9.2 The benefit of urban economic: Complementarities' between the activities; Supply of output factors.</p>
Week 11	<p>10. THE THEORY OF REPLACEMENT URBAN LANDUSE</p> <p>10.1 Theory of Von Thunen</p> <p>10.2 Theory of Alonso</p>
Week 12	<p>11. URBAN LAND USE POLA</p> <p>11.1 Central business district ; transitional zone, suburban zone and rural urban-fringe.</p> <p>12. THE FACTORS THAT EFFECT THE STYLE OF URBAND LAND USE</p> <p>12.1 Accessibility</p> <p>12.2 Complementarily</p>

School/Faculty:	Pusat Pengajian Diploma	Page:	4 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3053	Academic Session/Semester:	2022/23/1
Course name:	ECONOMICS IN REAL ESTATE	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Week 13	13. THEORIES OF URBAN STRUCTURE 13.1 Concentric zone theory 13.2 Sector Theory 13.3 Axial Development Theory 13.4 Multiple Nuclei Theory
Week 14	14. MARKETING AND REPLACEMENT OF URBAN LAND USE 14.1 Housing : i. Filter Down Theory ii. Trade Off Theory 14.2 Commercial i. Shop, supermarket in suburban zone ii. Shop Office iii. Industrial
Week 15	15. URBAN LAND RULE AND CONTROL 15.1 Objectives 15.2 Technique 15.3 Approaches

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Scholarship

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities				SLT		
	Guided Learning (Face to Face)						
	L: Lecture, T: Tutorial, P: Practical, O: Others						
CLO	L	T	P	O			
CLO1	42h	7h			10h	27h	86h
CLO2					10h	10h	20h
CLO3					4h	5h	9h
	42h	7h			24h	42h	115h

School/Faculty:	Pusat Pengajian Diploma	Page:	5 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3053	Academic Session/Semester:	2022/23/1
Course name:	ECONOMICS IN REAL ESTATE	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Test 1	PLO1 (KW)	10	1h 15m
2	Test 2	PLO1 (KW)	10	1h 15m
3	Project	PLO2 (CG)	10	As in CLO2(20h)
4	Assignment	PLO9 (PRS)	10	As in CLO3 (9h)
	Final Assessment			
5	Final Examination	PLO1 (KW)	60	2.5h
Total SLT			100	120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board and LCD projector

Learning resources:

Text book (if applicable)

1. Luque, J., 2015, "Urban Economics", Springer
2. Wingo, L, 2016, "Transportation and Urban Land", RFF Press
3. University of Wisconsin 2014. "Land Economics". University of Wisconsin Press.
4. McKenzie, D. J., 2012, "Essential of Real Estate Economics". 5th Edition, Thomson/South-Western.
5. Richardson, H.W., 2013, "The New Urban Economic: and Alternatives". Routledge.

Academic honesty and plagiarism: (Below is just a sample)

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Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3252	Academic Session/Semester:	2022/23/1
Course name:	Statistics For Real Estate Manager	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Course synopsis	This course consists of introduction to statistics for property manager. Before statistics analysis, student should know the concept of sampling theory and the types of statistic and types of data, the theory of data collection, arranging data, presenting the data and analyze the data. Analyze the data is very important to property manager and using the result of analysis for decision-making or for management. Analysis of statistics consists of measure of central tendency and dispersion, correlation and simple linear regression, multiple regression, index. Through assignments and project work, students are led to develop skills to communicate effectively, to lead and cooperate as team members, be highly motivated, disciplined and ethical.			
Course coordinator (if applicable)	SITI ZAMILAH BINTI ABD HAMID			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	SITI ZAMILAH BINTI ABD HAMID	Blok H	013 - 4756267	zamilah@utmspace.edu.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Make use of the knowledge of statistic, sampling technique, data management, data analysis etc.	PLO1 (KW)	C3	Lecture / Active Learning	Q, T, F
CLO2	Apply the theory and principles of statistic in property profession.	PLO2 (CG)	C3	Lecture / Active Learning,	Q, T, F

Prepared by: Name: SITI ZAMILAH BINTI ABD HAMID Signature: Date: 4 March 2019	Certified by: Name: MOHAMMAD SHAFIE ABDUL RASHID Signature: Date: 4 March 2019
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 54100 Kuala Lumpur

School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3252	Academic Session/Semester:	2022/23/1
Course name:	Statistics For Real Estate Manager	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

CLO3	Adapt tools and formula in statistic to conduct a mini project- collect the raw data. organise, analysis and present the raw data into statistical analysis.	PLO7 (NS)	SC4	Lecture / Active Learning	Mini Project
CLO4	Demonstrate leadership qualities and be able to act as a responsible member of the task given	PLO8 (LAR)	TW2 A4	Asg	Peer evaluation
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	NIL
3	Assignment	Conducted through project based on using mathematic theory and concept to solve the problem in valuation.

Weekly Schedule:

Week 1 & 2	<p>1.0. INTRODUCTION TO STATISTIC AND SAMPLING THEORY</p> <ul style="list-style-type: none"> - Definition and types of statistics. - Types of variables or data. - Collection of data – populations & sample. - Sampling methods. <p>Mini Project</p>
Week 3 & 4	<p>2.0 PRESENTING DATA</p> <ul style="list-style-type: none"> - Organizing Data – group and ungroup data. The ordered array ascending & descending - Table presentation - Constructing a frequency, relative frequency & cumulative distribution. - Charts and graphics presentation
Week 5 & 6	<p>3.0 DESCRIBING DATA - MEASURES OF CENTRAL TENDENCY</p> <ul style="list-style-type: none"> - Measurement of central tendency – mean, median and mode for ungroup data and group data. - Relationships between mean, median and mode – skewness and kurtosis.

School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3252	Academic Session/Semester:	2022/23/1
Course name:	Statistics For Real Estate Manager	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Week 7 & 8	<p>4.0 DESCRIBING DATA - MEASURES OF DISPERSION</p> <ul style="list-style-type: none"> - Measurement of dispersion – range, variance, standard deviation and coefficient variation - Interpretation and uses of the standard deviation. <p>TEST 1</p>
Week 9 & 10	<p>5.0 CORRELATION AND SIMPLE REGRESSION</p> <ul style="list-style-type: none"> - Introduction to correlation - The coefficient of correlation and determination. - Introduction to simple linear regression. - Simple linear regression equation – the coefficient of regression. - The standard error of the estimate
Week 11 & 12	<p>6.0 MULTIPLE REGRESSION</p> <ul style="list-style-type: none"> - Introduction to multiple regression - Developing the multiple regression model - Interpreting the multiple regression coefficients. - Multiple standard error of estimate.
Week 13 & 14	<p>7.0 INDEX NUMBER</p> <ul style="list-style-type: none"> - Introduction to index number - Uses of index numbers - Simple index, un-weighted aggregates, weighted aggregates index - Price, quantity and value indices <p>TEST 2 SUBMIT MINI PROJECT</p>

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
Skills in leadership

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3252	Academic Session/Semester:	2022/23/1
Course name:	Statistics For Real Estate Manager	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

Student learning time (SLT) details:

CLO	L	T	P	O			
CLO1	7			2	3h	7h	19h
CLO2	7			2	7h	7h	23h
CLO3	7			3	12h	6h	28h
CLO4						6h	6h

1	Mini Project	PLO7 (NS) PLO8 (LAR)	10	As in CLO3, 4 (34h)
2	Test 1	PLO1 (KW) PLO2 (CG)	10	45m
3	Test 2	PLO1 (KW) PLO2 (CG)	10	45m
4	Quiz	PLO1 (KW) PLO2 (CG)	10	45m
1	Final Examination	PLO1 (KW) PLO2 (CG)	60	2h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

Text book (if applicable)

1. Lau Too Kya, Phang Yook Ngor, Zainudin Awang, (2015) *Statistics*, 3rd edition, Oxford Fajar

Main references

1. Cumming, G., Calin -Jageman, R., "Introduction to The New Statistics", Routledge, 2017

Additional references:

2. Richard I. Levin, David S. Rubin *Satisitics for Mangement*, Prentice Hall 7th edition
3. Lau Too Kya, Zainuddin Awang, *Statistik Asas ITM*, Fajar Bakti Sdn Bhd
4. Kuan Kee Sin, *Statistik Permulaan*, Siri Pendidikan Jarak Jauh DBP
5. Mark L. Berenson, David M. Levine, Timothy C. Krehbiel, *Basic Business Statistics Concepts and Applications*, Prentice Hall, 8th Edition, 2002

School/Faculty:	PPD / SPACE	Page:	5 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3252	Academic Session/Semester:	2022/23/1
Course name:	Statistics For Real Estate Manager	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	2		

6. Choo Wei Chong, Goh Poi Leng, Murali Sambasivan, Business Statistics, Prntice Hall, 2nd edition, 2002

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Program name:	Diploma of Property Management		
Course code:	DDWF 3253	Academic Session/Semester:	2022/23/1
Course name:	Computer Application in Real Estate	Pre/co requisite (course name and code, if applicable):	Applied Valuation, DDWF 2443
Credit hours:	3		

Course synopsis	This course introduces students to the basic knowledge of computer aided valuation in property valuation, property management and real estate agency, using Excel and Access applications. This course also introduced students to drawing of building plan by using Visio, and location plan and site plan, using Google Map. At the end of this course, students should be able to use and apply their knowledge and skills in Excel for property valuation, Access for property management database and real estate agency, and able to use Visio to draw building plans and use Google Map application to prepare location plan and site plan.			
Course coordinator (if applicable)	Dr Nor A'ini Binti Rajab			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Dr Nor A'ini Binti Rajab	03-26154333	019-4615180	norainirajab.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Apply EXCEL to formulate and build valuation tables, property analysis and property valuation. Make use of MICROSOFT VISIO to draw building plans, Google Earth/Map to produce location plan and site plan and MICROSOFT ACCESS to manage property management database.	PLO1 (KW)	C3	Lecture, active learning	T, F
CLO2	Produce building plans, location plan, site plan and calculate building area.	PLO2 (AP)	C4	Lecture, active learning	PR1 - visio & google map for building plan, location plan & site plan.

Prepared by: Name: DR NOR A'INI BINTI RAJAB Signature: Date: 4 MARCH 2019	Certified by: Name: MOHAMMAD SHAFIE BIN ABDUL RASHID.  Signature: Date: 4 MARCH 2019
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3253	Academic Session/Semester:	2022/23/1
Course name:	Computer Application in Real Estate	Pre/co requisite (course name and code, if applicable):	Applied Valuation (DDWF 2443).
Credit hours:	3		

CLO3	Determine the market value by using suitable method of valuation.	PLO3 (PS)	P3 TH1	PR	PR2 – excel for property Valuation.
CLO4	Apply relevant information regarding computer application in real estate profession.	PLO6 (DS)	P3	Lecture, Computer Lab, Active learning	PR3 – access for property management database.
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Week 1	<p>1. Introduction to Microsof Visio or similar software</p> <p>1. Drawing Building Plans</p> <p>2. Introduction to Google Map / Earth or similar website</p> <p>1. Locating of properties 2. Produce location plans 3. Produce site plans.</p> <p><i>Project 1</i></p>
Week 2	<p>3. Introduction to Excel Application:</p> <p>1. Explain how to start an interact with Excel 3. Identify the features of Excel in creating a worksheet, 4. Perform calculations using formulas, functions and formatting 5. Create charts and the application of a simple statistical analysis.</p>
Week 3	<p>4. Excel Application in :</p> <p>1. The concept of time value of money 2. The process of compounding in finance and the use in real estate finance.</p>
Week 4	<p>5. Excel Application in Calculating, formulate and construct the valuation tables:</p> <p>1. Present Value of RM1 2. Years' Purchase (single rate and dual rate, with and without tax). 3. Years' Purchase in Perpetuity, Annual Sinking Fund, Amount of RM1, Amount of RM1 per annum, Annuity RM1 will purchase (single rate and dual rate) and mortgage schedule.</p> <p><i>Submit Project 1</i></p>
Week 5	<p>6. Excel Application in CAV:</p> <p>1. Comparison method of Valuation.</p> <p><i>Project 2</i> <i>Test 1</i></p>

School/Faculty:	PPD / SPACE	Page:	3 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3253	Academic Session/Semester:	2022/23/1
Course name:	Computer Application in Real Estate	Pre/co requisite (course name and code, if applicable):	Applied Valuation (DDWF 2443).
Credit hours:	3		

Week 6	2. Cost Method of Valuation
Week 7	3. Profits Method of Valuation
Week 8	Mid-Semester Break
Week 9	4. Investment Method of Valuation 5. Residual Method of Valuation
Week 10	7. Excel Application in : 1. Discounted cash flow
Week 11	2. NPV and IRR
Week 12	8. ACCESS Application 1. Explain how to start and interact with Access 2. Identify the features of Access 3. Creating a database <i>Submit Project 2</i> <i>Project 3</i>
Week 13	4. Creating forms 5. Querying a database
Week 14 & 15	6. Calculations in a database 7. Creating reports 8. Maintaining a database <i>Submit Project 3</i>
Week 16	Revision Week
Week 17-19	Final Exam

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Practical Skills in using MICROSOFT EXCEL in property valuation, MICROSOFT VISIO in producing building plan, GOOGLE MAP / EART in producing location plan and site plan, MICROSOFT ACCESS in Property Management database.
Scholarship – ability to seek and manage relevant information from a variety of sources and receptive to new ideas.

School/Faculty:	PPD / SPACE	Page:	4 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3253	Academic Session/Semester:	2022/23/1
Course name:	Computer Application in Real Estate	Pre/co requisite (course name and code, if applicable):	Applied Valuation (DDWF 2443).
Credit hours:	3		

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities				TOTAL SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, CL: Computer Lab, O: Others				
CLO	L	CL	P	O	
CLO1	25	11			7h
CLO2	1	1			2h
CLO3	1	1			2h
CLO4	1	1			2h
Total SLT	28h	14h			13h

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Test 1	PLO1(KW)	5	1h 15m
2	Test 2	PLO1(KW)	5	1h 15m
3	Project 1	PLO2 (AP)	10	As in CLO2 (16h)
4	Project 2	PLO3 (PS)	10	As in CLO3 (17h)
5	Project 3	PLO6 (SC)	10	As in CLO4(18h)
	Final Assessment			
1	Final Examination	KW (PLO1)	60	2h 30m
	Total SLT		100	120h

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Computer Lab, PC's for every student, Microsoft EXCEL, Microsoft VISIO, Google Map / Earth, Microsoft ACCESS, Printer, Lecture room, white board and LCD projector

Learning resources:

Text book (if applicable)	
1.	Shapiro, E., Mackmin, D., Sams, G.(2019). <i>Modern Methods of Valuation (Twelfth Edition)</i> . Routledge, London and New York.
2.	Omar, I. (2019). <i>Real Estate Valuation. Theory and Practice</i> . Kuala Lumpur, Malaysia: Pearson Malaysian Sdn Bhd.
3.	Douglas Scarret (2014), <i>Property Valuation: The Five Methods, 4th Edition</i> , Routeledge.
4.	Blackledge, M. (2017). <i>Introducing Property Valuation (2nd Edition)</i> . Routledge, London and New York.

School/Faculty:	PPD / SPACE	Page:	5 of 5
Program name:	Diploma in Property Management		
Course code:	DDWF 3253	Academic Session/Semester:	2022/23/1
Course name:	Computer Application in Real Estate	Pre/co requisite (course name and code, if applicable):	Applied Valuation (DDWF 2443).
Credit hours:	3		

5. The Board of Valuers, Appraisers and Estate Agents. (2011). *Malaysian Valuation Standards (4th Edition)*. Kuala Lumpur, Malaysia: Board of Valuers, appraisers and Estate Agents Malaysia.
6. Azahari Husin, (1996) *Kaedah Penilaian Harta Tanah*, Dewan Bahasa dan Pustaka, Kuala Lumpur, Malaysia.
7. Owen, G. (2017). *Using Microsoft Excel and Access 2016 for Accounting (5th Edition)*. Cengage Learning, Boston, MA, USA.

Online: <http://elearning.utm.my>

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Other additional information (Course policy, any specific instruction etc.):

NA

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3453	Academic Session/Semester:	2021/2022/1
Course name:	Statutory Valuation	Pre/co requisite (course name and code, if applicable):	Applied Valuation, DDWF 2443
Credit hours:	3		

Course synopsis	This subject consists of introduction to valuation statutory; the concepts and basic needs of statutory valuation and the acts which its involve in the valuation of the property. The purpose of statutory valuation is divided into 3. Firstly, it is for the taxes purpose that involves rates, stamp duty, real property gains tax. The second purpose is for valuation for compensation of land acquisitions and lastly, it is for valuation for payment of charges and premium such as development charge, premium for alienation of land and conversion of land use. At the end of this course, students should be able to use and apply their professional knowledge and skills, in choosing the appropriate method of valuation when carrying out property valuation according to the type of property while advocating the "Manual of Valuation Standards". Through assignments and project work, students are led to develop skills to communicate effectively, to lead and cooperate as team members, be highly motivated, disciplined and ethical.			
Course coordinator (if applicable)	Che Noni Bte Abdullah			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Che Noni Bte Abdullah	Level 6 MJIT	0192282672	chenoni.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO CODE	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Apply knowledge of statutory valuation (property valuation based on act) in several purposes such as rating, land acquisition, stamp duty etc.	PLO1 (KW)	C3	Lecture, Active Learning,	Q, T, & F

Prepared by: Name: Che Noni Bte Abdullah Signature: Date: 3 SEPTEMBER 2020	Certified by: Name: Mohamad Shafie B Abdul Rashid Signature: <div style="text-align: center;">  <small>MUHAMMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur</small> </div>
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School/Faculty:	PPD / SPACE	Page:	2 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3453	Academic Session/Semester:	2020/21/1
Course name:	Statutory Valuation	Pre/co requisite (course name and code, if applicable):	Applied Valuation, DDWF 2443
Credit hours:	3		

CLO2	Analyze, interpret data and prepared a report writing according to the purposes and different types of property	PLO2 (CG)	C4	Lecture, Active Learning,	T,F
CLO3	Evaluate the technique and method of valuation to value a property for statutory purposes.	PLO3 (PS)	P6	Lecture, Active Learning,	PR
CLO4	Demonstrate leadership qualities and be able to act as a responsible member of the given task.	PLO8 (LAR)	KW2	Project	Peer evaluation

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, tutorial, Problem based learning.
2	Laboratory Activities	NA
3	Project	Conducted through project based on property valuation using investment method.

Weekly Schedule:

Week 1	<p>1.0 INTRODUCTION TO VALUATION STATUTE</p> <ul style="list-style-type: none"> • General concepts of valuation statute • Definition of valuation statute • The objectives of valuation statute • The purpose of valuation statute • The types of valuation statute
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School/Faculty:	PPD / SPACE	Page:	3 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3453	Academic Session/Semester:	2020/21/1
Course name:	Statutory Valuation	Pre/co requisite (course name and code, if applicable):	Applied Valuation, DDWF 2443
Credit hours:	3		

Week 2-3	<p>2.0 RATING</p> <ul style="list-style-type: none"> • Introduction and definition of rating • Types and rates of rating • Rating principles • Valuation and tone of the list • Property exempted • Contribution in aid of rates • Objections of rates
Week 4 - 5	<p>3.0 METHOD OF VALUATION FOR RATING PURPOSES</p> <ul style="list-style-type: none"> • Annual value and Improve value • Determination of rental value and the method of valuation for annual value. • Concepts or basis of annual value – for agriculture, building without CF, etc. based on Sec 2 LGA. • Valuation of property for rates purpose
Week 6-7	<p>4.0 INTRODUCTION TO LAND ACQUISITION</p> <ul style="list-style-type: none"> • Introduction and land acquisition under Federal Constitution • Land acquisition under others law • Process of Land acquisition before approval • Land acquisition procedure after approval. <ul style="list-style-type: none"> - Emergency procedure - Normal procedure • Objection and refer to the courts • Extra or less land acquired procedure <p>TEST 1 (10%)</p>
Week 8	Mid-Semester Break
Week 9-10	<p>5.0 PRINCIPLES OF COMPENSATION APPRISAL</p> <ul style="list-style-type: none"> • Principles of compensation under federal Constitutions • Principles of compensation under First Schedule • Types of compensation • Methods of determination of compensation • Concepts of betterment • Valuation of compensation
Week 11	<p>6.0 STAMP DUTY</p> <ul style="list-style-type: none"> • Introduction to stamp duty act and the imposed of the duty. • The purpose of stamp duty valuation.

School/Faculty:	PPD / SPACE	Page:	4 of 5
Programme name:	Diploma in Property Management		
Course code:	DDWF 3453	Academic Session/Semester:	2020/21/1
Course name:	Statutory Valuation	Pre/co requisite (course name and code, if applicable):	Applied Valuation, DDWF 2443
Credit hours:	3		

	<ul style="list-style-type: none"> • Market value versus declaration price. • Determination of valuation date. • Rates of stamp duty. • Valuation of property for stamp duty purpose
Week 12 & 13	<p>7.0 REAL PROPERTY GAINS TAX (RPGT)</p> <ul style="list-style-type: none"> • Introduction and the purpose of the RPGT. • The principle and concept of gains for taxable. • Rates of RPGT • Determination of valuation date. • The acquisition and disposal price. • RPGT exempted • Calculation of property gains tax <p>TEST 2</p>
Week 14-15	<p>8.0 DEVELOPMENT CHARGE, LAND ALIENATION & CONVERSION OF LAND USE</p> <ul style="list-style-type: none"> • Definition of development charge and land premium charge • Land Law and state regulation • Types of land charge • Conversion and alienated land

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Skills in problem solving
Skills in ethics learning

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO1	14h			3h	10h	15h	42h
CLO2	7h			4h	10h	20h	41h
CLO3	7h			7h	4h	9h	27h
CLO4						5h	5h
Total SLT	28h			14h	24h	49h	115h

School/Faculty:	PPD / SPACE	Page:	5 of 5
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Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1	PLO1 (C3)& PLO2 (CG)	10.0	1.15h 1.15h
2	Test 2	PLO1 (C3)& PLO2 (CG)	10.0	
3	Project	PLO3 (PS) PLO8 (LAR)	15.0 5.0	As stated in CLO2 (30h)
Final Assessment			Percentage	Total SLT
4	Final Examination	PLO1 (C3) & PLO2 (CG)	60.0	2.5h
Grand Total SLT				120h

Special requirement to deliver the course (e.g.: software, nursery, computer lab, simulation room):

Lecture room, white board, LCD Projector

Learning resources:

1. *Stamp Act 1949 (Act 378)*, International Law Book Services
2. *Real Property Gains Tax Act 1976 (Act 169)*, International Law Book Services
3. *Land Acquisition Act 1960 (Act 486) & Rules*, International Law Book Services
4. *Local Government Act 1976 (Act 171)*, International Law Book Services
5. *National Land Code 1965 (Act 56/1965)*, International Law Book Services
6. *Eric Shapiro, David Mackmin et al "Modern Method Of Valuation" 2019.*
7. *Micheal Blackledge "Introducing To Property Valuation". Amazon (2016).*
8. *Andrew Baum " Statutory Valuation". Amazon 2017.*
9. *Douglas Scarrett and Sylvia Osburn (2014). "Property Valuation Method."*
10. *George Chacko , Carolyn L.Evans (2014). "Valuation: Method and Models in Applied Corporate Finance".*
11. *Baum, A., Sams, G.,Ellis, J., Hampson, C. & Stevens, D., Statutory Valuations, 4th Edition, Routledge, 2014*

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

Disclaimer:

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