

LAMPIRAN 1 – SPESIFIKASI PROGRAM

DIPLOMA IN PROPERTY MANAGEMENT  
PROGRAMME SPECIFICATIONS



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Sekolah Pendidikan Profesional dan  
Pendidikan Berterusan  
(UTMSPACE)

UNIVERSITI PENYELIDIKAN

<b>1. Programme Name</b>		Diploma in Property Management	
<b>2. Final Award</b>		Diploma in Property management	
<b>3. Awarding Institution</b>		UTM	
<b>4. Teaching Institution</b>		UTM	
<b>5. Professional or Statutory Body of Accreditation</b>		Ministry of Higher Education	
<b>6. Programme Code</b>		T2320	
<b>7. Language(s) of Instruction</b>		Bahasa Melayu and/or English	
<b>8. Mode of Study (Conventional, distance learning, etc)</b>		Conventional	
<b>9. Mode of operation (Franchise, self-govern, etc)</b>		Self-govern	
<b>10. Study Scheme (Full Time/Part Time)</b>		Full-time	
<b>11. Study Duration</b>		Minimum : 3 yrs Maximum : 5 yrs	
Type of Semester	Minimum : 6 semester Maximum : 10 semester	No. of weeks per semester	
	Full Time	Part Time	Full Time      Part Time
Normal	6	-	14
Short	-	-	-
<b>12. Entry Requirement</b>	<p><b>i. General University Requirements</b></p> <p>a. Malaysian</p> <p>b. Obtain Sijil Pelajaran Malaysia (SPM) /equivalent and obtaining at least FIVE (5) credits (GRED C) inclusive of Bahasa Melayu.</p> <p><b>ii. Special Programme Requirements</b></p> <p>a. Fulfilling the University General Requirements and obtaining credits in</p> <p>    ■ Mathematics</p> <p><b>AND</b></p> <p>THREE (3) from the following subjects:-</p> <p>    ■ English</p> <p>    ■ Additional Mathematics</p> <p>    ■ Principles of Accounting</p> <p>    ■ Basic Economics/Business</p> <p>    ■ Electrical Drawings</p> <p>    ■ History/Geography</p> <p>    ■ Additional Science or Science or Physics or Chemistry or Agricultural science</p> <p>    ■ Information and Communications Technology</p> <p>    ■ Invention</p>		

	<ul style="list-style-type: none"> <li>■ Computer Application in Business</li> <li>■ Islamic Studies or Syariah Islamic Studies or Islamic Worldviews or Al-Quran and Al-Sunnah Education or Moral</li> <li>■ Construction Technology or Building Material</li> </ul> <p><b>AND</b> at least with a pass in English.</p>
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### 13. Programme Educational Objectives

This Programme will produce graduates who can work as Valuation Executives, Assistant Property Managers, Property Agents, Management Executives in Property Development and Research. The graduates may also further their studies to a Bachelors of Property Management and Bachelors of Land Administration and Development or any field related to real estate at local or foreign universities.

**A Diploma in Property Management graduate will achieve the following objectives:**

- i. Demonstrate semi-professional competency as a result from knowledge gained in property management such as property valuation, property management, property agency and property development.
- ii. Solve technical problems in property management and able to work in a multidiscipline group.
- iii. Be involved in community activities, professional organisations and contribute towards society.
- iv. Continue their education to a higher level and self development as a semi-professional.



### 14. Programme Learning Outcomes (PO)

#### (a) Technical Knowledge and Competencies

Programme Learning Outcomes (PO)	Intended Learning Outcomes	Teaching and Learning Methods	Assessment
<p><b>PO1</b></p> <p>Ability to apply knowledge of mathematics, property management and humanities</p>	<p>Demonstrate and apply knowledge of law, economics, mathematics, property management, and humanities in the development of a semi-professional property manager or a property entrepreneur [C3]</p>	<p>Lectures, tutorials, seminars, directed reading, internet searching, active and cooperative learning.</p>	<p>Tests, quizzes, Examinations, Assignments, Presentations.</p>
<p><b>PO2</b></p> <p>Ability to use tools,</p>	<p>Demonstrate practical skill in initial research , identify problems in property management, analyze and</p>	<p>Computer application, field work, assignments and projects</p>	<p>Project and Assignment reports</p>

<b>14. Programme Learning Outcomes (PO)</b>			
<b>(a) Technical Knowledge and Competencies</b>			
<b>Programme Learning Outcomes (PO)</b>	<b>Intended Learning Outcomes</b>	<b>Teaching and Learning Methods</b>	<b>Assessment</b>
skills and technique	interpret data and report writing[P4]		

<b>(b) Generic Skills</b>			
<b>Programme Learning Outcomes (PO)</b>	<b>Intended Learning Outcomes</b>	<b>Teaching and Learning Methods</b>	<b>Assessment</b>
<b>PO3</b> Critical Thinking and Problem Solving	Complete tasks and solve problems related to the property industry [P4, CTPS3]	Project based learning, active and cooperative learning, case studies, and problem based learning.	Reports, and Presentation
<b>PO4</b> Communication Skill	Communicate clearly, effectively and confidently, in oral and written forms suitable to the target groups. [P4, CS3]	Assignments, projects, and seminars.	Project/assignment reports and Presentations.
<b>PO5</b> Team working	Work collaboratively as part of a team undertaking a range of different team roles. [A3, TS3]	Assignments, projects, cooperative learning and discussion.	Project and assignment reports. Presentations and peer evaluations.
<b>PO6</b> Lifelong Learning	Acquire and manage relevant information from various sources as well as accept new ideas. [A3, LL2]	Assignments, projects, directed reading, cooperative learning, field work, surveys and discussions.	Project and assignment reports.
<b>PO7</b> Entrepreneurship	Recognize and identify business types and opportunities.[P3, KK1]	Assignments, projects, field work, directed reading, internet searching, lectures, active and cooperative learning.	Project and assignment reports.
<b>PO8</b> Ethics	Demonstrate an understanding of professional and practice ethical values. [A3, EM2]	Assignments, projects and field work.	Project and assignment reports.
<b>PO9</b> Leadership	Demonstrate leadership quality. [A3, LS2]	Assignments and projects.	Project and assignment reports.

<b>15. Classification of Courses</b>				
No.	Classification	Credit Hours	Percentage	Standard (QA)
A	University courses	19	19.80	15-20
B	Programme Core	65	67.7	50-60
D	Industrial Training	12	12.50	4-12
	<b>Total</b>	<b>96</b>	<b>100</b>	

Classifications based on field. (if required by the Statutory Body guidelines)

No.	Classification	Credit Hours	Percentage
A	University Courses		
	a. Lecture	19	19.80%
	b. Laboratory	-	
	c. Skill Acquisition (incorporated in the course)	-	
	Total credit hours for Part A	19	
B	Programme Core		
	a. Lecture	30	80.60%
	b. Laboratory	-	
	c. Skill Acquisition (incorporated in the course)	47	
	Total credit hours for Part B	77	
	<b>Total</b>	<b>96</b>	<b>100</b>

<b>16. Total credit hours to graduate</b>	<b>96 credit hours</b>
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### 17. Programme structures and features, curriculum and award requirements

This programme is offered on full-time mode and is based on a 2 Semester Academic Session with several subjects being delivered and assessed in each semester. Assessment is based on coursework, final examination and final year project.

#### Assessment:

- Courses:
  - Final Examination (not more than 40 %)
  - Course work
- Laboratory work:
  - Final Examination (not more than 60 %)
  - Course work
- Skill acquisition (Practical Training):
  - 100% Practical Training and Seminar

**Award requirements:**

Students should:

- Achieve a total of 96 credit hours with minimum CPA of 2.00



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Semester 1				Semester 2		
	Code	Course	Credit	Code	Course	Credit
Universiti Courses	UICD 1012	TITAS	2	UHAS 1172	Malasia Dynamic	2
	ULAB 1012	English Proficiency	2	ULAB 1022	English For Academic Study	2
Core Courses	DDPF 1413	Introduction To Real Estate	3	DDPF 1523	Building Services	3
	DDPG 1013	Principles Of Economics	3	DDPL 1723	Land Information And Land Tenure	3
	DDPF 1513	Building Technology	3	DDPF 1623	Real Estate Law	3
	DDPF 1613	Introduction To Law	3	DDPF 1423	Valuation Methodology	3
	DDPF 1212	Valuation Mathematics	2	UKQX XXX1	Co-Curriculum	1
		<b>Total</b>	<b>18</b>		<b>Total</b>	<b>17</b>

Semester 3				Semester 4		
	Code	Course	Credit	Code	Course	Credit
Universiti Courses	UICd2022	Islamic Institutions	2	ULAB 2032	English For Professional Communication	2
	UHAS 2122	Creative & Critical Thinking	2	DDPF 2342	Real Estate Agency Practice	2
Core Courses	DDPF 2533	Building Maintenance	3	DDPF 2643	Real Estate Development Law	3
	DDPF 2433	Real Estate Investment Valuation	3	DDPF 2143	Introduction To Accounting And Finance	3
	DDPF 2232	Statistics For Real Estate Manager	2	DDPF 2443	Applied Valuation	3
	DDPF 2033	Economic In Real Estate	3	DDPF 2843	Urban Planning & Development Control	3
	DDPF 2333	Real Estate Management	3	DDPF 2742	Introduction To Land Development	2
		<b>Total</b>	<b>18</b>		<b>Total</b>	<b>18</b>

Semester 5				Semester 6		
	Code	Course	Credit	Code	Course	Credit
Universiti Courses	UHAS 1102	Keusahawanan & Pembangunan Enterprise.	2	DDPF 3908	Practical Training	4
	UICD 3032/ UHAD 3052	Tasawwur Islam / Self Development	2	DDPF 3914	Practical Training Report and Seminar	8
Core Courses	DDPF 3752	Project Development	2			
	DDPF 3254	Computer Application In Real Estate	4			
	DDPF 3453	Statutory Valuation	3			
		<b>Total</b>	<b>13</b>		<b>Total</b>	<b>12</b>

### 18. Mapping of Subjects to Programme Learning Outcomes

NO.	CODE COURSES	COURSES	Programme Learning Outcomes / Hasil Pembelajaran Program								
			Knowledge / Pengetahuan	Technical Knowledge / Kemahiran teknikal/praktikal/psikomotor	Critical Thinking / Pendekatan kemahiran berfikir dan analitik	Communication Skill / Kemahiran berkomunikasi	Social Skill / Kemahiran sosial dan bertanggungjawab	Lifelong Learning / Pendidikan sepanjang hayat dan pengurusan informasi	Entrepreneurship / Kemahiran pengurusan dan keusahawanan	Ethics / Profesionalisme, nilai, sikap dan etika	Leadership Skill / Kemahiran Kepemimpinan
			PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
<b>UNIVERSITY COURSES / KURSUS UNIVERSITI</b>											
1.	ULAB 1012	ENGLISH PROFICIENCY	a			1	1				
2	ULAB 1022	ENGLISH FOR ACADEMIC STUDY	a			1	1	1			
3	ULAB 2032	ENGLISH FOR PROFESSIONAL COMMUNICATION	a			1	1	1			
4	UHAS 1172	MALAYSIA DYNAMIC CREATIVE & CRITICAL THINKING	a	a			1			1	
5	UHAS 2122	TITAS	a		1	1				1	
6	UICD 1012	ISLAMIC INSTITUTIONS	a		1					1	
7	UICI 1022	CO-CURRICULUM	a		1					1	
8	UKQX XXX1	ISLAMIC WORLDVIEW	a		1					1	
9	UTCD 3032	SELF DEVELOPMENT	a			1	1			1	
& 10	UHAS 1102	KEUSHAWANAN PEMBANGUNAN ENTERPRISE	a			1	1		1		
<b>CORE COURSES / KURSUS TERAS</b>											
1	DDPF 1413	INTRODUCTION TO REAL ESTATE	a		2	1		1		2	
2	DDPG 1013	PRINCIPLES OF ECONOMY	a	a	1	2	1				2
3	DDPF 1513	BUILDING TECHNOLOGY	a	a	2	1	2	1			
4	DDPF 1613	INTRODUCTION TO LAW		a	1		2	1		2	
5	DDPF 1523	BUILDING SERVICES	a		1	2	2	1			
6	DDPL 1723	LAND TENURE AND LAND INFORMATION	a	a	1	1	1				2
7	DDPF 1212	VALUATION MATHEMATICS		a	1	2	1				2
8	DDPF 1423	VALUATION METHODOLOGY		a	1	2	2			1	
9	DDPF 1623	REAL ESTATE LAW		a	1	2		1		2	
10	DDPF 2342	REAL ESTATE AGENCY PRACTICE	a	c	2	1				1	2
11	DDPF 2433	REAL ESTATE INVESTMENT VALUATION		a	1	2		2		1	
12	DDPF 2533	BUILDING MAINTENANCE	a	c	1		1	2			

13	DDPF 2232	STATISTICS FOR REAL ESTATE MANAGER		a	1		2			1	2
14	DDPF 2033	ECONOMICS IN REAL ESTATE	a			1		1		2	2
15	DDPF 2443	APPLIED VALUATION		a	1	2		2		1	
16	DDPF 2333	REAL ESTATE MANAGEMENT		a	2	1			2	1	
17	DDPF 2643	REAL ESTATE DEVELOPMENT LAW		a	1		2	1		1	2
18	DDPF 2843	URBAN PLANNING & DEVELOPMENT CONTROL	a	c	1	2			2	1	
19	DDPF 3453	STATUTORY VALUATION		a	1	2		2		1	
20	DDPF 3254	COMPUTER APPLICATION IN REAL ESTATE		a	1	2	2	1			
21	DDPF 3908	PRACTICAL TRAINING		a	1	1		1		2	
22	DDPF 3914	PRACTICAL TRAINING REPORT AND SEMINAR		a		1		2		1	
23	DDPF 3752	PROJECT DEVELOPMENT	a	c		2				1	2
25	DDPF 2742	INTRODUCTION TO LAND DEVELOPMENT	a	c		2				1	2
24	DDPF 2143	INTRODUCTION TO ACCOUNTING AND FINANCE	a	c	1			1		2	
<b>JUMLAH</b>			<b>23</b>	<b>10</b>	<b>25</b>	<b>19</b>	<b>12</b>	<b>18</b>	<b>2</b>	<b>18</b>	<b>3</b>

**Key:**

Technical Skills:

a = major contribution to outcome (Final Exam/Test/Quiz)

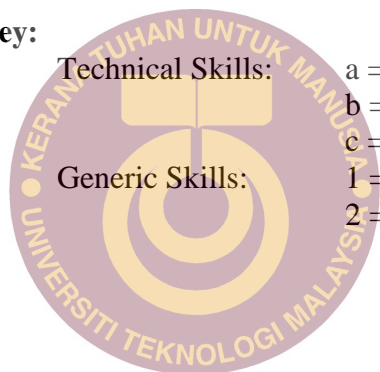
b = moderate contribution to outcome (Assignment only)

c = minor contribution to outcome

Generic Skills:

1 = substantial (with assessment)

2 = not substantial (introduce)



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### 19. Our Uniqueness

- a) Practical Training for 1 semester
- b) Accreditation by the Board of Valuers, Appraisers and Estate Agents (BOVAE).

### 20. Career Prospects and Career Paths

Graduates of the program

- a) Can work as assistant property managers, valuation executives, probationary real estate agents, and management executives in property development and property market research.
- b) May also continue to further their study in various disciplines related to property such as Bachelor of Property/Estate Management and Bachelor of Land Administration and Development, both local and overseas.

### 21. UTM DEGREE ++ Program

Foreign language courses in Mandarin, Japanese or Arabic. Career and guidance talks. Brown Paper Bag seminars.

### 22. Facilities available

List of laboratories:

- 1. Computer Lab (Ms Excel, Access, Visio)  
Language Lab

### 23. Support for Students and Their Learning

Personal support  
Academic Advisor  
Counseling

Infrastructure support  
Internet access  
e-learning  
Digital library  
Health care and Recreational

Financial support  
Perbadanan Tabung Pendidikan Tinggi Negara (PTPTN)  
JPA  
State Governments  
Corporate Bodies

**24. Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning Mechanisms for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards**

1. Students performance in terms of:
  - Kedudukan Bersyarat/Kedudukan Baik
  - Cumulative Point Average
  - Graduating students performance
  - Graduate On Time
  - Completion rate
  - Analysis of course performance
2. Employability
  - Exit survey
  - Alumni survey
  - Market survey
3. Lecturer's performance
  - Teaching evaluation by students (OMR)
  - Competency check-list for staff (CV).
  - e-LPPT
4. Curriculum review
  - Faculty academic committee
  - Board of Studies Report
  - Bench Marking
  - Students e-Portfolio
  - Generic skills evaluation (Performance Criteria Report)
5. Delivery system
  - Academic Quality Assurance Committee
  - Course Review Report and Programme Review Report
  - Student Satisfaction Index
  - MQA standard

**25. Regulation of Assessment**

a. Summary of grades, marks and their interpretation

Marks	Grade	Evaluation Point
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
45-49	C-	1.67
40-44	D+	1.33
35-39	D	1.00
30-34	D-	0.67
00-29	E	0.00

b) The role of Board of Studies

- review and evaluate program curriculum,
- review and evaluate assessment procedure and methods,
- make necessary recommendations to the Academic Committee.

## 26. Assessment Tools

Measurement Tools	Learning Outcomes									Duration	Action by
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9		
e- Portfolio	/	/	/	/	/	/	/	/	/	Continuous	Student
Course outcome report	/	/	/	/	/	/	/	/	/	End of sem	Lecturer
PO survey	/	/	/	/	/	/	/	/	/	End of Prog	Faculty
Alumni Survey	/	/	/	/	/	/	/	/	/	Once/3 years	Head of Dept
Employer Survey	/	/	/	/	/	/	/	/	/	Once/3 years	Head of Dept
Practical Training Survey	/	/	/	/	/	/	/	/	/	End of Sem	Head of Dept



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