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Semester: I Academic Session: 2012 / 2013
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Lecturer	:
Room No.	:
Telephone No.	:
E-mel	:

Synopsis

This course introduces students to some major views, theories and practices in property management as one of the important profession in the real estate industry. It emphasizes on the general concepts of property management, introduces the theory and best practice of tenancy management for several types of properties and examines the major elements in tenancy agreement. It will also cover some other important areas of property management such as building maintenance, property marketing, data management, security management, and car park management. At the end of the course, students should be able to apply the theories and demonstrate their understanding towards the profession by completing some assignments and final project.

LEARNING OUTCOMES

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By the end of the course, students should be able to:

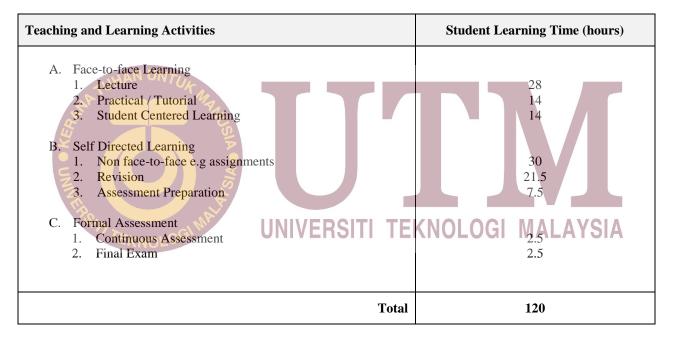
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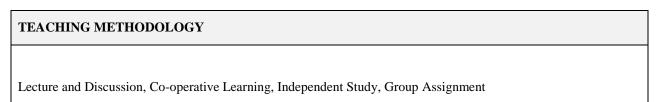
No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxanomy and KI levels	Assessment Methods
1.	Describe and explain the various aspect of property management based on the current requirement from the aspects of building maintenance, facilities management, property law and human resource in Malaysian.	PO1	C3	Assignment Test Quiz Final Exam
2.	Illustrate ideas clearly and effectively as well as give feedback	PO4	P3 CS1- CS3	Presentation
3.	Practice moral values, ethics and professionalism	PO8	A3	Assignment

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towards oneself and one's work	EM1-EM2	

STUDENT LEARNING TIME





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WEEKLY SCHEDULE

Week 1 :	 1.0 INTRODUCTION TO MANAGEMENT PRINCIPLES Definition of Management Evolution of Management Thought Definition of Organization Definition of Manager Management Function in property management
Week 2 : Assignment 1 (10%)	 1.0 INTRODUCTION TO PROPERTY MANAGEMENT PRINCIPLES Definition of Property Management Definition of Property Manager Definition of Property Operational Property Assignment 1 to be submitted in week 6
Weeks 3 SITTEKN	 2.0 INTRODUCTION TO PROPERTY MANAGEMENT Duty and responsibility of Property Manager LOGI MALAYSIA Property Management Organization Factors that influence organization Internal (planning management, management objectives, financial allocation and budget, management team and workers relationship, power to execute things on behalf of owner, record management and relationship with the owner) External (politics, economy and market condition)
Week 4 : Quiz (5%)	 3.0 MAINTENANCE MANAGEMENT Maintenance definition Building life cycle Category of maintenance Budgeting Maintenance manager's duty and responsibility
Week 5 :	 4.0 TENANCY MANAGEMENT Definition of tenancy management Marketing strategy

Marketing strategyTenancy agreement

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·	Building Services (DDPF 1523)	
	Building Maintenance (DDPF2533)	
Week 13 Test 2 (10%)	 8.0 DATA AND RECORD MAN Definition of record manage 	ortunities & Threats (SWOT) Analysis AGEMENT
String TU	MAN UNTER management reports	agement financial reports types of property
Week 14	 History development of prop Factors that influence the gro The strata title act and its aff The Building And Common its effect on property manage 	owth of property management in Malaysia ect on property management in Malaysia SIA Property Maintenance And Management Act 2007 and
Week 15 Presentation (5%)	 10.0 MALAYSIAN PRACTICE II Organization execution in Presector 	N PROPERTY MANAGEMENT roperty Management for public sector and private
	 in-house property r outsource property Other organizations involved ICSC PPK 	management
Week 16	REVISION WEEK	
Week 17 - 19	: FINAL EXAM	

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REFERENCES : Courses Notes:

Gurjit Singh, (1995) "Property Management in Malaysia", Federal Publications Sdn. Bhd.

Other References:

- 1. Anthony Banfield (2005). Stapleton's Real Estate Management Practice. Cromwell Press.
- 2. John Klein (2008). A Practical Guide to Green Real Estate Management. Institute of Real Estate Management (IREM).
- 3. Mike Beirne (2006). The property management tool kit. USA.
- 4. David M. Martin (2008). The A-Z of Facilities and Property Management. British Library.

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GRADING

No.	Assessment Method	Number	% Each	Taxonomy	Overall %	Date of Implementation
1	Assignments	1	15	C3 A3 EM1-EM2	15	
3	Presentation	1	5	P1, P2, P3 CS1, CS2, CS3	5	Week 15
4	Test	2	10	10 C1, C2, C3	20	Week 6 & Week 13
5	Final Exam	1	60	C1, C2, C3	60	
	Overall Total				100	

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Prepared by:	Certified by: (Course Panel Head)
Name:	Name:
Signature:	Signature:
Date:	Date:

