

COURSE OUTLINE

Department & Faculty: Dept. of Built Environment Center For Diplome Study SPACE	Page : Page 1 of 7
Course Code : Real Estate Management (DDPF 2333) Total Contact Hours : 42 Pre-requisite : Building Technology (DDPF 1513) Building Services (DDPF 1523) Building Maintenance (DDPF2533)	Semester: I Academic Session: 2012 / 2013

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

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

No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomy 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
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STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
A. Face-to-face Learning <ol style="list-style-type: none"> 1. Lecture 2. Practical / Tutorial 3. Student Centered Learning 	28 14 14
B. Self Directed Learning <ol style="list-style-type: none"> 1. Non face-to-face e.g assignments 2. Revision 3. Assessment Preparation 	30 21.5 7.5
C. Formal Assessment <ol style="list-style-type: none"> 1. Continuous Assessment 2. Final Exam 	2.5 2.5
Total	120

TEACHING METHODOLOGY

Lecture and Discussion, Co-operative Learning, Independent Study, Group Assignment

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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 : 1.0 INTRODUCTION TO PROPERTY MANAGEMENT PRINCIPLES

- Assignment 1 (10%)**
- Definition of Property Management
 - Definition of Property Manager
 - Definition of Property
 - Operational Property

Assignment 1 to be submitted in week 6

Weeks 3 : 2.0 INTRODUCTION TO PROPERTY MANAGEMENT

- Duty and responsibility of Property Manager
- 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 : 3.0 MAINTENANCE MANAGEMENT

- Quiz (5%)**
- 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
- Tenancy agreement

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Week 6 : **4.0 TENANCY MANAGEMENT**
Test 1 (10%)

- Tenant selection
- Tenant characteristics
- Tenant mix
- Tenant relation with owner

Week 7 : **4.0 TENANCY MANAGEMENT**

- Basis for rental
- Rent roll
- Determination of tenancy - rent review and renewal

Week 8 : **Mid Term Break**

Week 9 : **5.0 INVESTMENT MANAGEMENT**
Assignment 2 (20%)

- Rental collection
- Outgoings
- Service charge

Assignment 2 to be submitted in week 14

Week 10 : **5.0 INVESTMENT MANAGEMENT**

- Insurance
- Taxation
- Car park management

Week 11 : **6.0 SAFETY AND SECURITY MANAGEMENT**

- Definition of safety and security management
- Types of security
- Sick building syndrome
- Symptoms and causes of sick building syndrome

Week 12 : **7.0 PROPERTY MARKETING**

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- : • The four Ps of marketing
- Relating the four Ps to property marketing
- Strength, Weaknesses, Opportunities & Threats (SWOT) Analysis

Week 13 : 8.0 DATA AND RECORD MANAGEMENT

Test 2 (10%)

- Definition of record management
- Importance of inventory
- Requirement of record keeping and financial reports
- Preparation of property management financial reports types of property management reports
- Computer techniques and application in data management
 - Objectives
 - Importance and effectiveness
- Computer software

Week 14 : 9.0 DEVELOPMENT OF PROPERTY MANAGEMENT IN MALAYSIA

- 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 - who can practise
 - calculation of fees

Week 15 : 10.0 MALAYSIAN PRACTICE IN PROPERTY MANAGEMENT

Presentation (5%)

- Organization execution in Property Management for public sector and private sector
- Types of services that are offered in property management
 - in-house property management
 - outsource property management
- Other organizations involved in property management
 - ICSC
 - PPK
 - The stand of the Board of Valuers, Appraisers and Estate Agents

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