

**City University of Hong Kong  
Course Syllabus**

**offered by Division of Building Science and Technology  
with effect from Semester A 2018/19**

**Part I Course Overview**

<b>Course Title:</b>	Property Management
<b>Course Code:</b>	BST22721
<b>Course Duration:</b>	1 semester
<b>Credit Units:</b>	3 credits
<b>Level:</b>	A2
<b>Proposed Area:</b> <i>(for GE courses only)</i>	<input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Study of Societies, Social and Business Organisations <input type="checkbox"/> Science and Technology
<b>Medium of Instruction:</b>	English
<b>Medium of Assessment:</b>	English
<b>Prerequisites:</b> <i>(Course Code and Title)</i>	Nil
<b>Precursors:</b> <i>(Course Code and Title)</i>	Nil
<b>Equivalent Courses:</b> <i>(Course Code and Title)</i>	Nil
<b>Exclusive Courses:</b> <i>(Course Code and Title)</i>	Nil

## Part II Course Details

### 1. Abstract

This course aims to:

- synthesize the principles of property management in multi-disciplinary context taking into account the associated legal, social, economic, technical and administrative aspects;
- apply the knowledge and practices of property management to various properties; and
- analyse the key property management problems in a professional manner.

### 2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Explain the principles and practices of property management.		✓	✓	✓
2.	Explain the legal and contractual framework of property management, financial issues in property management, and major stakeholders' concerns.		✓	✓	✓
3.	Analyse and apply pre- and post-handover management, management information systems, and property performance measurement systems in property management.		✓	✓	✓
4.	Analyse key problems, remedies and techniques in property management including health, safety and environmental impacts, energy conservation, illegal structures, and estate upkeep/renewal.		✓	✓	✓
5.	Explain professional liabilities in property management including insurance, negligence, nuisance, employers and employee liability and contractors' liability.		✓	✓	✓
6.	Demonstrate ability in such transferable skills as communication, interpersonal, leadership, teamwork and critical thinking.		✓	✓	✓

\* If weighting is assigned to CILOs, they should add up to 100%.

100%

# Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

**3. Teaching and Learning Activities (TLAs)**  
*(TLAs designed to facilitate students' achievement of the CILOs.)*

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4	5	6	
Lecture (Average class size: Around 100 students)	Students will learn this course through the designated lectures and supplemented by studio.	✓	✓	✓	✓	✓	✓	1 hour/week
Studio	Studio will be conducted in groups to encourage active participation and interaction among students by means of problem based exercises, case studies, presentations etc.	✓	✓	✓	✓	✓	✓	2 hours/week

**Teacher-directed learning approach** is adopted to provide an overview and rationales of key concepts and principles of the property management topics. Understanding of the relevant concepts, principles and skills is further consolidated by directed self-reading, tutorial discussions and assignment exercises. Thus, independent **self-directed learning** by students is emphasised. During the studio sessions, student-directed **case study** approach is adopted to strengthen student's learning and also build up student's practical property management skills. Students are required to act as a property management professional to provide the appropriate solutions to the identified problems.

**4. Assessment Tasks/Activities (ATs)**  
*(ATs are designed to assess how well the students achieve the CILOs.)*

Assessment Tasks/Activities	CILO No.						Weighting*	Remarks
	1	2	3	4	5	6		
<b>Continuous Assessment: 40%</b>								
Project assignment: This is a group project regarding the property management principles and practices as well as the key issues in effective management of various properties to suit stakeholders. Students will be assessed individually based on written report, oral presentations and peer/self assessment.	✓	✓				✓	10	
Case study: This is a group case study project regarding application of the property management principles and practices, as well as the associated legal, social, economic, technical and administrative principles and practices to solve key problems in property management. Students will be assessed individually based on written report, oral presentations and peer/self assessment.			✓	✓	✓	✓	20	

Test in the form of multiple choice questions and/or short questions.	✓	✓	✓	✓	✓		10	
Examination in the form of multiple choice questions, short questions and/or essay type questions.	✓	✓	✓	✓	✓		60	
Examination: <u>60%</u> (duration: 2.5 hours, if applicable)								
* <i>The weightings should add up to 100%.</i>								100%

Note: A student must obtain a minimum mark of 35 in both coursework and examination components and an overall mark of 40 to pass the course.

## 5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities as stated in Item 4, with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Project assignment	Ability to discover and analyze the property management principles and practices as well as the key issues in effective management of various properties to suit stakeholders.	High	Significant	Moderate	Basic	Below marginal
2. Case study	Ability to discover and analyze the application of associated legal, social, economic, technical and administrative principles and practices to solve key problems in property management.	High	Significant	Moderate	Basic	Below marginal
3. Test	Ability to discover and analyze those learned in CILOs 1-5.	High	Significant	Moderate	Basic	Below marginal
4. Examination	Ability to discover and analyze those learned in CILOs 1-5.	High	Significant	Moderate	Basic	Below marginal

### Part III Other Information (more details can be provided separately in the teaching plan)

#### 1. Keyword Syllabus

Principles and practices of property management industry.

Organizational principles and establishment of property management business.

Social, legal, technical, economic and administrative requirements in property management.

Legal framework of property management, Building Management Ordinance, Landlord and Tenant (Consolidation) Ordinance, Deed of Mutual Covenant, Management Agreements.

Tenancy management, Contractual and statutory lease conditions, tenancy renewals, tenant mix, rent reviews.

Financial issues in property management, budget preparation, management charge analysis, cost control.

Major stakeholders' concerns, owner's corporation, estate management advisory committee, owners committee, mutual aid committee, merchants associations.

Pre-hand over management, administrative control regarding building defects rectification, testing and commissioning.

Post-hand over management, staff deployment, cleaning and security services, maintenance for property management, customer services management, financial management, outsourcing.

Application of management information systems in property management, development of property performance measurement systems.

Key problems, remedies and techniques in property management.

Health, safety and environmental impacts in property management; energy conservation, administrative control of illegal structures, estate upkeep and renewal.

Professional liabilities in property management, insurance, negligence, nuisance, employers and employee liability, contractors' liability.

#### 2. Reading List

##### 2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

NA

##### 2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	Cotts, D. G. (1992) <i>The Facility Management Handbook</i> , New York: AMACOM, American Management Association.
2.	Dubben N. and Sayce S. (1991) <i>Property Portfolio Management</i> , London: Routledge.
3.	Edmington, G. (1997) <i>Property Management: A Customer Focussed Approach</i> , England: Macmillan.
4.	HKSAR Government, <i>Building Management Ordinance</i> , Latest Edition, Hong Kong: Government Printer.
5.	HKSAR Government, <i>Landlord &amp; Tenant (Consolidation) Ordinance</i> , Latest Edition, Hong Kong: Government Printer.
6.	Home Affairs Department, HKSAR: <a href="http://www.had.gov.hk/en/about_us/welcome_message/welcome.htm">http://www.had.gov.hk/en/about_us/welcome_message/welcome.htm</a>
7.	Housing Department, HKSAR: <a href="http://www.housingauthority.gov.hk/en">http://www.housingauthority.gov.hk/en</a>
8.	Oxford Brookes and Reading Universities (1993) <i>Property Management Performance Monitoring</i> , Wallingford, Oxon : GTI in association with Oxford Brookes University.
9.	Scarett D. (1995) <i>Property Asset Management</i> , 2nd Edition, London; New York: E. & F.N. Spon.