Course Outline 2018
PROPERTY 231: PROPERTY MANAGEMENT (15 POINTS)
Semester 1 (1183)

Course Prescription
Achieving optimum performance from property assets is a multi-faceted process involving leases, financial structures, marketing, and occupier demand. Budgeting, operational expenditures and capital expenditures will be introduced within the property context. An understanding of health and safety issues as well as leases will be provided.

Programme and Course Advice
Prerequisite: PROPERTY 102 or BUSINESS 102

Goals of the Course
The course goal is to provide an introduction to property management theory through the study of its practical application within the context of owner-occupied and investment property.

Learning Outcomes
By the end of this course it is expected that the student will be able to:

1. Display an understanding of the role of property as an asset;
2. Understand the property management process; across the diverse property sector groups; and
3. Understand the impact of sound property management practices as either an end user or service provider on the operational, financial and sustainability (environmental) performance of properties.

Content Outline
The indicative course outline is provided below. This may be subject to change.

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Introduction; Property as an Asset; Role of the Property Manager</td>
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<tr>
<td>2</td>
<td>Residential Property</td>
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<td>3</td>
<td>Commercial Property</td>
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<tr>
<td>4</td>
<td>Financial Management and Information Systems; Test Briefing</td>
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<tr>
<td>5</td>
<td>Test; Assignment Briefing</td>
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<tr>
<td>6</td>
<td>Corporate Real Estate; Public Sector Real Estate; Workplace Strategy</td>
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<tr>
<td>7</td>
<td>Social Housing Ethics &amp; Compliance</td>
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<tr>
<td>8</td>
<td>Shopping Centres; Unit Titles; Test feedback</td>
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<tr>
<td>9</td>
<td>Guest Lecture Series</td>
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<tr>
<td>10</td>
<td>Disasters; Insurance; Sustainability</td>
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<tr>
<td>11</td>
<td>Building Act; Maintenance; Inspection; Health &amp; Safety</td>
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<tr>
<td>12</td>
<td>Facilities Management; Exam Revision</td>
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Learning and Teaching
The class will meet for three hours each week. Class time will be used for a combination of lectures and applied discussions of case studies and/or current events. In addition to attending classes, students should be prepared to spend approximately six hours per week on activities related to the course. These activities include carrying out the required readings, keeping up with the business press regarding current issues relevant to the course, and preparing for the test, assignment and final examination.

Students must be prepared to contribute within the class discussions and should take comprehensive notes to assist with revision. Students should complete all required readings prior to the relevant lectures.

Teaching Staff
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Learning Resources
Lecture slides will be uploaded on the Sunday immediately prior to the week’s classes.

The course book contains required readings. Additional readings and content may be uploaded from time to time.

Supplementary text are:


The supplementary texts above are not recommended for purchase as they do not comprehensively cover the content within the course. They do however provide excellent supplementary information for students that wish to advance their learning beyond the materials provided within the classes and course book.

Assessment

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Participation</th>
<th>Test (1 hour)</th>
<th>Assignment</th>
<th>Final Examination (2 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation</td>
<td>5%</td>
<td>25%</td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

Further details on the assessments will be provided in-class.

The details set out in this outline are subject to change. Any changes will be notified in lectures.
Inclusive Learning
Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

Student Feedback
Students will be asked to complete evaluations at the end of the course, along with real time feedback in-class and via the class’ student representative.

The following prior student feedback has been used to inform the preparation and delivery of this year’s course:

Helpful for learning
Prior student feedback noted the following features as being helpful for their learning:

1. Visual (rather than note intensive) lecture slides provided for more interesting lectures.
2. Introductory lectures provided via pre-recorded videos.
3. Nominated student note-takers for each lecture.
4. Engaging students with in-class discussions.
5. The course book readings, particularly the up-to-date content from industry publications.
6. The team building approach the lecturer used to build connections between members of the class.
7. The enthusiasm and approachability of the lecturer.

All of the above features will be retained within this year’s course.

Suggested improvements
Prior student feedback suggested the following improvements to the course:

1. Lecture notes: As the lecture slides are largely visual, students have to take their own notes. During 2016 and 2017, students worked in teams to provide notes for each lecture. The notes were assessed against participation marks. This will be continued in 2018.

2. Lecture recordings: Students felt it would be beneficial if the lectures were recorded. It is considered that recording lectures will result in lower in-class participation (contrary to items 2, 3 and 6 that the students found to be helpful for their learning). As a result, the lectures will not be recorded. The only exceptions are the introductory lectures which use pre-recorded videos.

3. Provision of lectures slides within the course book: Students suggested that including the slides within the course book would reduce their need to print slides during the semester. Providing slides within the course book will limit the ability to adapt the content during the semester to address emerging issues and/or adapt the course to address student feedback. The lectures will therefore be progressively uploaded as the course progresses. Where practicable, it is suggested that students use digital versions of slides (rather than printed) in order to avoid printing costs.
In the event of an unexpected disruption
We undertake to maintain the continuity and standard of teaching and learning in all your courses throughout the year. If there are unexpected disruptions the University has contingency plans to ensure that access to your course continues and your assessment is fair, and not compromised. Some adjustments may need to be made in emergencies. In the event of a disruption, the University and your course coordinators will make every effort to provide you with up to date information via Canvas and the university web site.