PROP13002 *Property Management*
Term 2 - 2020

Profile information current as at 12/10/2024 06:49 pm

All details in this unit profile for PROP13002 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student).The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
This unit covers the theory and practice of professional real property management. You will examine the functions, roles and responsibilities of property managers at the various levels of the property management hierarchy within the broader context of the parameters that govern the property industry. You will explore the practical requirements and skills required for effective and ethical property management across a range of property types, including focused research skills to resolve emerging practical problems.

Details
Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *6*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites
There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 2 - 2020

- Online

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Report**
Weighting: 50%
2. **Take Home Exam**
Weighting: 50%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Discussions with students during online tutorials.

Feedback

Some students struggled to complete the readings. Property management requires a broad understanding of property and what drives value. As such the course covers a range of topics and the quantum of reading can appear daunting.

Recommendation

The coordinator will continue to refine the module learning resources. Alternative learning tools and practical case studies will be applied where they can enhance learning. Future students will be strongly encouraged to engage in the unit materials regularly and attend the weekly tutorials. They will be advised that it is difficult to cover more than one module a week.

Feedback from Student evaluation scores and discussions with students during online tutorials.

Feedback

The lowest scoring categories in student evaluations were related to assessment requirements. The lower level of satisfaction is most likely due to the introduction of a new major assignment. The new assignment had relatively little scaffolding and there were no examples from previous years to share.

Recommendation

In 2020 further information regarding the assessment tasks will be shared to provide more scaffolding. Assignment exemplars will also be shared.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Demonstrate the theory underlying property management practice
2. Analyse and propose solutions for practical and ethical problems in the property management
3. Research emerging legal, and practical issues in property management.

The Australian Property Institute (API) has accredited this unit as part of the Bachelor of Property course. This unit contributes to the core knowledge field of the API in Property Management. The learning outcomes for the unit and the assessments have been designed around the accreditation requirements.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

N/A Level | Introductory Level | Intermediate Level | Graduate Level | Professional Level | Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes		
	1	2	3
1 - Report - 50%		•	•
2 - Take Home Exam - 50%	•		•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes		
	1	2	3
1 - Communication	•	•	•
2 - Problem Solving	•	•	•
3 - Critical Thinking	•	•	•
4 - Information Literacy	•	•	•
5 - Team Work			
6 - Information Technology Competence	•	•	•
7 - Cross Cultural Competence			
8 - Ethical practice	•	•	•
9 - Social Innovation			
10 - Aboriginal and Torres Strait Islander Cultures			

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Report - 50%	•	•	•	•		•		•		
2 - Take Home Exam - 50%	•	•	•	•				•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: American Psychological Association 7th Edition (APA 7th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Steven Boyd Unit Coordinator
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Schedule

Week 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Property management: Context and functionality		

Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Property and the property market		

Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Rules and regulation for property asset management		

Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Key stakeholders in property asset management		

Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Other stakeholders in property asset management		

Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
The planning functions of property management		
Week 7 - 31 Aug 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Maintenance management functions		
Week 8 - 07 Sep 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Lease construction		
Week 9 - 14 Sep 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Lease management		**Property management report** Due: Week 9 Friday (18 Sept 2020) 11:00 pm AEST
Week 10 - 21 Sep 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Financial management		
Week 11 - 28 Sep 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Performance management		
Week 12 - 05 Oct 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Contemporary and future issues		
Review/Exam Week - 12 Oct 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Exam Week - 19 Oct 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Assessment Tasks

1 Property management report

Assessment Type
Report

Task Description
Develop a property management report where you demonstrate strategic asset planning. Full details are available in Moodle.
Word limit for this assignment is 2,500 words.

Assessment Due Date
Week 9 Friday (18 Sept 2020) 11:00 pm AEST

Return Date to Students
Week 11 Thursday (1 Oct 2020)

Weighting
50%

Assessment Criteria
The learning outcomes for this assessment are:

- Analyse and propose solutions for practical and ethical problems in the property management

- Research emerging legal, and practical issues in property management.

This is a criterion-based assessment item. Please note that it is highly recommended that you read beyond the unit materials to complete assessment items. Your submission will be evaluated by the following criteria:

- Accurate explanation of role of planning function in strategic asset planning and how it relates to the maintenance management of a prescribed property and client
- The use of clear English expression, logical sequence of your discussion
- Accurate referencing of sources and correct presentation of graphs, tables and images

HD (84.5% to 100% marks): Student demonstrates outstanding and faultless level of presentation with a polished structure, use of grammar and writing style that shows an excellent understanding of knowledge, skills and application required for the assignment indicating keen interest and considerable capacity in all aspects. The various sections will convey a mastery of the relevant issues with considerable originality, insight including extended application.
D (74.5% to 84.4% marks): Student demonstrates a professional level of presentation with a polished structure, use of grammar and writing style that very competently fulfills the basic requirements of the assignment. The various sections will convey a mastery of the relevant issues with some originality, insight including extended application.
C (64.5% to 74.4% marks): Student demonstrates professional level of presentation with an easily readable structure, use of grammar and writing style that comfortably fulfills the requirements of the assignment.
P (49.5% to 64.4% marks): Student demonstrates a sound level of presentation, with a basic structure, adequate grammar & writing style that fulfills the basic requirements of the assignment.
F (below 49.5%): Student demonstrates an unsatisfactory understanding and interpretation of the criteria and requires major additional work, additions or improvement to achieve a passing grade.

Referencing Style

- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

assessmentOutcome

- Analyse and propose solutions for practical and ethical problems in the property management
- Research emerging legal, and practical issues in property management.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

2 Take-home exam

Assessment Type
Take Home Exam

Task Description
Take-home open book and open week examination.

- You have four hours to complete and submit this examination paper. Late submissions will not be marked. If you encounter problems submitting your paper to Moodle, email it to your unit coordinator by the due time.
- This is an individual assessment, so collaboration with other students will result in an academic misconduct allegation for all students involved. This may result in a fail result for this assessment. Please note that your paper will be submitted through Turnitin.
- It is preferred that you type your answers in the examination document. If you wish to handwrite your answers, then print the document, write your answers (legibly) in black pen, and then scan it as a pdf.

Assessment Due Date

Return Date to Students

Weighting
50%

Assessment Criteria
The learning outcomes for this assessment are:

- Demonstrate the theory underlying property management practice
- Research emerging legal, and practical issues in property management.

Referencing Style

- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

Submission Instructions
Save your completed examination document with the filename: 'PROP13002 T220 Exam '. Submit this file through the Moodle submission point by the due time.

assessmentOutcome

- Demonstrate the theory underlying property management practice
- Research emerging legal, and practical issues in property management.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem