



PROP19002

Term 2 - 2017

Profile information current as at 05/05/2024 07:11 am

All details in this unit profile for PROP19002 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

No overview text

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

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 - 2017

- Distance

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. **Written Assessment**

Weighting: 20%

2. **Written Assessment**

Weighting: 30%

3. **Examination**

Weighting: 50%

Assessment Grading

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 Unit evaluation survey

Feedback

The assessment items worked well to support the learning content and to get real world experience.

Recommendation

We will update the assignment items again to add more practice related contents.

Feedback from Unit evaluation survey

Feedback

Nurturing support from the unit coordinator was very helpful.

Recommendation

We will provide additional tutorial supports for all students.

Feedback from Unit evaluation survey

Feedback

The pre-recorded video lectures were not easily understandable.

Recommendation

We will review all recorded lectures and either all or some lectures will be re-recorded next year with appropriate care.

Unit Learning Outcomes

There are no learning outcomes available for this unit

Alignment of Learning Outcomes, Assessment and Graduate Attributes



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)
- Property Course Gateway for CF56/CG87/CG88 (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Delwar Akbar Unit Coordinator

d.akbar@cqu.edu.au

Schedule

Week 1 - 10 Jul 2017

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

Week 2 - 17 Jul 2017

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

Week 3 - 24 Jul 2017

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

Week 4 - 31 Jul 2017

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

Week 5 - 07 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Other stakeholders in property asset management		Property asset management Due: Week 5 Tuesday (8 Aug 2017) 11:00 pm AEST

Vacation Week - 14 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
--------------	---------	------------------------------

Week 6 - 21 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
The planning functions of property management		

Week 7 - 28 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Maintenance management functions		

Week 8 - 04 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Lease construction		Maintenance management Due: Week 8 Friday (8 Sept 2017) 11:00 pm AEST

Week 9 - 11 Sep 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Lease management		
Week 10 - 18 Sep 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Financial management		
Week 11 - 25 Sep 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Performance management		
Week 12 - 02 Oct 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Contemporary and future issues		
Review/Exam Week - 09 Oct 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 16 Oct 2017		
Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Property asset management

Assessment Type

Written Assessment

Task Description

Give a brief explanation of why the management of real property assets should be viewed at three distinct but integrated levels. Choose a "commercial property management company", who is mostly engaged at asset management level, and propose and explain a risk management plan for this organisation. Word limit for this assignment is 1,000 words.

Assessment Due Date

Week 5 Tuesday (8 Aug 2017) 11:00 pm AEST

Return Date to Students

Week 7 Tuesday (29 Aug 2017)

Weighting

20%

Assessment Criteria

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:

1. Accurate explanation of three distinct but integrated levels of property assets management (6 marks)
2. Explanation of a risk management plan of the chosen "commercial property consultant" (10 marks)
3. The use of clear English expression, logical sequence of your discussion and good introductory and concluding paragraphs (2 marks)
4. Accurate referencing of sources and correct presentation of graphs, tables and images (2 marks)

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 literature review will contain a comprehensive array of relevant literature reviewed with evident mastery using correct referencing style. 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 fulfils the basic requirements of the assignment. The literature review will contain a comprehensive array of relevant literature reviewed with evident mastery using correct referencing style. 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 fulfils the requirements of the assignment. The literature review will contain a competent array of relevant literature reviewed at a sound level to communicate the conceptual framework for the topic.

P (49.5% to 64.4% marks): Student demonstrates a sound level of presentation, with a basic structure, adequate grammar & writing style that fulfils the basic requirements of the assignment. The literature review will contain a basic array of relevant literature reviewed at a satisfactory level. The conceptual framework will provide a standard account of the relevant issues.

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 6th Edition \(APA 6th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Have a good theoretical and practical working knowledge of asset planning, maintenance management, lease management, financial management, performance management, systems and reporting insofar as those functions relate to the management of real property assets.
- Have a sound understanding of the management of real property assets at the corporate, strategic and operational levels.
- Have a sound understanding of the economic, legal, physical, financial, social and environmental parameters that govern the establishment, holding, use and income generation of real property assets.
- Have a broad understanding of the historic, contemporary and potential future issues facing property asset management in the property industry.

Graduate Attributes

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

2 Maintenance management

Assessment Type

Written Assessment

Task Description

Draw a maintenance management flow chart and explain how an organisation's corporate objectives can be impacted by maintenance management practices. Choose a "real estate company", who is mostly engaged with maintenance management of property assets and use a SWOT (strengths, weaknesses, opportunities and threats) analysis to explain its four key components of maintenance management: condition assessment, maintenance programming, budget allocation and service procurement. Word limit for this assignment is 1,500 words.

Assessment Due Date

Week 8 Friday (8 Sept 2017) 11:00 pm AEST

Return Date to Students

Week 10 Friday (22 Sept 2017)

Weighting

30%

Assessment Criteria

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:

1. Accurate explanation of maintenance management flow chart as a critical corporate tool (8 marks)
2. Explanation of maintenance management components of a chosen "commercial real estate company" (18 marks)
3. The use of clear English expression, logical sequence of your discussion and good introductory and concluding paragraphs (2 marks)
4. Accurate referencing of sources and correct presentation of graphs, tables and images (2 marks)

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 literature review will contain a comprehensive array of relevant literature reviewed with evident mastery using correct referencing style. 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 fulfils the basic requirements of the assignment. The literature review will contain a comprehensive array of relevant literature reviewed with evident mastery using correct referencing style. 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 fulfils the requirements of the assignment. The literature review will contain a competent array of relevant literature reviewed at a sound level to communicate the conceptual framework for the topic.

P (49.5% to 64.4% marks): Student demonstrates a sound level of presentation, with a basic structure, adequate grammar & writing style that fulfils the basic requirements of the assignment. The literature review will contain a basic array of relevant literature reviewed at a satisfactory level. The conceptual framework will provide a standard account of the relevant issues.

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 6th Edition \(APA 6th edition\)](#)

Submission

Online

Submission Instructions

This should be submitted as a Word document in Calibri 11 font (or similar) with maximum file size of 9MB.

Learning Outcomes Assessed

- Have a good theoretical and practical working knowledge of asset planning, maintenance management, lease management, financial management, performance management, systems and reporting insofar as those functions relate to the management of real property assets.
- Have a sound understanding of the management of real property assets at the corporate, strategic and operational levels.
- Have a sound understanding of the economic, legal, physical, financial, social and environmental parameters that govern the establishment, holding, use and income generation of real property assets.
- Have a broad understanding of the historic, contemporary and potential future issues facing property asset management in the property industry.

Graduate Attributes

- Communication

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

Examination

Outline

Complete an invigilated examination.

Date

During the examination period at a CQUniversity examination centre.

Weighting

50%

Length

120 minutes

Exam Conditions

Closed Book.

Materials

No calculators permitted

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

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