

Course Outline

Course Code : RE2707
Course Title : Asset and Property Management
Semester : Semester 1, Academic Year 2023/2024
Faculty : Dr Wong Khei Mie, Grace
Department : Real Estate
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Overview

This course encompasses asset and property management concepts including aspects such as fire and risk management, maintenance management, lease management and asset enhancement initiatives. It will also highlight the role and functions of facility management including design, benchmarking and space planning, building services management, building conservation, etc in relation to the business goals of corporate real estate. The management of high-rise private developments, including the Land Titles Strata Act, responsibilities of management corporations and managing agents are also discussed.

Learning Outcomes

Through this course, students will be able:

- Define asset and property management, as well as its importance and skills required
- Understand the role of facility management to maintain real estate and the challenges involved
- Identify strategies required for lease management, including tenant selection and retention
- Determine various types of spaces and the changing profile of corporate real estate
- Learn about the importance of maintenance management, as well as preventive and predictive maintenance
- Comprehend the importance of fire safety management, measures to prevent fires and safe evacuation in buildings
- Explain the provisions in the Building Maintenance and Strata Management Act, and the governance requirements
- Recognise the life cycle of a property and various asset enhancement options available
- Appreciate the evaluation of risks and measures taken to minimise risks in buildings
- Relate theories and concepts to empirical case studies

Course Prerequisite(s)

RE1706

Course Preclusion(s)

Nil

General Guide & Reading

- Redlein, A. (eds), (2020), **Modern Facility and Workplace Management**, Springer.
- Atkin, B. & Brooks, A. (2015), **Total Facilities Management, 4th Edition**, Wiley-Blackwell.

Tentative Schedule & Outline

Week	Date	Lecture	Activity
1	14-18 Aug 2023	Introduction to Asset & Property Management	
2	21-25 Aug 2023	Facility Management	
3	28 Aug - 1 Sep 2023	Lease Management	Tutorial 1
4	4-8 Sep 2023	Space Planning & Management	Tutorial 1
5	11-15 Sep 2023	Maintenance Management	Tutorial 2
6	18-22 Sep 2023	Group Project Briefing & Group Formation	Tutorial 2
	23 Sep-1 Oct 2023	RECESS WEEK	
7	2-6 Oct 2023	Fire Safety Management	Tutorial 3
8	9-13 Oct 2023	Building Maintenance & Strata Management	Tutorial 3
9	16-20 Oct 2023	Asset Enhancement Initiatives	Tutorial 4
10	23-27 Oct 2023	Risk Management	Tutorial 4
11	30 Oct - 3 Nov 2023	Revision	Tutorial 5 (Site Visit)
12	6-10 Nov 2023	<i>#NUS Wellness Day on 10 Nov</i>	Tutorial 5 (Site Visit)
13	13-17 Nov 2023	Revision Consultation	Group Project Submission
	18 – 24 Nov 2023	READING WEEK	
	25 Nov – 9 Dec	EXAMINATION (2 WEEKS)	

Assessment

Assessment Components	Weightage (%)
Tutorial Discussion & Participation	25
Group Project Submission	20
Group Project Peer Review & Reflection	5
Final Exam (E-Exam; Open Book)	50
Total	100

Academic Honesty & Plagiarism

Academic integrity and honesty is essential for the pursuit and acquisition of knowledge. The University and School expect every student to uphold academic integrity & honesty at all times. Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources, including AI tools like ChatGPT.

In this regard, representing an AI's output as your own work is plagiarism. Improper uses of AI tools which can be construed as plagiarism include, but are not limited to, the following:

- a) Generating an output and presenting it as your own work
- b) Generating an output, paraphrasing it and then presenting it as your own work
- c) Processing an original source not created by yourself to plagiarize it (*e.g. using an AI paraphrasing tool to disguise someone else's original work*)

The University and School will not condone plagiarism. If you have used an AI tool to complete any assigned work, in whole or in part, you must acknowledge it at the end of the assignment. Your assessor is entitled to assume that everything being presented for assessment is entirely your own work. You have the obligation to declare when it is not. This is a minimum standard. In case of any doubt, you should consult your instructor.

Additional guidance is available at:

- <http://www.nus.edu.sg/registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct>
- <http://nus.edu.sg/osa/resources/code-of-student-conduct>

About me

Grace K.M. WONG is a Senior Lecturer at the School of Business, National University of Singapore. Her academic qualifications include B.Sc. (Estate Management) (Honours) and M.Sc. (Property & Maintenance Management) at NUS, as well as MPhil (Housing Economics) and PhD (Housing Economics) at University of Cambridge, UK. Since 1989 when she first joined NUS, Dr. Wong has taught a wide range of core, elective and GEM modules, and has won numerous teaching awards including NUS Annual Teaching Excellence Awards, School of Design & Environment Teaching Excellence Awards as well as GEM and SS Incentive Scheme Awards. Dr. Wong is an Alumnus of the NUS Teaching Academy as well as Member of the School of Business Teaching Excellence Council. Her teaching research publications, which focus on her pedagogical initiatives, are featured in *Ideas on Teaching*, *CDTL Brief*, *CDTLink*, *Teaching Connections* as well as in conferences for teaching and learning in higher education.