### SUBJECT DESCRIPTION FORM

<table>
<thead>
<tr>
<th>Subject title:</th>
<th>Property Management</th>
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<tr>
<td>Subject code:</td>
<td>BRE525</td>
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<tr>
<td>Credit value:</td>
<td>3</td>
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<tr>
<td>Responsible staff and department:</td>
<td>Mr. Milton Lau (BRE)</td>
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<tr>
<td>Pre-requisite:</td>
<td>Nil (Subject title and code no, if any)</td>
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<tr>
<td>Recommended background knowledge:</td>
<td>A basic understanding of property management is required and students should be working in property management field or related areas.</td>
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<td>Mutual exclusions:</td>
<td>Nil</td>
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<tr>
<td>Learning approach:</td>
<td>The program will consist of a series of lectures and tutorials for the introduction of concepts and theory of property management and related operations. In supplement, case studies will be introduced to reflect the real life examples of property management and related techniques. Prominent external speakers will also be invited to present their own cases with the participation of students.</td>
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<tr>
<td>Contact hours:</td>
<td>Lecture 21 hours, Seminar/ Workshop 21 hours</td>
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<tr>
<td>Independent study:</td>
<td>Assignments 18 hours, Self study material 80 hours, 140 hours</td>
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<tr>
<td>Assessment:</td>
<td>Continuous assessment 40%, Examination 60%</td>
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<td>Objectives:</td>
<td>Comprehensive knowledge of the property management to the property and construction industry is essential for the successful exercise of the duties of professionals in the construction industry or real estate market. This subject aims at meeting the need for construction and real estate personnel who can contribute to the fields in which they practice.</td>
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Keyword syllabus:

Financial planning and control for property management, budgeting, lease interpretation and leasing, real estate appraisal and the appraisal process, tendering and contract management, building management, market research and marketing, property tax, communication and ethics in property management

Indicative reading list and references:

Hui, W.F. & Ng P.H. (2000), *Accounting in Hong Kong: Regulatory Framework and Advanced Accounting Practice*, 8th Ed., City University of Hong Kong
RICS (1993) *Economic and Property Cycles*
RICS Guidance Notes: (1995) *Commercial Property Management*
RICS Guidance Notes: (1995) *An Elemental Analysis of Services Charges*
Kent, Merry and Walters (2002) *Building Management in Hong Kong*, Butterworths

Supplementary:

Loo F. (1991) *Property Management in Hong Kong*, HKU