



# Business Administration

Course Number:	<b>BUAD 390</b>
Course Title:	<b>PROPERTIES MANAGEMENT</b>
Credits:	3
Calendar Description:	This course examines the management and maintenance of hotel facilities and building services including managerial methods and systems in housekeeping and engineering departments, key building systems and environmental issues relating to the management of lodging facilities. It examines the challenges of balancing revenue issues with demands and constraints imposed by regulations and other health, safety and security. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Fall 2015</b>
Prerequisite(s):	BUAD 111 116, 123, 195, and minimum third-year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Elective – BBA, Hospitality & Tourism Management option
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	
Development Date:	November 2012
Revision Date:	November 2013
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email
Devin Rubadeau	762-5445 #email	Kelowna: C243	<a href="mailto:drubadeau@okanagan.bc.ca">drubadeau@okanagan.bc.ca</a>

**Learning Outcomes**

Upon completion of this course students will be able to

- describe the importance of property management in relation to the successful operation of a hotel or large commercial/residential facility.
- describe financial planning and assessment tools commonly used by property managers.
- evaluate property management strategies and have an opinion as to their effectiveness.
- explain key elements of specific property management areas, including service delivery, risk management, and sustainable development.
- analyze case studies from the perspective of a General Manager.
- conduct a site audit of a large commercial property.

**Course Objectives**

This course will cover the following content:

\*See Course Schedule.

**Evaluation Procedure**

Group Presentation "The Stonington Beach Hotel"	10%
Group Presentation "Sustainable Management"	15%
Group Presentation "KLO Campus Site Audit"	20%
Mid-term Exam	25%
Final Exam	30%
Total	100%

**Notes****Mid-term Exam**

Multiple Choice, True/False, Short Case – chapters 1, 2, 10 - 12

**Final Exam**

Multiple Choice, True/False, Case (comprehensive)

**Required Texts/Resources**

Hospitality Facilities Management and Design. 4th Edition (2006) David M Stipanuk,  
Educational Institute: Lansing

NOTE: The 2<sup>nd</sup> or 3<sup>rd</sup> edition of the text is acceptable. Students with the 2<sup>nd</sup> or 3<sup>rd</sup> edition will need to make arrangements with other students who have the 4<sup>th</sup> edition to access the cases.

**Course Schedule**

Date		Topic	Textbook
Week of:		Tues. Sept 8 College-wide Orientation Day Wed. Sept 9 Classes begin Mon. Oct 12 Thanksgiving Day – no classes Wed. Nov 11 Remembrance Day – no classes Thur. Dec 10 Last day of regularly scheduled classes	
Sept	7	Course Introduction & Group Formation The General Manager’s Perspective on Capital Asset Mgmt	
	14	Structure of the Hospitality Industry The Role, Cost & Mgmt of Hospitality Facilities Financial Management and Control	Ch 1
	21	Hospitality Facilities, Management Tools, Techniques and Trends Lodging Planning and Design	Ch 2, 11
	28	Building Structure, Finishes, and Site Renovation and Capital Projects Systems (Electrical, Plumbing...)	Ch 10, 12
Oct	5	Mid-term Exam Chapters 1, 2, 10 - 12 and material covered in class or posted on the course site	
	12	Environmental and Sustainable Management Safety, Security, and Risk Management	Ch 3, 4
	19	Group Consultation re Assignment 1. Groups should make an appointment during the normal class period to meet and discuss their progress with the assigned case.	
	26	First Assignment - Group Hotel Case Presentations	
Nov	2	Food Service Planning and Design Food Service Equipment	Ch 13 Ch 10
	9	Second Assignment – Group Sustainable Management Presentations	
	16	Field Trip – OC’s Gold LEED Jim Pattison Centre of Excellence, Penticton Campus	
	23	Third Assignment - Group Site Audit Presentations	
	30	Third Assignment - Group Site Audit Presentations cont’d. Review	
Dec	12 – 22	Final Exam Period	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

---

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

---

### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.