Business Administration

Course Number:	**BUAD 390**
Course Title:	**PROPERTIES MANAGEMENT**
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. *(also offered by Distance Education)*
Semester and Year:	**Winter 2016**
Prerequisite(s):	BUAD 111 116, 123, 195, and minimum third-year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	No
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
Michael Conlin	762-5445 #4525	Kelowna: E222	mconlin@okanagan.bc.ca

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

Assignment 1 – Architects & Architectural Schools	10%
Assignment 2 - "The Stonington Beach Hotel"	25%
Assignment 3 - Sustainable Design and Management	10%
Assignment 4 - Property Site Audit	10%
Mid-term Exam	30%
Individual Case Analysis	15%
Total	100%

Notes

Exam Multiple Choice, True/False, Short Case – chapters 1, 2, 3,10, 11, and 12 plus all materials covered in class up to exam
Individual Case Analysis – similar to Assignment 2 but done individually

Required Texts/Resources

Hospitality Facilities Management and Design. 4th Edition (2006) David M Stipanuk, Educational Institute: Lansing
NOTE: The 3rd edition of the text is acceptable. Students with the 3rd edition will need to make arrangements with other students who have the 4th edition to access the cases. A Table of Concordance for the 3rd edition and 4th edition is posted on the course site.

Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 4 Classes begin Family Day Feb 8 & Feb 9 to 12 Reading Break – no classes Good Fri. Mar 25 & Easter Mon. Mar 28 – no classes Tues. Apr 12 Last day of regularly scheduled classes	
Jan	5	Introduction to Course Group Formation	
	12	Hotel Industry Role of Management "Burg Al Arab"	Ch 1
	19	Management Trends Building Structure and Site "Top 10 Hotels"	Ch 2, 10
	26	Renovations and Capital Projects "Eco Hotels"	Ch 12
Feb	2	Assignment 1 – Architectural Presentations	
	8 - 12	READING BREAK *(Feb 8 to 12 – no classes)*	
	16	Environmental and Sustainable Management "1 Bryant Park"	Ch 3
	23	Mid-term Exam (Chapters 1, 2, 3, 11, 12, 14 + material covered in class)	
Mar	1	Individual Group Consultation re Assignment 2	
	8	Assignment 2 – Groups 1 – 4 Hotel Case Presentations	
	15	Assignment 2 – Group Hotel 5 – 8 Case Presentations	
	22	Field Trip – The Jim Pattison Centre for Excellence Penticton	
	29	Assignment 3 – Group Sustainable Management Presentations	
Apr	5	Assignment 4 – Group Property Audit Presentations	
	12	Individual Case Analysis in Class	
Apr	15 - 23	Final Exam Period (No Final Exam)	

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. 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, 6th 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.