



UNIVERSITI TEKNOLOGI MARA

BSS659: PROFESSIONAL STUDIES II

Course Name (English)	PROFESSIONAL STUDIES II APPROVED
Course Code	BSS659
MQF Credit	3
Course Description	The module provides basic understanding of management theory and the requirements of setting up a professional office. It also deals with post-contract procedures, including arbitration, also with risk of fire and security related to insurance and reinstatement costs. This course also introduces student to entrepreneurial knowledge and skills to enable them to incorporate business strategy in their future practice. This course also addresses the professional route to be a registered Building Surveyor in Malaysia (RISM), Royal Institutional Chartered Surveyor (RICS), and relevant professional membership in building surveying practices.
Transferable Skills	company formation human resource management building contract administration
Teaching Methodologies	Lectures, Tutorial, Supervision
CLO	<p>CLO1 Upon completion, students should be able :- Identify and interpret management theory and professional liability with application to the Building Surveyors' role in the construction industry.</p> <p>CLO2 2. Identify and evaluate risks and insurances, disputes and dispute resolution process related in construction industry.</p> <p>CLO3 3. Identify the need of claim and payment process and able to prepare and evaluate claim document based on requirement in the standard form of contracts.</p> <p>CLO4 4. Recognize the entrepreneur skill on business capital and financial planning.</p> <p>CLO5 5. Interpret the corporate management in business industry</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. office management 1.1) The setting up and running of a professional office, organizational structure and administration	
2. organizational behavior and management 2.1) Organization and administration span of control, authority and responsibility, leadership, motivation and group dynamics.	
3. housing developer 3.1) The formation of a housing development company, related acts, policies and guidelines	
4. claims 4.1) Post- contract procedure, progress claims on a building construction project, techniques for claim submissions, negotiation and settlement types, .	
5. insurance 5.1) Project risks, insurable interests, premiums, quotations and policies.	
6. duties of building surveyors 6.1) Scope of works of a Building Surveyor, performance, the duty of care and breaches	
7. arbitration 7.1) The principles and procedures of arbitration, expert witnesses, professional ethics	

8. professional liabilities 8.1) The definition and consequences of Negligence, duty of care and losses
9. issues in building contract 9.1) Understanding issues relating to bond,EOT,CPC, DLP, LAD and related problems
10. termination of contract 10.1) Grounds for termination, the procedures and consequences.
11. individual assignment 11.1) Organizational structure analysis of a housing development company.
12. group assignment 12.1) Group assignment on an assessment of progress claims in a building construction project.
13. revision 13.1) Revision of all the topics in the syllabus

Assessment Breakdown	%
Continuous Assessment	30.00%
Final Assessment	70.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Group assignment on an assessment of progress claims in a building construction project.	10%	CLO1 , CLO3 , CLO4
	Individual Project	Organizational structure analysis of a housing development company.	10%	CLO1 , CLO5
	Test	multiple choice questions	10%	CLO1 , CLO2 , CLO4 , CLO5

Reading List	Reference Book Resources
	<ul style="list-style-type: none"> • the aqua group 1999, <i>tenders and contracts for building</i>, blackwell science london • turner 1994, <i>building contract</i>, godwin london • van homer 1993, <i>financial management and policy</i>, prentice hall new york • longford male 1992, <i>strategic management in construction</i>, gover london • pettinger 1995, <i>introduction to corporate strategy</i>, mc millan london • hunt 1992, <i>managing people at work</i>, mc graw london • rics 1995, <i>rules of conduct for chartered surveyors</i>, rics london • rics 1994, <i>setting up in practice</i>, rics london • bannister j 1997, <i>how to manage risk</i>, 2nd edition Ed., llp ltd london • oakes a.j 1997, <i>fire insurance: risk and claim</i>, blackwell science oxford • jones, gareth r., george,jennifer m 2004, <i>essentials of contemporary management</i>, mc graw hill new york • pertubuhan arkitek malaysia 2010, <i>handbook for pam contract 2006</i>, 1st edition Ed., pam center kuala lumpur • john ivancevich,robert konopaske,michael matteson 1999, <i>organizational behavior and management</i>, mc graw hill/irwin boston • leslie edwards 1995, <i>practical risk management in construction industry</i>, thomas telford london • newstrom,john w 2011, <i>organizational behavior:human behavior at work</i>, mc graw hill/ irwin boston • jan, mohammad naqib ishan 2010, <i>mediation in malaysia: the law and practice</i>, lexisnexis petaling jaya,malaysia • lim, chong fong 2011, <i>the malaysian pwd form of construction contract</i>, sweet & maxwell petaling jaya, malaysia • jones, gareth r 2007, <i>essentials of contemporary management</i>, mcgraw-hill boston • bunni, nael g 2003, <i>risk and insurance in construction</i>, spon press london • hillson, david 2009, <i>managing risk in project</i>, gower farnham,england • abdul aziz hussin 2006, <i>ahli professional projek pembinaan</i>, penerbitan USM pulau pinang,malaysia

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources