

DIPLOMA IN REAL ESTATE BUSINESS

Keep your finger on the pulse of the property market and learn global trends in land planning, estate management and property redevelopment with the Diploma in Real Estate Business (REB). Take this diploma to train you in both the business and management aspects of the industry. The course will give you the necessary skillsets to help property owners, investors and tenants to maximise the use of their properties to achieve the highest financial returns. You will also play a role in the valuation, strategic marketing and management of commercial, industrial, as well as private and public residential properties.

In your first year, you will learn the fundamentals of real estate business and building management, including using data analytics for market research, economics, principles of law and gaining a better understanding of the career and professional preparation in the industry.

In your second year, you will be exposed to management, marketing, urban planning and sustainability, building services and maintenance, as well as project management, contract administration and legal aspects of real estate. You will also learn how to conduct property valuation and manage client relationships.

In your final year, you will be taught financial management such as real estate investment & finance, alongside other aspects of building management such as building diagnostics, asset enhancement and fire safety management. You will also undertake an industry-based project or internship (locally or overseas, such as in Silicon Valley). Plus, you may get to go on overseas study tours to Dubai, Shanghai, Malaysia and Melbourne. There will also be local field trips that let you gain industry insights from property gurus.

YEAR 1 COURSE MODULES

LEVEL 1.1

Career & Professional Preparation for Real Estate Business

This first-year module helps to introduce students to their three-year diploma course curriculum; the real estate industries and how they can prepare themselves to meet the industries requirements and needs. Through the module, students will be required to explore, grow and reflect on how they can serve in these industries. This module is also designed holistically for the contribution towards the overall well-being of the society as we prepare our students to succeed in their careers by helping the students to transcend and link their academic studies to skills and character development. The module will take a student-centric approach to introduce multiple pathways to develop students of different abilities to their fullest potential during and after obtaining their diploma. The pathways include industry partnerships and students' participation through SkillsFuture initiatives. Through the module, students should be able to embark on their course with the end in mind after guided reflection of their personal characteristics, and producing an overall game plan for their future education and career goals. The module also aims to deepen students' commitment to the real estate sectors.

Data Analytics for Market Research

This module aims to equip students with critical thinking, problem solving, analytical and decision-making skills. Students will be introduced to fundamental knowledge and tools in data analytics in the context of market research. Students will learn about data collection, analysis and synthesis of data, uncovering data patterns and drawing hypothesis or conclusion. With the statistical knowledge, students will also learn how to effectively visualise, analyse data and information and make meaningful presentation and research report to the target stakeholders.

Environmental Services & Workplace Safety

To help sustain a clean and liveable environment, the module covers the general aspects of environmental services, including the study of vector and pest control, cleaning services, security services and landscape services. Students also learn to apply these concepts and principles to health management, and to develop appropriate capabilities on workplace safety and health. Students will have an overview of refuse disposal, characteristics of solid waste and corresponding environmental and health impacts. Current methods of refuse collection such as pneumatic waste conveyance system will also be introduced. Students will be able to attain bizSAFE Level 2 certification upon

successful completion of the module.

Principles of Law

The topics in Principles of Law involve a study of the legal obligations relating to the planning, design, construction, management, use and operation of the built environment within a business, building and real estate management environment. The Legal System introduces the nature and administration of law. Law of Contract involves a study of self-imposed obligations by individuals. Law of Torts involves a study of state-imposed obligations on individuals for civil wrongs. The module will provide students with knowledge of the concepts and principles of the law as well as the legal method of critical analysis, logical reasoning, problem solving and management skills to face the many challenges of the building and real estate management profession in both the public and private sectors of the industry.

Principles of Marketing

This module introduces the 4Ps of marketing, application of marketing concepts to Real Estate and market segmentation to different segments including public and private housing. Students learn the fundamentals of marketing concepts, marketing mix – its implications and strategies. This module helps students to understand consumer buying through the use of case studies that relate to the real estate environment. Students also learn the principles of marketing, ethics and respect during transactions so as to fully attract and engage consumers, and compel them to buy through a careful planning and execution of the marketing mix and effective communication.

LEVEL 1.2

Building Elements & Sustainability

In this module, students will study the various building elements of substructure, superstructure, floors, walls, roofs, building finishes and its components. It will also provide students with an understanding of sustainable constructions, particularly green materials, technologies and systems that will be adopted to achieve a sustainable green building environment. This provides the background knowledge for the students to progress on, to appreciate the green technologies that will be applied to buildings for the enhancement of building performance; and the pre-requisite to understanding the concepts of Building Diagnostics and Asset Enhancement in the later year of studies.

Building Information Modelling

In tandem with the construction industry's push towards the use of building information modelling (BIM) for the construction and management of completed buildings, this module aims to equip students with hands-on skills in BIM modelling. They will learn to apply BIM in design and drafting, tagging and calculation of rentable spaces, model the changes for fitting-out works, generate and interpretation of extracted 2D drawings for building and M&E works and export of information for cost estimation amongst others. This module complements the learning of relevant marketing, property and facilities management modules.

Economics

This module involves the study of the interactions between individuals, groups, organisations and institutions with regard to the use of resources to satisfy individual wants and societal needs to regulate economics activity within the socio-economic environment. In micro-economics, the topics examine how consumers, households and firms make economic decisions; how they interact to determine the quantity and price of goods, factors of production and the allocation of resources. In macro-economics, the topics examine the determination of real income, employment, price level and inflation in an open economy, and the conduct of macro-economy policy.

The module will provide students with adequate entry level knowledge of economic theory for the critical analysis, logical reasoning and problem-solving skills towards social policy formulation and individual decision-making.

Financial Accounting & Management

This module covers basic concepts of accounting, including the accounting equation, the double-entry system of book-keeping and the preparation of financial statements. It provides students with the technical knowledge to prepare simple accounts and cash budget, and interpret financial reports for sole proprietor, partnership, and non-profit organisation.

This module provides students with the knowledge to understand basic accounting theories, concepts and

School of Design & Environment

conventions. The overall objective and outcome seek to equip students with the skills to interpret, analyse and use financial accounting information for financial management decision making purposes. This module will also cover budgeting. The ultimate domain knowledge will also seek to play a critical role in maintaining integrity, professionalism and ethics at the workplace.

YEAR 1 COURSE CURRICULUM

Module Name	Credit Units
Level 1.1 (21 hours per week)	
Career & Professional Preparation for Real Estate Business	2
Data Analytics for Market Research	4
English Language Express*	NA
Environmental Services & Workplace Safety	4
Innovation Made Possible^	3
Principles of Law	5
Principles of Marketing	3
Level 1.2 (20 hours per week)	
Building Elements & Sustainability	5
Building Information Modelling	3
Communication Essentials^	3
Economics	4
Financial Accounting & Management	3
Health & Wellness^	2

Notes:

^ For more details on Interdisciplinary Studies (IS) electives, please log on to www.np.edu.sg/is

* This module is only offered to students who are weaker in the English Language.

IS Modules

The School of Interdisciplinary Studies (IS) delivers a broad-based curriculum, which nurtures a new generation of professionals with multidisciplinary skills and an innovative and entrepreneurial spirit to meet the challenges of a knowledge economy. IS offers both prescribed modules and electives to challenge boundaries. Prescribed modules develop students' competencies in core areas such as Communication, Innovation and Enterprise, Culture and Communication, and Personal Mastery and Development, while elective modules provide insights into Arts and Humanities, Business, Design, and Science and Technology.

YEAR 2 COURSE MODULES

LEVEL 2.1

Building Services & Maintenance (Mechanical)

This module provides fundamental knowledge on the principles of operation of mechanical systems typically installed in modern high-rise buildings. Systems covered include potable water supply, sanitary plumbing and drainage, town gas supply, swimming pool water filtration, air-conditioning and mechanical ventilation. Emphasis will be placed on real-life applications in the operations and maintenance of these facilities in buildings and the reading of mechanical drawings and plans.

Client Relationship Management

This module introduces the fundamental concepts of Client Relationship Management (CRM). Topics covered included definition of customer service, understanding the needs and expectations of customer, challenges in customer service and CRM implementation. It will equip students with the knowledge and skills in effectively engaging customers and stakeholders. It aims to train students with the right service attributes to add value to organisations and provides ways of resolving disputes other than by means of litigation.

Property Management

This module provides a perspective of the main functions in property management including legislations and operational concerns involving everyday issues relating to the strata and non-strata developments. The key areas of Building Maintenance and Strata Management Act (BMSMA), roles and duties of stakeholders, conduct of meetings and computation of management fund and sinking fund will also be taught. It aims to equip students with adequate supervisory management knowledge and problem-solving skills, to face the many challenges of property management profession in both the public and private sectors of the real estate industry.

Project Management & Contract Administration

This module introduces students to the functions and methods of project management in new construction projects and facility maintenance such as addition and alteration works. The module covers the fundamentals of project management, procurement, management of site operations, as well as management tools for project planning, budgeting and cash flow planning and project risk assessments.

Real Estate Marketing

This module provides students with the fundamentals of real estate marketing concepts in sales and leasing of various property types in both private and public sectors. For public sector, it focuses on the processes, policies and regulations involved in the sale, resale, leasing and subletting. Students are exposed to marketing and negotiation techniques. They will learn to identify problems and apply problem solving skills to face the challenges of the real estate marketing profession. Current happenings and relevant case studies will be highlighted.

LEVEL 2.2

Career & Professional Preparation 2

This second-year module helps to equip students with skills necessary to seek and secure work. They will also be equipped to communicate their personal brand in a positive way. As students sharpen their communication skills, they will also learn how to market themselves effectively.

Building Services & Maintenance (Electrical)

This module covers the different electrical facilities found in high-rise buildings. Topics covered include the electrical supply system, lifts and escalators. Emphasis will be placed on real-life applications in the operation and maintenance of these facilities in buildings and reading of electrical drawings and plans.

Property Valuation

This module covers basic concepts and principles of property valuation, time value of money and application of the six functions of a dollar. It will provide students the foundation to appreciate and apply the various methods of valuation used in determining the market value of a property for general purposes, property tax assessment and development charge calculation. Students will be equipped with working knowledge of the valuation of real estate interests for the purposes of sale and purchase, investment, mortgage, development charge and property tax.

Real Estate Law

Students will study the fundamental principles that underpin land ownership in Singapore and provide them with an understanding of the law that governs the creation, protection and transfer of interests in land.

Urban Planning & Sustainability

The topics covered in this module include a study of the concept of land as an economic resource, the real estate market and planning system in Singapore. This module will provide students with an adequate knowledge of urban planning and economics, as well as analytical skills to face the many challenges of the real estate profession in both the public and private sectors in the industry. Students will learn how the planning of a city has to be sustainable in terms of growth of space, connectivity and eco-friendliness.

YEAR 2 COURSE CURRICULUM

Module Name	Credit Units
Level 2.1 (20 hours per week)	
Building Services & Maintenance (Mechanical)	4
Client Relationship Management	4
Property Management	5
Project Management and Contract Administration	4
Real Estate Marketing	3
Level 2.2 (21 hours per week)	
Career & Professional Preparation 2	2
Building Services & Maintenance (Electrical)	3
Property Valuation	5
Real Estate Law	5
Urban Planning & Sustainability	4
World Issues: A Singapore Perspective ^	2

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YEAR 3 COURSE MODULES

LEVEL 3.1

Building Diagnostics & Asset Enhancement

The management of building stocks to meet the needs of occupants and to overcome the effects of physical deterioration and/or economical obsolescence entails the need to address the maintenance and dialogistic of defects that surfaced over time. The desire for upgrading is an asset enhancement strategy to meet the growing changing needs of users and competition from other buildings to ensure economic viability.

This module covers four parts of the subject matters: Firstly, in defining the context of building maintenance and diagnostic and establishing the need for refurbishment as a form of asset enhancement strategy. Secondly, the study of the various types of defects, their causes, effects, remedies and prevention commonly associated with the structural frame, walls, roof, floors, doors and windows, including materials used. Thirdly, the study of the various technologies used in refurbishment when structural alterations, energy saving improvements, façade upgrading and aesthetic enhancements are proposed in a refurbishment project. Fourthly, to dovetail into the greater context of real estate asset management commonly practised by real estate investment trust companies in their approach towards their real estate portfolio.

Fire Safety Management

This module covers the Fire Safety Managers' scope of work and prepares students to be fire safety managers. Topics covered include a study of the requirements contained in the Fire Safety Act, fire command centre operations, evacuation procedures, fire-safety planning and fire incident management. It also covers the active and passive fire protection systems in buildings such as fire extinguishers, wet and dry rising mains, fire sprinkler systems, fire detection and alarm systems, smoke control systems and the protection of means of escape. Case studies will be used to illustrate the importance of fire protection systems.

Real Estate Investment & Finance

This module covers the basics of finance and investment pertaining to real estate. Students will understand the real estate investment decision making process and the fundamental concepts of risks and returns. It introduces the corporate financing and investment options relevant to real estate. It focuses on how to conduct market analysis and financial analysis for a feasibility study. An understanding of the financial system and institutions and sources of financing for residential properties such as CPF funds and different mortgage housing loans from HDB and financial institutions, as well as related regulatory measures and policies on lending, and credit assessment will also be provided.

LEVEL 3.2

OPTION 1:

3-Month internship (Local/Overseas)

This 10-week internship is a major module in the REB curriculum. It is organised to offer work experience for the students to develop career-related skills and explore possible career options. This module provides an opportunity for the students to put theory into practice, adapt to working life and affirm their strengths. Students will also be able to develop hard and soft skills such as working independently and as a team, problem-solving, interpersonal and communication skills. It may be taken locally or overseas, depending on the availability of internship openings.

Final Year Project

This module provides students with the opportunity to apply the knowledge and skills learnt during the first two years and is part of their 10-week internship to complete a major project. During the 10 weeks, students will undertake a major individual project and complete it based on its requirements, prototyping and development with the necessary drawings and report. Through the module, students will also enhance their abilities in problem-solving, communication and interpersonal skills.

OPTION 2:

6-Month Internship

In this module, students will be attached to organisations for a period of six months. This is to prepare them for future employment in their particular discipline of study. During their internship, they will undertake projects and tasks assigned by the organisations. This allows them the opportunity to take initiative as well as to develop their self-confidence, interpersonal and adaptation skills.

YEAR 3 COURSE CURRICULUM

Module Name	Credit Units
Level 3.1 (19 hours per week)	
Building Diagnostics & Asset Enhancement	5
Fire Safety Management	5
Project ID: Connecting the Dots [^]	4
Real Estate Investment & Finance	5
Level 3.2 (20 hours per week)	
Option 1:	
3-Month Internship (Local/Overseas)	10
Final Year Project	10
Option 2:	
6-Month Internship	20

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