

FACILITIES MANAGEMENT CERTIFICATE

32 Semester Credit Hours; Curriculum: 0368

This certificate will prepare students to work as facilities manager assistants. Specifically, students will learn basic management practices, nine functions of facilities, and construction management, as well as how to prepare documents for bids and organize staff to make facility run smoothly.

Code	Title	Hours
Courses for a Certificate		
BUS 101	Introduction to Business	3
CAD 116	Basic AutoCAD	3
CIS 101	Introduction to Computer Information Systems	3
or CIS 103	Computer Software and Concepts	
FME 101	Introduction to Facilities Management and Engineering	3
FME 107	Blueprint Reading for Building Trades	4
FME 201	Mechanical, and Electrical Systems in Buildings	4
MGT 121	Principles of Management	3
Select at least nine credit hours from the following:		9
ACC 154	Principles of Managerial Accounting	
AHR 101	Introduction to Air Conditioning and Refrigeration	
AHR 212	Indoor Air Quality	
AHR 213	Commercial HVAC Systems Applications	
AHR 214	Energy Audit, Analysis and Management	
CAD 117	Intermediate AutoCAD	
MGT/CIS 236	Project Management	
Total Hours		32

Program Learning Outcomes

1. Discuss nine areas of facility functions.
2. Demonstrate introductory knowledge in planning, programming and budgeting.
3. Demonstrate understanding of real estate transactions and lease types for both residential and commercial facilities.
4. Explain at an introductory level the details of the design build cycle that leads to awarding of contracts.
5. Identify operations and maintenance needs of a facility.