PROGRAM DESCRIPTION

For those individuals involved in facilities management early on their careers, the Facilities Manager Toolkit provides the core knowledge in facilities management, facilities design and space planning, and best practices in the industry.

The Toolkit can be completed in as little as two - three quarters, but if at a later time you wish to further advance your career, you can apply this series of courses to the Facilities Management Certificate Program.

WHO SHOULD ATTEND

Engineers, management personnel, and those in other technical and non-technical disciplines that are involved in building maintenance, plant operations or facilities management.

PROGRAM BENEFITS

- Achieve a fundamental understanding of the organizational, managerial, ethical and legal principles for the delivery of facility management services.
- Understand the basic criteria for the relationship between the facilities unit and overall organizational structure.
- Perform an evaluation of facilities design and space planning.
- Identify best practices for facilities management supervision.

SPECIALIZED STUDIES REQUIREMENTS

The specialized studies award is provided upon successful completion of three required courses totaling 9 units, with a minimum grade point average of “B” or better.

Upon completion of the program requirements, fill out the request for certificate form and include a $35 application fee. Note: It is not necessary to be pursuing an award to enroll in individual courses.

FOR MORE INFORMATION

Please call (949) 824-6538.

CURRICULUM

REQUIRED COURSES – 9 UNITS

Fundamentals of Facilities Management
SOCECOL X499 (3 units)
Get an overview of the principle duties of a facility manager. Learn the practical applications that will help you understand the business aspects of facilities management. Gain an understanding of the diverse responsibilities and decision-making processes from building infrastructure to fleet services. Acquire the insight needed to meet budget restraints while improving productivity, efficiency, and employee quality of life issues. Guest speakers and classroom workshops will help you master these skills.

Facilities Design and Space Planning
SOCECOL X499.1 (3 units)
Master the successful applications of facilities design including defining the requirements of a project, developing design strategies, implementing corporate philosophies and methodologies, and understanding the Project Development Process. Gain the knowledge that will help you increase your confidence as a project leader and assure the success of your future projects. Whether you are managing multiple, small departmental relocations or anticipating a large project, these professional skills will assure you of greater success.
Prerequisite: SOCECOL X499, Fundamentals of Facilities Management, or familiarity with facilities planning, and operations.

Supervision for Facilities Professionals
MGMT X 442.7 (3 units)
Facilities managers manage both facilities operations and personnel. Gain practical knowledge that can be used on the job to enhance your leadership skills and improve productivity. Explore topics that include: a supervisor’s role within an organization, verbal and written communication skills, problem-solving techniques, managing a budget, strategic planning, ethics, and team development. If you supervise or manage within a facilities management organization or in an environment where technical, professional, or trades people are working, this course is for you.
Recommended Prerequisite: SOCECOL X499, Fundamentals of Facilities Management or equivalent experience.

QUARTERLY SCHEDULE OF CLASSES
### REQUIRED COURSES (9 units)

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<th>COURSE #</th>
<th>REQUIRED COURSES (9 units)</th>
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*Offers credit in the Facilities Management Certificate Program.*

Note: Schedules are subject to change. O=Online, W=Winter, SP=Spring, SU=Summer, F=Fall
The course in which I am now enrolled* is the last one to be completed before I am eligible to receive the certificate in:

This form must be submitted, along with a filing fee of $35 during enrollment of the last course to complete the program requirements.

Names: ______________________________  

* Name of course in which you are now enrolled:

Certificate to be mailed to: ______________________________

Number and Street

City   State   Zip

Daytime Phone

Social Security Number

Signature

* Name of course in which you are now enrolled:

PLEASE DO NOT SUBMIT THIS FORM UNLESS YOU ARE ACTUALLY ENROLLED IN YOUR FINAL COURSE AND IT HAS STARTED.