

UC Berkeley Extension Professional Sequence in Facilities Management

REQUIRED COURSE DESCRIPTIONS

Introduction to Facilities Management – Required

X420 (2 semester units in Architecture)

Today, the decision-making responsibilities of facilities management professionals and their staffs cover a wide range of business, management, and technical areas. The field demands knowledge and skills in finance, planning, project design and implementation, administration, operations and maintenance, and human resource development. Get an overview of facilities management in this course. Develop an understanding of the knowledge and skills needed, the decision-making processes, and the function of a facilities manager within the total organization.

Facilities Operations and Maintenance – Required

X420.1 (2 semester units in Architecture)

Facilities managers must understand how a facility and its equipment operate and are serviced and maintained to serve its occupants. This course provides an overview of the skills and methods facilities managers use in such areas as budgeting, staffing, alterations, and building-systems operations.

Facilities Construction and Project Management – Required

X420.2 (2 semester units in Architecture)

Examine the function of the project manager and gain an understanding of the planning, scheduling, administration, and control of all aspects of facilities construction. Guest speakers include representatives from Bay Area contracting, architectural, and project management firms. Field trips visit a local project during critical stages of construction, allowing you to track and evaluate the project management skills being used. This course is recommended for new and experienced project managers from both design and construction backgrounds.

Facilities Strategic Planning Leadership and the Organization – Required

X420.3 (2 semester units in Architecture)

Strategic facility planning ensures that facilities are appropriately planned to meet the needs and changing requirements of building users over time. This course presents an overview of the role and methods of facilities management as it supports an organization's long- and short-range objectives. Through lectures, guest speakers, group discussion, and completion of a major project, you develop an understanding of the organization and management of a facilities department, the strategic planning process, and how a facilities department achieves organizational goals.