

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** MGMT 306    **TITLE:** Essentials of Facility Management  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours  
**Method of Grading:** Letter Grade Only  
**Recommended Preparation:**  
    Eligibility for ENGL 100, or Eligibility for ENGL 105
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    Concepts of facility management and how it can be of value to an organization. The primary goal of this course is to expose students to tactical planning, scheduling, and facility management tasks that support the operations of an organization's facilities.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. Describe the role of the facility manager
  2. Describe the scope and breadth of the profession
  3. Explain the value of facility management to organizations
  4. Develop and implement maintenance management programs
  5. Uphold local/regional/federal health & safety codes as related to facilities/subordinate workers
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. Effectively maintain an organization's buildings and equipment.
  2. Effectively manage and lead employees by communicating, solving problems, and making decisions.
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Fundamentals
  2. Facility planning
  3. Facility management strategy
  4. Human resources management
  5. Workplace productivity
  6. Health, safety and security
  7. The outsourcing decision
  8. Procurement
  9. Service delivery
  10. Specialist services and partnership
  11. Performance management
  12. Maintenance management
  13. Sustainable facilities
  14. Change management
  15. Information management
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  - A. Lecture
  - B. Discussion
  - C. Guest Speakers
  - D. Other (Specify): Online material.
8. **REPRESENTATIVE ASSIGNMENTS**  
    Representative assignments in this course may include, but are not limited to the following:

**Writing Assignments:**

Each course module has written assignments specific to the lecture topic. For example, after reading the material associated with facility planning, a student will complete an assessment exam that includes writing an essay.

**Reading Assignments:**

(Please see screenshots [ifma.jpg & ifma\_2.jpg] under Attached Files)

For the online portion of this course, each aforementioned module has sub-sections that require the student to listen and/or read the accompanying text/transcript. Each module requires approximately 1:30 of reading/listening.

Supplemental reading assignments outside of the modules may be recommended.

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Group Projects
- E. Projects

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Atkin, B., Brooks, A.. *Total Facility Management*, 5 ed. Wiley-Blackwell, 2021

Other:

- A. Supplemental reading assignments outside of the modules may be recommended.

**Origination Date:** November 2021

**Curriculum Committee Approval Date:** December 2021

**Effective Term:** Fall 2022

**Course Originator:** Peter von Bleichert