

## FACILITY MANAGEMENT CERTIFICATE PROGRAM

*Manage complex rules and responsibilities required of today's facility managers.*

Ongoing professional development is the key to managing the complex rules and responsibilities required of today's facility managers. George Mason University's Professional Certificate in Facility Management provides you with the knowledge and strategies for success in the facility management field through a comprehensive program designed to help you achieve your professional goals.

The program is closely aligned with the core competencies resulting from IFMA's Global Task Analysis. The comprehensive curriculum covers theory, methodology, technology and best practices related to facility management.

### Six Core Courses Required

#### • FM 0100 Principles of Facility Management

Examines the philosophy, definitions, history and functions of contemporary facility management. Briefly examines all facility management functions.

#### • FM 0110 Planning, Design, and Construction Management

Examines both the macro and micro level of facility planning. Studies the link between business planning and the planning of facilities. Discusses space management and available technologies. Studies how to manage churn. Examines the role of facility standards and the design cycle from needs analysis through design approval and discusses how to manage design professionals.

#### • FM 0115 Operations & Maintenance Management

Discusses the formulation and execution of an annual work plan. Examines technologies available to manage work and building operations. Focuses on developing a comprehensive maintenance and repair program. Examines the relationship between alterations and maintenance/repair.

#### • FM 0200 Communications for the Facility Manager

Discusses communications opportunities and problems unique to facility management. Provides each student with an evaluation of their capabilities as a communicator. Students make both an information and an expository presentation and write typical business communications. Stresses communication with customers and the language of business.

#### • FM 0205 Facility Financial Management

Studies tying company/agency business planning to facility business planning. Develops, in depth, the relationship between strategic and annual planning with the budget. Discusses benchmarks, cost comparisons, charge backs/allocations, value engineering, and capital budget justification/prioritization techniques.

#### • FM 0220 Leadership, Management, and Organization

Examines the traditional functions of planning, organizing, staffing, directing, controlling, and evaluating as they apply to managing a facility department. Stresses the role of behavioral science in both managing the department and in mission execution. Teaches policy formulation strategy and execution. Discusses current issues in personnel management.

