Graduate Certificate Program in Facilities Management

Overview

The graduate certificate in facilities management, based at the KU Edwards Campus (http://edwardscampus.ku.edu) in Overland Park, offers a structured program that addresses the graduate educational needs of facility managers. This 15-credit-hour program keeps practicing professional facility managers abreast of the most innovative developments in each area of facilities management and helps students acquire more specialized knowledge in areas important to their careers.

The curriculum consists of 15 hours of course work divided into 3 components: a required 3-credit-hour course on Facility Management: Issues and Overview; 9 hours of specialized 1-credit-hour workshops that cover trends and innovations in each of the principal knowledge areas identified by the International Facility Management Association; and a 3-credit-hour Capstone Seminar focused on solving multidisciplinary facility problems.

Admission

The graduate certificate in facility management program is offered on the KU Edwards Campus (http://edwardscampus.ku.edu) in Kansas City. This course of study focuses on management issues in the practice of facility management. It is designed for working professionals and structured to be completed on a part-time basis.

Regardless of background or career goals, a person whose previous records indicate the ability to succeed with advanced work may be admitted to the Graduate Certificate in Facility Management. Admission requires a bachelor’s degree and a grade-point average of 3.0 from KU or another accredited institution or foreign university with substantially equivalent requirements for the bachelor’s degree. A complete application for admission consists of the following materials:

1. Graduate application (http://www.graduate.ku.edu).
2. One unofficial transcript where the undergraduate degree is confirmed and one copy of the transcript where any graduate degree/credit was earned (if applicable).
3. Application fee, nonrefundable check or money order payable to the University of Kansas (See Admission in the Graduate Studies section of the online catalog for further information).
4. Evidence of language proficiency if the native tongue is not English, including
   a. A degree from an English-language college or university or
   b. Receipt of official copy of applicant’s proficiency scores achieved not more than 2 years before the semester of admission: iELTS scores: minimum overall score 6.5 with no part score below 6.0; TOEFL scores (iBT): all part scores at least 23; TOEFL scores (paper): all part scores at least 57 and essay score of at least 5.
5. A statement of interest indicating the applicant’s career goals and the relationship of these goals to the specific option chosen.

6. For international students, a financial statement showing minimum financial support for the first year of study (see the admissions page on the school’s website (http://www.sadp.ku.edu)).

Submit your graduate application and upload all application materials online (http://www.graduate.ku.edu). Please contact the Admissions Coordinator if you have any questions:

The University of Kansas
Department of Architecture
Marvin Hall
1465 Jayhawk Blvd., Room 206
Lawrence, KS 66045-7626

Be sure to check the school’s website (http://www.sadp.ku.edu) for updates to the admission process or requirements.

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The Curriculum

The 15 credits of course work that make up this program are divided into three components: an Introduction, a Core of workshops, and a Capstone, research-based seminar.

Component 1: Introduction to the Program (3 credits)

An introductory, 3-credit, semester-long class provides a starting point. Focused on current issues and comprehensive in its coverage of the various areas that are generally included within Facility Management, this course helps to establish a common base of knowledge for participants from the four groups mentioned above. It provides a useful context for the highly focused technical workshops that constitute the Core of the program. This common introductory course is described as follows.

Component 2: The Core of the Program (9 credits)

Individuals in this program will already have varying degrees of experience in the management of facilities. As noted above, some will have general business backgrounds while others may have more specialized training in engineering or architecture and others might be more proficient in construction, interior design or safety and security issues. To accommodate these differences in training, background and experience and to allow for constant updating of the more specialized content of this program, the central or Core component of the curriculum consists of 9 different categories of workshops, each of which addresses important topics within one of the principal knowledge areas that make up a standard Facility Management degree.

Because students in the program have experience in Facility Management, they are not required to cover all 9 of the different topical
workshops. Instead, they may select a mix of workshops that meet their own specific needs and even substitute other appropriate graduate-level classes in order to meet the 9-credit Core requirement.

Two or three of these one-credit, five-week workshops are offered each semester. The entire set of 9 workshops is offered over a four-semester period and the cycle is repeated every two years. The focus or subject matter of the workshops in each of the 9 categories may change each time they are offered, depending upon the recommendations of the program’s professional advisory committee, faculty availability and expertise, and student demand. The goal of each workshop is to build upon basic practical knowledge within each category and to address specific Facility Management challenges, practices and problems that are affected by emerging issues in the profession. For example, Workshop G: Planning and Project Management could cover methods of forecasting and managing space usage the first time it is offered and, the next time it is taught, it might focus on new software packages that are useful in managing small internal construction projects. The idea is to craft each of the workshops to current topics and local demand.

The nine categories of topical workshops are listed below.

Workshop A: Operational and Maintenance Issues (1 credit). This workshop may cover topics related to:
1) life safety and security issues and crisis management;
2) building systems and maintenance assessment; and
3) building information modeling, computer-aided facility maintenance.

Workshop B: Business Issues (1 credit). This workshop may cover topics related to:
1) organizational issues for facility managers;
2) human resources issues; and
3) risk management, contracts and other legal issues.

Workshop C: Real Estate and Property Issues (1 credit). This workshop may cover topics related to:
1) site planning, analysis and selection;
2) real estate development and planning; and
3) master planning.

Workshop D: Financial Issues (1 credit). This workshop may cover topics related to:
1) financial analysis of facility decisions (e.g., life cycle costing, etc.);
2) budgeting procedures and techniques for facilities offices; and
3) constructing and implementing a business plan for facilities.

Workshop E: Human and Environmental Factors (1 credit). This workshop may cover topics related to:
1) the impact of facilities/environments on individual and group performance, behavior and satisfaction;
2) environmental health and safety issues, regulation and liability; and
3) facility needs of diverse user groups.

Workshop F: Facility Assessment (1 credit). This workshop may cover topics related to:
1) the application of research skills in solving facility problems;
2) post-occupancy facility evaluation; and
3) presentation, interpretation and evaluation of research/assessment results.

Workshop G: Planning and Project Management (1 credit). This workshop may cover topics related to:
1) general project management procedures, issues and software;
2) facility documentation, inventory, forecasting and programming; and
3) linking facility plans to larger business plans.

Workshop H: Communication Techniques (1 credit). This workshop may cover topics related to:
1) effective personal and professional communication skills;
2) the use of current electronic communication media; and
3) interpersonal communication, conflict resolution and group communication.

Workshop I: Technological Innovation (1 credit). This workshop may cover topics related to:
1) recent advances in intelligent building systems;
2) the achievement of sustainability through intelligent building systems and appropriate building materials; and
3) the promotion of health and wellness through design and technological innovation.

Component 3: The Culmination of the Program (3 credits)

Following or concurrent with the completion of the Core workshop requirement, participants in the program will complete a Capstone Seminar in which they will have an opportunity to use, in a highly integrated and very practical fashion, the knowledge, methods and techniques covered in the Introduction and Core of the program.

Capstone Seminar: Solving Facility Problems (3 credits)

This final class is led by an instructor who will work with each participant to identify, focus and carry out a contained individualized project that uses information, most likely collected from the student’s place of employment, to solve a facility problem using the formal methods, strategies and knowledge covered in the Core of the program. The product will be a professional report, presented within the seminar. In some cases, these integrative capstone research projects might be carried out by teams, particularly if they have a high degree of complexity and a significant breadth of managerial and planning issues.

Additional Available Courses

A variety of other courses closely related to the Core workshops listed above are offered regularly on the Lawrence Campus and, through various graduate programs, at the Edwards Campus. Each semester, the School of Architecture and Urban Planning schedules a dozen or more elective classes, many of which carry graduate credit and focus on such topics as Intelligent Building Systems, Laboratory Design, Lighting Systems, Building Acoustics, Power Systems and the like. Some of these courses are also offered in the evening. Students may request to substitute courses such as these, where appropriate, for Core workshop credits in the Graduate Certificate Program in Facility Management. Similarly, a number of classes are offered each semester in the Architectural Management program at the Edwards Campus including courses in Project Management, Legal Issues, Financial Management, Construction Management, Construction Bidding and Estimating, and the like. These classes may also be substituted for Core workshop credits in the Certificate Program, where appropriate and with permission. Other Edwards Campus classes in graduate programs ranging from Engineering Management to Communications and Public Administration may also be available on a permission basis and may be substituted for Certificate Program requirements, if appropriate.

Please Note: The Office of Graduate Studies at the University of Kansas does not allow courses taken at other institutions to be applied toward the requirements of a graduate certificate program.