

# BUILDING MANAGER CERTIFICATE

## Purpose

Learn the foundational skills in building maintenance and cleaning, contracts, budgeting, building operations and technology, sustainability, and risk management, as well as the communication and conflict resolution skills required of a building manager.

The program is designed to meet the needs of a variety of learners, including those who are hoping to start a career in the field of building management or for working professionals who are looking for further advancement in their career.

Learners will be prepared to take on roles such as Building Manager, Building Caretaker, Building Maintenance Manager, Building Superintendent, Cleaning Supervisor, Cleaning Account Manager, and Front Desk / Reception Concierge.

## Duration

Students may complete the program in 1 to 3 years (maximum) on a part-time basis.

To achieve the Building Manager Certificate, students must successfully complete all nine courses for a total of 18 credits.

Students may choose to complete the Building Manager Short Certificate first, by completing the following four courses (8 credits):

- BLDG 1201 Contract Law in the Built Environment
- BLDG 1202 Interpersonal Communication for Building Managers
- BLDG 1203 Building Service Management
- BLDG 1204 Building Maintenance

Students can receive both the Building Manager Certificate and the Building Manager Short Certificate.

## Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Handle tenant application, screening processes, inspections, and conflicts
2. Explain basic rights and responsibilities of landlords and tenants under BC law and dispute-handling measures
3. Apply commonly utilized practices in records management, budgets, costing and inventory control, and performance and benchmarking metrics in the built environment
4. Perform rudimentary building maintenance and building inspections
5. Demonstrate awareness of building fire safety, security, and risk management protocols
6. Consider the ethical, cultural, and privacy related aspects of communication in the built environment

7. Explain current trends in building technology and sustainability
8. Apply operations, project, and asset management principles to a variety of different building types

Students who complete the **Building Manager Short Certificate** will be able to:

- Handle tenant application, screening processes, inspections, and conflicts
- Explain basic rights and responsibilities of landlords and tenants under BC law and dispute-handling measures
- Perform rudimentary building maintenance and building inspections
- Describe building fire safety, and risk management protocols
- Consider the ethical, cultural, and privacy related aspects of communication in the built environment
- Manage building cleaning and disinfection processes
- Use asset registries for a variety of building types

## Admission Requirements

No program admission requirements.

Two courses - BLDG 1201 Contract Law in the Built Environment and BLDG 1202 Interpersonal Communication for Building Managers - have a minimum pre-requisite of 'English 10 or equivalent'.

## Program Requirements

Code	Title	Credits
BLDG 1201	Contract Law Built Environment	2
BLDG 1202	Interpersonal Comm Bldg Mg	2
BLDG 1203	Building Service Management	2
BLDG 1204	Building Maintenance	2
BLDG 1205	Finance and Budgets Bldg Mngrs	2
BLDG 1206	Intro Bldg Ops and Risk Mgmt	2
BLDG 1207	Project Mgmt in Built Envr	2
BLDG 1208	Sustainable Buildings	2
BLDG 1209	Building Technology	2
<b>Total Credits</b>		<b>18</b>

## Evaluation of Student Learning

Evaluation will focus on assessments directly related to the course content and applicability to the built environment. Examples include case-studies, scenarios, projects, discussions, presentations, and role-plays.

Students must have a minimum grade of 'C' in all courses in order to graduate.

## Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

## Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

### Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65	Minimum passing grade	2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
<b>Course Standings</b>			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

- Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

### Grade Point Average (GPA)

- The course grade points shall be calculated as the product of the course credit value and the grade value.
- The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit