

BUILDING MANAGER SHORT CERTIFICATE

Purpose

Learn the foundational skills in building maintenance and cleaning, contracts, interpersonal 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 General Building Maintenance Person / Technician, 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.

After completing the Building Manager Short Certificate program, students may continue on to complete the Building Manager Certificate program.

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. Perform rudimentary building maintenance and building inspections
4. Describe building fire safety, and risk management protocols
5. Consider the ethical, cultural, and privacy related aspects of communication in the built environment
6. Manage building cleaning and disinfection processes
7. 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
Total Credits		8

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:

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

2 Building Manager Short Certificate

IP	Course in Progress	N/A
W	Withdrawal	N/A
Course Standings		
R	Audit. No Credit	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A