

**OAKTON COMMUNITY COLLEGE
GENERIC COURSE SYLLABUS**

I.	Course	Course	Course			
	<u>Prefix</u>	<u>Number</u>	<u>Name</u>	<u>Credit:</u>	<u>Lecture:</u>	<u>Lab:</u>
	FME	101	Introduction to Facilities Management & Engineering	3	3	0

II. **Prerequisite:** None.

III. **Course (Catalog) Description:**

Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion of areas in which a facilities manager or facilities engineer will need to develop competency.

IV. **Learning Objectives:**

Students are expected to learn: 1) about various facility functions of facilities management; 2) about each of the nine facility functions in general.

V. **Academic Integrity:**

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating
- plagiarism (turning in work not written by you, or lacking proper citation)
- falsification and fabrication (lying or distorting the truth)
- helping others to cheat
- unauthorized changes on official documents
- pretending to be someone else or having someone else pretend to be you
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

VI. **Outline of Topics:**

1. Nature of Facilities Management
2. Planning, Programming & Budgeting

3. Real Estate – Residential & Nonresidential
4. Design Build Cycle
5. Operations and Maintenance
6. Practice of Facilities Management and Facilities Engineering

VII. Methods of Instruction:

Primary emphasis is placed on the interpretation of mechanical drawings and diagrams. Instructions will include solution of workbook problems and construction of simple drawings.

VIII. Course Practices Required:

The student is responsible for reading the assigned chapters in the textbook. Attendance is mandatory. All assignments must be handed in on time. A grade lower will be given for any assignment not received on the date due.

IX. Instructional Materials:

Facilities Management, by David Cotts, Publisher

X. Method of Evaluating a Students Progress (Cumulative):

Students are required to solve workbook problems, take three tests and submit a semester project.

XI. Other Course Information:

No makeup quizzes or tests will be given except for cases of extreme illness and with the consent of the instructor.

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program

Effective beginning term Fall 2005 Ending term: _____

Syllabus prepared by: Chad Ganger Date: 12/05

Reviewed by Dept/Program Chair: Chad Ganger Date: 12/05

Approved by Dean: R. Sompolski Date: 12/05