

IFM year 1: Course units International Facility Management 2018-2019

CODE	Course name: period 3: 11-02-2019 / 19-04-2019 (incl. exams)	ECTS
1.3IWPL	<p>The Workplace and Sustainable Buildings</p> <p>MAIN LEARNING OUTCOME: The student designs appropriate office accommodation, taking into account both physical and organisational aspects (use of space, layout, indoor climate, IT facilities and safety), and explains the consequences of its use (Building project plan and Finance).</p>	(15)
IFVP18WPLWOM	<p>Schedule of Requirements, Workspace design and Practical project: Project</p> <p><i>Main Learning Outcome:</i> The student analyses the processes and activities that take place within an organisation and translates them into a functional schedule of requirements and a design for the spatial environment, and uses business data to design under supervision a suitable, sustainable and innovative office environment for an organisation.</p> <p><i>Learning outcomes. The student:</i></p> <ul style="list-style-type: none"> - develops a functional schedule of requirements (SoR) for office accommodation - goes through the steps required to produce a spatial design up to the level of a layout plan - recommends a suitable workplace concept on the basis of a simple case study, taking into account IT facilities, safety and security - explains the financial consequences of the recommendation based on an overall investment and operating budget 	5
IFVP18WPL2GDG	<p>Healthy and Sustainable Buildings: exam</p> <p><i>Main Learning Outcome:</i> The student defines the requirements that office accommodation must meet, taking into account the physical aspects that relate to accommodation.</p> <p><i>Learning outcomes. The student:</i></p> <ul style="list-style-type: none"> - defines the physiological aspects that determine the internal environment - recognises potential reasons for a poor internal environment and explains how the quality of the internal environment can be improved - describes the function and effect of different parts of building-related installations, and predicts the impact of these installations on the internal climate - describes the importance of individual control over the work environment and explains how individual influence can be improved 	3
IFVP18WPLDWO	<p>Organisation at Work: exam</p> <p><i>Main Learning Outcome:</i> The student defines the requirements that office accommodation must meet, taking into account the organisational aspects that relate to accommodation.</p> <p><i>Learning outcomes. The student:</i></p> <ul style="list-style-type: none"> - understands the key terms, concepts, trends and developments in the field of office accommodation - names and recognises the different workplace concepts, and understands the concept of space planning - names the features and the advantages and disadvantages of different workplace concepts and solutions - recognises and names steps to be taken in space planning, and recommends an appropriate workplace concept based on a simple theoretical case study - names the steps involved in a safety-related risk analysis, and describes the security measures that can be taken at the organisational, architectural and electronic level - names the criteria that affect the sustainability of the office environment and describes how this environment can be rendered sustainable 	3

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1.3IWPL	The Workplace and Sustainable Buildings (cont'd)	
IFVP18WPLPM	<p>Project Management including Action Plan: project</p> <p><i>Main Learning Outcome:</i> The student draws up a building project plan under supervision, taking a methodical approach</p> <p><i>Learning outcomes. The student:</i></p> <ul style="list-style-type: none"> - formulates a SMART objective for a simple accommodation-related project - applies activity analysis theory to a simple accommodation-related project - explains the relationships between the various activities identified - derives a coherent project plan from the activities and relationships identified - estimates the anticipated costs based on the plan that has been drawn up - predicts potential risks for the project and indicates possible solutions - estimates the project organisation required 	2
IFVP18WPMVG	<p>MS Project Presentation</p> <p><i>Main Learning Outcome:</i> The student presents a recommendation in English</p> <p><i>Learning outcomes. The student:</i></p> <ul style="list-style-type: none"> - conveys their message clearly in English, justifying their arguments - structures his presentation clearly, and supports it with visual resources and verbal/non-verbal behaviour - makes effective contact with the audience (eye contact, tackling the question, and so on), and knows how to captivate and enthuse the audience - reflects on the feedback received from their lecturer and peers, and uses it to reflect on their presentation(s) - formulates at least two points for development for themselves, stating reasons 	2
	Total	15