

**Building Owners & Managers
Association – Nova Scotia**
Phone (902) 425-3717
Fax (902) 431-7220

**RPA/FMA COURSE SCHEDULE
2010/2011 Season**

Budgeting and Accounting
Required for: RPA

Budgeting and Accounting features applications and problems you can use to create building and facilities budgets. In this course you will have the opportunity to apply concepts within the real property and facilities context. You will follow the accounting process and creation of a budget from start to finish, learning such valuable skills as how to interpret financial statements, annual reports, and statements of cash flow. You will also learn practical skills such as how to compile lease abstracts and prepare rent rolls. The course includes valuable exercises pertaining to computing productivity ratios, depreciation, ending cash balances, preparing income and expense budgets, and explaining budget variances.

Major topics covered in this course:

- Record keeping requirements
- Revenue and expenditure cycles
- Cash basis income statement
- Financial Statements
- Annual Reports
- Lease Abstracts
- Income and expense budgeting
- Working with capital

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: June 1 – 4, 2010

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

Cost*: \$ 1,150.00 + HST

\$ 1,000.00 + HST for BOMA Nova Scotia member companies

Exam Cost**: \$75 + HST (payable by all students)

Location: Exams can be scheduled at all Pearson VUE testing sites. We recommend the Compu College site at 1526 Dresden Row, Halifax

**Cost is subject to change up to 90 days prior to the start of the course.*

***As of January 1, 2010 BOMI have moved to a computer-based testing system. This fee, payable by all students, reflects the cost of sitting the exam at a Pearson VUE testing centre, and is payable with your registration.*

Did you know?

BOMI students may take a mixture of self-study and classroom classes.

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Leasing & Marketing for Property Managers
Elective for RPA

Predicting future opportunities for the property manager is a challenge. In this course, you will gain the skills needed to successfully lease and market building space under favorable as well as adverse economic conditions. You will learn to conduct targeted market surveys and to develop a marketing plan that will please both the owner and the tenant. Leasing and marketing are also approached in depth from legal and ethical angles, as well as from a financial standpoint. This course, which includes current, reliable resources, such as relevant websites, can help you stay on top of today's marketplace.

Topics covered:

- Market analysis, survey conditions, and planning
- Ownership and investment
- Renewal and tenant satisfaction
- The leasing plan, including lease negotiations
- Public relations and advertising
- Tenant prospecting and space allowance

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: October 19-22, 2010

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

We offer courses on demand. If there are a sufficient number of students in any area who need a particular course... call us – we will arrange it.

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**RPA/FMA COURSE SCHEDULE
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Facilities Planning & Project Management
Required for the FMA

Taking this course is a wise strategic move for any facilities planner or project manager. Through this course, you will develop the skills and knowledge critical to the successful execution of a facilities project-proper planning, selecting a building's team, and following through with attention to detail. You will learn how to assemble and manage facilities teams and how to plan and implement facilities projects, including methods to control key elements of the process. In this course you will examine case studies on SFP models, project management methods, and outcomes. You will also study how to close out projects, how to complete and use a facilities annual report, and how to read and interpret architectural drawings.

Topics covered:

- The value of planning and organizing to plan
- Planning models
- Identifying and rating user needs
- Owned vs. leased vs. developed facilities
- Managing planning
- Classifying facilities projects
- Roles of the players
- Specifications for facilities performance
- Design development and review
- Implementing projects
- Planning occupancy
- Project closeout
- Post-occupancy evaluation using facilities annual reports

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: November 30 – December 3, 2010

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

You can fulfill continuing education requirements for other designations by taking BOMI courses

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**RPA/FMA COURSE SCHEDULE
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Design, Operation And Maintenance Of Building Systems, Part 1
Required for: RPA, FMA

Through this course you will learn to manage the ongoing maintenance and operation of building systems, gaining insight into the many issues that affect building efficiency and cost effectiveness. You will acquire the skills to perform life-cycle costing on building projects, gain the knowledge to assist a design team on construction and renovation projects and learn to develop sound service contracts and effectively monitor the performance of contractors.

Topics covered:

- Building design and construction
- Construction materials
- Structural systems
- Heating, ventilation and air conditioning
- Plumbing systems
- The building envelope
- Building systems controls
- Life cycle costing

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: February 2011

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

Once you've expanded your mind by getting your RPA designation with BOMI, your pocketbook will have to learn to stretch as well: RPA Graduates earn, on average, 22% more than non-graduates.

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**RPA/FMA COURSE SCHEDULE
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Law & Risk Management
Required for: RPA

This course will provide the necessary skills to help you deal with everyday legal and risk management issues surrounding your business. It will address complex legal matters such as contracts, property rights, and real estate financing, as well as risk management issues such as insurance markets, insurance policies and environmental law.

Topics covered include:

- Conveying and financing real estate
- Contracts
- Property interests
- Premises liability
- Environmental law and concerns
- Employment relationships and agency
- Introduction to risk management
- Insurance company operations
- Loss exposures

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: April 2011

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

By taking three courses per year, many BOMI students earn their designation in just 2.5 years.

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**RPA/FMA COURSE SCHEDULE
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Fundamentals of Facility Management
Required for: FMA

Successful Facility Managers must have business savvy supported by a broad scope of technical knowledge. This course provides the base from which to build a career in facilities management. You will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. You will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing. You will likewise acquire project management and leadership skills crucial to your success.

Major topics covered in this course

- Principles of information management
- Investment, cost controls, and budgeting strategies
- Operating levels of facilities activities
- Outsourcing principles
- Benefits of leasing vs. ownership

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Date: June 2011

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

Registration for all classroom courses can be done through the
BOMA Nova Scotia office at (902) 425 3717

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**RPA/FMA COURSE SCHEDULE
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Environmental Health & Safety Issues
Required for: RPA, FMA, SMA

Protecting the environment and promoting worker health and safety are issues at the centre stage of today's property industry. This course provides you with an overview of the environmental health and safety considerations in building operations. You'll learn to develop and manage proactive environmental/occupational health and safety programs, comply with regulatory standards and guidelines governing facility health and safety issues, and assess when to obtain technical assistance.

Major topics covered in this course

- Regulatory overview
- Hazard communication
- Emergency response
- Asbestos and lead management
- Office and industrial ergonomics
- Audits, record keeping, and legal issues
- Indoor air quality
- Air emissions and pollution control
- Storage tanks
- Hazardous waste
- Site assessment

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: October 2011

Time: Tues. - Thurs. 9:00 pm to 5:00 pm, Fri. 9:00 am to 12:00 noon

Instructor: TBA

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Did you know?

You may be eligible for transfer credits from other programs or designations you have completed. Call BOMI Canada at 1-888-821-9319