



# Building Owners & Managers Association (BOMA) Nova Scotia

## Course Schedule 2012/2013

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### Real Estate Investment & Finance

Required for: RPA, FMA

Through this course you will learn to take charge of real estate investments in order to maximize the value of a property. You will develop knowledge about basic financial concepts as they relate to real estate, including valuation, analysis, taxation, depreciation, and life-cycle costing. Similarly, you will learn to evaluate real estate investments and to develop budgets that estimate net operating income. You will study the income capitalization approach and cover property taxation costs and strategies to offset these costs. You will also gain the skills to conduct discounted cash flow analyses and calculate net present value and internal rate of return. This course features exercises that require the basic use of the HP-10BII financial calculator.

Topics covered include:

- Asset valuation and enhancement
- Costs and taxes
- Capitalization
- Site and building analysis
- The appraisal process
- Discounted cash flow measurement
- Ownership vehicles
- The basics of lending and current lending practice

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

Date: February 7 - 10, 2012

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: Steve Thompson

Cost\*: \$ 1,150.00 + HST

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

*(Please note course fees for all students may increase \$25 for this course dependant upon BOMI Canada fee increases)*

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

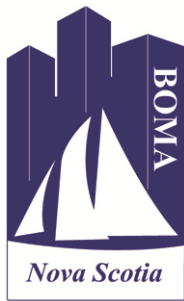
Location: TBA. Exams can be scheduled at all Pearson VUE testing sites.

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

*\*\* BOMI offers 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?

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



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### The Design, Operation & Maintenance of Building Systems, Part II

Required for: RPA, FMA

This course (in conjunction with Part I) provides you with the information you need to make management decisions about various building systems and sites - decisions that will increase occupant safety and comfort, while facilitating building efficiency.

Topics covered include:

- Electricity and its applications in building systems
- Energy Management
- Vertical transportation systems
- Preventative maintenance
- Window cleaning and architectural metal maintenance
- Pest Control
- Landscaping and parking
- Fire Protection
- Building security

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

Date: April 17 - 20, 2012

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: Adrian Cowling

Cost\*: \$ 1,150.00 + HST

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

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

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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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### Budgeting & 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: Early June, 2012

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost\*: \$ 1,150.00 + HST

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

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites.

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### Did you know?

BOMI courses can be taken in whatever order suits you most.



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## Course Schedule 2012/2013

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### Technologies for Facilities Management

Required for: FMA

When used properly, technology can significantly enhance the performance of your facilities. This course will help you better understand the impact of technology on both workers and the workplace. You will gain the knowledge to evaluate your current technological services and systems, as well as to determine the appropriate technologies your portfolio requires. You will learn about hardware, software, telecommunications systems, computer-aided facility management, security systems, and much more.

Major topics covered:

- The growth of technology in the workplace
- CAFM (computer-aided facility management)
- LANs (local area networks)
- CAD (computer-aided design) systems
- Telecommunications systems
- Power, wiring, and flooring
- HVAC, lighting, and ceilings
- Technology-intensive spaces
- Management of security systems

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: Late September, 2012

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost\*: \$ 1,150.00 + HST

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#### Did you know?

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



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### Asset Management

Elective for: RPA, FMA

Property managers today work hand-in-hand with asset managers, or serve as asset managers themselves. Therefore, you need to understand an asset manager's role, function, and place in real estate and business. This course will detail the role and responsibilities of an asset manager, as well as provide you with the skills to fulfill this position. You will learn to develop an asset management plan, including appropriate human, physical, and financial resources. You will learn about the measurement of financial objectives, including audits and reasons for them. You will gain an understanding of property acquisition, disposition, and evaluation of troubled property alternatives.

Topics covered:

- Strategic planning
- Investment analysis
- Operation analysis
- Property acquisition
- Property disposition
- Retaining and attracting tenants

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: Late November, 2012

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost\*: \$ 1,150.00 + HST

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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



# Building Owners & Managers Association (BOMA) Nova Scotia

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### Design, Operation And Maintenance of Building Systems, Part I

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: Early April, 2013

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost\*: \$ 1,150.00 + HST

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#### Did you know?

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



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### Law & Risk Management

Required for: RPA

In today's complex business environment, it is becoming increasingly important for property managers to know how to address legal and risk management issues. This course will provide you with a foundation in the basic principles of law and risk management, helping you deal with everyday legal and risk issues surrounding your business. In addition to covering leasing and conveyance, the course covers important issues concerning torts, contracts, employer/ employee relations, property rights, and environmental law. The course also describes the risk management process, covering the assessment of loss exposures and determining how to handle the daily risks that property managers encounter.

Topics covered:

- 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
- Principles of insurance and insurable risk
- General liability insurance and employee benefit plans
- Loss exposures

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Date: Early June, 2013

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

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### Managing the Organization

Elective for: RPA, FMA

This course will prepare you to manage and lead your organization through improved communication, motivation, relationship and team building, project management, problem solving, and decision-making skills. Managers who take this course will be able to further develop their group leadership and management techniques and abilities, and analyze and improve their relationships with staff, colleagues and owners.

Topics covered include:

- Management skills and tools
- Leadership styles and relationships
- Types of organizations
- Team building, leadership and motivation
- Planning, controlling and decision making
- Problem-solving techniques
- Project and change management
- Workplace safety and documentation

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: Early November, 2013

Time: Tues. - Thurs. 8:30 pm to 4:30 pm, Fri. 8:30 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