



**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 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 operations income.

Major topics covered:

- 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 of the participants have read and are familiar with the information in the text.

Date: October 2-5, 2018

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

Instructor: Art Savary, Jeff McLean

Cost\*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

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.*

**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

**The Design, Operation & Maintenance of Buildings, Part II**

Required for: RPA, FMA

This course (in conjunction with Part I) provides information property and facility managers will need to make management decisions about various building systems and sites. These decisions will increase occupant safety and comfort while facilitating building efficiency to meet the business goals of an organization. This course is about understanding electrical systems and lighting, elevator maintenance and modernization, and pest and solid waste management. Other areas of interest also covered in this course include security issues, fire and safety systems, and energy management concerns.

Topics covered include:

- Security
- Fire protection systems
- Electricity (AC and DC) and its applications in building systems
- Energy management
- Pest control and solid waste management
- Vertical transportation systems
- Lighting systems
- Window cleaning and architectural metal maintenance
- Landscaping and parking
- Maintaining a secure, safe building

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: November 27 – 30, 2018

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

Instructor: Adrian Cowling

Cost\*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

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.*

**Did you know?**

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



**Asset Management**

Elective for: RPA, FMA

Today's property managers work hand-in-hand with asset managers and often serve as asset managers themselves. Expert education gives professionals the capability to build value in real estate assets, providing confidence to investors, owners, and building tenants. Make sense of your assets, discover the asset manager's role, function and place in real estate and business, and master the ability to outperform competitors.

Major topics covered:

- Developing an asset management plan, including appropriate resources associated with the current economy;
- Measuring financial and operational objectives, including audits and reasons for them;
- Managing and marketing strategies for retaining and attracting tenants;
- Acquiring, disposing, and evaluating troubled properties for sound decision making;
- Implement current investment analysis software.

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 26 – March 1, 2019

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

Instructor: Adrian Cowling

Cost\*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

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.*

**Did you know?**

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

**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: April 2019

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

Instructor: TBA

Cost\*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

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.*

**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.

**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: September 2019

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

Instructor: TBA

Cost\*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

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.*

**Did you know?**

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