



RPA Real Property Administrator / FMA Facilities Management Administrator

Real Estate Investment and Finance

Tuesday Evening Sessions (5:30-8:30): January 17 – February 28 (required for RPA and 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.

Leasing and Marketing

Tuesday Evening Sessions (5:30-8:30): March 6 – April 17 (RPA Elective)

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 web sites, can help you stay on top of today's marketplace.

The Design, Operation and Maintenance of Building Systems, Part 1

Tuesday Evening Sessions (5:30-8:30): April 24 – June 5 (required for RPA and FMA)

This course provides information property and facility managers will need to manage the ongoing operation and maintenance of building systems and to maximize building efficiency and cost-effectiveness. This course provides information about building design and construction, project delivery, construction materials, and HVAC (heating, ventilating, and air-conditioning) systems. Other areas of interest that are also covered in this course book include roofing systems, ceilings and floorings, interior walls, and plumbing systems.

Environmental Health and Safety Issues

Tuesday Evening Sessions (5:30-8:30): July 10 – August 21 (required for RPA and FMA)

Protecting the environment and promoting worker health and safety are issues at the center 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.

The Design, Operation and Maintenance of Building Systems, Part 2

Thursday Evening Sessions (5:30-8:30): August 16 – September 27 (required for RPA and FMA)

This course 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.

Law and Risk Management

Tuesday Evening Sessions (5:30-8:30): September 11 – October 23 (required for RPA)

In today's complex business environment, it is 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 addressing leasing and conveyance, the course covers important issues on 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. You will learn about the insurance market, different types of insurance policies, and the claims adjustment process. The course also covers equipment break down insurance, which is an area of growing concern for real estate managers.

Ethics is Good Business

Thursday (9am-4pm): September 26 (one day seminar required for RPA and FMA)

This course helps you understand the impact that ethical behavior can have on your professional performance and your property's bottom line. By working through difficult ethical dilemmas, you'll develop the confidence to follow through, even when facing adversity.

Budgeting and Accounting

Tuesday Evening Sessions (5:30-8:30): October 30 – December 11 (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 flows. 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.

Exams

Each student enrolled in designation courses will have six months from the course registration date to schedule and complete the course exam at the specified computer testing center. More information will be provided with registration materials or you can visit www.bomi.org.

RPA/FMA Course Fees (excludes Ethics Course)

BOMA Member: \$1,100

Nonmember: \$1,325

Ethics Course Fee

BOMA Member: \$400

Nonmember: \$450

Designation Course Enrollment Fee (required by BOMI):

\$75 (pay each course if not enrolling for the RPA or FMA Designation)

RPA or FMA Designation Enrollment Fee (required by BOMI):

\$175 (one time only)

Foundations of Real Estate Management

Tuesday Evening Sessions (5:30-8:30): June 12 – July 24

Foundations is a 28-hour entry-level course taught every week over a month and half, covering the fundamentals of commercial real estate administration, management, building systems, accounting and reporting, contract management, and more. The course offers classroom instruction from seasoned professionals and is reinforced by behind-the-scenes tours of outstanding buildings. Receive live, in-person training with small class sizes to facilitate learning, discussion, and team activities. It's a complete package—instruction, peer networking, property tours, and a comprehensive course manual that is easy to read and understand and a valuable resource back on the job.

Course Fees:

BOMA Member: \$625

Nonmember: \$675