



2012 Educational Programs for the Commercial Property Industry

Accelerated Review Course Offerings



Design, Operation, and Maintenance of Building Systems, Part I* IRPA IFMA

Date: October 31 – November 2, 2011

Gain the information required to manage the design, construction, operation, and maintenance of building systems while maximizing building efficiency and cost-effectiveness.

Ethics Is Good Business® ShortCourse™ ** IRPA IFMA

Date: January 13, 2012

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.

Environmental Health and Safety Issues* IRPA IFMA

Date: February 6 –8, 2012

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.

Real Estate Investment and Finance IRPA IFMA

Date: March 12 – 14, 2012

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.

Facilities Planning & Project Management IFMA

Date: April 9 –11, 2012

This course will help you develop the skills and knowledge critical to the successful execution of any facilities project. A case study woven throughout the course's textbook presents real world examples of proper planning and selecting a project team, as well as the importance of flexibility, follow through, and attention to detail.

Technologies for Facility Management IFMA

Date: May 14 –16, 2012

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.

Design, Operation, and Maintenance of Building Systems, Part II* IRPA IFMA

Date: June 4 – 6, 2012

Learn to make the right management decisions about increasing occupant safety and comfort while simultaneously enhancing building efficiency to meet the business goals of your organization.

Budgeting and Accounting IRPA

Date: October 8 – 10, 2012

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 valuable skills such 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.

Fundamentals of Facility Management IFMA

Date: November 5 – 7, 2012

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.

Advance preparation is necessary to effectively participate in this concentrated review of the course. To ensure that you have sufficient time to prepare, you should be registered 10 business days prior to the class start date. A \$100 late fee will be applied to registrations received thereafter.

Computer-Based Testing-Effective January 1, 2010, Computer Based Testing will be implemented for all BOMI International examinations an additional testing fee will apply. Exams will be administered at Pearson Vue owned or authorized, secure locations. Upon completion of class the student will receive an eligibility Letter, via email or mail form BOMI International providing notification of the students eligibility period and instructions on how to schedule the exam appointment. To locate a Test Center access www.pearsonvue.com/bomi or contact a Pearson VUE agent by calling 866.998.2664.

* Approved for 18 GBCI CE Hours towards the LEED® Credential Maintenance Program.

** Approved for 6 GBCI CE Hours towards the LEED® Credential Maintenance Program.

Register at

www.bomadet.org/ed_calendar.htm

Instructor:



Michael J. Lauhoff,
RPA, FMA

Location:

Southfield Town Center
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Southfield, MI

“ BOMI RPA, FMA and SMA classes provided me the knowledge and perspective to succeed in a new career as a property manager. They gave me confidence and credibility and helped me communicate effectively with tenants, owners, stakeholders, vendors and colleagues.

Daniel Goulston,
RPA, FMA, SMA

For additional information on BOMI designations and educational offerings visit www.bomi.org

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