

BOMA/Philadelphia 2009 Classroom Schedule

Please check or circle course you are taking

Note: RPA is Semi-Accelerated method of study

Budget & Accounting - RPA
(Required course in the RPA program)

Start Date: September 9, 2009
 Classes will be held for 9 weeks every Tuesday except for first night of class which is a Wednesday
 Class Time: 5:00 to 8:00 p.m.
 Exam Date: November 10, 2009
 Fee: \$640/member ~ \$840/non-member
 (includes book and exam)
 Instructor: Geoffrey Irvine RPA, LEED, AP

Administration - SMA
(Required in the SMA programs)

Start Date: September 16, 2009
 Classes will be held for fourteen (14) weeks
 Class Time: 4:30 to 6:30 p.m.
 Exam Date: December 9, 2009
 Fee: \$640/member ~ \$840/non-member
 (price includes book and exam)
 Instructor: Donald S. Haas, FMA, RPA, SMA

Both classes (RPA & SMA) will be held at 1717 Arch Street, 10th floor, Bell Atlantic Tower, Philadelphia, PA.

FEES

Institute One Time Enrollment Fee – new candidates only
 RPA, FMA, SMT/SMA..... \$175

Cancellation Fee
 (one week after class begins) \$150
 Full payment required after second week – book must be returned in original wrapping.

Member fee is BOMA Philadelphia member not BOMI.

Attendee Information (please print)

Name _____
 Student ID (if known) _____
 Company _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 Email _____

(please check)

| Course Registration Check One | |
|--|------------------|
| Program | Fee |
| <input type="checkbox"/> RPA Budget & Accounting | \$640.00 (m) |
| <input type="checkbox"/> SMA Administration | \$640.00 (m) |
| One Time Enrollment Fee (if applicable) | \$ 175.00 |
| Total: | \$ |

Payment

- Check enclosed (made payable to BOMA Philadelphia)
- Paypal (online at www.bomaphila.com)

Submit to BOMA/Philadelphia, Two Penn Center, Suite 310, Philadelphia, PA 19102 215-567-1775
 fax 215-567-2154 - kgahres@bomaphila.com -

Budgeting & Accounting

(required in RPA Program)

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.

Topics include:

- Record keeping requirements
- Revenue and expenditure cycles
- Cash basis income statement
- Financial statements
- Annual reports
- Lease abstracts
- Income and expense budgeting
- Working with capital

Learn:

- Analyzing and interpreting financial statements of prospective tenants
- Calculating income and expense items
- Developing capital budgets
- Writing lease abstracts
- Establishing cost controls
- Constructing property and/or facilities budgets.

Administration

(required in SMA program)

If you have staff that reports to you, or are working toward this goal, you need to develop the variety of skills related to managing people—and time. This course focuses on leadership skills, oral communication techniques, motivational and team-building strategies, and training programs. Through this course, you will develop the skills needed by managers in a maintenance environment, including the ability to plan, organize, schedule, delegate, budget, monitor, inspect, document, and write.

Topics include:

- Prioritization
- Needs analysis
- Resource development
- Resource management
- Time management

Learn:

- Communicating effectively with staff members
- Prioritizing competing responsibilities
- Solving problems and making decisions resulting in a safer workplace