

## ***Foundations of Real Estate Management*** **Instructor Program Format and Curriculum Information**

### **Program Format and Curriculum**

*Foundations of Real Estate Management* (“*Foundations*”) is a comprehensive introduction to commercial real estate covering topics in broad areas. *Foundations* was originally developed by the Building Owners and Managers Association of Georgia (BOMA Georgia) under the name Property Management 101 (PM 101). The content was revised and expanded by BOMA International in 2007 for national and international distribution. BOMA International has continued to revise and update *Foundations*, with new editions being released in 2012, 2017 and 2022. The curriculum includes a comprehensive overview of key topics in sufficient detail to supplement on-the-job training and prepare students for other advanced training and education. Building tours are a recommended part of the curriculum to reinforce learning and provide participants with a unique opportunity to gain deeper appreciation of professional management approaches by touring best-of-class examples of other properties in their area.

*Foundations* is a seven-module course designed to be delivered live in classroom settings through BOMA local associations. Small class sizes (no more than 30) are recommended to facilitate learning and discussion.

Though the book has seven modules, the *Foundations* course will continue to be taught in five days. The instructor can decide how to cover the material in the allotted time. The PowerPoint slide deck for the instruction materials were built on a higher-level approach. The learners will have the book, so they can read the book for more details. The seven modules include:

Module 1: Introduction to Real Estate Management

Module 2: Property Types

Module 3: Creating Value

Module 4: Protecting the Asset

Module 5: Accounting, Reporting, and Budgeting

Module 6: The Building and Its Systems

Module 7: Property Services

*The curriculum is available only as a package; all modules must be offered. Local associations cannot offer some modules and not the others.*

## **Target Audience**

The target audience for *Foundations* is any commercial real estate professional with less than five years' experience. This program is ideal for junior or assistant property managers, as well as administrative assistants, students, building engineers, and supplier reps; in short, anyone interested in learning more about the management and operation of commercial buildings, or a career in commercial real estate. More experienced professionals can also benefit from the program, as the comprehensive curriculum provides a great refresher and fills in training gaps.

## **Student Materials**

The Foundations book consists of a 643-pages and comes in a 3-ring binder. It is available in a printed hardcopy or digital copy for each student to choose. BOMA local associations hosting the program purchase the student book from BOMA International. Each student must have their own copy given by the site coordinator.

An "Online Appendix" of additional resource materials is available online for download prior to class. Students will be provided with a link to access these materials. Local associations will also have access to these materials and can choose to download and print these materials for their students if they wish.

## **Instructors and Instructor Materials**

Local associations hosting the program are responsible for selecting instructors. We recommend you consider local members, including local leaders, committee chairs, and other active members for selected topics.

Instructor materials consist of a student manual, PowerPoint slides and other instruction guidelines. One complimentary Foundations book is given to a local each time it schedules a *Foundations* program, which can be shared among two or more instructors. Additional books for instructors are available for \$80 each (plus shipping if delivering to different locations). See our FAQ page for more information.

## **Scheduling**

The local host association is responsible for scheduling and should select the scheduling format that best suits its needs. BOMA International does not recommend splitting the modules into two classes unless both halves can be offered in that same week. We also do not recommend extending the course beyond ten weeks.

## Building Tours

Building tours are a critical component of this program because they reinforce classroom learning.

Use the Property Tour Checklists in the Addendum to guide your property tours:

- **Property Tour I | Property Management Office**
  - This “property tour” is designed to give learners information about the building(s) they manage.
  - Learners should complete the checklist with their on-site property management and building engineering team members – ideally, their senior property manager and chief engineer.
  - The instructor can discuss the findings at a later class session if time permits.
  
- **Property Tour II | HVAC, Domestic Water, Fire Alarm/Fire Sprinkler, and Main Electric Room**
  - Depending on the course schedule, instructors might want to coordinate this tour:
    - **In sections** (most preferred but often requiring more coordination with the building team) – conduct a property tour immediately after the classroom learning (finish the HVAC lecture and then inspect the HVAC system components at the building)
    - **As a daily tour** – conduct a property tour at the end of each day and review all systems covered during that day
    - **As a single tour at the end of the course** (least preferred but sometimes the easiest to schedule)
  - Do your best to show a variety of building system components.
    - For example, if the host building uses rooftop units for HVAC, consider:
      - Choosing buildings to host future class sessions with different types of mechanical equipment – like cooling towers, chillers, fan coil units, etc. Incorporate these HVAC system components in future tours at those buildings.
      - Coordinating the tour to incorporate other area buildings (ideally within walking distance of the host building) that use different building systems.
  
- **Property Tour III | Elevators/Escalators, Roof Systems, Solid Waste/Recycling, and Janitorial Services**
  - As noted above, consider options to show different systems throughout the course.
    - For example, try to show both hydraulic and traction elevators.

- **Property Tour IV | Engineering**
  - This property tour is designed to give learners information about the engineering services at the building(s) they manage.
  - Learners should complete the checklist with their on-site building engineering team members – ideally, their chief engineer.
  - While it might be possible to cover some of these topics during a property tour of the host building(s), learners will get more value from this tour if they discuss these topics with their chief engineer.
  - The instructor can discuss the findings at a later class session if time permits.
  
- **Property Tour V | Parking, Security, and Pest Control**
  - Try to choose host properties that have:
    - Different types of parking systems (surface parking, garages, decks, etc.)
    - Security control rooms and layered security applications
    - Visible pest control measures

Because building tours are a vital component of the *Foundations of Real Estate Management*<sup>®</sup>, BOMA International recommends conducting classes in member buildings (TOBY™-winning or other “best-in-class” buildings).

When possible, schedule the classes in different buildings to allow learners to experience a variety of building systems and best practices. Meeting space (conference rooms, etc.) in member buildings is often available free of charge to BOMA locals, and learners enjoy visiting and touring various buildings. Members also love the opportunity to highlight their properties.

Encourage the host building’s property management and engineering teams to lead the tour at their building.

Consider breaking the class into smaller groups to make the property tours more effective. (It is challenging to get 20 learners into a small mechanical room – and difficult for the “tour guide” to speak to a large group over loud equipment.) Although doing so requires more coordination, the learners undoubtedly get a better experience.

### **Classroom Set Up and Other Materials**

The classroom should be set up to facilitate group discussion. Classroom locations must be able to accommodate or provide audio-visual equipment, i.e., projector, screen, microphone, flip chart or markerboard, and any food and beverage needs.

The local association is responsible for supplying materials such as note pads and pencils/pens, as well as name tags, table tents, signage, etc.

## **Certificates and Continuing Education Credits**

Students who complete the course by attending and participating in all seven modules will be provided with a Certificate of Attendance to verify that they attended this program. Please contact [education@boma.org](mailto:education@boma.org) to obtain Certificate of Attendance with the list of students' full name (first, middle initial, last).

There is no end exam for this course. Some locals hold a "recognition ceremony" and list students completing the program on their Web site and/or in local newsletters or other communications. This provides valuable recognition for the students and highlights the course to other BOMA local members.

Locals wishing to obtain continuing education credit approval for *Foundations* for real estate license renewal in their state will be responsible for making the application to the appropriate state agency. BOMA International will support this effort by ensuring they have all the information needed to apply (except for instructor information and credentials, which the local is responsible for securing). BOMA Atlanta has been able to secure 24 CEU credits in the State of Georgia. All courses offered by BOMA International qualify for credits required to renew industry designations, such as RPA, FMA, SMA, CPM, ARM and SIOR.

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