



Real Estate Programs

2010

Langara College – Continuing Studies
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Real Estate Education at Langara College

Langara College is a leading provider of classroom-based real estate education. We offer: convenient evening and weekend classes; flexible and self-paced certificate programs; knowledgeable and experienced instructors; scholarships to our top students; plus recognition from the University of British Columbia, the Appraisal Institute of Canada, the Professional Association of Managing Agents, and the Real Estate Institute of British Columbia.

For course or program advice call 604-323-5409 or email bpink@langara.bc.ca

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Property Management Certificate

This part-time program delivers a comprehensive body of knowledge and skills for success in the property management profession. The certificate includes five required courses.

Required Courses

- Property Management – Residential
- Property Management – Commercial
- Negotiation and Dispute Resolution
- Financial Skills for Managers
- Business Communications

The residential and commercial property management courses examine legal, operating, and management topics in regard to residential rental buildings, residential strata buildings, and commercial properties including office, retail, and shopping centre developments. The balance of the program develops essential skills in communications, negotiation, dispute resolution, and financial statement review. The program curriculum is designed to give students a thorough understanding of the foundations of professional property management. Students may register in any individual course.

Note on Licensing: Some positions in property management require a real estate license. Specifically, a rental property manager or a strata property manager employed by a real estate brokerage (agency) to directly manage client properties under a fee-management agreement must hold a real estate license. For information on licensing and licensing courses, visit the Real Estate Council of BC website www.recbc.ca. (Also see page 7 of this brochure.) Students with a current Rental Management or Strata Management license may be exempt from the Property Management – Residential course.

See page 16 of this brochure to locate current information on course dates, fees, and registration procedures. Course descriptions begin on page 10.

Certificate Completion Requirements

To earn the Property Management Certificate, students must complete the five certificate courses over a three-year period with a minimum grade of C (60%) in each course. Upon successful completion of all required courses, students may apply for the certificate at the Continuing Studies office.

Social Housing Management Certificate

This part-time program was developed through a partnership between Langara College and the British Columbia Non-Profit Housing Association. It is designed for staff, managers, and volunteers engaged in social housing operations or development. The certificate program includes five required courses.

Required Courses

- Social and Affordable Housing in BC
- Social Housing Management
- Negotiation and Dispute Resolution
- Financial Skills for Managers
- Business Communications

Students may register in any individual course, subject to a prerequisite in the case of Social Housing Management. See page 16 of this brochure to locate current information on course dates, fees, and registration procedures. Course descriptions begin on page 10.

Certificate Completion Requirements

To earn the Social Housing Management Certificate, students must complete the five required courses over a three-year period with a minimum grade of C (60%) in each course. Upon successful completion of all required courses, students may apply for the certificate at the Continuing Studies office.

Professional Building Manager Certificate

This part-time program covers supervisory and management skills specifically related to building operations. The program content is applicable to residential and commercial buildings, as well as hospitality and health facilities.

The core courses develop essential knowledge and skills in building management, building operating systems, writing and communications, tenant relations, and creating productive relationships with staff, trades, and other professionals on the property management team. The elective courses allow students to tailor the program to suit their individual learning objectives and career plans.

To earn the certificate, students complete four core courses and three elective courses.

Core Courses (4)

- Building Operations Management
- Building Systems and Analysis
- Negotiation and Dispute Resolution
- Business Communications

Elective Courses (choose any 3)

- Managing Residential Tenancies
- Commercial Lease Analysis
- Hotel Facility Operations

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- Health Facility Operations
- Project Supervision
- Leading and Managing Employees
- Janitorial Service Management
- House Construction

Important Note: The core courses are longer than the elective courses. The core courses are thirty or thirty-six hours, scheduled over 10 or 12 weekly sessions. Most elective courses are twelve hours in duration, scheduled over 4 weekly evening sessions or 3 Saturday sessions.

Certificate Completion Requirements

To earn the certificate, students must complete all required courses within a four-year period with a minimum grade of C (60%) in each course. Upon successful completion of all required courses, students may apply for the certificate at the Continuing Studies office.

Students may register in any individual course. See page 16 of this brochure to locate current information on course dates, fees, and registration procedures. Course descriptions begin on page 10.

Real Property Analyst Certificate

The Real Property Analyst Certificate provides a strong academic foundation in real estate investment analysis, combined with practical knowledge of the operating aspects of income-producing real estate. All courses are offered on a part-time schedule.

The core courses examine the principles and techniques of real estate valuation, mathematics, investment analysis, and law. The elective courses offer students some latitude to develop their knowledge in different areas of related expertise, such as real estate finance, accounting, property management, non-profit housing management, residential construction, building operating systems, and the art of negotiation.

Students may enroll in any individual course, subject to a prerequisite in some cases. To earn the certificate, students complete a total of eight courses.

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Core Courses (4)

- Real Estate Appraisal *equivalent to UBC BUSI 330*
- Real Estate Mathematics *equivalent to UBC BUSI 121*
- Real Estate Investment Analysis *equivalent to UBC BUSI 331*
- Real Estate Law *equivalent to UBC BUSI 111*

Elective Courses (choose any 4)

- Real Estate Finance *equivalent to UBC BUSI 221*
- Residential Construction *equivalent to UBC BUSI 400*
- Property Management – Residential
- Property Management – Commercial
- Social and Affordable Housing in BC
- Social Housing Management
- Building Systems and Analysis
- Negotiation and Dispute Resolution
- Economics – Micro & Macro
- Financial Accounting 1 – Part 1 OR
- Financial Skills for Managers

See page 16 of this brochure to locate current information on course dates, fees, and registration procedures. Course descriptions begin on page 10.

Certificate Completion Requirements

To earn the certificate, students must complete all required courses within a five-year period with a minimum grade of C (60%) in each course. Upon successful completion of all required courses, students may apply for the certificate at the Continuing Studies office.

Course Transfer to UBC

As indicated above, the following courses in Langara's *Real Property Analyst Certificate* program have equivalencies in the Real Estate Division of the Sauder School of Business at UBC:

<u>Langara</u>	<u>UBC Real Estate Division</u>
Real Estate Appraisal	BUSI 330
Real Estate Mathematics	BUSI 121
Real Estate Investment Analysis	BUSI 331
Real Estate Law	BUSI 111
Real Estate Finance	BUSI 221
Residential Construction	BUSI 400

Langara College Real Estate Programs

Students may transfer up to five of the above courses toward the UBC *Diploma in Urban Land Economics* and/or the UBC *Bachelor of Business in Real Estate* degree. Students with a business degree may apply two courses (i.e. Real Estate Appraisal and Real Estate Investment Analysis) toward the UBC *Post-Graduate Certificate in Real Property Valuation*, an accelerated pathway to the AACI designation from the Appraisal Institute of Canada.

Visit www.realestate.ubc.ca for information on UBC certificate, diploma, and degree programs in real estate. Students who intend to transfer course credit from Langara to UBC should discuss their education plan with UBC.

Appraisal Institute of Canada Education Program

The following three courses in Langara's *Real Property Analyst Certificate* program may be applied toward the CRA designation (Canadian Residential Appraiser) from the Appraisal Institute of Canada:

- Real Estate Appraisal
- Residential Construction
- Real Estate Law

The above three courses, plus the following two courses, may be applied toward the AACI designation (Accredited Appraiser Canadian Institute) from the Appraisal Institute of Canada:

- Real Estate Mathematics
- Real Estate Investment Analysis

Note: The entire Appraisal Institute of Canada Education Program is administered by UBC and delivered across Canada on a distance education basis. Langara delivers part of the program on a classroom basis to serve local students. Visit www.realestate.ubc.ca for complete information on the Appraisal Institute of Canada Education Program. Students who plan to transfer course credit from Langara to UBC should discuss their education plan with UBC.

Real Estate Council of British Columbia – Licensing Course Credit

Students who complete the following courses at Langara College will be exempted from real estate licensing course requirements as follows:

Real Estate Trading Services Licensing Course

- Real Estate Law
- Real Estate Mathematics
- Real Estate Finance

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- Real Estate Appraisal

Rental Property Management Licensing Course

- Real Estate Law
- Real Estate Appraisal
- Real Estate Investment Analysis
- Property Management – Residential

Brokers Licensing Course

- Real Estate Law
- Real Estate Mathematics
- Real Estate Finance
- Real Estate Appraisal
- Real Estate Investment Analysis
- Property Management – Residential

The above Langara courses provide an exemption from the respective licensing course, but not the licensing exam. For full information on licensing course requirements visit the Real Estate Council of B.C. website at www.recbc.ca

See page 16 of this brochure to locate additional information on professional recognition of Langara College real estate courses. Course descriptions begin on page 10.

Strata Management

The following course is designed for licensed strata managers. The course is offered in cooperation with the Professional Association of Managing Agents (PAMA) and the Strata Property Agents of British Columbia (SPABC). See the course description on page 10 for details.

- Advanced Strata Management

Short Courses in Real Estate

The following “short” courses focus on specialty topics within the real estate field. They are introductory and practical.

- Managing Residential Tenancies*
- Commercial Lease Analysis*
- House Construction*
- Real Estate Development
- Development Application Process
- Real Estate Investing

The courses marked with an asterisk (*) may be taken for elective credit toward the *Professional Building Manager Certificate*.

See [page 16](#) of this brochure to locate current information on course dates, fees, and registration procedures. Course descriptions begin on page 10.

Real Estate License Tutorials

Intended for students enrolled in the UBC *Real Estate Trading Services Licensing Course*. The Langara tutorials provide supplemental classroom instruction. (Note: The UBC Licensing Course is delivered via distance education methods.)

- Sales License Tutorial
- Real Estate Math Tutorial

Real Estate Career

The following one-evening events are offered at different times during the year. These special events give students an introduction to specific career areas within the broad field of real estate. There is no registration fee.

- Careers in Appraisal
- Careers in Property Management
- Careers in Social Housing

See page 16 to locate current schedule and registration information.

Do you want to be a realtor? Anyone interested in becoming a licensed realtor must complete the *Real Estate Trading Services Licensing Course*. This course is delivered by the Real Estate Division of the Sauder School of Business at UBC. For information on real estate licensing courses, visit www.realestate.ubc.ca and click on “Licensing Programs”. The UBC licensing courses are delivered via distance education methods. For information on Langara College classroom courses leading to a real estate license, see “Licensing Course Credit” on page 7.

Course Descriptions

Advanced Strata Management

This applied course is designed for working strata managers. You will develop “hands-on” knowledge and skills for problem solving. You will also acquire a deeper understanding of how to handle everyday challenges pertaining to statutory compliance, annual general meetings, council meetings, mixed-use stratas, budget preparation, financial reserves, building maintenance, insurance claims, and time management. Prerequisite: A current strata management license. (30 hours)

Building Operations Management

Designed for property managers, property administrators, and building managers, this course examines building operations from a management perspective. You will learn how buildings operate, how to develop a building maintenance plan, how to improve safety and efficiency, and how to solve maintenance problems. Topics include: planning and risk management, best practices, budgeting, tendering and purchasing, service contracts, capital upgrades, and project supervision. Course content applies to residential and commercial properties as well as institutional facilities. This is a required course in the *Professional Building Manager Certificate* program. (30 hours)

Building Systems and Analysis

This course provides a thorough examination of building systems and equipment, and how to analyze and rectify problems in building systems. Topics include: building structure and envelope, mechanical systems and HVAC, maintenance and inspection schedules, report research, building audits, energy efficiency, and problem-solving techniques. Course content applies to residential and commercial properties as well as institutional facilities. This is a required course in the *Professional Building Manager Certificate* program. (36 hours)

Business Communications

This course introduces the fundamentals of interpersonal and group interaction including written, verbal, and non-verbal communication. The class will examine options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization. This is a required course in the *Property Management Certificate* program, the *Social Housing Management Certificate* program, and the *Professional Building Manager Certificate* program. (36 hours)

Commercial Lease Analysis

This concise course examines commercial tenancies and commercial leases in British Columbia. Emphasis is placed on understanding and interpreting lease documents related to a variety of property types, including office and retail. The course is suitable for property managers, building managers, commercial landlords, and those who plan to rent commercial space. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Development Application Process

This course gives a practical introduction to the application and review process for property developments in Vancouver and adjacent municipalities. The course includes: (1) a description of the provincial and municipal planning and development review framework as defined by federal, provincial, and municipal law and regulation; (2) a step-by-step examination of the development application review process; and (3) actual examples of successful and unsuccessful development applications. Emphasis is placed on due diligence and advance preparation. (9 hours)

Economics – Micro & Macro

This course introduces the issues, concepts, and theories of micro-economics and macro-economics. It provides practice in applying economic reasoning to decision-making and forecasting problems in business, industry, and government. This is an elective course in the *Real Property Analyst Certificate* program. (39 hours)

Financial Accounting 1 – Part 1

This introductory course examines the accounting cycle and the preparation of financial statements. Topics include: accounting concepts, recording transactions, adjusting accounts, preparing the statements and completing the accounting cycle. This is an elective course in the *Real Property Analyst Certificate* program. (39 hours)

Financial Skills for Managers

This course explains accounting concepts, tools, and methods in concise and understandable terms. Students will learn basic skills such as reading financial statements, analyzing financial reports, developing and modifying revenue and

expense forecasts, and identifying and monitoring critical measures of business performance. This is a required course in the *Property Management Certificate* program and the *Social Housing Management Certificate* program. (24 hours)

Health Facility Operations

This course provides an introduction to building operations and services in general hospitals and special care facilities. Major topics include: levels of care across the health system, personnel and service organization within health facilities, diagnostic and treatment services, research and education activities, housekeeping, laundry, foodservices, and security. This course is ideal for new employees in health facilities and services. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Hotel Facility Operations

This course provides a general introduction to hotel and resort operations with emphasis on facility management standards and practices. Major topics include: types of hotels and general hotel operations; how hotel departments operate and how they interact with the facilities department; standards of practice within facilities; building systems; and prerequisites for working in a hotel facilities department. This course is ideal for new hotel employees. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

House Construction

Learn about building techniques and the materials used in the construction of wood-frame homes in British Columbia. Construction topics include: footings and foundations, framing, the envelope system, mechanical systems, and interior finishes. The course also covers basic information on permits, zoning, inspections, codes, and important documents in the construction and approval process. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Janitorial Service Management

This course is designed for property managers, property administrators, building managers, and others responsible for cleaning services. You will learn cleaning terminology, how to evaluate cleaning services, cleaning contracts, costing methods, and unique aspects of cleaning services across residential, commercial, hospitality, and health facilities. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Leading and Managing Employees

What makes people want to do well and how can you motivate them? A stronger understanding of employee motivation will help you improve your personal and organizational performance. Explore how effective leadership and management practices can increase job satisfaction, boost employee morale, and create high performance teams. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Managing Residential Tenancies

This practical course is designed for managers and owners of apartment buildings, rental houses, and rental suites. Topics include: marketing suites, tenant selection, tenancy applications, tenancy agreements, serving notices, rents, eviction, arbitration, dispute resolution, and the Residential Tenancy Act. This is an elective course in the *Professional Building Manager Certificate* program. (12 hours)

Negotiation and Dispute Resolution

Develop the dispute resolution, negotiation, and mediation skills essential in today's demanding and competitive workplace. Learn how to analyze complex issues, find common ground, deal with different communication styles, envision win-win outcomes, avoid litigation, and effectively resolve disputes. This is a required course in the *Property Management Certificate* program, the *Social Housing Management Certificate* program, and the *Professional Building Manager Certificate* program. (36 hours)

Project Supervision

Develop the skills you need to successfully complete projects on time and on budget. Learn to analyze tasks and risks, define the scope of a project, build teams, and create resource plans. You will use Microsoft Project 2007 as a tool for project administration and organization. **Prerequisite:** Windows File Management, Computer Basics, or equivalent experience is strongly recommended. This is an elective course in the *Professional Building Manager Certificate* program. (18 hours)

Property Management – Commercial

Learn the principles and practices of commercial, industrial, and retail property management. Topics include: property types, law, management agreements, marketing, leases, maintenance and security, budgets and controls, insurance, assessment and taxation, special-use properties (e.g. medical, industrial parks, commercial strata), personnel management, and tenant relations. Emphasis is placed on critical thinking skills related to marketing and management challenges. This is a required course in the *Property Management Certificate* program. (39 hours)

Property Management – Residential

Learn the principles and practices of professional residential rental and strata management. Topics include: property types, licensing and trust accounts, the Residential Tenancy Act, the Strata Property Act, management agreements, rental marketing, tenancy applications and agreements, budgets and controls, maintenance and security planning, insurance, and employee relations. This is a required course in the *Property Management Certificate* program. (39 hours)

Real Estate Appraisal

Learn concepts and techniques for appraising real estate value. This course is designed for persons who want to work in the areas of appraisal and assessment. Topics include: the appraisal profession, the appraisal process, property analysis, market and use analysis, valuation methods, value reconciliation, and report writing. Note on AIC/UBC Transfer: This course meets Appraisal Institute of Canada and UBC BUSI 330 requirements. This is a required course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Real Estate Development

This course gives a practical overview of the real estate development process. Topics include: development planning and feasibility; site selection, acquisition and due diligence; the development review and approval process; financing, insurance, and construction; project design and marketing or holding the finished project. Emphasis is placed on feasibility analysis, with particular attention to projects under \$5m. (15 hours)

Real Estate Finance

Students will examine the Canadian mortgage market and apply the principles of real estate financial analysis to a variety of topics, including: residential and commercial loan underwriting, loan re-financing, and creative financing methods. Note on UBC Transfer: This course meets UBC BUSI 221 requirements. Prerequisite: Real Estate Mathematics is strongly recommended. This is an elective course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Real Estate Investing

This course presents a practical overview of real estate investment strategies, with a focus on selecting properties that suit your personality, financial circumstances, and individual investment goals. Students will examine several different approaches to long-term real estate investment. Creating a real estate portfolio and managing risk are also covered. This *Short Course* is ideal for persons starting, expanding, or diversifying a real estate portfolio. (12 hours)

Real Estate Investment Analysis

This course explains valuation techniques for income-producing real estate, including the income method of appraisal, tax consequences of real property ownership, and portfolio analysis methodology. Note on AIC/UBC Transfer: This course meets Appraisal Institute of Canada and UBC BUSI 331 requirements. Prerequisite: Real Estate Mathematics and Real Estate Appraisal. A computer with spreadsheet software and a Hewlett Packard (HP) 10BII financial calculator are also required. This is a required course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Real Estate Law

Learn British Columbia real estate law and professional standards of conduct. Topics include: the judicial system, torts, contracts, agency, interests in land, title registration, property transactions, mortgages, stratas, residential and commercial tenancies, land use regulation, and professional responsibility. Note on AIC/UBC Transfer: This course meets Appraisal Institute of Canada and UBC BUSI 111 requirements. This is a required course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Real Estate Mathematics

This course introduces the techniques of investment and statistical analysis in a real estate context. Topics include: statistical techniques, cash-flow analysis, discounting, compounding, and the mathematics of real estate finance and investment analysis. There is also a brief overview of graphing and surveying. Note on AIC/UBC Transfer: This course meets Appraisal Institute of Canada and UBC BUSI 121 requirements. This is a required course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Real Estate Math Tutorial

Instructor-led tutorial for persons registered in the UBC Real Estate Trading Services (sales) Licensing Course. Instruction covers real estate math problems including: interest calculations, compounding and discounting, mortgage loan calculations, and using a financial calculator. You will be better prepared to solve math problems on the Real Estate Trading Services Licensing Exam. (6 hours)

Residential Construction

Gain a working knowledge of the physical aspects of residential properties. Learn how houses are sited, designed, and constructed in Canada, plus how factors such as design, material selection, and construction type affect their value. Discover how to identify and evaluate problems due to design, construction or deterioration, their effect on value, and how problems should be reported. Note on AIC/UBC Transfer: This course meets Appraisal Institute of Canada and UBC BUSI 400 requirements. This is an elective course in the Langara College *Real Property Analyst Certificate* program. (39 hours)

Sales License Tutorial

Instructor-led tutorial for persons registered in the UBC Real Estate Trading Services (sales) Licensing Course. Topics include: real estate markets, real estate organizations, property law, standards of professional practice, licensing, title registration, local government law, commercial and residential tenancies, and strata property. You will be better prepared for the Real Estate Trading Services Licensing Exam. **Note:** This course is **not** a substitute for the UBC Licensing Course. (18 hours)

Social and Affordable Housing in BC

Explore the history of social and affordable housing in BC and examine current government policy and social housing conditions. Management topics include: financial planning and budgets; operations and purchasing; risk and insurance; and working with staff, volunteers, and tenants. An introductory course for anyone involved in social housing operations or development. This is a required course in the *Social Housing Management Certificate* program. (30 hours)

Social Housing Management

This course includes an in-depth study of contemporary social housing management issues and challenges, with a particular focus on social housing in BC. Major topics include: assessing housing needs, redeveloping the housing stock, creating development partnerships, tenant support programs, community relations, and financial management. Each student will complete a major project offering analysis and recommendations on a contemporary management problem. Prerequisite: Social and Affordable Housing in BC. This is a required course in the *Social Housing Management Certificate* program. (30 hours)

Schedule and Registration Information

Langara College offers real estate courses in the fall term (*September-December*), spring term (*January-April*), and the summer term (*May-August*). Not all courses are offered every term.

For current course offerings, course dates, course descriptions, program descriptions, tuition fees, and other information, visit:

www.langara.bc.ca

Click on Continuing Studies and look for Real Estate under Management and Business. Note: The schedule for an upcoming term is displayed on the website approximately 6 weeks before the start of the new term. For example, the schedule for the January-April term will appear on the website toward the end of November.

The Real Estate program area of the website also includes important information on professional recognition of Langara's real estate courses - see ***Career/Personal Development*** in the Real Estate section of the website.

Langara College Real Estate Programs

For a current Continuing Studies Catalogue (*print version*), visit the Continuing Studies office or call to have a current Catalogue sent by mail.

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Olympic Period Schedule: Please note that real estate classes at the Langara College campus will be suspended during the 2-week Olympics in February 2010 (February 15-26). Classes in real estate will resume the week of March 1, 2010.