

COURSE SCHEDULE

Strata Management Supplemental Course 2022

This Course Schedule gives the assignments and chapters that make up your Strata Management Supplemental Course. The assignments are taken from the Strata Management Licensing Course Workbook. Because your course only covers part of the materials for the Strata Management Licensing Course, you will only be reviewing some of the assignments contained in the Workbook. Students are advised to attach this Course Schedule to their workbook to ensure it is not misplaced.

NOTE: If you are **NOT** currently licensed, you should contact the Education Department of the British Columbia Financial Services Authority (604.660.3555) before you register for your examination to find out which chapters your examination will cover. **You may be required to write either the supplemental or the full examination.**

If you **ARE** currently licensed, your examination will only cover the material in the lessons listed below.

COURSE SCHEDULE			
LESSON NO.	TOPIC	PAGE REFERENCE (See Course Workbook)	CHAPTER NO.
1	Fundamentals of Law and the Real Estate Services Act	1.1	1 + 2
2	Professional Ethics	2.1	3
7	Strata Management Contracts and the Law of Agency	7.1	9 + 10
8	Effective Negotiations and Alternative Dispute Resolution	8.1	11
10	Overview of the Strata Property Act and Regulation	10.1	13
11	Sections	11.1	14
12	Strata Meetings and Communications; and Strata Governance: Meetings, Rules, and Effective Decision Making	12.1	15 + 16
13	Protection of Personal Information	13.1	17
15	Controls, Maintenance and Energy Conservation	15.1	19
16	Insurance and Risk Management; and Security, Environmental Protection, and Hazardous Materials	16.1	20 + 21
18	Accounting Fundamentals for Strata Management	18.1	23
19	Budgeting: The Operating Budget and Fund	19.1	24
20	Budgeting: The Contingency Reserve Fund and Depreciation Reports	20.1	25
21	Purchasing and Personnel Management	21.1	26 + 27