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.

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