

COURSE SCHEDULE

Strata Management Supplemental Course 2023

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	CHAPTER NO.
1	Fundamentals of Law and the Real Estate Services Act	1 + 2
2	Professional Ethics	3
7	Strata Management Contracts and the Law of Agency	9 + 10
8	Effective Negotiations and Alternative Dispute Resolution	11
10	Overview of the Strata Property Act and Regulation	13
11	Sections	14
12	Strata Meetings and Communications; and Strata Governance: Meetings, Rules, and Effective Decision Making	15 + 16
13	Protection of Personal Information	17
15	Controls, Maintenance and Energy Conservation	19
16	Insurance and Risk Management; and Security, Environmental Protection, and Hazardous Materials	20 + 21
18	Accounting Fundamentals for Strata Management	23
19	Budgeting: The Operating Budget and Fund	24
20	Budgeting: The Contingency Reserve Fund and Depreciation Reports	25
21	Purchasing and Personnel Management	26 + 27