



Practice of Condominium Management

Proposed Schedule: Weeks 1-12

Week	Unit	Topic
Week 1	Course Intro	Review Course Outline and get oriented with BrightSpace
Week 2-3	Unit 1	Condominium Management Services
Week 4-5	Unit 2	Condominium Management Service Agreements
Week 6	Unit 3	Governance
Week 7	Unit 4	Condominium Meetings and Communications
Week 8-9	Unit 5	Building Operations
Week 10-11	Unit 6	Employment and Human Rights Legislation
Week 12	Unit 7	Accounting and Financial Statements

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Proposed Schedule: Weeks 13-24

Week	Unit	Topic
Week 13	Unit 8	Operating Budgets
Week 14	Unit 9	Reserve Fund
Week 15	Unit 10	Working with Service Providers
Week 16-17	Unit 11	Safety and Security
Week 18-19	Unit 12	Insurance
Week 20-21	Unit 13	Documents and Records
Week 22-23	Unit 14	Working with Developers and Interim Boards
Week 24	Unit 15	Sustainability