



63 Metro Drive, San Jose, CA 95112

Fundamentals of Facilities Management

Required in FMA program

Successful facilities managers must have business savvy supported by a broad scope of technical knowledge. This course provides the base from which to build a career in facilities management. You will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. You will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing. You will likewise acquire project management and leadership skills crucial to your success.

Major topics covered in this course:

- Principles of information management
- Investment, cost controls, and budgeting strategies
- Operating levels of facilities activities
- Outsourcing principles
- Benefits of leasing vs. ownership

You will take away these key concepts and skills:

- Skills in effective decision making and information analysis methods
- The ability to establish your department as a primary contributor to corporate profitability
- Guidance for successful project management, with you as a team leader

Instructor: Cynthia Ruby, FMA, RPA, Cynthia Ruby & Associates, Workplace Planning & Project Management Services

Instructor: Cynthia Ruby, FMA, RPA, Cynthia Ruby & Associates, Workplace Planning & Project Management Services – Ms. Ruby’s credentials may be located on the BOMA-SV website, Instructor page

Classes and test will be held at: Adobe Systems, 345 Park Avenue, San Jose Ca 95110 (Free Parking, West Tower)

Course will run three consecutive Fridays: September 5, September 12 & September 19 - 8:00 am -5:00 pm - Alexa Conference Room, West Tower, 2nd Floor

Final Exam: Friday, September 26 – Apollo Conference Room, West Tower- 2nd Floor

Cost: BOMA SV members:	\$695__
Cost: Non Members	\$900__
BOMI Institute Registration Fee :RPA/FMA Designation fee (one time only)	\$175__
Course only or Second or Third Designation Fee	\$75__
Name: _____	Company Name: _____
Address: _____	Email: _____
Tel #: _____	Fax #: _____
MasterCard/VISA #: _____	Exp. date: _____
Name on Card(please print): _____	

Mail, email, fax to: BOMA Silicon Valley, 63 Metro Drive, San Jose, Ca 95110 or register on line at: www.boma-sv.org; Fax: 408-453-7221; email: bob@boma-sv.org