



Introducing

# ShortCourses & MicroCredentials

## What's a ShortCourse?

BOMI ShortCourses are designed to cover relevant issues with **just-in-time education** to build the skills you need to be successful on the job. The 2-3 hour ShortCourses include:

- Graphically enhanced articles
- Practice activities
- Checkpoint reviews
- Notetaking with printable notes

**Ready to take it to the next level?** Take all five of the ShortCourses within the MicroCredential and stack them to earn your digital badge.

## Revenue Administration ShortCourses

BOMI's first set of ShortCourses focuses on financial acumen, the most recognized need by employers and employees alike.

## Who Should Take a ShortCourse?

- Emerging professionals
- New hires and/or career paths
- Individuals wishing to close a skill gap
- BOMI graduates needing CPD
- Real Estate Brokers needing CEUs
- Asset managers
- Foundations of Real Estate graduates
- Allied members

\$229  
bundle  
& save

## Revenue Administration MicroCredential

The Revenue Administration MicroCredential program is designed to equip property managers with the skills they need for timely and accurate posting of revenue charges as well as managing the revenue collection process.

### Budgeting & Accounting 101

Understanding the cash, accrual, and modified accrual (hybrid) accounting methods to make well-informed business decisions that balance the needs of the property, building occupants, market forces, and enhance the asset's value.

### Creating CAM Reconciliations

CAM expenses are calculated and measured against tenant payments each year after which, the amount due is compared with the amount collected to see if tenants have over- or under-paid.

\$49  
each

### Identifying Income Sources

Understand different rent clauses, how they apply to each property, and clearly explain these costs to tenants. Learn how to divide costs among tenants based on lease types, calculate additional charges, and fairly distribute expenses.

### Measuring Property Performance

Learn how to gauge the performance of your property based on net operating income and expenditure levels, including capital expenditures. Understand how a chargeback system can fairly allocate facilities costs to tenants.

### Recording Revenue

Learn how to properly record and manage all the types of revenue for your property, which includes billing tenants, collecting payments, and reporting finances.