

Association of Condominium Managers of Ontario (ACMO) Certificate



HIGHLIGHTS

Mohawk College in cooperation with the Association of Condominium Managers of Ontario is pleased to offer an educational part-time program leading to a Certificate in Condominium Management.

This program has been developed for individuals who want to begin a new career or are currently working in the condominium management field. Condominium management is a growing industry in Ontario. Develop theoretical knowledge and practical skills in managing condominiums effectively, including dealing with people, buildings and record keeping.

ADMISSION REQUIREMENTS

Upon completion of the four compulsory courses and one elective course, you can write the comprehensive Registered Condominium Manager (R.C.M) examination set by the Association of Condominium Managers of Ontario (ACMO) as a next step to earning this professional designation.

PROGRAM OF STUDIES

Mandatory Courses:		
Course #	Course Title	Hours
LAWSCDM01	Introduction to Condominium Law	42
MGMTCDM02	Physical Building Management	42
FINCCDM03	Financial Planning for Condominium Managers	42
MGMTCDM04	Condominium Administration and Human Relations	42
Option Courses – Group 1 – Choose 1:		
Course #	Course Title	Hours
MGMTMD278	Personal Success	30
CONFBU397	Dealing with Difficult People	30

Upon completion of compulsory courses and one elective course, you will receive a certificate in Condominium Property Management.

Association of Condominium Managers of Ontario (ACMO) Certificate

Introduction to Condominium Law

LAWSCDM01

Learn the fundamentals of the law and documents that govern condominiums. Focus on *The Condominium Act, 1998* and working with related governance documents including the declaration, by-laws and rules, as well as how and when to use lawyers and other professionals. Discover other legal issues and statutes that are related to and affect condominium management.

Physical Building Management

MGMTCDM02

Learn about building systems and how to get the most economical life out of the building's common elements through good maintenance practices. Discover the importance of identifying problems and knowing when the services of contractors or consultants are needed. Discover the responsibilities of the Property Manager in relaying information about the physical condition of the building to the Board of Directors. Equivalent to Facilities Management (MGMTA631).

Financial Planning for Condominium Managers

FINCCDM03

Gain a thorough understanding of the financial management of a condominium corporation. Focus on budgeting, and the knowledge and skills required to read and present Financial Statements and other financial information to the Board of Directors. Understand the responsibilities of the Property Manager in the development of a Reserve Fund Study, the preparation of the Audit, and in investments and borrowing. Working knowledge of Excel and Word is required.

Condominium Administration and Human Relations

MGMTCDM04

Gain the knowledge and skills required for effective, day-to-day condominium management. Focus on staff management, communications with owners, conducting meetings, and time and paper organization, among other topics. Also included is the application of *The Condominium Act, 1998* and other legislation in daily operations.

Personal Success

MGMTMD278

Learn to thrive in the workplace and socially. Enhance your abilities in public speaking, listening, and self-presentation. Topics include techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time and stress management.

Dealing and Working with Difficult People

CONFBU397

Discover how understanding and working with all kinds of personalities contributes to management success. Learn to assess personality styles, establish rapport, read body language, and connect with anyone you choose.



Membership/Program Questions?

Information on ACMO membership and RCM exam available at 905-826-6890, 1-800-265-3263, jschenk@acmo.org or www.acmo.org.

ce.mohawkcollege.ca

How to Register

Online: ce.mohawkcollege.ca

By Fax: 905-575-2348

In Person: Visit the CE Registration office at Brantford, Fennell or STARRT Campuses

Contact Us

Phone: 905-575-2703

URL: disted.mohawkcollege.ca/acmo

By Mail: CE Registration, Mohawk College
P.O. Box 2034
Hamilton ON L8N 3T2

Email: disted@mohawkcollege.ca