

**CERTIFICATE PROGRAMS IN REAL ESTATE
& FACILITIES MANAGEMENT
TEXTBOOK LIST**

Textbooks can be purchased at Barnes & Noble @ BU
All CPE textbooks are shelved together. Ask for assistance, if needed.

660 Beacon Street 4th Floor
(617-267-8484)

FALL 2009 Classes start on September 14, 2009

Facilities Management

FM 103 Facility Construction and Project Management: Brouillard

Total Construction Project Management (1994), Ritz

ISBN-13: 978-0-0-7052986-1

Optional

Professional Construction Management, 3rd Ed. (1992), Barrie & Paulson

ISBN-13: 978-0-0-7003889-9

Optional

Additional materials will be provided on a CD-Rom by the instructor. It is recommended that you bring a laptop with you to class to access these materials, if possible.

FM 104 Facility Operations and Maintenance Management: Chistiano

No texts required for the course. Materials will be distributed in class.

FM 106 Environmental Health and Safety for Facility Managers: Pearson

No texts required for the course. Materials will be distributed in class.

Lease Administration

LA100 Introduction to Lease Administration: Sicard

No texts required for the course. Materials will be distributed in class.

Real Estate

RE 106 Overview of the RE Development Process: Anderson

The Real Estate Game: The Intelligent Guide to Decision Making & Investment (1999),

Poorvu & Cruikshank ISBN-13: 978-0-6-8485550-9

Required

HBS Case Study # 381-081: "Savannah West"
HBS Case Study # 396-001: "503 Cricket Road"
HBS Case Study # 391-021: "Regency Plaza"

REQUIRED
REQUIRED
REQUIRED

RE 107 Fundamentals of Investment Analysis: Keefe & Wexler

Access to a Hewlett Packard financial calculator required. The most common models are HP 10B, 12C, 17B, or 19BII. Commonly carried at the BU Bookstore and office supply stores.

Investment Analysis for Real Estate Decisions, 6th Ed., (2006), Greer & Kolbe
ISBN-13: 978-1-4-1951531-6

Optional

RE 108 Advanced Real Estate Investment Analysis: Coughlin

No texts required for the course. Materials will be distributed in class.

RE 112 Fundamentals of Real Estate Finance: Perreira

Real Estate Finance and Investments, 13th Ed (2006)

ISBN-13: 978-0-0-7352471-9

Optional

RE 113 Fundamentals of Market Analysis: Eisenberg

Real Estate Market Analysis: A Case Study Approach (2001), Schmitz & Brett

ISBN-13: 978-0-8-7420868-9

Required

RE 116 Underwriting the Commercial Mortgage: Brand

No texts required for the course. Materials will be distributed in class.

RE 118 Fundamentals of Real Estate Management: Mellen

Principles of Real Estate Management, 15th Ed. (2006), Downs

ISBN-13: 978-1-5-7203113-5

Required

RE 125 Legal Knowledge for Real Estate Professional: Vasil

Modern Real Estate Practice , 17th ed., (2006), Galaty, Allaway & Kyle

ISBN-13: 978-1-41952198-0

Required

RE 143 Essential Skills for Real Estate Professionals: Reilly

Rainmaking: The Professional's Guide to Attracting New Clients, (1994), Harding

ISBN-13: 978-1-5-5850420-2

Required

RE 175 Argus Cash Flow Modeling: Martin

No texts required for the course. Materials will be distributed in class.