The Property Administrator Certificate (PAC) program provides credit for academic accomplishments and is a good way for new and experienced property and facility managers to understand their job more thoroughly, increase productivity, and strive for a higher level of professional achievement.

By successfully completing the PAC program, you will gain the information needed to keep your buildings in top operational condition, both inside and out, while maximizing building efficiency and cost-effectiveness. The program features applications and scenarios that you can use to create building and facility budgets, as well as provides you with strategies you can implement in order to add value to a portfolio.

THE PROOF IS IN THE NUMBERS
Based on a 2012 survey, 98% of BOMI International graduates said that our courses have enabled them or their employees to be more efficient. 68% have experienced a decrease in monthly operating expenses, energy consumption being the number one cost savings.

“...a result of my BOMI International education has propelled me to advance my career to new levels. The lessons have helped me understand my career better, be more productive, and add value to my company.”

-Daniel J. Gallagher, RPA
Earn your PAC with these course offerings through BOMA/Metro Detroit!

Budgeting and Accounting - February 9-11, 2015

All courses have been approved for 18 Michigan Real Estate License Credits

**Courses Requirements**

In order to earn a Property Administrator Certificate (PAC), you must complete three required courses.

- **Budgeting and Accounting**—Fully understand applications and concepts needed to create and manage facilities’ budgets.
  
  **Topics Include:**
  
  - Lease abstracts
  - Cash basis income statements
  - Record-keeping requirements
  - Income and expense budgeting
  - Revenue and expenditure cycles

- **The Design, Operation, and Maintenance of Building Systems, Part I**—Manage the ongoing operation and maintenance of building systems to maximize building efficiency.
  
  **Topics Include:**
  
  - Heating, ventilating, and air conditioning (HVAC)
  - Construction materials
  - The building envelope
  - Building system controls
  - Interior walls, ceilings, flooring, and roofing

- **The Design, Operation, and Maintenance of Building Systems, Part II**—Increase occupant safety and comfort while facilitating building efficiency to meet business goals.
  
  **Topics Include:**
  
  - Safety and fire protection systems
  - Electricity and its applications in building systems
  - Energy management
  - Pest control and solid waste management
  - Architectural and grounds maintenance

**Apply Your Designation:**

With the exception of Environmental Health and Safety Issues (US) and Managing the Organization (both scheduled for review), the American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all BOMI International designation courses. For more information, visit http://acenet.edu/acecredit.

**Related Designations**

All three PAC program courses are required for earning a Real Property Administrator (RPA) designation.

Two PAC program courses (The Design, Operation, and Maintenance of Building Systems, Part I and Part II) are required for earning a Facilities Management Administrator (FMA) designation.

For more information:

248-848-3714 or e-mail education@bomadet.org

**Instructor:**

Michael J. Lauhoff, RPA, FMA

**Location:** Southfield Town Center

3000 Town Center, Suite 15

Southfield, MI