The knowledge I have gained as 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

Only 3 courses to earn your PAC Certificate!

Budgeting and Accounting
The Design, Operation & Maintenance of Building Systems, Pt. I
The Design, Operation & Maintenance of Building Systems, Pt. II

*Courses can be taken in any order

Property Administrator Certificate

The Property Administrator Certificate (PAC) Program is a good way for new and experienced property and facility managers to understand their job more thoroughly and increase productivity.

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 budgets, as well as provides you with strategies you can implement in order to add value to a portfolio.

Related Designations

All three PAC Certificate courses can be applied towards earning a Real Property Administrator (RPA®) Designation. All courses (except Budgeting and Accounting) can be applied toward earning a Facilities Management Administrator (FMA®) Designation. Please note that students must also meet an experience requirement in order to earn these designations.
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

Based on a recent 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.

For more information or to register
www.bomadet.org

Questions?
248-848-3714 or education@bomadet.org