



Education for Building and Construction Professionals

Winter 2012

- **Construction Management**
- **Construction Estimating**
- **Green Building and Sustainable Design**

ONLINE

- **Sustainability and the Built Environment**
- **Renewable Energy**
- **Solar Energy Systems and Design**

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**UC DAVIS
EXTENSION**



CONTINUING AND PROFESSIONAL EDUCATION

Construction Management Certificate Program

Enhance your knowledge of the construction industry and expand your capacity for leadership with UC Davis Extension's *Construction Management Certificate Program*. Leverage today's opportunities and remain dynamic in spite of economic downslides.

extension.ucdavis.edu/business

Construction Estimating Certificate Program

Develop a fundamental understanding of the role of the estimator with this comprehensive certificate in *Construction Estimating*. Discover cutting-edge technology and tools driving construction estimating and productivity.

extension.ucdavis.edu/business

Green Building and Sustainable Design Certificate Program

Stay on the forefront of the design, planning and building industry with UC Davis Extension's *Green Building and Sustainable Design Certificate Program*. Gain practical knowledge to expand your career options, including techniques to address sustainability issues in construction, infrastructure, building design and implementation, and elements of landscape architecture.

extension.ucdavis.edu/greenbuilding

ONLINE

Sustainability and the Built Environment Certificate Program

UC Davis Extension's *Sustainability and the Built Environment Certificate Program* complements the highly successful *Green Building and Sustainable Design* classroom program. Acquire the skills necessary to integrate sustainable design principles and practices into long-range visions and the day-to-day development and management of the built environment.

extension.ucdavis.edu/greenbuilding

Renewable Energy Certificate Program

Add a new dimension to your career through UC Davis Extension's *Renewable Energy Certificate Program*. Learn to develop successful strategies for incorporating renewable energy systems into site planning and design, building design and construction, and building management practices.

extension.ucdavis.edu/greenbuilding

Professional Concentration in Solar Energy Systems and Design

Acquire a fundamental understanding and the practical skills for designing and installing solar energy systems with a *Professional Concentration in Solar Energy Systems and Design*. Learn to design photovoltaic and thermal solar systems, and explore the various aspects involved in utilizing them.

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Construction Management &

NEW! Construction Estimating

You may take these courses individually or as part of the Construction Management or Construction Estimating certificate programs.

Construction Accounting and Contract Management

3 quarter units academic credit, X415.3.

Gain an understanding of basic accounting concepts and how they apply to the construction industry using a team approach to cost management. Construction management teams must anticipate, monitor and control the various components of every job. Beginning with an introduction to accounting, learn cost accounting principles and applications. Examine profit and loss statements, cash flow evaluation, revenue projection, job management and closeouts. Learn to monitor construction progress and payment schedules and to administer contracts and computer applications for the construction industry.

Required textbooks: Visit our website for textbook information.

LINDA CLIFFORD has more than 30 years of experience in the construction financial management and services field. Since 1986, she has worked for C.C. Myers, Inc., and as its current CFO is responsible for business startups, related entities, patents, and financial and risk management. She also sits on its board of directors.

- 10 meetings.
- Jan. 9–March 26: Mon., 6–9 p.m. (No class Jan. 16 or Feb. 20).
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$740 (\$815 if postmarked after 12/26/2011). Enroll in section 113CNM201.
- Special discounts: Groups. BES, SBE and BIA members. See page 15.

“Having UC Davis Extension on my résumé has proven to be an asset in my field. I work as an expert in the construction industry and have acquired jobs because of the education I received at UC Davis Extension.”

—Joe Leford, construction conflict consultant, Construction Management Certificate Program graduate and instructor



Estimating and Bidding

3 quarter units academic credit, X402.2.

Gain a basic understanding of estimating and bidding procedures, including the role of the estimator, various levels and details of an estimate, CSI format of a general contractor's bid and the bidding process. Contractors, subcontractors, construction managers, architects and engineers involved with this key phase of commercial construction benefit from this insightful and practical information. Examine quantity takeoff; pricing labor, material and equipment; bonding; productivity factors; private and public bidding formats; minority requirements; and markups and bidding strategies.

Required textbooks: Visit our website for textbook information.

Prerequisite: *Construction Blueprint and Plan Reading* or two years of experience reading construction blueprints and plans.

PAUL S. MARTIN is the senior estimator for Herrero Contractors, Inc., based in San Francisco, and is a LEED-accredited professional through the USGBC. He is currently the senior estimator for the Cathedral Hill Hospital Project, a \$1 billion acute care hospital in San Francisco. Martin serves on the National Education Standards Board of the American Society of Professional Estimators and has extensive construction estimating experience.

- 10 meetings.
- Jan. 10–March 13: Tues., 6–9 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$740 (\$815 if postmarked after 12/27/2011). Enroll in section 113CNM204.
- Special discounts: Groups. BES, SBE and BIA members. See page 15.

NEW!

R Construction Productivity

1.5 quarter units academic credit, X428.21.

Improve construction productivity by studying construction production and measurement. Learn the importance of quantity take-off and its connections to production, unit costs and estimates. Explore the benefits and disadvantages of relying on historical production data and “segmented production recording.” You will also witness cutting-edge examples of new technologies that implement production sequencing in 3D modeling.

Required textbooks: Visit our website for textbook information.

Recommended prerequisite: *Estimating and Bidding.*

SAM MAYNARD has worked in commercial and home building industries for 12 years. He has completed projects in both the private and public sectors and is currently serving as project manager for the Los Rios CCD – Davis Center project. Maynard’s project management skills are complemented by his field, superintendent and estimating experience. He is a USGBC LEED AP and has completed two LEED projects.

- 5 meetings.
- Feb. 2–March 1: Thurs., 6–9 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$510 (\$585 if postmarked after 01/19/2012). Enroll in section 113CNM502.
- Special discounts: Groups. BES, SBE and BIA members. See page 15.

R Required course

E Elective course

“Every important subject in construction that I wanted to learn more about was included in the program. This was an opportunity to understand the industry I had chosen in a way that was not available in the past—to learn each of the skill sets required to be successful in the construction industry as an entrepreneur, manager or employee. The knowledge I gained was invaluable.”

—Linda Clifford, CFO, C. C. Myers, Inc. an ESOP company and Construction Management Certificate Program graduate and instructor

Construction Management Certificate Program

Successful construction professionals must remain competitive during fluctuating economic cycles. Enhance your knowledge of the construction industry and expand your capacity for leadership with this program. Acquire the business and technical skills to thrive in the industry, and learn a comprehensive, systems-based approach to construction management.

REQUIRED COURSES

Estimating and Bidding

Project Scheduling and Management

Construction Accounting and Contract Management

Construction Law and Contracts

Integrating Construction Management Principles

ELECTIVE COURSES

Construction Blueprint and Plan Reading

California Building Codes

Managing Public Works Projects, Construction Change Orders and Claims

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NEW!

Construction Estimating Certificate Program

As the construction industry becomes more complex, companies are relying heavily on the estimator to seek new projects and prepare the winning bid. Enhance your knowledge of the role of the estimator with this comprehensive program. Explore a wide range of subjects including emerging technologies, tools and techniques, ethics and risk management.

REQUIRED COURSES

Estimating and Bidding

Estimating Tools and Techniques

Delivery-Based Estimating

Construction Productivity

Construction Materials and Processes

ELECTIVE COURSES

Construction Blueprint and Plan Reading

California Building Codes

Managing Public Works Projects, Construction Change Orders and Claims

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also of interest



Scaffold Safety

.8 quarter unit academic credit, X431.29.

8 REHS continuing education contact hours.

Scaffolding can be found on most construction sites, and numerous safety hazards such as lack of guardrails, inadequate access, electrical hazards and structural deficiencies can be found on most scaffolds. This course will address the requirements for various types of scaffolding including metal scaffolds, wood pole scaffolds, system scaffolds, suspended scaffolds, mobile scaffolds, as well as addressing man lifts and scissors lifts. This course is an elective in the *Workplace Health and Safety Certificate Program*.

- April 6: Fri., 8 a.m.–5 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$390. Includes course materials and morning refreshments. Enroll in section 113HSP048.

Partners in Education

These projects support grant #ES006173-19 from the National Institute of Environmental Health Sciences (NIEHS) to the Western Region Universities Consortium, of which UC Davis Extension is a member. For more information, call (530) 757-8607 or email eminfo@ucde.ucdavis.edu.

Get the skills you need for the job you want

UC Davis Extension is a premier provider of professional and continuing education, serving thousands of adult learners from more than 90 countries. With more than 200 courses to choose from each quarter, it is easy to learn new skills, prepare for a career change, keep up with career trends and explore new interests.

- Take a course online or in the classroom.
- Advance your career with a certificate program.
- Earn a master's degree in convenient, part-time programs.



Sustainability Studies & Green Building

Green Building and Sustainable Design

You may take these courses individually or as part of the *Green Building and Sustainable Design Certificate Program*.

R Green Building Materials and Construction Methods

2 quarter units academic credit, X421.5.

20 hours AICP credit.

Learn how you can implement green building practices into homes, apartments, business complexes and office buildings. Utilize materials and techniques that promote healthy, durable and environmentally responsible construction. Increase your understanding of helpful tools and resources, including the green building rating system. Hands-on exercises provide you with innovative solutions you can put to immediate use.

Using green materials in your building projects promotes conservation of diminishing non-renewable resources and reduces environmental impact from the ground up. Discover the latest and best green construction methods that are changing the landscape of the building industry. Explore life-cycle assessment methods of materials and be a better-informed designer or builder when selecting materials.

Sustainable construction methods in use in today's green commercial and residential buildings will be examined in relation to their energy and environmental impacts and benefits. Topics include: the desirable characteristics of sustainable materials and how to assess and quantify them, the concept of "cradle-to-cradle" product analysis and its application to building materials, sustainable site design materials and landscaping systems, alternative structural systems (including adobe, strawbale and rammed earth), salvaged materials, building commissioning, construction and demolition waste diversion, modular systems and design, and material reduction.



DAN BURGOYNE is the sustainability manager for California's Department of General Services, where he works on sustainability programs and policies for a wide variety of state foci, including building design, construction, operation and maintenance, procurement and internal operations. Burgoyne is a California-licensed architect and LEED-accredited professional with more than 22 years of experience in the design and construction industries. He chairs the Green California Task Force and is a frequent speaker on sustainability topics both locally and nationally.

- 5 meetings.
- Feb. 15, 22 & 24 and March 7 & 9: Wed. & Fri., 2–6:15 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$550. Enroll in section 113GBD104.
- Special discounts: Groups. BIA members. See page 15.

R Required course

E Elective course



Join us on Facebook.
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R Green Architecture

2 quarter units academic credit, X#21.4.

20 hours AICP credit.

The average American house is 2,400 square-feet and uses more than 13,000 board-feet of lumber, 6,000 square-feet of sheathing and 2,000 square-feet of flooring—putting a strain on our natural resources. Rising energy costs, a shortage of building materials, growing consumer demand and environmental awareness are forcing architects, designers and building professionals to seek better and more efficient ways to design our buildings. Explore the issues, challenges and opportunities associated with green building and sustainable design. Examine innovative residential, commercial, industrial, mixed-use, and low- and high-density specialty buildings. Evaluate the micro- and macro-economic issues associated with green buildings.

Focus on the holistic and geometric aspects of green design, and discuss how comprehensive building design can respond to the needs of occupants and environmental circumstances. Look at specific building technologies and how to use them. Examine thermal, water and lighting control systems.

Recommended prerequisites: *Sustainability and the Built Environment* and experience in architectural design or construction.

DAVID MOGAVERO is an architect, urban planner and real estate developer with more than 30 years of special expertise in the areas of ecological building, environmental planning, infill development and urban design. His commitment to human-based architecture, the revitalization of existing neighborhoods, economic and ecological sustainability of communities and participation in the planning and design process by end-users has made him one of the most experienced advocates and practitioners for ecological land use and building design issues in California's Central Valley.

- 4 meetings.
- Jan. 11–Feb. 1: Wed., 8 a.m.–1 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$550. Enroll in section 113GBD102.
- Special discounts: Groups. BIA members. See page 15.

Green Building and Sustainable Design Certificate Program

By combining elements from landscape architecture, civil engineering, land use planning and more, this program will help you create successful strategies for implementing green building and sustainable design practices into your cities, neighborhoods, sites and buildings.

REQUIRED COURSES

Sustainability and the Built Environment

Sustainable Planning, Environmental Site Design and Development

Sustainable Water Resources Management in Site Design and Development

Green Architecture

Green Building Materials and Construction Methods

Energy Sources, End Uses and Impacts

Green Building Design Studio

YOU MUST ALSO COMPLETE THREE ELECTIVE COURSES

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“Having a certificate in *Green Building and Sustainable Design* through UC Davis Extension makes me a more desirable professional and gives me a niche in the workplace.”

—Paul Maksy, Landscape Architect, Beijing Office Manager, The HLA Group

ONLINE

Sustainability and the Built Environment

You may take these courses individually or as part of the online *Sustainability and the Built Environment Certificate Program*.

ONLINE

R Green Architecture

2 quarter units academic credit, X421.4.
20 hours AICP credit.

The average American house is 2,400 square-foot and uses more than 13,000 board-feet of lumber, 6,000 square-feet of sheathing and 2,000 square-feet of flooring—putting a strain on our natural resources. Rising energy costs, a shortage of building materials, growing consumer demand and environmental awareness are forcing architects, designers and building professionals to seek better and more efficient ways to design our buildings. Explore the issues, challenges and opportunities associated with green building and sustainable design. Examine innovative residential, commercial, industrial, mixed-use, and low- and high-density specialty buildings. Evaluate the micro- and macro-economic issues associated with green buildings.

Focus on the holistic and geometric aspects of green design, and discuss how comprehensive building design can respond to the needs of occupants and environmental circumstances. Look at specific building technologies and how to use them. Examine thermal, water and lighting control systems.

Recommended prerequisites: *Sustainability and the Built Environment* and experience in architectural design or construction.

RENNER JOHNSTON, M.A. has been a designer and project manager for numerous projects, including mixed-use urban infill, affordable housing, large solar arrays and urban design. He became passionate about architecture while working in Europe, and since 1997, has shared Mogavero Notestine Associates' long commitment to green sustainable design.

DAVID MOGAVERO. See page 7.

- Enroll now through Feb. 13 and complete by March 23. Passwords issued starting Feb. 13.
- \$650. Enroll in section 113SDD102.
- Special discounts: Groups. BIA members. See page 15.



ONLINE

R LEED Building Certification

2 quarter units academic credit, X421.8.
20 hours AICP credit.

Gain an in-depth understanding of the new LEED Building, Design and Construction (BD&C) rating systems and the process to document and obtain certification. Learn the process of registering, documenting and certifying LEED BD&C projects. Review case studies, local project examples and tour a local LEED-certified building. This course will help prepare you to take LEED accreditation exams and better understand how to achieve LEED certification for buildings.

Prerequisite: A basic understanding of the building design or construction process is required. Completion of the course *Sustainability and the Built Environment* is desirable but not essential.

DAN BURGOYNE. See page 6.

- Enroll now through Jan. 6 and complete by Feb. 12. Passwords issued starting Jan. 6.
- \$695. Enroll in section 113SDD120.
- Special discounts: Groups. BIA members. See page 15.

ENROLL
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ONLINE

ONLINE

R Sustainable Planning, Environmental Site Design and Development

2 quarter units academic credit, X421.2.

20 hours AICP credit.

Learn about fundamental sustainability issues and processes as they apply to community planning and site design situations. Discover how to identify key challenges when incorporating sustainability into planning strategies, policies and site design, and examine technical and environmental factors of site design.

Discuss how policies, codes and standards can be modified to encourage sustainable planning and design practices, and practice site design methods with high-level professional feedback.

Topics include: land use planning, smart growth and urban design, transportation and transit policy and design, environmental site design, site assessment and selection, brownfield redevelopment strategies and infill development. Each topic is taught with an eye toward integrating sustainable practices into high-level policy and site scale design. There will be online class exercises and site design projects.

MELISSA ERIKSON, ASLA, is a licensed landscape architect and senior associate with Design, Community & Environment. Her work focuses on accessibility, conceptual design and construction documents with an emphasis on public space and park design. Erikson has created projects including public parks, schools, mixed-used developments and podium level landscape plans. Her design and writing skills have assisted community outreach efforts and the creation of design guidelines, feasibility studies, long-range management plans and construction projects.

DAVID EARLY, M.C.P., M.Arch., is the principal of Design, Community & Environment, an award-winning consulting firm in Berkeley, Calif., that conducts planning, urban design and environmental review projects. Trained as an architect, he currently serves on a building committee for the Center for Urban Family Life and is past president of Urban Ecology.

- Enroll now through March 28 and complete by May 4. Passwords issued starting March 28.
- \$650. Enroll in section 113SDD103.
- Special discounts: Groups. BIA members. See page 15.

ONLINE

Sustainability and the Built Environment Certificate Program

Based upon the highly successful classroom program, this online certificate offers comprehensive knowledge on how to plan, design, construct and manage communities from a more sustainable perspective. Acquire the skills necessary to integrate sustainable design principles into long-range visions and the day-to-day development and management of the built environment.

REQUIRED COURSES

Sustainability and the Built Environment: An Overview

Sustainable Planning, Environmental Site Design and Development

Sustainable Water Resources Management in Site Design and Development

Green Architecture

Green Building Materials and Construction Methods

Building Efficiencies: Low Carbon and Renewable Energy

LEED Building Certification

The Business of Sustainability

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Renewable Energy



You may take these courses individually or as part of the *Renewable Energy Certificate Program*.

R Small Wind Energy Systems

2 quarter units academic credit, X421.10.

Learn to design and install a small wind system for residential and commercial applications. The class will examine:

- How to measure wind and estimate energy output
- Small wind system types and components
- Wind system selection and site criteria
- Economic issues
- Public concerns
- Permitting
- Installation, safety, operation and maintenance criteria
- Emerging technologies, legislation and regulations
- Case studies

Participants in this 20-hour workshop will collaborate to select and site a small wind energy system for a residential or commercial application.

Required textbook: *Wind Power*, by Paul Gipe, ISBN 9781931498142.

Prerequisite: Ability to construct and solve algebraic equations.

BRYAN EDWARDS, M.S., has a background in mechanical engineering with a focus on manufacturing and designing small-scale wind turbine blades. As a master's student, he worked with faculty to design and build Cal Poly, San Luis Obispo's, first wind turbine. Edwards is also the founder of California Composite Wind and has been working with SMUD to make small wind turbines more accessible to consumers.

- 5 meetings.
- Jan. 17–March 13: Tues., 8 a.m.–noon (class meets every other week).
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$545 (\$595 if postmarked after 01/03/2012). Enroll in section 113ENR304.
- Special discounts: Groups. AEE, BIA and AICP members. See page 15.

“One of the most inspiring instructors I have ever had—a perfect combination of theory, practice and communication skills. A+!”

—2011 *Small Wind Energy Systems* student

BEFORE YOU BUY



Textbook information can change. Check the online course listing for the most current information.

R Solar Thermal Energy Systems Design

2 quarter units academic credit, X421.15.

Interest in solar thermal energy is on the rise. Learn the fundamentals of designing and installing these power systems for residential and commercial applications and work in teams to design a solar thermal energy system. Topics include:

- Residential and large scale systems components
- Concentrating systems
- Air and cooling systems
- Design fundamentals
- Cost/yield analysis
- Installation and maintenance
- Emerging trends and technology

Required textbook: *Planning and Installing Solar Thermal Systems*, 2007, by German Solar Energy Society, ISBN 9781844077601.

Prerequisite: Ability to construct and solve algebraic equations.

HOLLI TAMAS is owner and CEO of Granite Bay Energy Group and has eight years of experience in renewable energy, specializing in photovoltaic and solar thermal applications. She has worked in all aspects of the development and installation of solar projects, including overseeing the initial energy analysis, system design, project budget and cost estimating; processing state and federal rebate programs; project managing the complete installation; and facilitating the connection between the utility and the end user.

- 5 meetings.
- Jan. 12–March 8: Thurs., 8 a.m.–noon (class meets every other week).
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$545 (\$595 if postmarked after 12/29/2011). Enroll in section 113ENR305.
- Special discounts: Groups. AEE, BIA and AICP members. See page 15.

Renewable Energy Certificate Program

Acquire a holistic understanding of the theory and science behind today's renewable energy systems. This program combines elements from architecture, civil engineering, environmental and land use planning, and construction management to provide in-depth technical training in the treatment of renewable energy systems design.

REQUIRED COURSES

Sustainability and the Built Environment

Energy Sources, End Uses and Impacts

Green Building Design Studio

AT LEAST 9 UNITS FROM THE FOLLOWING

Cogeneration and District Solutions

Bioenergy Systems Design

Geothermal Energy Systems Design

Small Wind Energy Systems

Solar Photovoltaic (PV) Energy Systems Design

Solar Thermal Energy Systems Design

YOU MUST ALSO COMPLETE THREE ELECTIVE COURSES

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EARN YOUR AEE CREDIT HOURS TODAY!

By completing Energy Resource Management, Renewable Energy and Solar Energy Systems and Design courses, you earn continuing educational units (CEUs) toward your AEE Certified Energy Manager® (CEM) Certification and AEE's Renewable Energy Professional™ (REP) and Sustainable Development Professional® (CSDP) Certification programs.

For more information visit aeecenter.org/certification



Solar Energy Systems and Design



You may take this course individually or as part of the *Professional Concentration in Solar Energy Systems and Design*.

R Solar Photovoltaic (PV) Energy Systems: Compliance and Code Overview

2 quarter units academic credit, X421.19.

For those with a general knowledge of solar energy system requirements, design and installation, increase your understanding of the latest solar PV energy systems compliance and code requirements. Learn about design and installation compliance issues for both residential and commercial solar energy systems in the areas of system sizing, array layout, electrical wiring and utility interconnection. Examine recent changes in California Solar Initiative programs including system compliance, component selection and installation audit. Study the current fire and electrical code requirements and inspection issues for solar PV energy systems as they relate to the safety and quality of the overall system design.

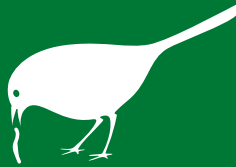
This course can be used as an elective in the *Renewable Energy Certificate Program*.

Prerequisite: *Solar Photovoltaic (PV) Energy Systems Design*, equivalent solar systems design class or a background in the solar industry.

KEN BAKER, M.S., is director of engineering for Premier Power Renewable Energy, Inc. He is responsible for the design and engineering of residential and commercial photovoltaic systems. He has more than 30 years of experience in electrical design and 10 years in the renewable energy field. He is a California-licensed professional electrical engineer and California-licensed C-10 electrical contractor.

- 8 meetings.
- March 15–May 3: Thurs., 6–8:30 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- \$545 (\$595 if postmarked after 03/01/2012). Includes course material. Enroll in section 113ENR225.
- Special discounts: Groups. See page 15.

ENROLL EARLY AND SAVE



Many courses offer an early enrollment discount that can save you money. Check the course listing for details.

Professional Concentration in Solar Energy Systems and Design

Solar initiatives and incentive programs are fueling the need for photovoltaic and thermal solar designers. Acquire a fundamental understanding and application of solar energy systems design with this program, and explore the various aspects involved in utilizing solar energy systems for residential and commercial use.

REQUIRED COURSES

Solar Photovoltaic (PV) Energy Systems: Overview

Solar Thermal Energy Systems: Overview

Solar Photovoltaic (PV) Energy Systems Design

Solar Thermal Energy Systems Design

Solar Photovoltaic (PV) Energy Systems:
Compliance and Code Overview

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See a course that interests you?

Browse courses online and
get on a list. We'll
email you as soon as it's scheduled!

also of interest



ONLINE

Energy Resource Management Certificate Program

Competing demands for more energy use and the need for smaller energy footprints require a better understanding of the complex issues surrounding energy management. This program addresses the entire range of issues involved in understanding and managing energy in any industry, from heavy to light energy users.

Gain the tools to distinguish yourself as an expert in energy resource management. Explore practical, sustainable applications of energy management, and learn best practices and techniques to improve business competitiveness.

For more information, visit our website. extension.ucdavis.edu/greenbuilding



CLIMB WITH US

UC DAVIS EXTENSION LEADERSHIP PROGRAMS

Whether you're a C suite veteran or new manager, UC Davis Extension's leadership programs will provide you with the skills, knowledge and confidence to improve productivity, boost morale and inspire innovation at your organization.

extension.ucdavis.edu/leadership

UC DAVIS EXECUTIVE PROGRAM

MARCH 8—MAY 10, 2012

Designed for senior managers and directors, the Executive Program combines practical tools, personal insights and meaningful class interaction to create a career-changing experience. This is not your standard leadership course. It will have a profound impact on how you lead, both inside and outside the office.

MANAGEMENT DEVELOPMENT PROGRAM

APRIL 4—MAY 2, 2012

For more than 20 years, new and experienced managers have attended this program, where they have improved their ability to lead, manage and empower others. Become more productive and results-oriented, and gain practical strategies that develop your management style.

Educating the leadership of today and tomorrow.

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EXTENSION**

GENERAL INFORMATION

SPECIAL DISCOUNTS

Groups: Enroll as a group or team of three or more, and receive a 10 percent discount on each enrollment. Team training allows you to share the learning experience with your co-workers, so concepts and techniques learned are even easier to apply on the job. All registrations must be submitted at the same time and fees paid with one check, credit card or purchase order.

Affiliation: AEE, AICP, BIA, SBE and BES members may enroll in select courses (noted in course descriptions) at a 10 percent discount. Discounts must be applied when enrolling and cannot be combined or applied retroactively. Membership will be verified.

For more information on these discounts visit our website.

ACADEMIC CREDIT

Academic credit for UC Davis Extension courses is awarded in quarter units and represents graded, non-degree work. UC Davis Extension does not offer degrees; however, students may petition for acceptance of their Extension credit toward degree programs.

TAX DEDUCTIBILITY OF EDUCATIONAL EXPENSES

Educational expenses — including registration fees, travel, meals and lodging — may be deductible if they maintain or improve professional skills or meet the express requirement of an individual's employer. Contact a certified public accountant for more information, or visit www.irs.gov/taxtopics.

ONLINE COURSE REQUIREMENTS

You must provide your email address when enrolling to receive your password. If you do not receive your password in the time frame noted, please visit the Online Learning Campus Support Center at extensiondlc.net/helpdesk. Open a new ticket, and select "Password Issues" from the Help Topics.

TEXTBOOKS

Textbook information can change. Check the online course listing for the most current information before you buy.

IF YOUR PLANS CHANGE

Refunds, less a \$30 processing fee, will be granted if the request is received seven calendar days before the course begins. At that time, you can also discuss transferring your enrollment to another program or sending a substitute. Requests for withdrawal without a refund must be received before the last meeting of the course. Requests for withdrawals or refunds may be made by phone, fax or in writing. Please include the student's name, course title and course section number. For information about other alternatives, call UC Davis Extension at (800) 752-0881.

ENROLLING IS EASY!

BY MAIL complete the form* and send it to the Registration Office, UC Davis Extension, University of California, 1333 Research Park Drive, Davis, CA 95618-4852.

BY PHONE call toll free (800) 752-0881. From Davis or Woodland call 757-8777. Please have your Visa, MasterCard, American Express or Discover account number handy.

BY FAX to (530) 757-8558. If you are enrolling with a company purchase order, please fax a completed enrollment form* along with a copy of the purchase order. For security purposes we can no longer accept credit card payments via fax.

IN PERSON at our Registration Office, 8:30 a.m.—4:30 p.m., 1333 Research Park Drive, Davis.

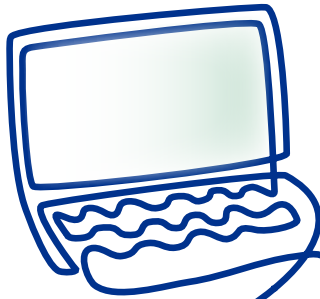
ONLINE at extension.ucdavis.edu.

*Enrollment form is available at extension.ucdavis.edu/apps/ecommerce/how_to_enroll.asp

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What is an online course?

An online course utilizes the Internet as a means of creating a learning environment outside of the traditional classroom. Lectures and discussions take place on our Online Learning Campus website. You will be able to access your course lectures (text-based) and communicate with your classmates and instructors through the use of a discussion forum (message board). Online courses follow a classroom structure paced at one lesson a week. You can access your course website anytime and from any place you have access to the Internet. In addition, you are also assured that you're getting the same UC-quality education that you receive from any of the regular UC Davis Extension courses.

Frequently Asked Questions and technical requirements:

extension.ucdavis.edu/dl

For more information about these courses, please visit our website.

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