

ENROLLING IS EASY!

BY MAIL complete this form and send it to the Registration Office, UC Davis Extension, University of California, 1333 Research Park Drive, Davis, CA 95616-4852.

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) 757-9556. Be sure to include a complete enrollment form along with credit card information or a company purchase order. **IN PERSON** at our Registration Office, 8:30 a.m.-4:30 p.m., 1333 Research Park Drive, Davis. **ONLINE** at www.extension.ucdavis.edu.

1. Yes! Please enroll me in the following courses:

Title _____	Section number _____	\$ _____	Fee _____
Title _____	Section number _____	\$ _____	Fee _____

NO, I can't enroll at this time, but please send me information about future courses.

2. Customer information:

Mr. Mrs. Ms. _____ Name

Current position/job title _____ Social Security number* _____

IMPORTANT: Where would you like to receive mail? work home (Please fill in all blanks below.)

Address _____

City _____ State _____ Zip _____

Employer name _____
() ()
Daytime telephone _____ Evening telephone _____

Email _____ If you do not wish to receive periodic email about UC Davis Extension courses and programs in your area of interest, please check this box .

Please add info@unexmail.ucdavis.edu to your address book or safe list to ensure that our email messages are delivered properly.

*UC Davis Extension is required by federal law to report your Social Security Number (SSN) and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC Davis Extension also will use the SSN you provide to verify your identity. SSN disclosure is mandatory. This notification is provided to you as required by the Federal Privacy Act of 1974.

3. Payment information:

- Enclosed is a check payable to UC Regents.
- Enclosed is a company purchase order (a complete enrollment form, or all information requested on the enrollment form, must be included with purchase orders).
- Please charge Visa/MasterCard/American Express/Discover:

Account number _____ Expires _____

Name of cardholder _____ Authorizing Signature _____ 061 179
Credit card verification number : _____ The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front of the card).

4. Important! Key code: _____

For efficient processing of your enrollment, please fill in this code as it appears on your mailing label, whether or not it is addressed to you. If you enroll by phone, please be prepared to provide this code to your customer service representative. Also include it on all purchase orders.

UC Davis Extension
University of California
1333 Research Park Drive
Davis, CA 95616-4852

Key Code
0 6 1 1 7 9 - Y Y

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Sacramento area CFOs expect the upward trend in hiring of accounting and finance professionals to continue in 2006.

—Sacramento Business Journal

Accounting Certificate Program

Summer 2006

Take classes that meet the CPA educational requirement while earning your certificate.

www.extension.ucdavis.edu



**UCDAVIS
EXTENSION**

PROFESSIONAL AND CONTINUING EDUCATION

COURSES SPECIFICALLY DESIGNED TO ENHANCE YOUR CAREER OPPORTUNITIES!

NEW!

UC Davis Extension's Accounting Certificate Program

Hiring within the financial sector continues to be among the strongest areas of job growth nationwide. Recent changes in accounting law and a new focus on ethical accounting practices are fueling the market. A recent report by the Bureau of Labor Statistics indicates that the **accounting field will grow an estimated 19.5 percent by the year 2012.**

The UC Davis Extension Accounting Certificate Program provides a working understanding of accounting principles and financial reporting practices, and it will help you gain the knowledge necessary to enter the accounting field or develop the financial business management skills you already have. This program will enhance your proficiency in accounting-related functions to improve your business management skills or to work in a variety of public, private and non-profit accounting positions. Specifically, it will:

- Prepare you to interpret and present financial statements
- Provide you with the skills to make credit, investment and management decisions using financial analysis
- Help you understand the methods needed to analyze and interpret data
- Teach you the accounting principles to develop, manage and expand business

Who will benefit

- Anyone wanting to understand modern accounting principles and practices
- Business and franchise owners who want to strengthen their business
- Bookkeepers and accounting clerks who want to advance to a higher professional level
- Accountants and employees responsible for accounting functions who want to acquire specific knowledge of individual accounting subjects
- Public sector, nonprofit employees and board members of nonprofits
- Individuals who need to meet financial accountability standards

Certificate requirements

Participants will be awarded a Certificate in Accounting upon the successful completion of 10 required units and eight elective units of designated course work. Courses are typically offered in the evenings and on some weekends. It is possible to complete the program in one year.

Many of the courses count toward the educational requirements to sit for the CPA exam or fulfill continuing education CMA requirements. For more information about the CPA license, visit www.dca.ca.gov/cba/.

Certificate Program in Accounting

QUARTERLY SCHEDULE OF COURSES

REQUIRED COURSES (10 units)	#Units	F	W	SP	SU
Principles of Financial Accounting	4	■		■	
Principles of Managerial Accounting	4		■		
Financial Statement Analysis	2				■
ELECTIVE COURSES (8 units)	#Units				
Intermediate Accounting	4		■		
Auditing	4			■	
Accounting for Governmental and Nonprofit Organizations	4				■
Budgeting and Reporting for Governmental and Nonprofit Organizations	4	■			

Also of interest...

Personal Financial Planning Certificate Program Information Session

Join us for a free information session for our Personal Financial Planning Certificate Program, which is registered with the Certified Financial Planner Board of Standards, Inc. Meet with our staff, faculty and industry leaders to discuss and learn about: career trends; CFP Board requirements and examination process; course sequence, content and focus; and answers to frequently asked questions.

- **August 22:** Tues., 5:30-7 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **No Charge. Enroll in 061PER489.**

Divorce: Financial, Tax and Property Issues

1 CEU.

10 hours MCLE credit.

This course is accepted by the CFP Board of Standards for 10 hours of CE credit.

With almost half of all marriages ending in divorce, the need for a comprehensive and knowledgeable approach to the financial issues of divorce has never been more important. This course is essential for professionals wanting to better serve divorcing families in regard to the financial issues of divorce. Instructor **Jenise Cardwell**, M.B.A., CFP®, CDFIA, CRPC, is a financial divorce analyst/specialist who helps individuals understand the financial issues of divorce, and is trained in the collaborative divorce process and mediation.

- **2 meetings.**
- **Aug. 25 & 26:** Fri., 1:30-5:30 p.m. & Sat., 8:30 a.m.-3:30 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **\$325** (\$375 if postmarked after August 11, 2006). **Enroll in section 061PER488.**
- **Special discounts:** FPA members.



FREE INFORMATION SESSION

Accounting Information Session

Hiring within the financial section continues to be among the strongest areas of job growth nationwide. The UC Davis Extension Accounting Certificate Program will provide you with a working understanding of accounting principles and financial reporting practices, and help you gain the knowledge necessary to enter the accounting field or further develop the financial business management skills you already have.

If you'd like to advance to a more professional level or are seeking to understand the general financial management of a business better, please plan to attend our free information session to learn more about career trends, program content and format, and to meet our instructors and staff.

1 meeting.

August 2: Wed., 5:30-7 p.m.

Sacramento: Sutter Square Galleria, 2901 K St.

No Charge. Enroll in section 061ACC111.

“The UC Davis Extension Financial Accounting class was an excellent choice for me. The instructor was incredible, and I would highly recommend anyone with any interest in accounting to take this class immediately. I learned more than just the fundamentals and discovered how to solve unique ‘scenario’ situations not available in any book. I now have more confidence in my work and can better apply the principles that I previously considered ‘too advanced’ and for which I would have called a CPA.”

—Joann C. Hillenbrand, MarketOne Builders, Inc.

ACCOUNTING COURSES

NEW

Financial Statement Analysis

2 quarter units academic credit, X407.7.

This course focuses on the effective analysis of financial statements, integrating the concepts and principles learned in previous accounting courses. You will examine the analytical tools for assessing a company's performance, the concept of quality of earnings and the approaches to valuation. Topics also include balance sheet analysis, asset and business evaluation issues, income statement analysis, profit margins, return on assets and equity, and cash flow analysis.

Required textbook: *Understanding Financial Statements*, 8th ed., by Lyn M. Fraser and Aileen Ormiston, ISBN 0131878565.

Prerequisite: *Principles of Financial Accounting.*

Michael D. Lee, M.B.A., CPA, is a Registered Investment Advisor with Golden 1 Financial Services. He previously spent eight years as a practicing CPA with an international and a local CPA firm. He enjoys educating and informing his clients, and speaking at seminars to assist people to make appropriate financial decisions.

- **6 meetings.**
- **July 10-Aug. 14:** Mon., 5:30-8:50 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **\$495** (\$545 if postmarked after June 26, 2006). **Enroll in section 061ACCI03.**

NEW

Accounting for Governmental and Nonprofit Organizations

4 quarter units academic credit, X407.8.

This course provides an introduction to the characteristics of governmental and nonprofit accounting emphasizing various fund types and account groups. It includes a review and evaluation of presently recommended accounting and financial reporting for state and local governmental units. You will also explore both the theoretical and practical aspects of governmental and nonprofit accounting.

Required textbook: *Accounting for Governmental and Nonprofit Entities*, 13th ed. (McGraw-Hill, 2004, ISBN 007253754X).

Prerequisite: *Principles of Financial Accounting.*

Lynda Volk, CPA, manages financial and compliance audits for governmental, not-for-profit and business organizations and has been working in the industry since 1995. Her experience includes preparation of a Comprehensive Annual Financial Report (CAFR) and the development of training and user procedures for new computer systems for Sacramento Regional Transit District. She is also an instructor for continuing education seminars. Volk is a member of the American Institute of Certified Public Accountants (AICPA) and the California Society of Certified Public Accountants (CSCPA).

- **12 meetings.**
- **June 28-Sept. 13:** Wed., 5:40-9 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **\$650** (\$700 if postmarked after June 14, 2006). **Enroll in section 061ACCI06.**

Coming this fall...

Budgeting for Governmental and Nonprofit Organizations,
begins on Sept. 18



FREE INFORMATION SESSION

Certified Bookkeeper Program Information Session

This program is endorsed by the American Institute of Professional Bookkeepers (AIPB) and assists individuals in gaining the skills and concepts necessary to become a certified bookkeeper. Meet UC Davis Extension faculty and staff, get answers to all of your questions about this program and learn about career opportunities. The Certified Bookkeeper Program is offered once a year in the fall, so don't miss this opportunity to broaden your experience and attain the national standard of bookkeeping excellence.

Aug. 8: Tues., 5:30-7 p.m.

Sacramento: Sutter Square Galleria, 2901 K St.

No Charge. Enroll in section O61BSC201.

ORDERING TEXTBOOKS FOR YOUR CLASS

Required textbooks should be ordered either through an online bookstore or at an area bookstore prior to the class start date.

- Order your book directly from the UC Davis Bookstore in Sacramento. You can reach the UC Davis Bookstore at (916) 734-3452 or visit them at 2270 Stockton Blvd., Sacramento.
- Order from a commercial bookstore in your area.
- Order your book from an online bookstore. We encourage you to try an online service, such as www.bestbookbuys.com, which searches multiple online bookstores for the best price and availability. Other ideas for online bookstores:
 - amazon.com
 - barnesandnoble.com
 - computerbooksonline.com
 - bigwords.com

Before ordering your book, please check the course information at www.extension.ucdavis.edu/bm for the latest updates on book titles. You should order your book at least two or three weeks in advance. We welcome your comments, concerns and suggestions. Please contact us at (530) 757-8777 or www.extension.ucdavis.edu/contactus.

Tax deductibility of educational expenses

Expenses of education — 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.

If your plans change

Refunds, less a \$30 processing fee, will be granted if the request is received before the second class meeting. 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.

FOR MORE INFORMATION

For general information, call UC Davis Extension at (800) 752-0881.

For specific program information, call the Business & Technology Unit at (530) 757-8895, email businessinfo@unexmail.ucdavis.edu, or visit www.extension.ucdavis.edu/bm.