



Time to register for the On-Line “Principles of Construction Documentation” (PCD) course.

► Class starts January 15, 2010

Skills must be kept up if you are going to compete in today’s market. Having the experience and knowledge will give you leverage in the fast paced construction industry. The PCD program will provide you with a better understanding of construction documentation (specifications, drawings, and schedules), products, bidding procedures, and contracts. The course will also provide a solid base for future skills acquisition, job efficiency, position advancement, and pay increases in a convenient easy to follow format.

Some advantages to on-line education are:

- No scheduling problems and conflicts with other classes
- No commuting to and from resident classes
- Flexibility to study at your convenience
- Self paced learning
- Teaches self-motivation and self-discipline.

There are many reasons to register, so what are you waiting for?

Register online:

Go to www.sait.ca/de

Click on the Distance Education Course Finder

Type the course code CNST 245 in the **Quick Search by Course Code** box.

Click on the **Register** button and follow the links

Register by phone:

Call 1-877-284-7248

Have your Visa and MasterCard ready

Request to be registered in CNST 245



Register today for the Principles of Construction Documentation (PCD) On-Line Course!

Construction Specifications Canada is proud to offer the PCD on-line in an easy to follow format, encompassing on-line tutorials, references, documents, contracts, and technical support.

The PCD course is the most basic course offered by Construction Specifications Canada, and is designed for individuals involved in the construction industry, who are required to produce, read, supply products for or rely on, the project manual/specification, and is ideal for anyone in construction, whether they work as a designer, consultant, specification writer, contractor or supplier.

The 14-week program includes the following topics:

Module:

1. Introduction
2. Construction Process: Players and Roles; Owner Expectations; Budget Process; Project Phases; and the Bidding Process
3. Production of Construction Documents: The Project Manual; Format Documents; Specifying Methods; Language and Style; Specification Writing, Editing and Co-ordination; and Document Interpretation
4. Forms of Contract: Contract Delivery
5. Codes and Standards: Codes and Code Content; Standards and Testing Agencies; Zoning By-Laws and Permits; and Environmental issues
6. Risk Management Issues: Risk and Liability
7. Legal Issues: Legal Issues; and Contract Law and Court Decisions
8. Building Science: Basic Building Principles; Product Evaluation and Selection; Sustainability Issues; and Diagnostic Methods, Non-Destructive Testing
9. Contract Administration: Authority of the Contract Administrator; Time Management; Submittals, Alternatives and Substitutions; Changes in the Work; The Commissioning Process; and Performance, Termination and Dispute Resolutions
10. Communications: Communications and Projects on the Internet
11. Trends in the Construction Industry: The History of Standardizing Construction Information; New Initiatives in Standardization; and Professional Development

With numerous benefits to on-line education, why wait to register ... do it today, and get the knowledge you need to succeed in today's fast paced construction industry.

Once successfully completed a certificate will be issued to the student. For a list and description of CSC designations and courses visit the CSC website listed below.

www.csc-dcc.ca

"CSC has, and continues to be, a quality resource for networking, centre for learning, leader in professional development and support, and vital lobbyist for quality documentation and sound construction knowledge. I have taken and benefited from nearly every CSC course offered, and have worked hard to achieve two CSC designations: CCCA and RSW. The CSC designations have a high degree of credibility in Canada and abroad, and for good reason. The standards are high, and they take a significant investment to earn."

David Organ, B.A.(Hons.), M.A., CCCA, RSW
Senior Specifier