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- Entertainment Industry Fundamentals
- MFA Application Prep
- Music Supervision
- Short Fiction
- TV Writers Fellowship Prep
- Writing and Directing Short Films

**And More**
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- Fundamentals of College Counseling
- Fundraising
- Gardening
- Plants for the Landscape
- Pediatric Medicine
- Teacher Induction/California Clear Credential
- Working in Contemporary Native Nations

Explore your options at uclaextension.edu.
Career-Focused Curriculum

Our diverse course offerings at UCLA Extension have always served learners with equally diverse educational goals. While many of you take our courses for personal enrichment, many more are focused on improving their career prospects, either in their current career, or in a completely different line of work.

For our career-focused students, individual courses can have a significant impact on their working lives. The knowledge and competencies our expert instructors convey can be put to immediate use in a wide variety of fields. But those students who take their journey of lifelong learning beyond the single course and continue on to complete one of our professional certificate programs can reap even greater rewards.

The authors of a report by Georgetown University’s Center on Education and the Workforce noted that “… the certificate has become a cost-effective tool for 1) increasing postsecondary educational attainment and 2) gainful employment.” A 2014 study by the U.S. Census Bureau found that 30 percent of adults held a certificate or some other “alternative credential.”

If you’re looking to enhance your career prospects, we hope that you will consider joining the ranks of our certificate graduates.

Wayne Smutz, PhD
Dean of Continuing Education and UCLA Extension
 Meet the Cover Artist

Designer and author Stefan G. Bucher is proud to offer his third cover in the UCLA Extension “Masters of Graphic Design” series. The UCLA mindmap is based on his book *344 Questions — The Creative Person’s Do-It-Yourself Guide to Insight, Survival, and Artistic Fulfillment*, a series of provocative questions designed to guide restless minds through a process of self discovery and personal growth.

Bucher specializes in narrative design—visuals that tell a story and honor the engagement of the audience. He is the creator of the *Daily Monster* and has designed for such Los Angeles institutions as art gallery L.A. Louver, directors Tarsem Singh and Judd Apatow, and NASA’s Jet Propulsion Laboratory. He was the inaugural creative director of 826LA’s Echo Park Time Travel Mart, and recently conducted a complete rebrand of Zócalo Public Square.

He designed the Blue Man Group Theater at the Monte Carlo Resort & Casino in Las Vegas, and gave life to the Saks Fifth Avenue Yeti, leading to an animatronic display of the Yeti’s origin story in the holiday windows of their Fifth Avenue flagship store. His time-lapse drawings appear on the Emmy-award winning TV show *The Electric Company*.

He teaches workshops on typography for non-designers at the Hoffmitz Milken Center for Typography, and is the subject of an hour-long documentary as part of lynda.com’s “Creative Inspirations” series.

His latest book *LetterHeads: An Eccentric Alphabet* turns the spotlight on the personalities hiding in our ABC’s, using 3D modeling software to sculpt each letter into a unique character worthy of stories.

You can see more of Stefan’s work at 344design.com and at LetterHeads.xyz.
UCLA EXTENSION TURNS 100

For a century, our mission has been to transform lives through education. From the time we opened our doors in September 1917 to the present day, we’ve been helping to explore possibilities, realize potential, and advance careers.

Let there not just be the person you are today, but the person you are meant to become.

Let there be knowledge. Let there be passion. Let there be you.
Explore UCLA Extension

Refer to the Master Index on pages 151-154 for detailed listings.

2 CONTACT INFORMATION

3 ENROLLMENT INSTRUCTIONS & COURSE BREAKDOWN

4 ONLINE COURSES

5 DEGREE-CREDIT COURSES

6 UCLA EXTENSION WOODLAND HILLS

7 UCLA EXTENSION DTLA

8 CAREER SERVICES

9 WHAT’S HAPPENING AT UCLA EXTENSION/QUARTER SCHEDULES

ARCHITECTURE, INTERIOR DESIGN & LANDSCAPE ARCHITECTURE

10 Architecture & Interior Design

18 Landscape Architecture

ARTS, DESIGN & ENTERTAINMENT

20 Art

22 Design, Web & UX Design

Entertainment Studies

27 Business of Entertainment

28 Film & Television

33 Music

36 Photography

BUSINESS, LEGAL & REAL ESTATE

38 Accounting & Taxation

46 Administrative & Professional Support

48 Business Economics, Math & Statistics

49 Finance & Investments

55 Business Communications

56 Emergency & Risk Management

57 Entrepreneurship & Small Business

58 Fundraising & Nonprofit Management

59 Human Resources Management

61 International Business

63 Leadership & Management

64 Legal Programs

64 Marketing, PR & Sales

68 Real Estate

71 Restaurant Management & Event Planning

71 Project Management

COMPUTER SCIENCE & ENGINEERING

75 Aerospace & Mechanical Engineering

77 Bioengineering

78 Civil & Environmental Engineering

79 Electrical Engineering

80 Digital Technology

84 Software Development

89 Web Development

90 Technical Management

EDUCATION

94 CA Educator Credentials & Authorizations

95 College Counseling

97 Early Childhood Education

101 Educator Professional Development

103 Special Education

103 Applied Behavioral Analysis

103 TESL—English Foreign Language Teaching

HEALTH SCIENCES

105 Fitness Instruction

105 Health Care & Counseling

108 Patient Advocacy

HUMANITIES & SOCIAL SCIENCES

110 Social Sciences

LANGUAGES & ENGLISH AS A SECOND LANGUAGE

112 Languages

112 English as a Second Language

LIFESTYLE, RECREATION & LIFELONG LEARNING

113 Recreation

113 Osher Lifelong Learning (OLLI) at UCLA

118 Wine & Beer Education

SCIENCES & MATH

119 Biology

122 Chemistry

124 Horticulture

126 Math & Statistics

128 Physics

128 Sciences

131 Sustainability & Environmental Studies

WRITING, JOURNALISM & LITERATURE

132 Creative Writing

134 Fiction

135 Creative Nonfiction

137 Writing for Young Readers

137 Poetry

138 Editing & Publishing

139 Screenwriting

140 Feature Film

142 Television

143 Journalism

144 CERTIFICATES & SPECIALIZATIONS

146 GENERAL INFORMATION

146 Pricing & Discounts

146 Visitors

146 Parking

146 Bookstores

147 Refund Policy

148 Withdrawal Policy

148 Financial Aid/Funding Options

148 Scholarships

149 Students with Disabilities

149 International Students

149 Records Service & Transcripts

150 Privacy Notification

151 INDEX

155 ENROLLMENT FORM

156 UCLA CAMPUS MAP

Credits:
Cover Artist
Stefan G. Bucher

Master Cover Series Curator
Scott Hutchinson

Design and Production
Patrick Spearman

Editorial
Jeremy Monsayac
Jeffrey N. McMahan

Learn more or enroll online:
uclaextension.edu
For General Information, see page 146.
How to Read a Course Description

**FILM TV X 476.22**

**Story Analysis for Film and Television**

- 4 units
- Designed for aspiring readers, development executives, producers, and storytellers, this course offers a pragmatic, comprehensive overview of story analysis and the tools used by the professional reader. Throughout the course, students learn and practice coverage skills while gaining an understanding of the elements of story. Topics include various types of coverage, how to compose story notes, comparative coverage, character breakdowns, treatments, and outlines. Through weekly assignments, participants are required to practice reading and writing for several formats and to deadline. In addition, the current job market and the various expectations of studios and independent producers are discussed. Upon completion of the course, students have written at least two pieces of full coverage that can be used as part of a professional portfolio or for auditioning for a job as a reader or an assistant.
- **Prerequisite:** Strong English composition skills.
- **Reg# 247926**
- **Fee:** $605
- **Classroom**
- **Units:** 4
- **Location:** UCLA: Life Sciences
- **10 mtgs**
- **Wednesday, 7-10pm, June 21-Sept. 6**
- **Elective course in Entertainment Media Certificate.**
- **Enrollment limited. Visitors not permitted. No refund after June 28.**
- **Lissa Sanders**, producer and former development executive on feature, TV, and cable at major studios and networks, including Lucasfilm and Disney, and producer of critically acclaimed documentaries. Enroll at the UCLA Extension Building in Westwood: 10995 Le Conte Avenue, Los Angeles, CA 90024-0901.

**UCLA EXTENSION**

**UCLA EXTENSION (USPS 646-760)**

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- **Online at uclaextension.edu**
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- **In Person**
  - Enroll at the UCLA Extension Building in Westwood: 10995 Le Conte Avenue (at Gayley, see map page 156), 1st floor; Mon–Fri, 8am–5pm.

- **By Phone**
  - Call (800) 825-9971 Mon–Fri, 8am–5pm; use American Express, Discover, JCB, MasterCard, or Visa.

- **By Mail**
  - Complete the enrollment form on page 155 and mail your check or money order to: Department K
    - UCLA Extension
    - P.O. Box 24901
    - Los Angeles, CA 90024-0901

- **Corporate Purchase Orders**
  - For corporate purchase order enrollments, email or fax the enrollment form on page 155 with the purchase order/authorizing document to po@uclaextension.edu or (310) 825-5686.

Visit the UCLA Extension Website

For additional course and certificate information, visit uclaextension.edu.

- **Search**
  - Use the entire course number, title, or keyword from the catalog listing to search for individual courses. Refer to the top of the next column for a sample course number (A). Certificates and Specializations can also be searched by title or keyword.

- **Browse**
  - Choose “Courses” or “Programs” from the main menu to browse all offerings.

- **View Schedule & Location**
  - From your selected course page, go to “Review Sections” and select the “+” symbol. From the dropdown, select “View Details” next to “Schedule and Location” to see date, time, and location information for classroom sections.
Online Courses at UCLA Extension

For a full list of online courses visit uclaextension.edu/online.
For technical requirements and other general information, visit uclaextension.edu/techrequirements.

Directory of Online Courses
Browse our catalog and look for the online course icon •.

ARCHITECTURE, INTERIOR DESIGN & LANDSCAPE ARCHITECTURE
Landscape Architecture, page 18.

ARTS & ENTERTAINMENT
Business of Entertainment, page 27.
Film & Television, page 28.
Music, page 33.
Photography, page 36.

BUSINESS, LEGAL & REAL ESTATE
Accounting & Taxation, page 38.
Administrative & Professional Support, page 46.
Finance & Investments, page 49.
Business Communications, page 55.
Emergency & Risk Management, page 56.
Entrepreneurship & Small Business, page 57.
Fundraising & Nonprofit Management, page 58.
Human Resources Management, page 59.
Leadership & Management, page 63.
Legal Programs, page 64.
Marketing, page 64.
Public Relations, page 67.
Real Estate, page 68.
Restaurant Management & Event Planning, page 71.
Project Management, page 72.

COMPUTER SCIENCE & ENGINEERING
Aerospace & Mechanical Engineering, page 75.
Bioengineering, page 77.
Civil & Environmental Engineering, page 78.
Electrical Engineering, page 79.
Digital Technology, page 80.
Software Development, page 84.
Web Development, page 89.
Technical Management, page 90.

EDUCATION
CA Educator Credentials & Authorizations, page 94.
College Counseling, page 95.
Early Childhood Education, page 97.
Special Education, page 103
Applied Behavioral Analysis, page 103.
TESL, page 103.

HEALTH SCIENCES
Fitness Instruction, page 105.
Health Care & Counseling, page 106.

LANGUAGES & ENGLISH AS A SECOND LANGUAGE
Spanish, page 112.
English as a Second Language, page 112.

SCIENCES & MATH
Molecular, Cell & Developmental Biology, page 121.
Physiological Science, page 121.
Sciences, page 128.
Sustainability & Environmental Studies, page 131.

WRITING, JOURNALISM & LITERATURE
Basics of Writing, page 132.
Fiction, page 134.
Creative Nonfiction, page 135.
Writing for Young Readers, page 137.
Poetry, page 137.
Special Topics in Film & TV, page 139.
Feature Film Writing, page 140.
Television Writing, page 142.
Journalism, page 143.

UCLA Extension’s Course Delivery Options

• Web-Enhanced Course
Internet access required to retrieve course materials.

• Hybrid Course
Hybrid courses are a mix of distance sessions with one or more classroom meetings. Additionally, a portion of a hybrid course’s net valuation is attributable to online lecture presentations and discussion threads.

• Classroom
Courses held at UCLA Extension or any of its satellite locations through the Southland.

• Online
Online courses are conducted fully online and require students to regularly interact with peers and instructor(s) using the Canvas learning management system and other learning tools.

• SMART Network Instructor Classroom
The instructor and students in this room connect to a remote classroom through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience.

• SMART Network Remote Classroom
Students in this remote classroom connect to their instructor and peers through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience.

Course Location
Course locations are subject to change. Please refer to the UCLA Extension website or your receipt for the exact meeting location.
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110 Psychology

LANGUAGES
112 Spanish

SCIENCES & MATH
119 Life Sciences
120 Microbiology, Immunology, & Molecular Genetics
121 Molecular, Cell & Developmental Biology
121 Physiological Science
122 Chemistry
126 Mathematics
127 Statistics
128 Physics

• Look for this icon 👇 and course numbers XL 1-199 to identify transfer credit courses and enroll today!
• Evening, weekend, and online courses for busy professionals
• Or take daytime courses at UCLA through UCLA Extension. Many regular-session UCLA undergraduate and graduate courses are open to enrollment on a space-available basis. For details visit uclaextension.edu/concurrent or call (310) 825-7093.

*Transfer credit is conferred by the receiving institution, not the issuing one; therefore, to determine if a UCLA Extension course can transfer to another school, contact the institution to which you plan to transfer.

For more information, visit uclaextension.edu/transfercourses.

Questions? Contact us at (310) 825-7093 or humsci@uclaextension.edu.
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Woodland Hills
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From business to biochemistry, art history to abnormal psychology, our Woodland Hills campus offers a wide range of courses to help advance your career. Can't wait to take courses? Can't find what you're looking for? Courses are always available in Westwood, Downtown L.A., and online.

ARCHITECTURE, INTERIOR DESIGN & LANDSCAPE ARCHITECTURE

History of Environmental Arts: Part II, page 16.
Design Graphics I: Drafting and Drawing of the Built Environment, page 18.
Advanced SketchUp for Landscape Architects, page 19.

ARTS & ENTERTAINMENT

Chinese Brush Painting, page 22.
Introduction to Calligraphy: Pointed Pen, page 22.
Introduction to Calligraphy: Italics, page 22.
Entertainment Financing: From First $ to Distribution of Profits, page 28.
Developing Your Short Film, page 31.
Pre-Production and Production for Film and Television, page 32.

BUSINESS, LEGAL & REAL ESTATE

Principles of Accounting, page 38.
Bookkeeping and Accounting Essentials I, page 44.
Basic Managerial Finance, page 49.
Project Management Professional Exam (PMP) Preparation, page 72.

HEALTH SCIENCES

Strategy and Marketing for Health Organizations, page 108.

LANGUAGES & ENGLISH AS A SECOND LANGUAGE

Advanced English as a Second Language, page 112.

LIFESTYLE, RECREATION & LIFELONG LEARNING

A Taste of Everyday Spoken Yiddish, page 114.
All That Jazz: Appreciating an American Art Form, page 114.
Smart Phone Photography Workshop, page 117.

SCIENCES & MATH

Cell and Molecular Biology, page 119.
Genetics, Evolution, and Ecology, page 120.
Physiology and Human Biology, page 120.
Microbiology for Nonmajors, page 120.
Atomic and Molecular Structure, Equilibria, Acids, and Bases, page 122.

SCIENCES & MATH

Biochemistry: Introduction to Structure, Enzymes, and Metabolism, page 123.
Pre calculus, page 126.
Differential and Integral Calculus, page 126.
Introduction to Statistical Reasoning, page 127.
Becoming a Doctor: The Medical School Application Process, page 128.

WRITING, JOURNALISM & LITERATURE

Writing the First Screenplay I, page 140.
Writing the First Screenplay II, page 140.
UCLA Extension DTLA

You’re Downtown. We’re Downtown.

uclaextension.edu/DTLA

If you work downtown, and you’re looking to move your career forward, you don’t have far to go. UCLA Extension holds courses at The Park DTLA, close to the Bonaventure Hotel.

You’ll find our most popular courses, all within easy reach of downtown businesses and without a crosstown commute in rush-hour traffic. Extension downtown. It’s closer than you think.

ARCHITECTURE, INTERIOR DESIGN & LANDSCAPE ARCHITECTURE

Introduction to the Landscape Design Professions, page 18.
Irrigation/Water Conservation, page 19.

ARTS & ENTERTAINMENT

Making Your First Short Film, page 30.
Building an Online Audience, page 32.
Producing Documentaries, page 32.

BUSINESS, LEGAL & REAL ESTATE

Principles of Accounting, page 38.
Management Accounting, page 41.
Financial Auditing, page 41.
Taxation of Corporations and Shareholders, page 46.
Basic Managerial Finance, page 49.
Elements of Human Resources Management, page 60.
Talent Acquisition, page 60.
Human Resources Development, page 61.
Information Session: Paralegal Training Program, page 64.
Paralegal Training Program, page 64.
Risk Analysis and Project Management, page 73.
Managing Project Quality, page 73.
Leadership and the Human Element in Project Management, page 73.

COMPUTER SCIENCE & ENGINEERING

Construction Management, page 78.
Negotiation Principles and Techniques, page 90.

EDUCATION

El Niño Pequeño en la Familia y la Comunidad (The Young Child in the Family and Community), page 100.

SCIENCE & MATH

Atomic and Molecular Structure, Equilibria, Acids, and Bases, page 122.
Structure of Organic Molecules, page 123.
Biochemistry: Introduction to Structure, Enzymes, and Metabolism, page 123.
Differential and Integral Calculus, page 126.
Introduction to Statistical Reasoning, page 127.
Becoming a Doctor: The Medical School Application Process, page 128.

WRITING, JOURNALISM & LITERATURE

Writing the First Screenplay I, page 140.
Upgrade Your Career Here: Visit the Career Services Website

UCLA Extension is bringing you new tools, resources, and programs to help you put your career into high gear.

Visit the Career Services Website

Visit careers.uclaextension.edu to find out information on:

- Career resources
- Job and internship postings
- Articles and advice
- Events and workshops

Plus, subscribe to Career Services email alerts to receive tailored updates to your specific interests and check out the Career Community pages to stay connected to the latest news and career trends in your industry.

You Have the Skills, Now Get the Job

Online career coaching is available for Extension students and alumni in partnership with the UCLA Alumni Association and the UCLA Career Center.

Powered by InsideTrack, career coaching gives you an edge by providing:

- One-on-one meetings with a professional advisor to help you reach your career goals
- Templates and tools to help you create career search materials
- Live workshops that teach you what employers are looking for
- Video tutorials with career and job hunting advice

Visit ucla.insidetrack.com to learn more.
What’s Happening at UCLA Extension

Learn more. Achieve more.

Attend a free Information Session and see all that we have to offer. Whether you want to learn a new skill or advance your career—we have a course or certificate that’s right for you. You’ll also find our Special Events exciting and informative.

Free Information Sessions

- **Free Online GIS & Geospatial Technology Information Session**
  Monday, April 30; May 21; June 11 & 25 6:00–7:30pm
  Wednesday, August 15 & 29, 6:00–7:30pm
  For more information: (310) 818-3671, geospatial@ucla.edu, or uclaextension.edu/gis

- **Digital Technology Free Online Data Science Tutorial**
  May 2, 9 & 16; June 6, 13 & 20; July 11 & 18
  For more information: (310) 825-4100 or digitaltechnology@uclaextension.edu

- **Career Success in Accounting and Finance**
  A Free Event
  Saturday, May 19, 10am–12pm
  UCLA Extension Gayley Center: 1145 Gayley Ave.
  For more information: (310) 206-1708 or jcaruso@uclaextension.edu

- **Free Online Project Management Information Session**
  May 25–June 8; June 26–July 8; July 13–July 27; August 31–September 14
  For more information: (310) 825-4100 or et@uclaextension.edu

- **Paralegal Training Program (PTP) Information Session**
  Saturday, June 9 or August 4, 10am–12pm
  UCLA Extension DTLA: 261 S. Figueroa St.
  For more information: (310) 825-0741 or paralegal@uclaextension.edu

- **Personal Financial Planning Online Information Session**
  FREE Webinar
  Wednesday, August 8, 10–11am
  For more information: (310) 206-1689 or pwiliams@uclaextension.edu

- **Landscape Architecture Free Information Session**
  Saturday, August 11, 9:30–11:30am
  UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
  RSVP by phone or email: (310) 825-9414, landscapearchitecture@uclaextension.edu

Special Events

- **Free Online Networking Opportunities for Entertainment Studies Certificate Students**
  June 25–Sept 9

- **Technical Management Program**
  September 16–21
  For more information: (310) 825-3858, tmp@uclaextension.edu, or uclaextension.edu/tmp

- **Toastmasters at UCLA Extension!**
  For more information email Chita Oje, coje@unex.ucla.edu

ACADEMIC CALENDAR

- **Summer Quarter 2018**
  Save up to 10% during early enrollment*.
  Use discount code: EARLY
  Classes begin June 25.

- **Fall Quarter 2018**
  Classes begin September 24.
  Enrollment begins July 30.

- **Winter Quarter 2019**
  Classes begin January 7.
  Enrollment begins November 5.

- **Spring Quarter 2019**
  Classes begin April 1.
  Enrollment begins February 4.
The greatest aspect of the program was the flexible course schedule that allowed me to concurrently begin a design career in Los Angeles.
— Ashley Maxwell, former student
The Architecture & Interior Design Program

The Architecture & Interior Design Program offers high-quality courses to help you reach your professional and personal goals.

To find out more, attend our informative Open House to learn about the curriculum, career opportunities, and the benefits of enrollment. Speakers include the program director, program advisor, instructors, and current and former students.

**Highlights include:**
- Information about Master’s Degree in Interior Architecture
- Curriculum presentation
- Careers in the field
- Question-and-answer session
- Drawing for a free course

To RSVP call (310) 206-2879 or visit arcid.uclaextension.edu/openhouse.

### New Student Discount

Each new certificate student attending the Open House receives a 15% discount on each certificate course enrolled in by November 16. This discount is only for students entering the program for the first time.

### Counseling Appointments

To make an appointment with the Program Advisor, visit arcid.uclaextension.edu/appointment-request-form.

---

**ARCH X 468.20**

**Digital Presentation I: Photoshop/Illustrator**

4.0 units

This comprehensive, hands-on course is designed to introduce designers to digital design tools. The course begins with an overview of architectural and interior design concepts; students will also review client presentations and see how they were created. Students learn why the use of these professional tools is essential to the creative process of design and presentation production, and are introduced to using the computer for drawing, illustration, and layout. Fundamentals of layout, typographic design, scanning, and image-enhancement software are covered, and students present projects in class. Software applications covered include Adobe Photoshop and Illustrator. This course is equivalent to Cal Poly Pomona INA 550.

**Prerequisite(s):** Working knowledge of Windows or Mac operating systems. Software requirements: the most recent versions of Illustrator and Photoshop.

**Reg# 361925**

- **Fee:** $935
- **Online**
- **June 26-Sept. 4**
- This course is equivalent to Cal Poly Pomona INA 550.
- Enrollment limited; early enrollment advised.
- No refund after June 30.
- Patricia Chin, MA, BFA, New York Institute of Technology; currently, the creative director at The Toy Association in NYC.

**Reg# 361928**

- **Fee:** $935
- **Online**
- **June 26-Sept. 4**
- No refund after June 30.
- Patricia Chin, MA, BFA, New York Institute of Technology; currently, the creative director at The Toy Association in NYC.

---

**Master of Interior Architecture Degree**

**Presented in Academic Partnership with Cal State Polytechnic University, Pomona**

The UCLA Extension/California State Polytechnic University, Pomona Collaborative Degree Program in Interior Architecture offers a curriculum leading to a Master of Interior Architecture (MIA) degree from Cal Poly Pomona that is fully accredited by the Council for Interior Design Accreditation (CIDA).

The program has 2 levels:

**Prerequisite Foundation Level**

The 1st level has 18 courses that provide fundamental knowledge and skills in the field of interior design. Students who successfully complete this level earn a Certificate in Interior Design: Foundation Level.

**Required Advanced Level**

The 2nd level has 63 quarter units in a range of advanced topics in interior architecture. Students who successfully complete this level earn a Master of Interior Architecture degree conferred by Cal Poly Pomona.

To apply for the Required Advanced Level, students must have completed a bachelor’s degree in any field, have successfully completed all Prerequisite Foundation Level courses with a grade of B or better, and be evaluated for advanced standing by the program advisor; for application details and deadline, see page 14.

**Key Program Facts**

- The courses are taught at UCLA Extension’s Westwood facilities. The program is managed by the Dept. of Architecture and the Cal Poly Pomona College of Extended University in partnership with UCLA Extension.
- Current students who complete the Prerequisite Foundation Level Courses with a GPA of B or better and have completed a bachelor’s degree are eligible to apply for the MIA program.
- Current students without a bachelor’s degree or who elect not to pursue the MIA, have the option of completing Prerequisite Foundation Level courses to earn a Certificate in Interior Design: Foundation Level, and may take the NCIDQ exam after a higher amount of required work experience.

For More Information

arc_id@uclaextension.edu | (310) 825-9061

For complete program, admissions, and curriculum information visit arcid.uclaextension.edu/MIAprogram.

# Master of Interior Architecture

## Quarterly Curriculum Sequence

### Certificate Program: Prerequisite/Foundation Level Courses

<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundamentals of Interior Architecture</strong>&lt;br&gt;ARCH X 438/INA 501 (4 units)</td>
<td><strong>Color Theory &amp; Application</strong>&lt;br&gt;ARCH X 452.1/INA 530 (4 units)</td>
<td><strong>Digital Presentation I: Photoshop/Illustrator</strong>&lt;br&gt;ARCH X 468.20/INA 550 (4 units)</td>
</tr>
<tr>
<td><strong>Design Communication I</strong>&lt;br&gt;ARCH X 463T/INA 511 (6 units)</td>
<td><strong>Design Communication II</strong>&lt;br&gt;ARCH X 466E/INA 512 (6 units)</td>
<td><strong>Design Communication III</strong>&lt;br&gt;ARCH X 466F/INA 513 (6 units)</td>
</tr>
<tr>
<td><strong>Elements of Design I</strong>&lt;br&gt;ARCH X 454A/INA 521 (4 units)</td>
<td><strong>Elements of Design II</strong>&lt;br&gt;ARCH X 454B/INA 522 (4 units)</td>
<td><strong>History of Environmental Arts: Part I</strong>&lt;br&gt;ARCH X 427/INA 561 (4 units) Offered in Spring &amp; Fall only</td>
</tr>
</tbody>
</table>

### 4th Quarter

| **Surface Materials**<br>ARCH X 427/INA 541 (4 units) | **Digital Presentation II: 2D CAD/AutoCAD**<br>ARCH X 468.5A/INA 551 (4 units) or **Digital Presentation II: Revit Architecture I**<br>ARCH X 468.15A/INA 552 (4 units) | **Lighting Design**<br>ARCH X 467.15/INA 535 (4 units) |
| **History of Environmental Arts: Part II**<br>ARCH X 427.B/INA 562 (4 units) Offered in Summer & Winter only | **Surface Materials**<br>ARCH X 427/INA 541 (4 units) | **Interior Architecture Studio II** Residential Design<br>ARCH X 430A/INA 506 (6 units) |
| **History of Environmental Arts: Part III**<br>ARCH X 427.8C/INA 563 (4 units) Offered in Spring & Fall only | **Surface Materials**<br>ARCH X 427/INA 541 (4 units) | **History of Environmental Arts: Part IV**<br>ARCH X 427.8D/INA 564 (4 units) Offered in Summer & Winter only |

### Master’s Program: Required Advanced Level Courses

<table>
<thead>
<tr>
<th>Ist Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interior Architecture Studio III</strong> Commercial Design&lt;br&gt;ARCH X 430C/INA 601 (6 units)† Not offered in Summer</td>
<td><strong>Interior Architecture Studio IV</strong> Special Topics&lt;br&gt;ARCH X 471/INA 602 (6 units)† Not offered in Fall</td>
<td><strong>Master’s Project:</strong>&lt;br&gt;<strong>Interior Architecture Studio</strong>&lt;br&gt;ARCH X 498.1/INA 691 (8 units)†</td>
<td><strong>Master’s Project:</strong>&lt;br&gt;<strong>Interior Architecture Documents</strong>&lt;br&gt;ARCH X 498.5/INA 695 (8 units)†</td>
</tr>
<tr>
<td><strong>Understanding Building Codes</strong>&lt;br&gt;ARCH X 427.20/INA 542 (3 units)†</td>
<td><strong>Research &amp; Programming Methodologies</strong>&lt;br&gt;ARCH X 497/INA 590 (4 units)</td>
<td><strong>Business Strategies</strong>&lt;br&gt;ARCH X 497.4/INA 671 (4 units)</td>
<td><strong>Professional Internship</strong>&lt;br&gt;ARCH X 473/INA 615 (2 units)</td>
</tr>
<tr>
<td><strong>Concept Driven Design:</strong> Visual Seminar and Studio&lt;br&gt;ARCH X 471.125 (4 units) Electives or Internship*</td>
<td><strong>Interior Detailing &amp; Building Systems</strong>&lt;br&gt;ARCH X 467.27B/INA 622 (6 units) Electives or Internship*</td>
<td><strong>Ecology of Design</strong>&lt;br&gt;ARCH X 467.55/INA 531 (2 units) Offered in Spring &amp; Fall only Electives or Internship*</td>
<td><strong>Independent Study</strong>&lt;br&gt;INA 591 (1-4 units)†</td>
</tr>
</tbody>
</table>

### Electives

#### Professional Development

- **Photographing Architecture & Interiors**<br>ARCH X 467.11A/INA 560 (4 units)
- **SketchUp**<br>ARCH X 468.6A (2 units)
- **Advanced SketchUp**<br>ARCH X 468.6B (2 units)
- **Interior Design Law I**<br>ARCH X 497.10 (2 units)
- **Interior Design Law II**<br>ARCH X 497.11 (2 units)
- **Advanced Portfolio and Presentation Techniques**<br>ARCH X 498.10 (4 units)
- **Interior Rendering Techniques Using 3ds Max and V-Ray**<br>ARCH X 498.12 (4 units)
- **Interior Design in Films**<br>ARCH X 498.22 (2 units)

#### Decorating & Design

- **Residential Remodeling**<br>ARCH X 406.6/INA 558 (3.25 units)
- **Accessories for Residential Interiors**<br>ARCH X 443.40 (2 units)
- **Feng Shui for Designers & Architects**<br>ARCH X 443.45 (2 units)
- **Furniture Design**<br>ARCH X 461.4/INA 539 (4 units)
- **A Survey of the Decorative Arts**<br>ARCH X 443.16/INA 661 (4 units) Offered in Summer & Winter only

#### Internship & Independent Study

- **Professional Internship**<br>ARCH X 473/INA 615 (2 units)
- **Independent Study**<br>INA 591 (1-4 units)†

### Programming notes:
- Some Master’s Level courses, including the Master’s Studio & Documents courses, are not offered every quarter. Class scheduling may not necessarily lead to completion in 1 year.
- Eight total elective units required for completion of Master’s Level. A maximum of 2 units for one internship can be used toward this requirement. Elective courses can be taken at any quarter.
- † Classes restricted to only MIA students. Registration through Cal Poly Pomona’s BroncoDirect System. See course descriptions for more information.
ARCH X 468.13A
Digital Presentation II: Revit Architecture I
4.0 units
Through lecture and demonstration, this hands-on workshop introduces the basic concepts and tools of Revit, a building information modeling program for architects and interior designers. Students are introduced to Revit’s powerful 3D model organization to visualize, present, and create construction documents. Students will learn how this unique software enables design professionals to save time and reduce errors since design changes are automatically coordinated throughout the entire model and drawing set.
Prerequisite(s): X 468.20 Digital Presentation I. Photoshop/Illustrator. Software requirement: The most recent version of Revit Architecture. A student version of the AutoDesk software will be provided for free upon proof of student status. Review CAD course requirements.
Reg# 361925
Fee: $925
❖ Online
June 26–Sept. 4
This course is equivalent to Cal Poly Pomona INA 551. No refund after June 30. ❖
Mark Owen, BArch, Woodbury University; MArch, UCLA; professor of architecture, Woodbury University; director of Technology, senior associate, Johnson Fain. The primary focus of his 20+ year career has been the integration of digital media and technology into the design, production, fabrication, and construction process.

ARCH X 468.5B
Digital Presentation III: 3D CAD (Using SketchUp, SU Podium, and AutoCAD)
4.0 units
This course continues X 468.10 Digital Presentation II: 3D CAD/AutoCAD covers the basic commands necessary to construct and view in 3D. Using SketchUp software, students draw a floor plan while simultaneously creating a complete 3D virtual building. In creating the accurate drawing of walls, doors, windows, details, and other 3D objects. Additionally, the course covers numerous basic menu commands and other features, such as modifying, editing, offsetting, layers, line types, color, solid modeling, perspectives, rasterizing, layouts, printing, plotting, and methods for importing and exporting files between SketchUp and AutoCAD.
Prerequisite(s): X 468.10 Digital Presentation II: 2D/CAD/AutoCAD. Software requirement: The most recent version of AutoCAD. A student version of the AutoDesk software will be provided for free upon proof of student status. Review CAD course requirements.
Reg# 361934
Fee: $935
❖ Online
June 26–Sept. 4
This course is equivalent to Cal Poly Pomona INA 552. Attendance at the first class is mandatory. Visitors only permitted at the first class if space allows. Internet access required to retrieve course materials. No refund after July 7. ❖
Ben Mansouri, IDP, NCARB, pending AIA, MS in Manufacturing Engineering, Murray State University; Autodesk-certified BM with more than 20 years of architectural and structural experience. Mr. Mansouri received the UCLA Extension Arts Department Instructor of the Year Award, 2012.

Course Icons Provide Information At-a-Glance
❖ ONLINE COURSE Technical requirements, page 4
❖ HYBRID COURSE, page 4
❖ WEB-ENHANCED COURSE, page 4
❖ ON-GROUND COURSE
❖ TEXTBOOK REQUIRED Visit our website for textbook information.
❖ UC CREDIT May be transferable to other colleges and universities, page 5
Step-by-Step Instructions

Required Educational Background
Admission to the Master of Interior Architecture degree program requires a baccalaureate degree with a minimum 3.0 undergraduate GPA and completion of the 82 prerequisite units or equivalent. Applicants who do not meet these criteria may be admitted on a conditional basis if evidence of compensating qualifications is furnished. Applicants with an undergraduate degree in interior design, architecture, or a similar design-related field may be evaluated for advanced standing by the program advisor; visit arcid.uclaextension.edu/appointment-request-form to request an appointment.

Required Application Materials
1. Completed application form.
2. Official transcripts from all undergraduate university coursework.
3. For those whose native language is not English, minimum TOEFL score of 550 (paper-based), 215 (computer-based), or 80 (Internet).
4. $55 admissions application fee (check or money order payable to CSU Pomona).

Mail items 1-4 to:
Office of Admissions & Outreach
California State Polytechnic University, Pomona
3801 W. Temple Ave.
Pomona, CA 91768

Mail copies of items 1-4 plus items 5-7 to:
UCLA Extension
MIA Degree Program
10995 Le Conte Ave., Suite 414
Los Angeles, CA 90024-1333

5. Statement of purpose explaining your interests, motivations, and goals in pursuing a professional degree submitted on a separate sheet (not included in the application).
6. Three letters of recommendation from individuals in a position to assess your potential for either the interior design profession or a master’s level academic program.
7. Portfolio of visual work illustrating your creative or analytical abilities in written, graphic, or mathematical form. The portfolio should be no larger than 9”x12” bound; do not include original material.

Mail copies of items 1-4 plus items 5-7 to:
UCLA Extension
MIA Degree Program
10995 Le Conte Ave., Suite 414
Los Angeles, CA 90024-1333

Design Materials & Methods
ARCH X 452.1
Color Theory and Application
4.0 units
This course covers the study of the perception of color, its permutations, and its dimensions, using traditional as well as contemporary methods, emphasizing individual experimentation through lab exercises and demonstrations. Topics include the color wheel, Munsell and Albers theories, perception, symbolism, and psychology, pattern-painting techniques, and the applications of color theories to art, architecture, and interior design. Student projects and lectures combine intense exploration of theories with hands-on experience in a variety of media.
Prerequisite(s): X 454A Elements of Design I or consent of program advisor.
Reg# 361564
Fee: $799
❖ Classroom
11 mtgs
Wednesday, Thursday, 3-6:30pm, June 27-Sept. 6
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting Sept. 1. ❖ ❖

ARCH X 452.6
Design Materials & Methods
4.0 units
An introduction to surface materials for interior designers, this course covers the selection and use of textiles, wall coverings, hard and soft surfaces, floor coverings, rugs, ceramic and vinyl tile, woods, and plastics. Instruction includes illustrated lectures, demonstrations, guest speakers, field trips, and research assignments.
Prerequisite(s): All courses through the third quarter in the Interior Design Certificate (see curriculum sequence).
Reg# 361576
Fee: $799
❖ Classroom
11 mtgs
Monday, 7-10pm, June 25-Sept. 7
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting Sept. 3. ❖ ❖

ARCH X 456.15
Lighting Design
4.0 units
This course covers basic lighting topics, including light and texture, light and color, focal lighting, light sources, fixture schedules, switching patterns, and the required drawings used by designers in both residential and commercial spaces. Instruction includes lectures, research, and student projects.
Prerequisite(s): All courses in the Interior Design Certificate through the fourth quarter (see curriculum sequence) or consent of program advisor.
Reg# 361562
Fee: $799
❖ Classroom
11 mtgs
Monday, 7-10pm, June 25-Sept. 7
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting Sept. 3. ❖ ❖

ARCH X 458
Elements of Interior Architecture
4.0 units
This course is an introduction to the process of commercial and residential interior design. Lectures and projects introduce students to design theory, principles of design, design vocabulary, design psychology, methods of programming, and the history of design in Los Angeles and Southern California. Students learn about the human element in design, sustainable design, the materials used in interior design, and the process of design as practiced in professional offices. Guest lecturers include some of L.A.’s most distinguished architects and interior designers.
Reg# 361592
Fee: $635
❖ Classroom
11 mtgs
Monday, 2:30-5:30pm, June 25-Sept. 10
UCLA Extension Gayley Center:
1145 Gayley Ave.
No meeting Sept. 3.
No refund after July 2. ❖ ❖

Eleanor Schrader, MBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and decorative arts at Sotheby’s Institute in London and New York, and undergraduate studies in architectural history at USC. She is a realtor with Coldwell Banker Beverly Hills North in their architectural division.

ARCH X 467.27B
Interior Detailing and Building Systems
6.0 units
The architecture of a structure and its building systems must be considered in the interior design process in order to meet functional and aesthetic criteria. This course deals with the basic construction and materials of both commercial and residential buildings, and the process through which a building passes from concept to move-in. This includes components, connections, the mechanical systems necessary for heating, air-conditioning, electrical wiring, and plumbing, and the drawings required for professional interior design practice. On-site visits to construction sites supplement studio lectures, demonstrations, and projects.
Prerequisite(s): All courses through the fifth quarter in the Interior Design Certificate (see curriculum sequence).
Reg# 361565
Fee: $3,000
❖ Classroom
11 mtgs
Monday, 7-10pm, June 27-Sept. 12
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting July 4. ❖ ❖

Luis de Moraes, AIA-ASD-LEED AP BD+C, principal, EnvironTech Architecture Incorporated. A graduate of UCLA Extension’s Interior Design Program, Mr. de Moraes has been practicing for over 30 years. His experience includes many well recognized commercial, hospitality, and residential projects.
Design Studios

ARCH X 433

Interior Architecture Studio I
6.0 units

In this first in a series of studio courses, students are given the opportunity to apply fundamental design principles to the layout of interior spaces. Starting with the development of a design concept, students learn how to develop a space while incorporating the elements of ergonomics and human factors. Students also explore methods of analyzing a client’s program, beginning with the bubble diagram, the block plan, and the adjacency requirements. Through a series of assignments, students become familiar with current ADA codes and clearance requirements as well as the required circulation and exit paths for a variety of building types.

Prerequisites(s): All Level 1 courses in the Certificate in Interior Design (see curriculum sequence) or consent of program advisor. Completion of Design Communication I, II, and III with minimum of a B grade, or consent of instructor.

Reg# 361577
Fee: $995

Classroom
11 mtgs

Wednesday, 7-10pm, June 27-Sept. 12

UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

No meeting: July 4.

Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request. No refund after July 11.


ARCH X 430A

Interior Architecture Studio II
6.0 units

This studio course introduces students to the process of linking rooms and spaces by architectural promenades. The defining of public vs. private space is examined as a principle means of spatial organization. A realistic residential situation is considered as students design a small single-family residence with full code compliance and learn to create environments that relate the atmospheric qualities of individual rooms to an overall concept of movement through space.

Prerequisites(s): X 433 Interior Architecture Studio I or consent of program advisor, and SketchUp proficiency.

Reg# 361551
Fee: $995

Classroom
11 mtgs

Thursday, 7-10pm, June 28-Sept. 6

UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

No refund after July 5.

Alex Dorfman, BFA, Cleveland Institute of Art; designer with broad experience in interior, environmental, and graphic design. Mr. Dorfman received the UCLA Instructor of the Year Award, 2012.

ARCH X 471.19

Interior Architecture Studio IV
6.0 units

This studio course develops the student’s ability to solve complex design problems. The course studies issues of client analysis, programming, space planning, design, and selection of interior components, and lighting in a logical sequence building on concepts presented in previous studios. Instruction emphasizes the 3D possibilities of multilevel projects through the design of stairs, elevators, and mezzanines. The course includes lectures, demonstrations, and critiques of works-in-progress.

Reg# 361566
Fee: $3,000

Classroom
11 mtgs

Monday, 7-10pm, June 25-Sept. 10

UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

No meeting Sept. 3.

This course is equivalent to Cal Poly Pomona WA 602. This is a required course in the Master of Interior Architecture degree program. Once admitted by Cal Poly Pomona, students receive a login and password and register through Cal Poly Pomona’s BroncoDirect System.

Bruno Bondanelli, AIA; BArch, MArch, USC School of Architecture; LEED AP; principal, Bondanelli Design Group, Inc.; internationally recognized, published architect with extensive experience in residential, planning, commercial, and furniture design. Recipient, Outstanding Instructor Award, 1998 and 2007. Mr. Bondanelli is currently working in the U.S. and China.

ARCH X 497

Research and Programming Methodologies
4.0 units

This is the second in a four-course sequence that presents a comprehensive exploration of an architectural problem. The series is intended to demonstrate the student’s mastery of the skills and thought process at the core of the practice of interior architecture, as well as his/her ability to undertake an intensive and sustained project independent of normal course/studio instruction and guidance.


Reg# 361568
Fee: $2,000

Classroom
11 mtgs

Wednesday, 7-10pm, June 27-Sept. 12

UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

One meeting to be arranged.

Instructor to be announced

ARCH X 498.1

Master’s Project Interior Architecture Studio
8.0 units

This advanced studio is the first of two final courses in the Interior Architecture Studio sequence. Instruction focuses on independent research and the development of an individual project description and building program. A design project is developed that incorporates and explores the issues set forth in the student’s thesis. Instruction follows the traditional studio format, emphasizing individual results based on the student’s program. A complete design presentation is required, incorporating all the skills and methods the student has developed throughout the previous design studios. This is a required course in the Master of Interior Architecture degree program.

Prerequisites(s): X 498 Master’s Project Interior Architecture Studio and X 497 Research and Programming Methodologies.

Reg# 361571
Fee: $4,000

Classroom
11 mtgs

Wednesday, 5-10pm, June 27-Sept. 12

UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

No meeting July 4.

Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.

James Ehrenclou, MArch, Rhode Island School of Design; principal, Ehrenclou Architects, a firm specializing in commercial and residential architecture and interiors. Projects include a resort on the island of Anguilla and many custom homes in the U.S. and Caribbean.

ARCH X 498.1

Master’s Project Interior Architecture Documents
8.0 units

In this final studio course, students develop the project they created in Thesis Project Design into a set of construction documents with specifications and to explore a range of drawings required to obtain complete and accurate cost estimates. The course emphasizes how designs are detailed and described, and examines methods of integrating architectural and interior design, as well as mechanical and electrical elements and systems. Each project is brought to a level of completion to enable students to demonstrate their ability to be an effective entry-level member of any design firm’s project team.

Prerequisites(s): X 497 Research and Programming Methodologies and X 498.1 Master’s Project Interior Architecture Studio.

Reg# 361570
Fee: $4,000

Classroom
11 mtgs

Monday, 5-10pm, June 25-Sept. 10

UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

No meeting Sept. 3.

Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.

Kate Svedsoo-Spanbock, MArch, Southern California Institute of Architecture; sole practitioner, president, Association for Women in Architecture; recipient of the UCLA Extension Department of the Arts Instructor of the Year Award, 2006.
History of Design
ARCH X 427.BB
History of Environmental Arts: Part II
4.0 units
Part two of a four-part survey course on the environmental arts of the Western world. This course traces the architecture, landscape architecture, furniture, art, and decorative arts from the Italian Renaissance to the beginning of the 19th century in France, England, and America. Periods covered include the Renaissance, Mannerist, Baroque, Rococo, and Neoclassical. Instruction focuses on the man-made environments influenced by geographical location and the social, religious, economic, and political forces of history. Major monuments are discussed in terms of function, symbolism, methods of fabrication, style, use of color, ornament, and significance. Illustrated lectures, readings, and student projects develop an appreciation of the rich cultural heritage of the Western world. Students learn how to utilize library and museum resources and recognize and evaluate significant environmental design movements. Intended to establish an understanding of the achievements of the past in order to more fully understand the present.
Reg# 361548
Fee: $789
Classroom 11 mtgs
Monday, 6:30-9:30pm, June 25-Sept. 10
UCLA Extension Gayley Center: 1145 Gayley Ave.
No refund after July 3. @ Eleanor Schrader, NBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and decorative arts at Sotheby’s Institute in London and New York, and graduate studies in architectural history at USC. She is a dealer with Coldwell Banker Beverly Hills: North in their architectural division.

Interiors Design
For information on enrollment, location, and space availability call (800) 825-9971. For information on course content email arc_dept@uclaextension.edu, visit arcid.uclaextension.edu, or call (310) 825-9067.

ARCH X 497.5
Business Strategies
4.0 units
This introduction to the business procedures encountered in the practice of interior design (both residential and commercial) covers such topics as strategies for marketing and selling design services; ethics; business management in the design office; office management and presentation of the interior designer; communication and client relationships; and understanding overhead costs for a profitable business. Prerequisite(s): X 430A Interior Architecture Studio II or consent of program advisor.
Reg# 361569
Fee: $2,000
Classroom 11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
No refund after Jan. 16. @ Joanne Kravetz, CID #6711; BFA, UCLA; commercial interior designer and principal of J. Kravetz Planning & Design. She was recently appointed to the Leadership Corps of former Vice President Al Gore’s Climate Reality Project.

ARCH X 497.10
Interior Design Law I: The Designer-Client Relationship
2.0 units
This course serves as an introduction to principles of contractual law as applied to the relationship between the interior designer and the client. The course will emphasize the designer-client relationship and will incorporate analysis of a sample designer-client contract and reading of actual court cases involving interior designers. The course is appropriate for students with all levels of interior design education and experience, from Certificate or master’s program students to students not enrolled in a program, to practicing interior designers with years of work experience. Prior completion of Interior Design Law I: The Designer-Client Relationship is recommended but not required. No other prior preparation or coursework is required.
Reg# 361938
Fee: $449
Online
June 28-Sept. 5
No refund after July 3. @ Henry Lien, JD, UCLA School of Law, BA, Brown University. Mr. Lien works as a business attorney for 10 years on architecture/interior design cases. He also works as a fine art dealer specializing in interior designer clients and served as the president of the West Hollywood Art Gallery Association.

Over 30+ specializations offered, including:
Business for Interior Design
Digital Design Suite for Architects & Interior Designers
History of Environmental Arts
Plants for Landscape
And many more

UCLA Extension Specializations
Gain focused studies concentrated on in-demand skills sought by employers.

With UCLA Extension Specializations, you can:
• Acquire specific, targeted skills in a focused area of study
• Network with instructors and students
• Complete them in one year
# Landscape Architecture Curriculum

*Students can begin the program sequence Summer or Fall Quarter; courses must be taken in sequence & during the year indicated below.*

## Year 1

<table>
<thead>
<tr>
<th>Summer/Fall</th>
<th>Fall/Winter</th>
<th>Winter/Spring</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to the Landscape Design Professions</strong> (4 units)</td>
<td><strong>Landscape Design 1: Site Design Basics</strong> (4 units)</td>
<td><strong>Landscape Design 2: Site Design</strong> (4 units)</td>
<td><strong>Landscape Design 3: Advanced Site Design</strong> (5 units)</td>
</tr>
<tr>
<td><strong>Design Graphics 1: Drafting and Drawing of the Built Environment</strong> (4 units)</td>
<td><strong>Design Graphics 2: Communication for Site Analysis, Conceptual, and Site Design</strong> (4 units)</td>
<td><strong>Design Graphics 3: Digital Rendering and Presentation Drawings</strong> (4 units)</td>
<td><strong>AutoCAD 1</strong> (4 units)</td>
</tr>
<tr>
<td><strong>Landscape Design 1: Site Design Basics</strong> (4 units)</td>
<td><strong>Landscape Design 2: Site Design</strong> (4 units)</td>
<td><strong>Landscape Design 3: Advanced Site Design</strong> (5 units)</td>
<td><strong>History of the Designed Landscape</strong> (4 units)</td>
</tr>
<tr>
<td><strong>Plant Materials: Trees</strong> (4 units)</td>
<td><strong>Plant Materials: Shrubs</strong> (4 units)</td>
<td><strong>AutoCAD 2</strong> (4 units)</td>
<td><strong>Irrigation/Water Conservation</strong> (4 units)</td>
</tr>
</tbody>
</table>

## Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grading &amp; Drainage</strong> (4 units)</td>
<td><strong>Landscape Design 4: Sustainable Design/Environmental Analysis and Planning</strong> (4 units)</td>
<td><strong>Landscape Design 5: Planting Design</strong> (4 units)</td>
<td><strong>Landscape Design 6: Concept Development</strong> (4 units)</td>
</tr>
<tr>
<td><strong>Plant Materials: Trees</strong> (4 units)</td>
<td><strong>Plant Materials: Shrubs</strong> (4 units)</td>
<td><strong>AutoCAD 2</strong> (4 units)</td>
<td><strong>Irrigation/Water Conservation</strong> (4 units)</td>
</tr>
</tbody>
</table>

## Year 3

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Landscape Construction Methods &amp; Materials</strong> (4 units)</td>
<td><strong>Construction Drawing 2</strong> (4 units)</td>
<td><strong>Landscape Design 7: Advanced Design Studio</strong> (5 units)</td>
<td><strong>Capstone Project Studio</strong> (10 units)</td>
</tr>
<tr>
<td><strong>Construction Drawing 1</strong> (4 units)</td>
<td><strong>Human Factors in Landscape Architecture</strong> (4 units)</td>
<td><strong>Capstone Project Seminar</strong> (3 units)</td>
<td><strong>Portfolio Review</strong></td>
</tr>
<tr>
<td><strong>Professional Practices in Landscape Architecture</strong> (2 units)</td>
<td><strong>Portfolio Review</strong></td>
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</tr>
</tbody>
</table>

- 6 elective units must be inserted into the 3-year plan before beginning the Capstone Project Studio.
- Students beginning Summer Quarter should expect the program to last 3 years and 1 quarter. They will receive individual advising and a slightly altered sequence.

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**For More Information**  
(310) 825-9414 | landarch.uclaextension.edu

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### Landscape Architecture Electives

Some Horticulture & Gardening courses count toward elective requirements in the Landscape Architecture certificate. Horticulture & Gardening courses begin on page 124.

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### Free Information Session!

**Landscape Architecture**  
Saturday, August 11, 9:30–11:30am, 1010 Westwood Center

UCLA Extension’s Landscape Architecture Certificate is approved to meet the education requirement for licensure in California.

**Highlights include:**  
- Presentation of the curriculum  
- Discussion of career opportunities  
- Question-and-answer period  
- Talk with instructors, alumni, and current students  
- A drawing to win a free course  
- 15% off selected courses for new students

**RSVP by email or phone:**  
landscapearchitecture@uclaextension.edu | (310) 825-9414

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### Course Icons

- ONLINE COURSE  
  Technical requirements, page 4
- HYBRID COURSE, page 4
- WEB-ENHANCED COURSE, page 4
- ON-GROUND COURSE
- TEXTBOOK REQUIRED  
  Visit our website for textbook information.
- UC CREDIT  
  May be transferable to other colleges and universities, page 5
Landscape Architecture

For more information call (310) 825-9414 or email landscapearchitecture@uclaextension.edu.

Note: The Landscape Architecture Program does not support AutoCAD on the Mac.

All CAD courses are fast-paced and complex. Absence from any meeting is discouraged. The courses require at least three hours of computer work outside of class per week. Lab hours are not available; therefore, students must have access to their own hardware and software for the courses in which they enroll. Laptops are required for certain courses; check individual course descriptions for specifics.

FREE SOFTWARE AND SOFTWARE LICENSES

Certificate students may download AutoCAD for free upon proof of student status and may be eligible for academic rates on other software for their home computer. Prices and restrictions are subject to change. Software versions should reflect the version used in academic rates on other software for their home computer. Laptops are required for certain courses; check individual course descriptions for specifics.

Required Core Courses

ARCH 7X1 Landscape Architecture Open House
Alumni, current students, and program instructors will be on hand at this free information session to answer any questions you may have regarding the program. If you are interested in becoming a landscape designer or a Landscape Architect, sign up today! Open house is from 9:30-11:30am. Program director will discuss path to licensure, program curriculum, financial aid and career opportunities. Don’t miss this opportunity to get tons of information about the profession and how you can start a new passion or career. We will be raffle off a free class and offering discounts on select courses for new students who attend the open house.

Reg# 391362
- Classroom
1 mtg
Saturday, 9:30-11:30am, Aug. 11
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Stephanie Landregan, BA, landscape architect (CA 4093)

ARCH X 472 Introduction to the Landscape Design Professions
4.0 units
This introductory course covers the history, scope, types, and scale of landscape design professions; licensure; professional societies; and current issues. Terminology, construction concepts, basic graphic skills, and model-making are also introduced.

Reg# 361364
- Fee: $925
- Classroom
12 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA Extension DTLA: 261 S. Figueroa St. Saturday, 9am-12pm, July 7
UCLA Extension DTLA: 261 S. Figueroa St. Saturday, 9am-12pm, Aug. 18
UCLA Extension DTLA: 261 S. Figueroa St.
No meeting July 4.
Visitors not permitted. No refund after July 3.
Steve Lang, managing principal of the Southern California office of Moore Iacofano Goiman (MIG) in Fullerton. Specializing in park and recreation planning and design, Mr. Lang has been actively involved in award-winning projects for more than 35 years.

ARCH X 472.40 Design Graphics 1: Drafting and Drawing of the Built Environment
4.0 units
Students learn introductory drafting, lettering and drawing techniques as they relate to the field of Landscape Architecture and professional standards. All work product is developed from Tongva Park, a real site located in Santa Monica. At the end of this course, students make a presentation to the instructor and visiting guests. The students present a package of work product that includes hand drafting of a dimensioned site plan, section/elevations, and perspective vignettes.

Reg# 361368
- Fee: $925
- Classroom
11 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 13
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Sunday, 10am-4pm, Aug. 26
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Saturday, 9am-5pm, Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Field Trip
Sunday, 9am-4pm, Aug. 12
No refund after July 7.
David Squires, MA in Architecture and Urban Design, UCLA: BS in Landscape Architecture and Regional Planning, Washington State University. Mr. Squires is the principal of AroundYOU, a multi-disciplinary studio offering master planning, solar planning, architectural design landscape architecture, and garden design.

ARCH X 472.4F Design Graphics 2: Advanced Graphic 3D Modeling
3.3 CEUs
This introductory course covers the history, scope, types, and scale of landscape design professions; licensure; professional societies; and current issues. Terminology, construction concepts, basic graphic skills, and model-making are also introduced.

Reg# 361371
- Fee: $1,050
- Classroom
10 mtgs
Monday, 6:30-10pm, June 25-Aug. 27
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Landscape Architecture certificate students must take this course for unit credit; other students may choose either unit credit or 3.3 continuing education units. Students must have access to most recent version of AutoCAD software; version of the software may be downloaded for free upon proof of student status. UCLA Extension computer labs are not available after class. This course does not support AutoCAD on Mac computers. Visitors not permitted. No refund after July 1.

For More Information or Detailed Course Descriptions

mmdonald@uclaextension.edu | (310) 825-9414 | landscarch.uclaextension.edu
Online Courses

You can earn continuing education or academic credit from UCLA Extension—anytime, anywhere. Simply take a UCLA Extension online course.

To find online courses, look for this icon: 

Like our classroom courses, UCLA Extension online courses let you advance your professional development, work toward a certificate, acquire skills needed for a career change, or simply explore your creative side.

For more information about online study see page 4.

ARCH X 472.6A
History of the Designed Landscape
4.0 units
The Landscape Architecture Program’s history course comprises the study of the evolution of landscape design through Western civilization. Lectures cover the outstanding examples of landscape garden design and their relationships to art and architecture, as well as the philosophical, social, political, and historical forces that influenced the designed environment. Instruction includes extensive visual materials.

Reg# 361369
Fee: $925
Online
June 26-Sept. 6
No refund after July 2.

JC Miller, who is a partner and principal at Vallier Design Associates in Point Richmond, California. He is a licensed landscape architect with a keen interest in the creation of the built environment. He is the former director for the Landscape Architecture Program at UC Berkeley Extension.

ARCH X 472.12B
Irrigation/Water Conservation
4.0 units
This course focuses on irrigation system design, specifications, and construction. Instruction emphasizes water conservation and techniques of efficient and appropriate application. Various systems and techniques are explored, as well as concepts for system modernization, reclamation, and water management.

Reg# 361365
Fee: $925
Classroom
9 mtgs
Wednesday, 6:30-10pm, July 11-Sept. 5
UCCLA Extension DLTA: 261 S. Figueroa St.
One weekend field trip to be arranged.
Students should have their own version of AutoCAD. Laptop highly recommended.

Visitors not permitted. No refund after July 17.

Jeff Chamlee, BSLA, landscape architect (CA 1738); director of productions for Architect Design Group. With more than 35 years’ experience in a diverse array of commercial, public, and private project types, such as Kenneth Hahn State Recreation Area, Veterans Memorial Regional Park in Sylmar, and Roxbury Memorial Park in Beverly Hills, among many others.

ARCH X 472.19
Landscape Design 6:
Concept Development
4.0 units
This course explores the use of drawings as tools for visualization and design development. The focus is on developing an ability to use drawings to model and manipulate visual information throughout the various stages of design evolution. Techniques for examining ideas and concept alternatives through composite, perspective, orthographic, and axonometric drawings are explored. Lectures present examples of built projects and methods of recognized professionals which illustrate the dramatic influence drawing type may have on the final form or organization of a design. The course requires intensive drawing time; students must have already mastered basic drafting and sketching skills.

Reg# 361367
Fee: $925
Classroom
12 mtgs
Thursday, 7-10pm, June 26-Sept. 6
UCCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Field Trip
Saturday, 1-4pm, July 7
Materi es required at fi rst class: two black felt-tip pens, non-photo blue pencil, sharper, straight edge, architectural scale, drafting tape, and roll of 12” tracing paper.

Visitors not permitted. No refund after July 4.


ARCH X 472.15D
Capstone Project Studio
10.0 units
The Capstone Project Studio is an intensive course in which students develop a comprehensive and creative final design project that reflects their special interests and demonstrates the theory, skills, and knowledge acquired over the two-and-a-half prior years of study in the Landscape Architecture Program. Students select individual projects and complete the Capstone Studio Project in 12 weeks. Small studio groups meet twice weekly under instructor guidance to review work in progress. Class sessions include discussion of design theory and process, programming, design concepts, and graphic communication. The student will prepare for weekly critiques and meet milestones. Completed projects are presented before instructors, guidance committee members, and local professionals at approximately week 11.

Reg# 361366
Fee: $2,310
Classroom
24 mtgs
Monday, 6-10pm, June 26-Aug. 27
UCCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Thursday, 6-10pm, June 26-Aug. 30
UCCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Saturday, 9am-1pm, Aug. 25
UCCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Thursday, 6-10pm, Sept. 6
UCCLA Extension Gayley Center: 1145 Gayley Ave.
Saturday, Sunday, 9am-4pm, Sept. 8-9
UCCLA Extension Gayley Center: 1145 Gayley Ave.

Restricted course.
Visitors not permitted. No refund after July 1.

Meg Rushing Coffee, Landscape architect (CA 4747). Before starting her own practice in 2013, Ms. Coffee worked with Pamela Burton & Company; OLIN, and Marmol Radziner & Associates. Ms. Coffee is currently vice chair of the Instructor Committee for the UCLA Landscape Architecture Program, and chairperson of the Programs Committee for the Association of Women Architects and Designers (AWA+D).

Advanced SketchUp for Landscape Architects

Take your SketchUp abilities to the next level! This 3-day summer course is ideal for the landscape architect or designer looking to maximize his or her 3D modeling skills. This course is designed to enhance and build on a student’s understanding of the software.

Page 19

For More Information
(310) 825-9414 | landarch.uclaextension.edu

ARCH X 493.77
Advanced SketchUp for Landscape Architects
2.0 units
For advanced students, this hands-on course covers more in-depth applications of SketchUp. Learn how SketchUp can function as your only software design tool during the entire design and presentation process.

Reg# 361370
Fee: $495
Classroom
3 mtgs
Saturday, 9am-4pm, June 30-July 14
UCCLA Extension Woodland Hills: 21650 Oxnard Street

Students must purchase and install student version of SketchUp Pro on laptops prior to first class meeting. Students must bring their own laptops to every class. Enrollment limited. Visitors not permitted. No refund after June 29.

Laura Razo, BSLA, MLA, project manager/landscape designer, who has more than 13 years of professional experience as a landscape designer and project manager. She received her BS in Landscape Architecture (BSLA) from Cal Poly, Pomona and received her MLA in 2015.

Elective Courses

ARCH X 493.77
Advanced SketchUp for Landscape Architects
2.0 units
For advanced students, this hands-on course covers more in-depth applications of SketchUp. Learn how SketchUp can function as your only software design tool during the entire design and presentation process.

Reg# 361370
Fee: $495
Classroom
3 mtgs
Saturday, 9am-4pm, June 30-July 14
UCCLA Extension Woodland Hills: 21650 Oxnard Street

Students must purchase and install student version of SketchUp Pro on laptops prior to first class meeting. Students must bring their own laptops to every class. Enrollment limited. Visitors not permitted. No refund after June 29.

Laura Razo, BSLA, MLA, project manager/landscape designer, who has more than 13 years of professional experience as a landscape designer and project manager. She received her BS in Landscape Architecture (BSLA) from Cal Poly, Pomona and received her MLA in 2015.
Art

**Art History & Theory**
For information on enrollment, location, and space availability call (310) 280-9561. For information on course content call (800) 206-1422 or email visualarts@uclaextension.edu

**ART HIS 851.42 Exploring the Los Angeles Art Scene: A Six-Month Program**
1.8 CEUs
This course explores the current L.A. art scene—artists, dealers, galleries, and institutions—and the relationships between them. Participants visit artists in their studios, discuss their impressions of today's art scene, visit galleries, and meet gallery directors.

**Reg# 361710**
- **Fee:** $899
  - **Classroom 6 mtgs**
    - **Saturday, 11am-3pm, July 14; Aug. 4; Sept. 8; Oct. 6; Nov. 3; Dec. 1**
    - **Los Angeles: Location by Itinerary**


**Nick Brown**, MFA, School of the Art Institute of Chicago, former professor, Pratt Institute; exhibitions include Museum of Contemporary Art, Chicago, and The Drawing Center, NYC.

**ART HIS 860.52 Modernism and Postmodernism in the Visual Arts**
2.4 CEUs
This course helps students to better understand the two main cultural paradigms of our times: modernism and postmodernism. We examine the ways in which they represent a continuity, as well as their extreme ideological and aesthetic divergences. Includes visits to the nearby MOCA and Broad Museums.

**Reg# 361618**
- **Fee:** $895
  - **Classroom 8 mtgs**
    - **Tuesday, 7-10pm, July 24-Aug. 28**
    - **UCLA Extension DT LA: 261 S. Figueroa St.**
    - **Los Angeles: Location by Itinerary**

No refund after July 31.

**Dahn Hiuni**, MFA, PhD, a Los Angeles-based multidisciplinary artist, whose work spans the fields of visual art, performance art, theater, and graphic design. His solo performance Twentieth Century Art is part of the permanent collection of the Walker Art Center in Minneapolis.

**ART HIS 860.55 Visual Art: A Brief Encounter**
0.9 CEUs
This three-meeting overview of the major monuments in Western art from prehistoric through modern times helps students appreciate important art works from the key time periods and styles, including the Kritos Boy, Parthenon, Colosseum, Giotto's Lamentation, Michelangelo's David, da Vinci's Mona Lisa, and the Palace of Versailles. The course also serves as a general introduction for those considering a more in-depth art history course or planning a trip, or anyone seeking a quick overview of a complex topic. Instruction begins by examining the processes of visual analysis followed by a condensed chronological survey of artistic production. The final class meets at the Getty Center, where students practice their visual analysis skills and appreciate great works of art firsthand.

**Reg# 361740**
- **Fee:** $699
  - **Classroom 10 mtgs**
    - **Wednesday, 7-10pm, June 27-Sept. 5**
    - **UCLA Extension 1010 Westwood: 1010 Westwood Blvd.**

No refund after July 17.

**Shanna Lim**, illustrator who is currently working as a background painter for Disney consumer products, which includes Cars 3 and other Disney princess books. She was also a 3D artist/lighter on Lord of the Rings, Shrek and How to Train Your Dragon for Dreamworks & Weta.

**WHAT OUR STUDENTS SAY**

“Thanks to the internship advisor, I secured a production company internship that helped me get my foot in the door.”

— Eva Merz, Certificate in Directing
ART X 427.13  
Abstract Drawing  
3.0 units  
In its wider definition, the term “abstraction” describes art that depicts real forms in a simplified or rather reduced way—keeping only an allusion to the original natural subject. Encouraging students to see in new ways, this course focuses on translating visual representation into abstraction. This studio-based course considers historical models while focusing on the idea of abstracting form and content from observation of the visible world. Students approach the fundamental techniques to “Marathon Drawing” (developed at the New York studio school). Students use charcoal, pencils, pastel, and water-based mediums to investigate the spatial dynamics and pictorial elements of abstraction. Various papers and surfaces also are explored. Imaginative direction and personal expression are encouraged. Appropriate for students of all levels.

Reg# 361701  
Fee: $649  
Classroom  
10 mts  
Tuesday, 7–10pm, June 26–Aug. 28  
UCLA Extension 1010 Westwood:  
1010 Westwood Blvd.  
No meeting July 3.  
No refund after July 5.  
Stephanie Pryor, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

ART X 428.13  
Creative Drawing Workshop  
3.0 units  
This course introduces students to a variety of methods of expression through drawing, from fundamental techniques to “Marathon Drawing” (developed at the New York studio school). Students use charcoal, pencils, pastel, and pastel to work from still life, photos, and imagination. Representation through abstraction is covered as well as working with different paper surfaces. Students are encouraged to create a small body of work.

Reg# 361699  
Fee: $649  
Classroom  
10 mts  
Tuesday, 7–10pm, June 26–Aug. 30  
UCLA Extension 1010 Westwood:  
1010 Westwood Blvd.  
Materials list sent prior to first class. Estimated supplies cost is $50. Enrollment limited; early enrollment advised.  
No refund after July 5.  
Stephanie Pryor, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

ART X 125  
Advanced Painting  
2.0 units  
Designed for intermediate to advanced students, this course presents projects, discussions, and critiques that focus on intention, subject matter, and context. Instruction includes lectures on contemporary painting and discussion of conceptual strategies and studio practices. Students are encouraged to investigate new ways of thinking, broaden their range of materials and techniques, and create work that is self-reflective and ambitious in scope. Open to all painting media, including oils, acrylics, and watercolors. Prerequisite(s): X 5D Beginning Painting: Acrylics or equivalent experience.

Reg# 361703  
Fee: $649  
Classroom  
10 mts  
Tuesday, 7–10pm, June 26–Aug. 28  
UCLA Extension 1010 Westwood:  
1010 Westwood Blvd.  
No meeting July 4.  
Estimated supplies cost is $75.  
No refund after July 5.  
Stephanie Pryor, MFA, School of the Art Institute of Chicago, former professor, Pratt Institute; exhibitions include Museum of Contemporary Art, Chicago, and The Drawing Center, NYC.

ART X 440.43  
Handmade Jewelry I  
4.0 units  
Beginning-level students will learn basic fabrication and stone setting techniques, including fundamentals of metal forming (rolling, sawing shapes, drilling, filing, wire-pulling, and tube-forming), soldering, prong-setting of faceted stones, bezel-setting of cabochon stones, and finishing. A series of projects, worked in fine silver, are designed to provide the foundational skills of hand fabrication without the use of wax or special casting procedures. Projects include the creation of a cut-out pendant, a spider web pendant, a prong-set ring, and a bezel-set ring.

Reg# 361697  
Fee: $654  
Classroom  
11 mts  
Tuesday, 6:30–9:30pm, June 26–Sept. 4  
UCLA Extension 1010 Westwood:  
1010 Westwood Blvd.  
Estimated cost of tools is $350. Estimated cost of materials is $100. Materials list discussed during first meeting; no materials required at first meeting.  
No refund after July 3.  
Dale Henrsdorf, designer who creates hand-wrought jewelry using gold and fine gemstones. Her work emphasizes hand-fabrication as opposed to casting, yielding unique and individualized pieces.
“The Shape of Letters” by Harsh Patel.

It’s not too early to start thinking about original art and design work to submit for the Visual Arts Program juried student exhibit, “It’s Your Show,” coming this fall.

We encourage you to submit work you have produced in a studio arts, photography, or design communication arts course during the past year.

For More Information
visual.uclaextension.edu

ART 803.82
Intermediate Ikebana
1.0 CEUs
This course is designed for those students who want to continue exploring those techniques covered in 803.81 Ikebana and improve their skills in this Japanese technique of flower arranging which has been perfected and elevated to an art form. Using fresh or dried branches, leaves, and flowers, students create new and different-styled arrangements each week.

Prerequisite(s): Student must have completed two quarters of 803.81 Ikebana or have consent of the instructor.
Reg# 362116
Fee: $209
Classroom
4 mtgs
Saturday, 9:30-11:30am, July 14-Aug 4
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Estimated supplies cost is $75-$100.
No refund after July 13.

Kyoko Kassarian, internationally recognized ikebana artist who has been granted the highest degree, RUi, by the Sogetsu School of Ikebana in Japan; recipient, UCLA Extension Distinguished Instructor Award, 2007. Ms. Kassarian and her ikebana displays have been featured in numerous newspapers and publications.

ART 821.11
Chinese Brush Painting
1.2 CEUs
In China, a flower is never merely a flower nor scenery merely a place; each has its legends, romantic stories, and symbolic spirituality. In this course, students explore the spontaneous style of Chinese brush painting through hands-on step-by-step instruction. The course follows the Hsi-hi (Depicting-Idea) style developed by the traditional painters of the 11th century and specifically focuses on the Po-mo (Throw-ink) method. In order for a painting to show the vitality of nature, it must be executed in a lively way; hence, the movement of the brush is completed in a simple, dynamic, and powerful manner, as if the artist is throwing color and ink on the rice paper. Subjects include floral, landscape, and animals. Specific subjects covered vary each quarter. Topics include detailed instructions on appropriate use of rice paper, brushes, colors, and ink. For beginning to advanced students.

NEW
ART 825.97
Introduction to Calligraphy: Italics
1.0 CEUs
Calligraphy, the ancient art of hand-lettering, is a powerful creative tool in both communication arts (corporate logos, personal greetings, certificates, and invitations) and graphic arts (advertising and print). This workshop is an introduction to the Italic style of calligraphy. Instruction covers tools and how to use them, the shape of letters, and tracing of miniscule and majuscule forms. Students will create a greeting card and envelope using their new skills.
Reg# 361708
Fee: $300
Classroom
1 mtg
Saturday, 10am-4pm, July 21
UCLA Extension Woodland Hills: 21650 Oxnard Street
No refund after July 27.
Carrie Imai, president, Society for Calligraphy, Southern California; freelance calligrapher and designer.

Design, Web & UX Design

Design Communication Arts
For information on course content, prerequisites, or advisement, email dca@uclaextension.edu, visit uclaextension.edu/dca, or call (310) 206-1422.

Core Design Concepts
The seven Core Design Concepts courses are designed for those pursuing the Design Communication Arts Certificate. These courses are also open to non-certiﬁcate students.
In addition to these seven courses, students pursuing the Design Communication Arts Certificate must complete the Print and Graphic Communication Design Tool Kit plus ﬁve electives.

Required Courses:
X 479.6A Design Fundamentals (4 units)
X 482.1D Color Methodologies (4 units)
X 479.4A Typography (4 units)
X 479.6E Design II: Collateral Communication (4 units)
X 479.2D Design III: Branding (4 units)
X 479.3D Design History and Context (4 units)
X 479.6P Design IV: Advanced Design Practice (4 units)

DESMA X 479.6A Design Fundamentals
4.0 units
This is a hands-on introduction to the creative process and core elements of graphic design, for a variety of outputs, including print and electronic media. Topics include research, typography, imagery, and concept development. Projects are progressive and critiqued.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.4A Typography
4.0 units
This hands-on course covers the fundamentals of type, its characteristics, vocabulary, and nomenclature as well as creative uses of type and how it is integrated in successful design. Working with letterforms is a critical element to successful design. Explorations in this course will include the examination of single letterforms, typeographic classifications, information hierarchies, and page layout. Projects explore the creative usage of letterforms as graphic and communication elements.
Prerequisite(s): X 479.6A Design Fundamentals and X 481.997 IDesign.
Reg# 361305
Fee: $784
Online
June 27-Sept. 5

Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361271
Fee: $759
Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

DESMA X 482.10
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.2A
Color Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361271
Fee: $759
Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

DESMA X 479.2A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.4A
Typography
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.6A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.2A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.2A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.2A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Reg# 361399
Fee: $784
Online
June 26-Sept. 4

DESMA X 479.2A
Design Fundamentals
4.0 units
This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.
Design Communication

Arts Certificate

Earn a Certificate in Our Customizable Program for Career-Minded Graphic Designers

This 16-course certificate is ideal for those who want to pursue a career in graphic design. DCA courses are open to all students; certificate candidacy is not required.

DCA Curriculum

II Required Courses

Core Design Concepts

Design Fundamentals

Color Methodologies

Typography

Design II: Collateral Communication

Design III: Branding

Design History and Context

Design IV: Advanced Design Practice

Pages 22 & 23.

Print and Graphic Communication Tool Kit

Drawing for Communication

Photoshop I

Illustrator I

InDesign

Pages 22-24.

5 Electives

Students choose 5 electives from courses in web, interaction design, print, and photography, as well as advanced design electives in studio arts and specialty areas of design. Mentorships also earn elective credit. We recommend you choose electives that build portfolios, as well as software skills.

Course of Study

Students have the option of taking courses entirely online, in the classroom, or both for added flexibility. Consult our Course Planning Guide on page 24.

Software Requirements

Students must have access to the current version of Adobe Creative Suite. Certificate students receive a substantial discount on software at the UCLA Student Store. Lab hours are not available.

Candidacy Benefits

Students who enroll in the 16-course certificate pay a $250 candidacy fee and receive the following:

• UCLA BruinCard for just $10
• Admittance to AIGA student group events
• Priority on wait list for full courses
• Admittance to AIGA student group events
• UCLA BruinCard for just $10
• Good for campus discounts and more

Portfolio Review

After completing coursework, students must pass a final portfolio review.

Advisement

To schedule time with an advisor call (310) 206-1422 or email dca@uclaxextension.edu

Facebook: facebook.com/UCLAxVisual
Twitter: @UCLAxVisual
Website: visual.uclaxextension.edu
# Course Planning Guide for DCA Certificate Students

**1st Quarter**
- **Design Fundamentals** (4 units)
- **Photoshop I** (4 units)
- **Drawing for Communication** (4 units)

**2nd Quarter**
- **Typography** (4 units)
- **Color Methodologies** (4 units)
- **InDesign** (4 units)

**3rd Quarter**
- **Illustrator I** (4 units)
- **Design II: Collateral Communication** (4 units)

**4th Quarter**
- **Design III: Branding** (4 units)
- **Design History and Context** (4 units)
- **Elective**

**5th Quarter**
- **Design IV: Advanced Design Practice**
- **Elective**
- **Elective**

**6th Quarter**
- **Elective**
- **Final Portfolio Review**

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**DESMA X 481.47 Illustration**

4.0 units
Discover how this vector-based drawing program integrates into the suite of design tools. Features presented include templates, drawing paths, auto-tracing, blending features, gradient meshes, wrapping type, exporting, shape and pen tools, and more.

**Reg# 361390**
- **Fee**: $784
- **Classroom**
  - **11 mtgs**
  - Monday, 6:30-10pm, June 25-Aug. 27
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

**NEW**

**DESMA X 481.99QO Motion Graphics II**
4.0 units
Become a Motion Graphics artist in this advanced course. Build on the skills learned in X 481.99QT Motion Graphics I such as integrating digital artwork into a moving composition and learn new skills using After Effects and Final Cut. Also learn to integrate editing with Cinema 4D. Create portfolio-worthy projects that will enhance your skills and help you stand out in the marketplace.

**Reg# 361524**
- **Fee**: $784
- **Classroom**
  - **10 mtgs**
  - Saturday, 9:30am-1pm, June 30-Sept. 8
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

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**DESMA X 481.61 Web Coding Intensive Bootcamp**
8.0 units 6.65 CEUs
Learn to powerhouse web languages and toolsets to create immersive and impactful web-based environments in this intensive web coding bootcamp. Become fluent in HTML (content), CSS (visuals) and JavaScript (interactivity), the essential tools of a web designer/developer. Explore framework integration to speed up development and build responsive, grid layouts that meet today's requirements for mobile, tablet, desktop, and large format screens. Explore contemporary design trends and real world practices to design and build a fully functional, modern, responsive website from scratch. Guest speakers in the field will share innovative projects bridging classroom learning with real-world application.

**Prerequisite(s)**: Familiarity with Photoshop

**Reg# 361393**
- **Fee**: $784
- **Classroom**
  - **20 mtgs**
  - Monday, 6:30-10pm, June 25-Aug. 27
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

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**DESMA X 481.24B Web Design I: HTML and CSS**
4.0 units
This introduction to the world of modern web design exposes students to industry standards and best practices for using HTML and CSS. Students create aesthetically pleasing websites aligned with current design considerations that emphasize user experience (e.g., audience, style, composition, size constraints, and web design process). Topics include asset management, image optimization, web hosting, site planning, and the various tools web designers use to produce effective websites that meet industry demands.

**Prerequisite(s)**: Proficiency with Photoshop

**Reg# 361394**
- **Fee**: $784
- **Online**
  - June 27-Sept. 5

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**DESMA X 481.24C Design and Development for WordPress: Beyond the Blog**
4.0 units
WordPress is a popular tool for designers and developers alike that has grown from an open source blog application to a powerful and extendable publishing platform. The WordPress community has created hundreds of freely available themes that allow you to change the look and feel of a WordPress website with ease. Modifying existing themes and creating custom ones can facilitate rapid development of dynamic websites with stunning graphic design. In this project-based course, students design and develop a dynamic website utilizing WordPress as a CMS. Concepts include WordPress fundamentals, creating custom themes,
Apply Art Courses to Your Design Studies

Photography, studio arts, and history courses can apply toward DCA certificates with approval.

This quarter’s courses include:
- Handmade Jewelry
- Environmental Portraiture
- Photoshop for Photographers

For a complete listing of arts courses, see page 20. To learn more about applying arts courses to DCA certificates, call (310) 206-1422.

Design thinking is one of the most effective ways to strengthen your insights, thinking skills, and ability to innovate as a designer. Informed by Stanford’s d-school, this multi-disciplinary process strengthens familiar skills that are often undervalued. You learn to launch successful and innovative design solutions across the spectrum of media, including web, print and packaging. Class topics include prototyping and testing, rapid iteration, radical cooperation, empathetic observation, interviewing for empathy, persona mapping, assuming a beginner’s mindset, introduction of complex problems, and testing and observation. Weekly assignments encourage you to learn by doing, and take you through a series of hands-on exercises. The goal of design thinking is not simply to innovate, but also to create innovators. By the end of the class, you will see solutions that would otherwise be invisible, which become unexpected applications.

DESMA X 481.55 Design Thinking I
4.0 units

Design thinking is one of the most effective ways to strengthen your insights, thinking skills, and ability to innovate as a designer. Informed by Stanford’s d-school, this multi-disciplinary process strengthens familiar skills that are often undervalued. You learn to launch successful and innovative design solutions across the spectrum of media, including web, print and packaging. Class topics include prototyping and testing, rapid iteration, radical cooperation, empathetic observation, interviewing for empathy, persona mapping, assuming a beginner’s mindset, introduction of complex problems, and testing and observation. Weekly assignments encourage you to learn by doing, and take you through a series of hands-on exercises. The goal of design thinking is not simply to innovate, but also to create innovators. By the end of the class, you will see solutions that would otherwise be invisible, which become unexpected applications.

DESMA X 481.99ZZ Digital Painting
4.0 units
Develop your digital painting capabilities in combination with traditional media for artistic and dramatic effect. This class will cover basic principles of painting including light logic, painting with emphasis on value and color, composition, and how to implement these concepts digitally using Adobe Photoshop. Learn how to customize the brush tools and the advantages of using selections in the painting process. Learn how to properly organize layers and master other digital tools like the pen tool, gradient tools, texturing, layer masks, layer effects, adjustment layers, general and customized interfaces, color correction, and photo-composites. In addition, learn how the digital age has affected workflow in the entertainment and advertising industries and how color printing and other issues can be addressed, effectively taking you from the beginning to the end of production.

Prerequisite(s): DESMA X 481.11 Photoshop I or equivalent experience
Reg# 361515
Fee: $784
- Online June 26-Sept. 4
- No refund after July 2.
- Todd Smith, MFA, fine artist and concept illustrator working in film and television whose specialties include drawing, painting, environment design, and matte painting. His client list includes Sears; Hewlett Packard; Milk; Boost Mobile; and various Hollywood directors and production designers.

DESMA X 479.4D Surface Design for Consumer Products
4.0 units
These advanced certificates require permission to enroll by portfolio review.
For an application, visit visual.uclaextension.edu.

DESMA X 479.4D Surface Design for Consumer Products
4.0 units
In this course, students examine style guides and the role they play in consumer products, then create an original style guide for a complete product line of their choice; possibilities include stationary products, home wares, and fabrics. Learn how to design for a variety of surfaces, including china, glassware, textiles, wall coverings, carpets, and paper. An overview of the graphic designer’s relationship with the product producer, distributor, large retail outlets, and consumer prepares students for the real-world process from conception to implementation.

Prerequisite(s): Familiarity with Photoshop, Illustrator, and InDesign
Reg# 361269
- Classroom 11 mtgs
- Thursday, 7-10pm, June 28-Sept. 6
- UCLA Extension 1010 Westwood 1010 Westwood Blvd.
- Fee does not include the cost of art supplies.
- Enrollment limited. No refund after July 5.
- Patrick Fredrickson, senior designer, Seibert Perkins Design

DESMA X 479.6D Advertising Design
4.0 units
All advertising across all media is the combined whole of specialized functions: writing, design, direction, and resource management. Strong brands are simple, understandable expressions that must connect with consumers in an increasingly transparent, digitally connected world. In this course, students work in an agency-inspired environment to develop concepts and strategies to deliver information, products, and brands that engage the consumer, with a focus on creating sustainable, ethical, persuasive practices. Learn how traditional and social media integrations can deliver tangible experiences targeted to key groups.

Prerequisite(s): Core Design Concepts or equivalent.
Reg# 361306
- Fee: $795
- Classroom 10 mtgs
- Wednesday, 6:30-10pm, June 27-Sept. 5
- UCLA Extension 1010 Westwood 1010 Westwood Blvd.
- No meeting July 4.
- Enrollment limited. No refund after July 11.
- Patrick Fredrickson, senior designer, Seibert Perkins Design

For more information, contact the Student Services Office at extension-info@ucla.edu or call (310) 206-1422.
User Experience (UX)

Certificate

Learn the latest strategies, techniques, and technologies used by leading agencies to produce world-class user experiences.

The certificate program has 9 required courses:

- UX I: Survey
- UX Tool Kit and Development
- UX Research
- UX II: Iteration
- UX IV: Mobile
- Design Thinking I
- UX IV: Capstone
- Design Thinking II
- UX (User Experience) Design

For More Information
visual.uclaextension.edu or call (310) 206-1654

What Our Students Say

“The DCA program was exactly what I needed to make my business a reality. It allowed me to explore and play with my ideas visually and gave me the language I needed to communicate these ideas with others.”

– Brenda Castillo

DESMA X 479.4B
Advanced Typography
4.0 units
Explore the stylistic and expressive potential of typography as a critical element of graphic design solutions in this hands-on course. Students learn about word/image juxtaposition, eclectic stylization, and contemporaneous design trends. Substantive projects explore the compositional and semantic aspects of typography for portfolio application.
Prerequisite(s): X 479.4A Typography or consent of instructor. Proficiency in InDesign or Illustrator.
Reg# 361299
Fee: $784
Online June 26-Sept. 4
Enrollment limited. No refund after July 3.

Anya Farquhar, BFA, Art Center College of Design; former creative director, TOMS. Ms. Farquhar is experienced in building brands from initial vision to final creative product, with a specialization in storytelling and social impact.

DESMA X 482.14
Mentorship
4.0 units
Work one-on-one with an instructor who guides your development of a meaningful project geared toward a portfolio piece, design competition, freelance assignment, or other advanced goal. Students choose their own mentors, who are usually DCA instructors. Together, the student and instructor arrange to meet at a museum, studio, cafe, or other site of design interest for six hours over the course of the quarter.
Prerequisite(s): Students must be enrolled in a DCA certificate.
Reg# 361401
Fee: $689
Independent Study/Internship June 25-Sept. 3
Students may complete this mentorship online or in person. Mentors must sign the application form before enrollment can be processed. No refund after July 2.

DESMA X 479.7F
Design Communication Arts Program Internship
4.0 units
Internships facilitate the transition from student to professional designer. Students must be registered in the Design Communication Arts Program for at least three consecutive quarters, be near their last quarter of study, and have had a portfolio review. Students must work 10 to 16 hours per week.
Reg# 361406
Fee: $689
Independent Study/Internship June 25-Sept. 3
Restricted course; call (310) 825-6448 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request. No refund after July 2.

DESMA X 489.99AF
User Experience I: Survey
4.0 units
Today’s designers must envision compelling ways to facilitate rich interactive experiences. This course introduces the latest tools, techniques, and technologies used by leading agencies to develop world-class user experiences. Topics include conducting user research, developing user personas and scenarios, information architecture, system and user interface design, prototype creation, and usability testing and analysis. Students develop and present a single comprehensive project for their portfolio that includes usability research and design mockup.
Prerequisite(s): Familiarity with a software that can be used to create wireframes, such as InDesign, Illustrator, Photoshop, OmniGraffle, or Axure.
Reg# 361864
Fee: $784
Online June 26-Sept. 4
Enrollment limited. No refund after July 2.

Jedi Wright, who has over 10 years experience in web, user experience, and immersive design. His focus is on creating user-centered design solutions through the use of solid User Experience and Information Architecture (IA) practices, along with tried and proven design thinking principles that put the user first.
Reg# 361814
Fee: $759
Classroom 11 mtgs Thursday, 7-10pm, June 28-Sept. 6
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited. No refund after July 5.

Michelle Matthews, UX and product designer who has designed and launched a variety of apps and products, redesigned iconic brand experiences, and ushered many brands into the digital age. She has worked with agencies Team One, RAPP, Night Agency, and more.
Reg# 361833
Fee: $759
Classroom 11 mtgs Monday, 7-10pm, June 25-Sept. 4
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited. No refund after July 5.

Instructor to be announced
DESMA X 481.99FG
User Experience: Software
4.0 units
Creating delightful, meaningful, and easy-to-use digital experiences requires the ability to generate multiple ideas rapidly, iterate quickly, and test the results. This class teaches the tools of the trade: from Sketch, Adobe XD and more for design; to InVision, Principle and Axure for interactive prototyping; to UserTesting.com for user research and testing. Topics include essential UX software and their practical applications, design team collaboration, etc.; to incorporating more theory-based topics, like navigation and architecture, design patterns, and the latest design methodologies. Class projects include rapid design and prototyping, multi-platform design for websites, mobile and native apps, wearables and voice assistants; as well as conducting user research and testing.
Reg# 361995
Fee: $784
Online
June 26–Sept. 4
Students must own a Mac computer and have Sketch, Adobe CC or similar design software.
No refund after July 3.
Jedi Wright, who has over 10 years experience in web, user experience, and immersive design. His focus is on creating user-centered design solutions through the use of solid User Experience and Information Architecture (IA) practices, along with tried and proven design thinking principles that put the user first.

DESMA X 481.20
Game-Based Learning
2.0 units
This is a six-week, online course for K-12 teachers, higher education instructors, and training professionals. In this course, participants develop a solid knowledge base about the various aspects of game-based learning (GBl) and apply their knowledge to design their own GBL lessons. The course features team-based work and a gamified structure that provides participants with an engaging, active learning experience.
Reg# 361607
Fee: $450
Online
June 25–July 30
No refund after July 2.
Randall Fujimoto

DESMA X 479.6K
Introduction to Game Design
4.0 units
This course is designed for those looking to pursue a career in gaming, and covers the primary concepts and opportunities of gaming. It is also appropriate for students looking to incorporate game principles and the power of game into related industries, including the rapidly growing area of AR, VR, and MR, as well as web design, user experience and education. No previous programming or game knowledge is required. Class assignments will include studio projects and prototype builds.
Reg# 361511
Fee: $759
Classroom
6 mtgs
Thursday, 7–10pm, June 28–Sept. 6
UCLA Extension 1010 Westwood: 1010 Westwood Blvd. July 5–Aug. 30
Enrollment limited. No refund after July 5
Aaron Casillas, who has over 21 years of video game industry experience with numerous awards and nominations throughout his career. His credits include Telltale Game’s “Wolf Among Us” and Electronic Art’s Medal of Honor series.

Entertainment Studies

Business of Entertainment

Business & Management of Entertainment
For more information call (310) 825-9064, email entertainmentstudies@uclaextension.edu, or visit entertainment.uclaextension.edu.

MGMT X 403.31
The Business of Entertainment
4.0 units
With the entertainment industry converging into a worldwide mass media, both business and operation models continue to rapidly evolve. This introductory course for producers, directors, writers, development personnel, and aspiring media executives examines the changing business issues associated with the entertainment industry. Through lectures, discussions with industry guests, and case studies, instruction focuses on current business and production issues, and introduces new business models to navigate content onto new distribution platforms. Some history is highlighted to provide a context for current practices and potential. The course also features opportunities to meet senior entertainment industry executives in various sectors. Topics include financing, contracts, intellectual property issues, licensing, worldwide theatrical marketing and distribution, worldwide home entertainment marketing and distribution, worldwide television production and distribution, multi-channel network distribution and opportunities, the impact of piracy, and leveraging new distribution platforms. By the end of the course, students should have an understanding of the opportunities available in the business of entertainment.
Reg# 362000
Fee: $695
Online
June 25–Sept. 9
No refund after June 29.
Gina Holland, entertainment executive with extensive corporate and entrepreneurial management experience in technology and media who is currently president of 4&4 Enterprises Inc. Ms. Holland’s previous positions include production executive and executive producer at Ruby Red Inc., senior vice president at BET, and manager of production at NBC.
Reg# 361804
Fee: $695
Classroom
11 mtgs
Thursday, 7-10pm, June 28–Sept. 6
UCLA: Dodd Hall
No refund after July 12.
Dan Fisher, senior director of acquisitions for Gravitas Ventures. He was previously director of worldwide acquisitions at Entertainment One, licensing theatrical and home entertainment content for domestic and international distribution. His experience extends to film packaging, finance, and production.

Film & Television Specializations

Fundamentals of the Entertainment Industry
Offered entirely online!
This 4-course specialization is ideal for students who are passionate about entertainment and are looking for a short program to prepare them with the basic skill sets needed to break into the entertainment industry.

Editing
Offered entirely online!
This 3-course specialization provides students with the fundamentals of editing theory and practice in the leading digital editing software.

Plus, enjoy maximum flexibility—start anytime, with no admissions requirements. Take the next step toward the career you’ve always wanted!

For More Information
(310) 825-9064 | entertainment.uclaextension.edu
Legal Primer for the Entertainment Business
This unique course explores key legal principles and contractual relationships within the film and television industry through a dynamic assortment of lectures and hands-on workshops. You develop a core understanding of subjects including idea protection, copyright, defamation, privacy, and the right of publicity. In addition, you are exposed to key issues in manager agreements and in standard film and television agreements, including litigation option/purchase agreements, life rights agreements, collaboration agreements, and talent employment agreements. The course concludes with exploring independent film finance and distribution deals. Through learning some essential “countermeasures” to use when reviewing such contracts, you are empowered in a way usually only reserved for elite talent lawyers—and have a lot of fun in the process.

Enrollment limited; early enrollment advised.

Tuesday, 7-10pm, June 26–Sept. 4
UCLA: Dodd Hall

Fee: $695

Prerequisite(s): Some very basic knowledge of law is helpful.

Film & Television

Film & Television
For more information call (310) 825-0064, email entertainmentsudies@uclaextension.edu, or visit entertainment.uclaextension.edu.

Film TV UL 700
Free Networking Opportunities for Entertainment Studies Certificate Students
Does your project need a director, cinematographer, screenwriter, actor, producer, composer, or other crew member? Would you like to meet other like-minded students who have the same business or career goals as you? This is the perfect opportunity to meet your fellow certificate students and make important connections. Attend our free networking events or collaborate with fellow students online!

Prerequisite(s): Enrollment is restricted to certificate students and alumni in the following programs: Entertainment Studies, Acting, Cinematography, Directing, Film and TV Development, Independent Producing, Producing, Business & Management of Entertainment, Film Scoring, Independent Music Production, Music Business, Screenwriting, Film and TV Comprehensive, Feature Film Writing, Television Writing, and the Editing series.

Acting

Theater X 407.5
Acting Techniques: The Fundamentals
In this introduction to acting, learn fundamental performance techniques and exercises, including relaxation, concentration, sense memory, emotional recall, improvisation, character tasks, and text analysis. You then apply these techniques by rehearsing and performing monologues and two-character scenes. In-class partner work and weekly assignments are required.

No refund after June 28.

Ernesto Gonzalez, actor whose credits include roles in TV shows such as No Tomorrow, Jimmy Kimmel Live!, Top 10 Criminals, Animal Witness, and series regular on Vet Star. He also has performed in national commercials and is an alumnus of the Improvization Conservatory at The Second City Chicago.

Fee: $695

Classroom
11 mtgs
Wednesday, 7-10pm, June 27–Sept. 5
UCLA Extension Woodland Hills:
21650 Omard Street
21650 Omard Street

No refund after July 2.

Lisa Chess, actor whose film credits include Frankie and Johnny, Are Married, The Hollow, and Separate Lives. Ms. Chess was a semi-regular on the TV series Picket Fences and has guest-starred on such television shows as The Practice, Family Law, and The Division.

Fee: $695

Classroom
11 mtgs
Wednesday, 7-10pm, June 27–Sept. 5
UCLA Extension Woodland Hills:
21650 Omard Street
21650 Omard Street

No refund after July 2.

ACTING X 410.3
Acting for the Camera I
Learn to get comfortable in front of the lens. Exercises begin with on-camera interviews so that students can view their screen images in playback. Instruction focuses on understanding technical and emotional adjustments required for working in front of the camera in a relaxed and truthful way and developing intimacy with the camera. Topics include the difference between frame sizes and learning to hit marks. Here your acting techniques through scene-study guidelines and sensory and moment-to-moment exercises, as well as monologue work. Some exercises are performed on camera with emphasis on close-ups, single scenes, and basic camera moves. The instructor critiques individual students’ work during playback.
THEATER X 409.78 Improvisation Techniques for the Actor: A Course in Spontaneity
4.0 units
Gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Through theater games and improving scenes, develop tools to make you more trusting of your own impulses and more生成与您的教师合作。Learn to go for active choices to play at the top of your intelligence and at the service of the scene. Actors also experience that the best comedy comes out of listening and responding honestly, not “going for jokes.”

Reg# 361606 Fee: $695
 Class: Classroom 11 mtgs Tuesday, 7-10pm, June 26-Sept. 4 UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment advised. No refund after June 29.

Toni Attell, Emmy-nominated actor, comedian, and mime whose background includes a variety of work in theater, film, and television. Ms. Attell has opened for Jay Leno, Steve Martin, and Robin Williams, and has guest-starred on numerous television dramas and sitcoms.

THEATER X 438 Performing in TV Commercials: Practices and Opportunities in the Field
4.0 units
Considering the lucrative field of TV commercials or seeking to improve your confidence in personal or business communications? Take part in simulated auditions, recorded for both “slice of life” dialogue and “spokesperson” narrative in this course. To help you attain relaxation, taped performances are sensitively directed and critiqued in class. This workshop also provides a comprehensive analysis of a commercial’s production from the actor’s point of view and gives such professional practices as successful audition techniques, proper photography portfolio, agency representation, and union membership.

Reg# 361635 Fee: $695
 Class: Classroom 11 mtgs Thursday, 7-10pm, June 28-Sept. 6 UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Students are recorded on camera during several sessions; those who wish to keep a copy of their work must bring a flash drive to each session. No refund after July 3.

Toni Attell, Emmy-nominated actor, comedian, and mime whose background includes a variety of work in theater, film, and television. Ms. Attell has opened for Jay Leno, Steve Martin, and Robin Williams, and has guest-starred on numerous television dramas and sitcoms.

THEATER X 409 The Actor’s Tool Box: Creating Emotional Truth
4.0 units
Gain acting tools and techniques to help you create true-to-life characters with emotional depth. In this workshop, you learn how to draw emotional material from an array of tools that are both external and internal to the actor. Those tools include sense memory, relaxation, imaging, voice and body work, and improvisation techniques. Sense memory involves recalling sensations experienced through your five senses and helps create a more truthful life for your character. Relaxation techniques help the actor loosen up and access sense memory. Imagery techniques involve the use of imaginary people or objects to access emotions; voice and movement techniques help sharpen your body as an instrument; and improvisation increases your capability of being “in the moment.” All these tools are explored in a supportive environment through weekly exercises. At the end of the class, you perform a scene or a monologue using the techniques explored throughout the class.

Reg# 361690 Fee: $695
 Class: Classroom 11 mtgs Saturday, 10am-1pm, June 30-Sept. 8 UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
No refund after Aug. 4.

Eric Gould, actor, director, screenwriter, and producer. Mr. Gould has performed in more than 50 stage productions and has appeared in TV shows such as Cur’N Mon, Enthusiasm, Numb3rs, The District, Another World, and recurring on Without A Trace for the first four seasons.

FILM TV X 407.45 Acting Workshop: The Meisner Technique
4.0 units
Through improvisation and scene work, explore basic concepts of the Meisner approach to acting with a focus on creating and living in imaginary circumstances. Learn to work more independently, improve rehearsal and research skills, and strengthen vocal and movement skills.

Reg# 361548 Fee: $695
 Class: Classroom 11 mtgs Thursday, 7-10pm, June 26-Sept. 4 UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment advised. No refund after June 29.

Miehaka Opuyu-Yohannes, actor and writer whose background includes various performances in film, television, and theater. His credits include acting roles in the films South Bronx Heroes and Spike Lee’s 25th Hour, along with numerous stage performance.

Cinematography
FILM TV X 478.436 Composition and Framing for the Motion Picture Camera
4.0 units
This intensive hands-on workshops focuses on composition and framing—the principal creative job of the camera operator. The course is designed for aspiring cinematographers and other students seeking instruction in the basic theory, concepts, principles, and techniques of motion picture camera composition and framing. You operate high definition cameras and lenses equipped with video playback for later review and discussion. You work through a series of skill-enhancing operational problems that increase in difficulty. Close attention is given to designing shots, compositional balance, working with actors, tracking, grips, overheads, camera and lighting, and interior and exterior framing.

Reg# 361517 Fee: $1,295
 Class: Classroom 7 mtgs Wednesday, 7-10pm, July 11-22 UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited; early enrollment advised. No refund after July 11.

Michael Bromberg

FILM TV X 478.278 Lighting for Emotional Impact
4.0 units
This course is designed to help you develop a stronger understanding of lighting for motion pictures. Through lectures, workshops, assignments, and in-class exercises, you learn about different lighting styles and techniques. Special emphasis is placed on lighting tailored specifically for the story and the emotional impact that lighting can have on the audience. The class focuses both on theory and practical application of the concepts presented. Throughout the course, visual references are discussed, and completed assignments and supervised exercises are screened and critiqued in class.

Reg# 361542 Fee: $995
 Class: Classroom 9 mtgs Tuesday, 7-10pm, June 26-Aug. 7 UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
UCLA: Dodd Hall Saturday, Sunday, 10am-5pm, July 21-22 Pacoima: Mole-Richardson Co., 12154 Montague Street Enrollment limited; early enrollment advised. No refund after July 10.

Justin Perkinson, director, producer, and cinematographer whose production credits include narrative and documentary feature films and shorts, television, branded content, and Virtual Reality projects. His clients have included VICE Media, Samsung, GE, LinkedIn, PBS, among others.
**Directing**

**FILM TV X 476.95 Directing Workshop I: Composition and Movement**

4.0 units

As the first hands-on course in the directing series, you will complete short films using your own video camera. Instruction focuses on the basic building blocks of narrative filmmaking: the shot, mise-en-scene, concept, the actor, environment, sound, and montage. Assignments explore aspects of visual expression through the use of color, shot composition, and point-of-view, moving from black and white to silent compositions to the use of color; non-sync sound; and editing. Your work is screened and critiqued by the instructor and class.

Reg# 361394

- Fee: $695
- Classroom
  - 11 mtgs
  - Wednesday, 7-10pm, June 27–Sept. 5
  - UCLA Extension Gayley Center: 1145 Gayley Ave.
  - Saturday, 2–5pm, July 7
  - UCLA Extension Gayley Center: 1145 Gayley Ave.
  - No refund after July 4.
  - No refund after July 11.

**FILM TV X 476.958 Directing Workshop II: Storytelling**

4.0 units

In the second part of the Directing Workshop series, participants complete short narrative films using their own digital video cameras. Focusing on storytelling, instruction teaches participants how to apply the principles and essential elements of dramatic structure and character development to the filmmaking principles explored in X 476.95 Directing Workshop I: Composition and Movement. Through increasingly complex filmmaking assignments, participants discover how to combine key elements, such as casting, working with actors, shot selection, sync-sound, and music, to communicate the themes, conflict, and story arcs that constitute a compelling narrative for a visual medium. Student work is screened and critiqued by the instructor and class.

Reg# 361196

- Fee: $695
- Classroom
  - 10 mtgs
  - Wednesday, 7–10pm, June 27–Aug. 29
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
  - Saturday, 10am–5pm, Aug. 18
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
  - No meeting July 4.
  - Enrollment limited; early enrollment advised.
  - No refund after July 18.

- Fernando Scarpa, award-winning director. He has directed for the national Italian television RaiUno and the German ZDF and SAT1. Alongside work in documentary and feature films, he is developing projects based on his award-winning short, Dorados, his play Galileo 1610, and the feature The Book of Ronnie.

- Zheng Nathan Nie, award-winning writer/director whose films have been screened at numerous international film festivals. His latest short film Rest in Peace won the UCLA Director’s Spotlight Award in 2017. Mr. Nie is also an experienced editor.

**FILM TV X 476.12B Advanced Filmmaking Workshop: Production and Post-Production**

8.0 units

In this capstone course of the Directing Certificate program, you will maximize your learning experience and improve your filmmaking skills through the creation of a short film that is screened for an invited audience after the end of the course. Having first developed your projects in the course X 476.23 Developing Your Short Film, you enter the workshop ready to begin pre-production. Through lectures, demonstrations, and hands-on exercises, you learn the techniques for translating your script into moving images as well as the creative and physical requirements for directing a short film. Topics include budgeting and production scheduling; casting actors and eliciting the best performance; collaborating with the crew; camera blocking; creating the shot list; visual composition; sound; and editing. By mid-class, you have the opportunity to put in practice your technical and directional basics you have learned throughout the program as you shoot and edit your film with guidance from the instructor. Dailies are reviewed and critiqued in class. Running time with five credits minus 15 minutes.

Reg# 361198

- Fee: $695
- Classroom
  - 10 mtgs
  - Saturday, 10am–1pm, June 30–Aug. 18; Sept. 8
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
  - Saturday, 10am–5pm, Aug. 25
  - UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
  - No meeting Sept. 7.
  - Enrollment limited; early enrollment advised.
  - No refund after July 14.

- David Martin-Porras, director and writer whose credits include the shorts Inside the Box, which was nominated for a Goya Award, La Vida (The Widow), for which he won the DGA Student Film Award, and Ida y Vueltas (Round Trip), which was a finalist for a Student Academy Award.
Assignment, you are required to practice reading and breakdowns, treatments, and outlines. Through weekly gaining an understanding of the elements of story. the course, you learn and practice coverage skills while the tools used by the professional reader. Throughout tautmatic, comprehensive overview of story analysis and studios and networks, local and foreign. Ms. Sorgen has the 2014 WGA's TV Writer Access Project. of Fame film, with CBS, Lifetime, Showtime, Nickelodeon, and PBS. the instructor and the class. At the end of the course Topics include setting up a theme that serves the story, synergy toward the goal of an effective short story. structure and how the specific storytelling elements, and timeliness through the examination of different editing styles in this introductory course. Page 32. Adobe After Effects for Filmmakers: An Introductory Workshop Learn to produce digital effects and animation projects similar to those found in the real entertainment media world. Introduction to Avid Media Composer Avid Media Composer is the leading industry-wide nonlinear film/video editing application. Gain practice with the program's easy-to-use video editing tools.

Entertainment Development

FILM TV X 476.243 Developing Your Short Film 4.0 units
Learn the development process as it relates to short films with the focus on developing a short film treat- ment. You gain an understanding of the basics of story structure and how the specific storytelling elements, such as theme, plot, characters, and dialogue work in synergy toward the goal of an effective short story. Topics include setting up a theme that serves the story, character development, creating realistic dialogue and planning the scenes with a limited budget in mind. Lectures and exercises illustrated with film clips and readings emphasize the role of story, creating original characters and developing plot points for different genres of films. You submit your work-in-progress throughout the quarter for evaluation and feedback by the instructor and the class. At the end of the course you will have honed your idea and have a final short script or treatment ready for shooting.

Prerequisite(s):
Previous training in story analysis is recommended but not required.

Reg# 361746
Fee: $695
Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA School of Public Affairs Bldg.
No refund after July 10.

Ric Gibbs, writer/filmmaker and author whose work includes Shadow Conspiracy. He has worked with such producers as Mark Wahlberg & Stephen Levinson, Jon Landau and James Cameron, Gale Anne Hurd, and Lawrence Bender, as well as with Paramount Studios, Universal, USA, and Fox.

Reg# 361741
Fee: $695
Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA School of Public Affairs Bldg.
No refund after July 10.

Beverly Graf, vice president of Development, Abilene Pictures (Primal Fear, Fallen, Frequency, Hart's War, Fracture)
Post-Production

FILM TV X 404A
Post-Production for Film and Television
4.0 units

Emphasizing how new technologies continue to impact post-production, this course examines the post-production process for film and television. Topics include picture and sound editing processes; non-linear editing of single and multi-camera programs; special visual effects; the impact of sound—from music scoring to effects design; budgeting, scheduling, and deliveries; and high-definition television and its impact on both feature and television post-production. Includes guest speakers and field trips to post-production facilities.

Reg# 361279
Fee: $695
Online
June 25-Sept. 9
No refund after June 29.   
Robert Scheid, Apple-certified Final Cut Pro, Motion, and DVD Studio Pro instructor, television producer, film and television editor and colorist.

FILM TV X 479.613
The Art and Craft of Film Editing
4.0 units

This course covers the elements of storytelling, performance, pace, emotion, action, continuity, and time manipulation. Instruction includes lectures, discussion, and viewing exercises. You will also learn to select the most appropriate editing systems and technology by evaluating the limitations of budgets and time.

Reg# 361284
Fee: $695
Online
June 25-Sept. 9
Enrollment limited, early enrollment advised.
No refund after June 29.   
Robert Scheid, Apple-certified Final Cut Pro, Motion, and DVD Studio Pro instructor, television producer, film and television editor and colorist.

Producing

FILM TV X 404
Pre-Production and Production for Film and Television
4.0 units

This course introduces the producer as the central figure on the film set, offering an in-depth view of the contemporary professional film industry. As a producer, you will learn how to make a successful film. Topics include a business plan, finance, marketing, sales, and distribution. There is an option to independently produce a presentation video.

Reg# 361400
Fee: $965
Online
June 25-Sept. 9
No refund after June 29.   
Robert Zakai, vice president, Echo Lake Productions. Mr. Zakai has worked on such projects as Tsotsi (Oscar winner, 2006), Water (Oscar nominated, 2007), Away from Her, and Thirteen Conversations About One Thing.

FILM TV X 405
Low-Budget Filmmaking
4.0 units

This course introduces the low-budget filmmaking, lea...
Film Scoring
MUSC X 483.43
Instrumentation and Introduction to Orchestration
4.0 units
Explore why musical instruments sound as they do, how their sound is produced, and the rudiments of combining those sounds together. Learn the characteristics and basic idiomatic scoring techniques for each orchestral instrument family (strings, woodwinds, brass, and percussion), as well as approaches for writing for different ensembles. Coursework also includes a review of music fundamentals and how to read and study an orchestral score. Apply your knowledge by composing three short pieces to be played in class.
Prerequisite(s): Ability to read music, knowledge of music notation, and an understanding of the fundamentals of music theory. Basic working knowledge of a music notation program such as Sibelius is highly recommended as students are required to produce and print music scores and instrumental parts for their assignments.
Reg# 363136
Fee: $1,295
❖ Classroom
10 mtgs.
Sunday, 3:30-6:30pm, July 1-Aug. 26
Burbank: Local 47 Musicians Union, 3220 Winona Ave
Sunday, 3:30-6:30pm, Sept. 9
Burbank: Local 47 Musicians Union, 3220 Winona Ave
No meeting Sept. 2.
Carl Johnson, Emmy-award winning composer of TV, film, and theater whose credits include Gargoyles, Animaniacs, and Piglet’s Big Movie. Carl is also a member of the Music Branch of The National Academy of Television Arts and Sciences and The Society of Composers and Lyricists.

MUSC X 403.52
Harmony I: Crash Course in Composing for Tonal Music
4.0 units
The study of harmony has been the foundation of composers for centuries. This intensive crash course not only serves as a complete review of diatonic harmony, but also teaches you how to apply theoretical concepts to your own compositions. Instruction consists of three stages: establishing a strong foundation in diatonic harmony, studying music scores of the great masters who demonstrate these techniques, and creating your own music compositions emulating what you have learned. Concepts covered include proper usage of scales; functional chord progressions and how they work; roman numeral analysis; how to create both harmonic and melodic structures—all in a polyphonic texture—the aspiring composer and performer not only gains an important skill, but also develops musicianship, as the exercises in writing counterpoint provide an excellent vehicle for furthering the development of aural perception.
Prerequisite(s): Ability to read music.
Reg# 369129
Fee: $695
❖ Classroom
11 mtgs.
Saturday, 1:30-4:30pm, June 30-Sept. 8
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment advised. No refund after July 14.
Steve Rothstein, PhD, composer of numerous orchestral, choral, and chamber works

Music Certificates & Specializations
Music Business
Learn the principles of the music industry in the areas of A&R, touring, marketing, legal issues, publishing, and artist management.
Independent Music Production
Designed for independent artists, develop the creative skills to write, produce, and record music in your home studio, along with the marketing and business skills to sell it.
Film Scoring
Endorsed by the Society of Composers & Lyricists, learn the essential creative, business, and technical skills needed for a successful career in film scoring from talented industry composers.

Are you looking for a shorter program?
Our new specialization in music supervision can be completed in as little as 2 quarters!

Music Specializations
Music Supervision
This 4-course specialization equips students with the skills needed to succeed as music supervisors.
Plus, enjoy maximum flexibility—start anytime, with no admissions requirements.
(Exceptions apply to the Film Scoring Certificate.)
Take the next step toward the career you’ve always wanted!
Film Scoring Certificate

Endorsed by the Society of Composers & Lyricists

Under the direction of talented industry professionals, learn the essential creative, business and technical skills needed for a successful career in film scoring. Compose your own scores for film, TV, and video games, both electronically and using professional union musicians.

Flexible evening and weekend scheduling allows for completion of the program in as little as 1 year.

Students may begin the program in either the Summer or Winter quarters.

For More Information
(310) 825-9064 | entertainment.uclaextension.edu/certificates/film-scoring

MUSC X 483.1
Film Scoring on a Budget
4.0 units
Learn to compose an effective film score on a limited budget using both MIDI pre-records and live professional musicians. Topics include spotting; the practical and psychological considerations of music placement; methods of synchronizing score to picture; and the dramatic utilization of melody, harmony, rhythm, and orchestral texture. You write three cues using MIDI that will be enhanced with real recording sessions played by professional musicians.

Prerequisites:
Knowledge of music notation and theory; experience in music composition, MUSC X 449.91

The Art and Craft of MIDI, and MUSC X 483.2 Advanced Orchestration. Applied Techniques for the Studio and Scoring Stage, or consent of instructor.

Reg# 361088
 Fee: $1,995
 Classroom
 11 mtgs
 Tuesday, 7-10pm, June 26-Sept. 4
 UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

Three recording sessions to be arranged. Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 2.

Charles Fernandez, Emmy- and Annie-nominated composer who has worked for most of the major studios as a composer on such animated series as Casper, 101 Dalmatians, Doug, Asaddin, Mermaid, and Robot Chicken, as well as many live and animated features.

MUSC X 483.3
Score like the Masters: Contemporary Techniques
4.0 units
Gain an understanding of, and learn to emulate, current compositional techniques and their enhanced possibilities of expression. Very often composers are asked to compose music “sounding like” that of the major composers today. Study recent film scores and their harmonic, melodic, and textural language of such composers as John Williams, Jerry Goldsmith, Alan Silvestri, and Danny Elfman. You have the opportunity to apply these techniques by composing short pieces using your own DAW MIDI setup.

Prerequisites:
Knowledge of music notation and theory; experience in music composition, MUSC X 449.91

Contemporary Techniques, and MUSC X 483.2 Advanced Orchestration. Applied Techniques for the Studio and Scoring Stage, or consent of instructor.

Reg# 361247
 Fee: $985
 Classroom
 11 mtgs
 Monday, 7-10pm, June 26-Aug. 27
 UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

Instructor to be announced

Billy Sullivan, composer and musician on over 150 albums, TV soundtracks and film scores including Behaving Badly (Selena Gomez), Big Momma’s House (Martin Lawrence), Free Flights Up (Morgan Freeman), Monster in Law (Un师范 Lopez) and Norbit (Eddy Murphy), Cutty Your Enthusiasm (HBO), IEEP (HBO), and The Bachelor (ABC).

MUSC X 482.3
Bringing the Power of Music to Film: A Film Scoring Seminar
4.0 units
This seminar is for film composers, filmmakers, and others interested in the subtle art of film scoring. It examines the crucial contribution music makes to narrative and emotional expression in film. Lectures and discussions, enhanced with film clips and recordings, cover such topics as great film themes and how melodies work in film; musical style, fashion, and concept; what’s in and what’s out; love and sex in film music; what’s hot and what’s not; horror, suspense, and how to scare people with music; comedy, emotion, and what makes us laugh and cry; songs and singing in movies; what the singer/songwriter can do; and a guest composers’ roundtable.

Reg# 361169
 Fee: $985
 Classroom
 10 mtgs
 Wednesday, 6:30-10pm, June 27-Aug. 29
 UCLA Extension Lindbrook Center:

No meeting July 4.

A field trip to a professional recording environment will be scheduled, date to be arranged. Enrollment limited; early enrollment advised.

No refund after July 19.

Charles Bernstein, Emmy Award-winning composer whose music is featured in Quentin Tarantino’s Inglourious Basterds and Kill Bill, and who has scored A Nightmare on Elm Street, Cujo, and The Entity. His television credits include Daredevil’s Darkest Hour, Miss Ever’s Boys, and Drug Wars, among many others.

MUSC X 448.35
Legal and Practical Aspects of the Music Business
4.0 units
Whether you are an artist, manager, lawyer, accountant, music industry executive, producer, songwriter, or music publisher, this course is essential to understanding the various ways in which rights are exploited and monetized and how revenue is generated in the music business. In addition, the critical topics of building your artist’s brand as a business, along with the necessity of ancillary revenue streams outside of music are covered. Also examined are arrangements between record companies and artists; production deals, producer agreements and other legal and business issues that arise in the recording studio; trademark and rights of publicity; agreements relating to the artist’s executive team; topics and agreements relating to music publishing rights; monetizing subscription services and other digital streaming media; and fans, brands, social networking sites, and cultural communities as they affect music, copyrights, and merchandising in a global music market. Discussions on current events relating to the ever-changing tides of the music industry, including the ongoing legislative developments in Washington, D.C. affecting copyright reform, and their impact on the future of the business are encouraged.

Reg# 361268
 Fee: $985
 Classroom
 11 mtgs
 Thursday, 7-10pm, June 28-Sept. 6
 UCLA: Franz Hall

No refund after July 12.

Kia Kamran, attorney who represents a variety of clients in music and entertainment. He also serves as an executive board member of the Beverly Hills: Bar Association’s Entertainment Law Section. Formerly, Mr. Kamran was an agent at Variety International.

MUSC X 448.86
Touring, Tour Accounting, and Merchandising
4.0 units
Discover the fundamental aspects of the concert touring industry. This course guides students through the entire touring process from planning to settling live performances. Participants gain an understanding of such different tour revenue streams as ticket sales, sponsorship income, and merchandising. Students also learn how to maximize tour profits through effective marketing, promotion, budgeting and monitoring. Instruction includes lectures, industry guest speakers, and discussion.

Reg# 361359
 Fee: $985
 Classroom
 11 mtgs
 Tuesday, 7-10pm, June 26-Sept. 4
 UCLA: School of Public Affairs Bldg.

No refund after July 10.

Instructor to be announced
MUSC X 448.81  
Music Publishing: A Creative and Business Perspective
4.0 units
This entry-level course is of interest to songwriters, bands, and producers, but applicable to anyone who wants to learn both the creative and business basics of music publishing from A-Z. You will learn how to improve your chances for getting seen, heard, and signed. Topics include effective songs, broadcast quality recordings, and brand equity; how to ensure that you’re not getting ripped off: United States copyright basics, copyright registration in Washington D.C., and co-writer and producer splits; what music publishing companies can do for your career; song-plugging, advances, and copyright administration; how to make sense of publishing deals and copyright assignment: exclusive songwriter agreements, co-publishing deals, and administration agreements; how to get paid for your music and master recordings: mechanical royalties, performance royalties, synch fees, master-use fees, print royalties, new electronic transmissions, and foreign sub-publishing monies. You also learn how and when to join important music organizations and societies: ASCAP, BMI, SESAC, Sound Exchange, and The Harry Fox Agency; and how to start your own publishing company: self-publishing, music libraries, resource guides, and pitching your own music in film, TV, games, advertising, corporate videos, movie trailers, and DVD features. No prior understanding of music publishing is needed.
Reg# 361238
 Fee: $695
  Classroom
11 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA Extension DTLA: 261 S. Figueroa St.
Saturday, 9am-12pm, July 7
UCLA Extension DTLA: 261 S. Figueroa St.
No meeting July 4
Enrollment limited; early enrollment advised.
No refund after July 12.
Maurizio Otto De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valentine, and Jesse Carmichael.

Music Production

MUSC X 479.12  
Introduction to Pro Tools
4.0 units
Ideal for those who have recently purchased Pro Tools and have been working with the system for less than one year. Learn the foundational skills and working knowledge needed to perform basic Pro Tools operations, and begin your own projects or interface with others using Pro Tools. Topics include system capabilities, navigation and display basics, understanding the edit and mix windows, making your first audio recording, making selections and playing audio, using the editing modes and tools, importing audio and working with video files, using fades, managing audio clips, elastic audio, basic mixing concepts, introduction to Real Time plug-ins, and an introduction to MIDI within Pro Tools. This course prepares you for the Avid certified Pro Tools 101 exam. Prequisite(s): Basic computer skills and basic audio technology concepts.
Reg# 361108
 Fee: $695
  Online
July 2-Sept. 9
Enrollment limited; early enrollment advised.
No refund after July 9.
Maurizio Otto De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valentine, and Jesse Carmichael.

MUSC X 480  
Introduction to Logic Pro
4.0 units
Logic Pro is a professional music production program that combines composition, notation, and audio production facilities. Of interest to songwriters, composers, audio producers, and audio engineers, this course introduces you to the primary features and basic user interface of Logic Pro X. Using your own Mac, you walk through the process of creating an actual song, from recording, producing a Virtual Drum track, editing audio with Flex Time and Pitch, and recording/editing/arranging of MIDI sequences and Apple Loops, to digital effects processing using virtual amps and pedals, Logic remote on the iPad, automation, and mixing. This course prepares you for the Apple Certification exam. Prequisite(s): Basic computer skills and basic audio technology concepts.
Reg# 361240
 Fee: $695
  Hybrid
9 mtgs
Online sessions
July 9-Sept. 9
Classroom meetings
Monday, 6:30-10pm, July 9-Aug. 27
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Saturday, 1-4:30pm, Aug. 18
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
This course includes both online sessions and classroom meetings. Refer to course syllabus for online session details.
Enrollment limited; early enrollment advised.
No refund after July 23.
Maurizio Otto De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valentine, and Jesse Carmichael.

Music Publishing

MUSC X 448.6  
The Record Production Process: Professional Practices
4.0 units
This course provides an overview of the role of the record producer and his responsibility through all the stages of making a record: pre-production, recording, overdubs, editing, mixing and mastering. Topics include, how to use appropriate terminology to communicate effectively with the various members of the production team; sharpening your listening skills so you can incorporate specific elements into your own production; producing for a specific artist’s genre of music, and how to get the best performance from the artist; how producing a band is different from a solo artist; and how to budget for record production. You also learn arrangement techniques as well as key vocal production techniques for main and background vocals. Discover the difference between producing a mix and engineering a mix, as well as the different style of mixes that are needed before going into the mastering phase of a project. At the end of the course, you will have gained musical, emotional, performance, and arrangement techniques designed to make your music more compelling.
Reg# 361442
 Fee: $695
  Classroom
11 mtgs
Thursday, 7-10pm, June 28-Sept. 6
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment advised.
No refund after July 12.
Adam Moseley, record producer, engineer, and mixer who started his career at the legendary Trident studios where he worked with Phil Ramone, Steve Lillywhite, Tina Turner, The Cure, Wet Wet Wet, Roxy, Kils, Rusty Beck, Nikka Costa/Lenny Kravitz, John Cale, and many more.

MUSIC & ENTERTAINMENT

For More Information
(310) 825-9064 | entertainment.uclaextension.edu

Screenwriting Courses

The UCLA Extension Writers’ Program offers more than 200 screenwriting courses annually— onsite and online— as well as certificates in Feature Film Writing, Television Writing, and Film/TV Comprehensive: Specializations in Television Writers Fellowship Prep and Writing and Directing Short Films; Pro Series in Feature Film and Pilot Writing; script consultations; internships; and 3 screenwriting competitions. This quarter’s screenwriting courses begin on page 139.

For more information call
Jeff Bonnett at (310) 206-1542
Photography Certificate

Improve your technical skills, hone your creative eye, and learn about the business side of photography in this newly revised certificate designed for beginners or hobbyists who want to take their practice to the next level.

Using a digital SLR camera, students gain experience in manual control, lighting, portraiture, composition, and more. Flexible schedules and evening/weekend courses are designed with working professionals in mind.

Curriculum

7 Required Courses

Photography I
Photography II
Lighting I
Lighting II
Portraiture

History of Photography
Portfolio Workshop

Plus 3 electives of your choosing from such areas as Photoshop, landscape, documentary, fine art photography, and more. Mentorships also earn elective credit. Electives change each quarter; check catalog for current courses.

Candidacy Benefits
Certificate students pay a $250 candidacy fee and receive discounts on Adobe CC, and eligibility for a UCLA BruinCard (additional $10).

Enroll now! This certificate (CE0500) has open enrollment; no formal application required. Enroll online at uclaextension.edu or call (800) 825-9971.

MUSC X 451
Entrepreneurship for the Indie Artist
4.0 units

Record-low album sales, industry lay-offs, and ever-evolving changes in technology can be disheartening for the aspiring artist looking to break into the business, but nothing could be further from the truth! There’s never been a better time to be a do-it-yourself artist and this course gives you the tools to assess what you can do yourself (and how), and when you should bring in the professionals. Many musicians record and market their own music, but only a handful actually monetize those efforts. Learn the importance of establishing a brand and how to harness the power of the Internet to generate awareness and excitement around your music. Topics include creating a business plan for yourself and your brand; forming a marketing campaign; deciding on distribution options; optimizing sales through targeted use of social media tracking tools; building a fan base through gigging and merchandise; publishing and licensing; and the latest developments in promotion—all on a shoestring budget. Instruction features guest speakers, who work in various facets of the industry, to bring real-world perspective to the topics.

Reg# 361653
Fee: $695
❖ Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: La Kretz Hall
No meeting July 4.
No refund after July 18.

Robert Teegarden, former manager at Universal Music Group, music business educator, and entrepreneur.

ART X 438.9
Photography I
4.0 units

In this practical hands-on introduction, the fundamental technical and aesthetic principles of digital photographic processes are addressed, including instruction on DSLR camera operation, composition, and digital retouching and manipulation. Instruction also includes Adobe software acquisition techniques and output technologies. Discussion covers contemporary digital imaging and its application within commercial and fine arts. Assignments demonstrate mastery of technical skills and individual creative expression.

Reg# 361713
Fee: $654
❖ Online
June 25-Sept. 3
Enrollment limited. No refund after June 29.

Kenneth Wischmeyer, MA in Instructional Technologies, San Francisco State University; Adobe Certified Expert.

Reg# 361875
Fee: $754
❖ Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension 1010 Westwood:
1010 Westwood Blvd
Enrollment limited. No refund after July 3.

Arlene Matza-Jackson, songwriter, producer, indepen dent A&R, publisher, and music supervisor who has co-written songs with Kenny Loggins, Maurice White, and many more. She co-wrote two albums with the Grammy-nominated Grand Illusion, songs for Earth, Wind & Fire, and many song placements in TV & Film.

MUSC X 401.5
Elements of Hit Songwriting
4.0 units

Designed for both musicians and lyricists, this hands-on introduction to the craft of songwriting focuses on collaboration and teaches a step-by-step method for writing a professional-quality song. Instruction emphasizes the elements that make up a successful song and the completion of a demo in preparation for a marketable product. You gain an understanding of all aspects of hit songwriting from structure to groove, covering the different approaches for writing rock, pop, alternative, blues, R&B, hip-hop, and country. You practice creating and developing a hook, learning where to place it, how to set it up, and how to exploit it within different types of song structure. Discussion includes a wide variety of guests from the industry, such as A&R/recording companies, music supervisors, record producers, and film and television executives.

Reg# 361613
Fee: $695
❖ Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
Burbank: Burbank Music Academy, 4107 W. Burbank Blvd.
Enrollment limited; early enrollment advised.

No refund after July 10.

Arlene Matza-Jackson, songwriter, producer, independent A&R, publisher, and music supervisor who has co-written songs with Kenny Loggins, Maurice White, and many more. She co-wrote two albums with the Grammy-nominated Grand Illusion, songs for Earth, Wind & Fire, and many song placements in TV & Film.

ART X 439.90
Photography II
4.0 units

This course focuses on gaining control of all photographic variables while attempting various creative assignments. The use of manual controls is emphasized, along with the capture and processing of RAW image files. Course assignments involve defining a point of view, emphasizing figure versus ground, storytelling, portraits, and the use of artificial light. Instruction also covers the RAW workflow, Photoshop for photographers and monitor calibration.

Prerequisites: X 438.9 Photography I or equivalent experience; an advanced knowledge of general photography.

Reg# 361714
Fee: $654
❖ Online
June 25-Sept. 3
No refund after June 29.

Craig Havens, visual artist working in the lens-based media of photography, video, installation, and projection. Mr. Havens lives and works in Los Angeles and Berlin.
Mr. Havens lives and works in Los Angeles and Berlin.

Held in a regular classroom with student-provided laptops. In-class personal laptop access required. No refund after July 3.

David Daigle, award-winning photographer with more than 25 years of photography and video production experience. He specializes in portrait and still life for advertising, commercial, and editorial clients.

Reg# 361724
Fee: $654
❖ Online
June 25-Sept. 3
No refund after June 29.

Craig Havens, visual artist working in the lens-based media of photography, video, installation, and projection. Mr. Havens lives and works in Los Angeles and Berlin.

ART X 440.21
Photoshop for Photographers
4.0 units
Designed for beginning photographers, this course provides an introduction to digital workflow using Photoshop. Lectures and exercises address organizing photographs with Bridge and Lightroom, importing and processing RAW files, and how to edit, process, adjust, correct and manipulate captured images. By the end of the course, students will have established a solid workflow in Photoshop and be able to professionally process and edit images.

Reg# 361726
Fee: $754
❖ Classroom
11 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Held in a regular classroom with student-provided laptops. In-class personal laptop access required. No refund after July 3.

David Daigle, award-winning photographer with more than 25 years of photography and video production experience. He specializes in portrait and still life for advertising, commercial, and editorial clients.

ART X 428
Environmental Portraiture
4.0 units
A subject’s environment lets them speak from within a photograph. Learn hands-on strategies for creating memorable portraits through interaction with your subject, their environment, and meaningful objects within it. Experiment with available and artificial light and creative re-purposing of environmental factors. Assignments help students build their confidence and ability to create successful portraits in real-world locations. Examples of iconic environmental portraits are discussed to illustrate strategies used by master photographers. 
Prerequisite(s): X 438.9 Photography I or equivalent experience.

Reg# 361775
Fee: $754
❖ Classroom
11 mtgs
Thursday, 7-10pm, June 28-Sept. 6
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
No refund after July 5.

Hugh Kretschmer, editorial and advertising photographer who creates imagery that applies to both art and commerce. He is recognized for his use of visual metaphor and hand crafted, trick-the-eye elements.

ART X 440.221
Lighting II
4.0 units
Creating and controlling artificial light is critical to success in professional photography. This course specifically addresses lighting people, the central concern of most editorial and commercial photography. Instruction focuses on using lighting to transform subject and environment creating striking and memorable images. Using strobe and continuous light, students learn to balance artificial and natural light, creating color with the lights and in the camera, and giving still images a sense of motion. Students also learn to set a mood, create a personal style, and evoke emotion using artificial light. The course includes lecture, demonstration, feedback, and three photo shoots at a fully equipped Hollywood studio. 
Prerequisite(s): X 440.22 Lighting I or experience in controlling artificial light.

Reg# 361723
Fee: $849
❖ Classroom
8 mtgs
Monday, 7-10pm, June 25-July 23
UCLA Extension Gayley Center:
1145 Gayley Ave.
Sunday, 10am-5pm, July 8-22
No refund after July 2.

David Jakle, photographer, shooting lifestyle advertising and fashion campaigns, editorial and e-commerce, for a wide range of clients. Former first assistant, Herb Ritts Photography.

ART X 482.14
Mentorship
4.0 units
Work one-on-one with a current Visual Arts instructor who guides development of a meaningful project geared toward a portfolio piece, competition, freelance assignment, or other advanced goal. Students choose their own mentors from instructors currently teaching in the area of studio arts, design, or photography. Together, the student and instructor arrange to meet at a museum, studio, cafe, or other site of interest for six hours over the course of the quarter. 
Prerequisite(s): Students must have previously taken a minimum of three Design Communication Arts, studio arts, or photography courses.

Reg# 361725
Fee: $689
Independent Study/Internship
June 25-Sept. 3
Students may complete this mentorship online or in-person. Mentors must sign the application form before enrollment can be processed. For an application, email visualarts@uclaextension.edu or call (310) 206-1422.
Restricted course; web enrollments automatically generate a “Permission to Enroll” request. Visitors not permitted. No refund after July 2.

Photography Courses
Online
Many photography courses are now available online! Online courses offer a flexible schedule and the ability to learn from home while still completing creative assignments, receiving individualized critique, and interacting with instructors and fellow students.

Online This Summer
Photography I
Photography II
Photographic Composition

Pages 36 & 37.

Your One-Stop Career Center
UCLA Extension is bringing you new tools, resources, and programs to help you put your career into high gear.
Visit careers.uclaextension.edu to find out information on:

• Career resources
• Articles and advice
• Job and internship postings
• Events and workshops

Plus, subscribe to Career Services email alerts to receive tailored updates to your specific interests and check out the Career Community pages to stay connected to the latest news and career trends in your industry.

Visit careers.uclaextension.edu today!

Enroll at uclaextension.edu or call (800) 825-9971 Arts & Entertainment

Reg# 361774
 Fee: $754
❖ Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
No meeting July 4.
No refund after July 11.

David Daigle, award-winning photographer with more than 25 years of photography and video production experience. He specializes in portrait and still life for advertising, commercial, and editorial clients.
Accounting & Taxation

For more information call (310) 206-1654 or email fmpcertificate@uclaextension.edu.

Accounting

Students who plan to become accountants in public accounting or private industry and who are preparing for the CPA examination are advised to enroll in the Accounting Certificate. Students are advised to complete X 1A and X 1B Principles of Accounting (or equivalent courses) before enrolling in the certificate since these are prerequisites for many courses in the curriculum.

Students who plan to pursue career opportunities in internal auditing and who are preparing for the CIA examination are advised to enroll in the Internal Audit Certificate. Students are advised to complete X 120A, X 120B, and X 120C Intermediate Accounting (or equivalent courses) before enrolling in the certificate since these are prerequisites for many courses in the curriculum.

MGMT X 1A

Principles of Accounting

4.0 units

This course is the first in a two-course Principles of Accounting sequence and provides an introduction to accounting theory, principles, and practice. Instruction covers the uses, communication, and processing of accounting information, as well as the recording, analyzing, and summarizing of procedures used in preparing balance sheets and income statements. Additional topics include recording for purchases and sales, receivables and payables, cash and inventories, plant and equipment, depreciation and natural resources, intangible assets, and payrolls. Sole proprietors and partnerships also are examined.

Reg# 361706

Fee: $765
❖ Classroom
10 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
One meeting to be arranged.
No refund after July 9.
Leon Garman, MS, recipient, UCLA Extension Distin-
guished Instructor Award, 2010

Reg# 361472

Fee: $765
❖ Online
June 27-July 25
Accelerated section. Read chapters 1-3 before the first class.
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
No refund after July 2.
Deidra Duncan, MBA, CPA

Reg# 361470

Fee: $765
❖ Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Enrollment limited. No refund after July 3.
Kurt Huff, MBA, CPA, consultant

Reg# 361709

Fee: $765
❖ SMART Network Instructor Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA Extension DTLLA: 261 S. Figueroa St.
The instructor and students in this room connect to a remote classroom through web-conferencing technol-
yogy for live, synchronous learning. All courses are recorded for student convenience.
No refund after July 12.
Shael B. Jacobson, CPA

Reg# 361711

Fee: $765
❖ SMART Network Remote Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA Extension Woodland Hills: 21650 Oxnard Street
Students in this remote classroom connect to their instructor and peers through web-conferencing tech-
nology for live, synchronous learning. All courses are recorded for student convenience.
No refund after July 12.
Shael B. Jacobson, CPA

Reg# 361705

Fee: $765
❖ Classroom
5 mtgs
Saturday, 9am-4:30pm, June 30-July 28
UCLA Extension Gayley Center: 1145 Gayley Ave.
Accelerated section. Read chapters 1-3 before the first class meeting.
Visitors not permitted. No refund after July 6.
Instructor to be announced

Reg# 361735

Fee: $765
❖ SMART Network Instructor Classroom
10 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA Extension DTLLA: 261 S. Figueroa St.
The instructor and students in this room connect to a remote classroom through web-conferencing technol-
yogy for live, synchronous learning. All courses are recorded for student convenience.
One meeting to be arranged.
No refund after July 9.
Richard Kim, CPA, MBA

Reg# 361738

Fee: $765
❖ SMART Network Remote Classroom
10 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA Extension Woodland Hills: 21650 Oxnard Street
Students in this remote classroom connect to their instructor and peers through web-conferencing technol-
yogy for live, synchronous learning. All courses are recorded for student convenience.
One meeting to be arranged.
No refund after July 9.
Richard Kim, CPA, MBA

Reg# 361473

Fee: $765
❖ Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Enrollment limited. No refund after July 3.
Instructor to be announced

Reg# 361884

Fee: $765
❖ Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4.
No refund after July 10.
Philippe Masbanji, BS, CPA
Join Us at Our Events

Paralegal Training Program (PTP) Information Session
A Free Event
Saturday, June 9 or August 4, 10am–12pm
Downtown Los Angeles:
UCLA Extension DTLA
For more information call (310) 206-1689 or email pwilliams@uclaextension.edu.

Personal Financial Planning Online Info Session
Free Webinar
Wednesday, August 8, 10-11am
Reg# 361920
For more information call (310) 206-1689 or email pwilliams@uclaextension.edu.

MGMT X 120A
Intermediate Accounting Theory and Practice
4.0 units
This is the first course in the three-course Intermediate Accounting sequence. X 120A covers the interpretation, use, processing, and presentation of accounting information and the preparation of principal accounting statements. Topics include an overview of the conceptual framework of accounting, valuation, recording, and presentation of the balance sheet, income statement, and statement of cash flows. Students are introduced to time value of money concepts, as well as, accounting for cash, receivables, and the first part of inventories. Prerequisite(s): X 1A and X 1B Principles of Accounting, or consent of instructor.
Reg# 361776
Fee: $765
❖ Classroom
11 mtgs
Tuesday, 6:30–9:30pm, June 26–Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
No refund after July 10.
Justin Goss, CPA, MBA
Reg# 361487
Fee: $765
❖ Online
June 27–Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 3.
David Reinus, MBA, CPA, owner, David Reinus, CPA
Reg# 361489
Fee: $765
❖ Online
June 27–Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 3.
Lee Krueger, MBA, senior finance manager, Walt Disney World Co.
Reg# 361742
Fee: $765
❖ Classroom
11 mtgs
Thursday, 6:30–9:30pm, June 28–Sept. 6
UCLA: School of Public Affairs Bldg.
No refund after July 12.
Anthony Hwitt, CPA, MBA, associate, PAR Commercial Brokerage, Inc.

Business, Management, and Legal Programs offers more than 350 courses, conferences, and seminars annually and is home to more than 50 professional certificates designed for working professionals and recent college graduates who are seeking professional development in the dynamic world of business. Through our commitment to academic excellence, professionals can acquire the skills and knowledge they need to face a world of competition and continual change. We offer onsite and online courses that are designed to meet the needs of today’s adult learners and accommodate their busy lifestyles.

Courses
Our courses are designed to meet the needs of business professionals at all levels, including those who want to update their skills, change careers, or prepare for industry certifications and exams. Courses are held predominantly on the UCLA campus as well as at our Lindbrook Center and 1010 Westwood sites, in downtown Los Angeles, and at locations throughout the Southland. A growing list of courses is also offered online.

Many of our courses may be applied for continuing education credit, including relicensure credit for CPAs (CPE) and attorneys (MCLE); recertification credit for human resources professionals; as well as continuing education credit for insurance licensees, CFP® professionals, and real estate professionals (OREA).

Conferences
Conferences currently offered in the fields of taxation and the restaurant industry, and feature lectures and panel discussions by industry leaders. These one-day events are scheduled at major hotels, on the UCLA Campus, and other off-site locations throughout Los Angeles.

Internships
Internships are available to students who are enrolled in and have completed a minimum of 20 units with a GPA of 3.0 or higher in select certificates.
For more information see page 48.

Certificates
Certificates are designed to provide the tools and resources for competing in the current and future business environment. Our programs integrate a balance of theory and practice as needed for a particular discipline. Certificates vary in length but generally can be completed in 9 months to 5 years, depending on the student’s progress and the number of courses taken each quarter.

Custom-Designed and On-Site Programs
Courses can be custom-designed to meet an organization’s specific training needs and delivered directly on-site, here in Los Angeles, or anywhere in the world.

For more information call (310) 206-8600.

Instructors
UCLA Extension instructors are industry experts, leaders, and professionals from both corporate and educational communities who have extensive hands-on, practical experience as well as educational credentials.
If you’re interested in becoming an instructor, call (310) 206-2920 for more information and an application.
Daytime Accelerated Courses

Ideal for students who have limited time and want to challenge themselves, the Department of Business, Management, and Legal Programs now offers courses in an intensive daytime, accelerated format.

Classes are held between 9am and 5pm and can be completed in 6 weeks or less. These courses can be taken individually or applied to a certificate program.

Courses Offered in This Format

<table>
<thead>
<tr>
<th>Brand Management</th>
<th>Page 66.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Marketing</td>
<td>Page 65.</td>
</tr>
<tr>
<td>Social Media Marketing</td>
<td>Page 65.</td>
</tr>
</tbody>
</table>

Management Theory

Page 63.

Global Business Skills

Page 61.

Marketing Principles and Practices

Page 64.

For More Information

uclaextension.edu/generalbusiness

MGMT X 120B
Intermediate Accounting Theory and Practice

4.0 units

This is the second course in the three-course Intermediate Accounting sequence. X 120B begins with the second part of inventory accounting and then covers accounting for long-term assets and intangibles, current and long-term liabilities, and stockholders’ equity. Prerequisite(s): X 120A Intermediate Accounting Theory and Practice.

Reg# 361885
Fee: $765
- Online
Wednesday, June 27-Sept. 12
UCLA Extension DTLA: 261 S. Figueroa St.
No refund after July 12.
Kendall L. Simmonds, Sr., MBA

MGMT X 120C
Intermediate Accounting Theory and Practice

4.0 units

This is the third course in the three-course Intermediate Accounting sequence. X 120C covers such complex accounting issues as accounting for investments, revenue recognition, pension plans, leases, accounting for income taxes, accounting changes, preparation of the statements of cash flows, and an overview of financial statement analysis. Prerequisite(s): X 120B Intermediate Accounting Theory and Practice or consent of instructor.

Reg# 361780
Fee: $765
- Online
Monday, June 27-Sept. 12
No refund after July 10.
Terrence Lucero, MS, Terrence A. Lucero, CPA, a Professional Corporation

Reg# 361777
Fee: $765
- Classroom
11 mtgs
Tuesday, June 27-Sept. 12
No refund after July 9.

Reg# 361599
Fee: $765
- Online
Wednesday, June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Enrollment limited; early enrollment advised. No refund after July 3.

For More Information

uclaextension.edu/accounting

Complete Your Accounting Courses

Westwood, Downtown L.A., Woodland Hills, or Online

No matter where you live or work, UCLA Extension has the locations to help you complete your accounting courses at your convenience!

Our Downtown L.A., Westwood, and Woodland Hills locations are close to where you live and work, and are offered at a variety of times and days of the week. Also consider taking a course online. Our instructor-led online courses let you study at any time and from any place. You can even take a combination of classroom and online courses!

Accounting courses are designed for students who are preparing for the CPA Exam, and for those considering CMA, CIA, or CFA certifications.

For More Information

uclaextension.edu/accounting

Brenda Forde, MBA, CPA
Reg# 361595
Fee: $765
- Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Visitors not permitted. No refund after July 3.
Larry B. Wold, CPA, JD, LL.M

Reg# 361606
Fee: $765
- Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Visitors not permitted. No refund after July 3.

Reg# 361796
Fee: $765
- Classroom
11 mtgs
Thursday, June 27-Sept. 5
UCLA: Physics & Astronomy Bldg.
No refund after July 12.
Sam Boutari, MSc, PhD, consultant; recipient of the UCLA Extension Distinguished Instructor Award.

Reg# 361782
Fee: $765
- Classroom
11 mtgs
Thursday, June 27-Sept. 5
UCLA Extension DTLA: 261 S. Figueroa St.
No refund after July 12.
Deidra Duncan, MBA, CPA

MGMT X 124A
Advanced Accounting Theory and Practice

4.0 units

This course examines partnerships and joint ventures; installment and consignment sales; receivables, estates, and trusts; and governmental units. International operations, including accounting for transactions with foreign companies, use of foreign exchange contracts to hedge against foreign currency fluctuations, and translation of accounts of foreign subsidiaries and branches, also are covered. Prerequisite(s): X 124A Intermediate Accounting Theory and Practice or consent of instructor.

Reg# 361610
Fee: $765
- Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Enrollment limited; early enrollment advised. No refund after July 3.

Instructor to be announced

Reg# 361612
Fee: $765
- Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Enrollment limited; early enrollment advised. No refund after July 3.

Reg# 361611
Fee: $765
- Online
June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Visitors not permitted. No refund after July 3.
Larry B. Wold, CPA, JD, LL.M

Reg# 361607
Fee: $765
- Classroom
11 mtgs
Tuesday, June 27-Sept. 5
UCLA: Physics & Astronomy Bldg.
No refund after July 10.
Sam Boutari, MSc, PhD, consultant; recipient of the UCLA Extension Distinguished Instructor Award.

Reg# 361599
Fee: $765
- Online
Wednesday, June 27-Sept. 5
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Early enrollment recommended. Visitors not permitted. No refund after July 3.
Wendy Achilles, PhD, CPA

Enroll at uclaextension.edu or call (800) 825-9971
Prepare for Accounting

Licensing Exams

Becker CPA Review
Prepare for the CPA examination. Accounting concepts, theories, and procedures are intensely reviewed, and you learn exam-taking techniques applicable for the CPA Exam.

CIA Exam Review
Offered in partnership with the Institute of Internal Auditors (IIA), the CIA Exam Review fully prepares students for the CIA certification examination.

For More Information
uclaextension.edu/accounting

MGMT X 420.18
Accounting and Enterprise Business Systems
4.0 units
This course, which takes place in a computer lab, covers the features and functions of Enterprise Business Software, often referred to as ERP Systems or Automated Accounting packages. The course covers the basic structure of these packages, order-to-cash process, procure-to-pay process, and financial management process. Instruction includes the following modules: general ledger, accounts payable, accounts receivable, payroll, order entry, inventory, purchasing, and executive information. The course touches briefly on manufacturing issues. Other topics include different approaches to automating accounting, database design, operating procedures, and internal controls. Participants learn several tips on the selection and implementation of e-business software, including contract negotiations, and are provided hands-on computer experience with various high-end accounting packages.
Prerequisite(s): X 1A and X 1B Principles of Accounting or consent of instructor.
Reg# 361651
Fee: $765
   Online June 27–Sept. 5
   Enrollment limited. No refund after July 3.
Jerald Savin, BA, CPA, CEO, Cambridge Technology Consulting Group

MGMT X 422
Management Accounting
4.0 units
This course covers the nature, objectives, and procedures of cost accounting and control. Topics include job costing and process costing, joint product costing, standard costs, theories of cost allocation and absorption, uses of cost accounting data for management decision making, accounting for manufacturing overhead, cost budgeting, cost reports, distribution costs, standard costs, differential cost analysis, profit-volume relationships, and break-even analysis. Designed for people who are preparing for careers in accounting or those currently in production planning, material control, production control, program management, pricing, and/or purchasing.
Prerequisite(s): X 1B Principles of Accounting
Reg# 361793
 Fee: $765
   Classroom Monday, 6:30–9:30pm, June 25–Sept. 10
   UCLA Extension DTLA, 261 S. Figueroa St.
   No meeting Sept. 3.
   No refund after July 9.
Sam Boutari, MSc, PhD, consultant; recipient of the UCLA Extension Distinguished Instructor Award.

Becker CPA.com
(310) 206-1654 | uclaextension.edu/acctg
The Internal Audit Certificate is designed to meet the market's demand for qualified internal auditors, and is ideal for internal audit managers and staff who want to expand their current career prospects, as well as for individuals who are considering a career transition into the field. The program's curriculum provides the educational coursework needed to prepare fully for the globally recognized Certified Internal Auditor (CIA) certification, as well as the CFE, CISA, CGAP, and CFSA credentials.

You have the option to complete your courses through traditional classroom sessions held during the evenings or in instructor-led online courses. Students are advised to complete Intermediate Accounting X 120A, X 120B, and X 120C (or equivalent courses) prior to enrolling in the certificate.

**Required Core Courses**
- X 423.2 Internal Auditing
- X 423 Financial Auditing
- X 423.42 Forensic Accounting
- X 423.426 Organizational Governance and Ethics
- X 423.427 Information Technology (IT) Auditing
- X 423.428 Internal Auditing Capstone

**Elective Courses (Any 5 from the following)**
- X 422 Management Accounting
- X 190 Management Theory, Policy, and Process
- X 429.4 Financial Control of Operations
- X 130A Basic Managerial Finance
- X 424.424 Government Auditing and Performance Measurement

**Internship**
(May be used as one elective)
- X 423.42 Internship in Accounting

### CIA Certification
The Certified Internal Auditor is the only globally accepted designation for internal auditors and is the standard by which internal auditing professionals demonstrate their knowledge and competence. For more information on earning the CIA certification, contact the Institute of Internal Auditors at (407) 937-1100, or visit theiia.org.

### CIA Review Program
Offered in collaboration with the Institute of Internal Auditors (IIA), this review prepares students for the CIA exam and is taught by experienced instructors using the IIA CIA Learning System materials.

### Candidacy Fee
An application for candidacy and a nonrefundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program under its current curriculum.

### Internship in Accounting
4.0 units
This internship provides practical experience in a variety of accounting job functions within public accounting, private industry, or the nonprofit environment, and is an opportunity to apply the material previously studied in your accounting courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by June 15. Prerequisite(s): Restricted to students enrolled in the Accounting Certificate and who have completed a minimum of five Accounting courses. International students must contact the International Student Office at (310) 825-9051 to confirm eligibility.

### Nonprofit Accounting
4.0 units
Nonprofit organizations represent one of the fastest-growing sectors of our economy. This course focuses on the increasingly important role of auditors, managers, and CPAs in the public, private, and nonprofit sectors to understand how nonprofits measure financial performance and how they differ from for-profit organizations. This course examines the core principles and practices of nonprofit accounting, including its unique characteristics and operational environment of nonprofit organizations; applying generally accepted standards and principles; and financial statements, audit guides, and recent changes in nonprofit accounting and reporting rules. Prerequisite(s): X 1A and X 1B Principles of Accounting or relevant experience in the nonprofit sector or consent of instructor.

### International Accounting
4.0 units
This course is designed for students and international business professionals who are working for public accounting firms, corporations, and other enterprises engaged in international business, as well as governmental institutions and international organizations. The course is structured to cover a broad range of topics, and the rationale for how to deal with them. Case studies illustrate the specific day-to-day accounting issues that are encountered in international business operations. Prerequisite(s): X 1A and X 1B Principles of Accounting or consent of instructor.
X 423 Financial Auditing and X 423.2
Prerequisite(s):
addressing technology risk throughout an enterprise from
ment, information security, business continuity, and informa-
tional and financial information systems can
and should be supplying to them. Students gain the
knowledge and skills necessary for interpreting reported
accounting data and evaluating its impact, including an
overview of the financial and managerial accounting
process. Topics include fundamental accounting,
accounting for sales, cost of sales and inventory, cash
and internal control, depreciation method, financial
statement analysis, and cash flow.

Reg# 361802
Fee: $765
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: School of Public Affairs Bldg.
Enrollment limited. Early enrollment is recommended.
No refund after July 10.
Nidal Ramadan, CPA, MBA, Internal Revenue agent

CIA Exam Review
Offered entirely online, and in collaboration with the Institute of Internal Auditors (IIA), our CIA Exam Review is designed to help fully
prepare students for the Certified Internal Auditor (CIA) examination. The instructor-led review courses utilize the IIA CIA Learning
System, a premier-quality exam preparation program developed by the IIA. It combines comprehensive reading materials, in both
printed and e-reader formats, and interactive online tests and study tools that prepare internal auditors to pass the CIA exam. The CIA Learning System course materials are included in the course fee.

Reg# 361076
Fee: $615
Online
Aug, 20-Sept. 24
CIA Learning System course materials are included in the course fee. Additional shipping costs will apply to orders shipped outside the United States.
Enrollment limited. $250 nonrefundable until Aug. 18; No refund thereafter.
Lyndon Remias, CPA, CIA

CMA Review
UCLA Extension in partnership with the IMA's Wiley CMA Learning System, offers an instructor-led exam review program. The
centerpiece of our offering combines printed materials and online components with the
instructor's expertise and the discipline of a
five classroom setting. Candidates may sit for Part I and II in any order and must complete the
first exam within 12 months of entering the CMA program. Both exams must be completed
within three years.

Course discounts are available to UCLA Exten-
sion Accounting or Finance Certificate students, IMA
members, and employers who enroll three
or more employees in the program.

Reg# 361778
Fee: $875
Online
June 27-Sept. 12
Course materials are not included and must be pur-
chased separately.
No refund after July 3.
Fred Kuhns, CMA, MBA, principal, FRK Consulting
Bookkeeping Specialization

Enhance Your Career as a Certified Bookkeeper

Becoming a Certified Bookkeeper can increase your earning potential, enhance your business and accounting skills, and give you the opportunity to consider various accounting career tracks. The 4-course Bookkeeping Specialization covers the primary aspects of bookkeeping with an emphasis on preparing individuals for career advancement through attaining relevant industry certifications, and learning the latest technology and analytical tools used for bookkeeping.

The Bookkeeping Specialization is ideal for both experienced bookkeepers and office managers who are looking to expand their current career tracks and for those who are exploring future careers in accounting or finance. The program can be completed within 1 year and students have the flexibility to complete most classes online or in-person.

### Required Courses (Students must complete all three required courses)
- **MGMT X 423.430 Bookkeeping and Accounting Essentials I**
- **MGMT X 423.431 Bookkeeping and Accounting Essentials II**
- **MGMT X 427.13 Payroll Tax and Accounting**

### Elective Courses (Students must choose one elective)
- **MGMT X 423.432 Accounting Using QuickBooks**
- **MGMT X 423.433 Cloud-Based QuickBooks**

### For More Information
(310) 206-1654 | uclaextension.edu/bookkeeping

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**MGMT 828.4E**

**Becker CPA Review Program:**

**Auditing and Attestation**

2.0 CEUs

This section covers knowledge of auditing procedures, generally accepted auditing standards and other standards related to attest engagements, and the skills needed to apply that knowledge. Enrollment in this section allows students to enroll, without an additional fee, in the remaining three subsequent sections (828.4B Financial Accounting and Reporting, 828.4D Business Environment and Concepts, and 828.4E Regulations) of the Becker CPA Review program.

**Reg# 361869**

- Fee: $2,793
- Classroom: 9 mtgs
  - Monday, Wednesday, 6:30-9:30pm, July 9-Aug. 1
  - UCLA: Dodd Hall
- Materials included:
- Enrollment limited. Advance enrollment required.
- Nonrefundable.
- Instructor to be announced

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**MGMT 828.4D**

**Becker CPA Review Program:**

**Business Environment and Concepts**

2.0 CEUs

This section covers knowledge of general business environment and business concepts, including business structures; economic concepts essential to understanding an entity's operations, business and industry; information technology; and planning and measurement (cost accounting). Enrollment in this section allows students to enroll, without an additional fee, in the remaining three subsequent sections (828.4B Financial Accounting and Reporting, 828.4C Auditing and Attestation, and 828.4E Regulations) of the Becker CPA Review program.

**Reg# 361870**

- Fee: $2,793
- Classroom: 6 mtgs
  - Monday, Wednesday, 6:30-9:30pm, Aug. 27-29
  - UCLA: Dodd Hall
  - No meeting Sept. 4
- Materials included:
- Enrollment limited. Advance enrollment required.
- Nonrefundable.
- Instructor to be announced

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**MGMT 828.4C**

**Becker CPA Review Program:**

**Regulations**

2.8 CEUs

This section combines federal income taxation, ethics, professional and legal responsibilities, and business law topics. Enrollment in this section allows students to enroll, without an additional fee, in the remaining three subsequent sections (828.4B Financial Accounting and Reporting, 828.4C Auditing and Attestation, and 828.4D Business Environment and Concepts) of the Becker CPA Review program.

**Reg# 361861**

- Fee: $765
- Classroom: 11 mtgs
  - Tuesday, 6:30-9:30pm, June 26-Sept. 4
  - UCLA Extension Gayley Center: 1145 Gayley Ave.
  - No refund after July 10.
  - Shael B. Jacobson, CPA

**MGMT X 423.432**

**Bookkeeping and Accounting Essentials I**

4.0 units

This introductory course is the first course in the Bookkeeping Essentials sequence and provides an overview of the essential skills needed to be a successful bookkeeper. The course is ideal for bookkeepers and accountants who are early in their career or for individuals considering a career transition. Students learn the principles of double-entry bookkeeping, the basics of preparing financial statements, and how to analyze business transactions from an accounting standpoint. Topics include recording entries in a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries accounting. Additional topics include accounting for cash, preparing bank a reconciliation, a general overview of payroll accounting, employee earnings and deductions, employer taxes and reporting, using the payroll register and journal entries, accounting for sales, cash receipts, purchases, cash payments and accounting for merchandise inventory using weighted average, FIFO, and LIFO methods.

**Reg# 361868**

- Fee: $765
- Classroom: 11 mtgs
  - Thursday, 6:30-9:30pm, June 26-Sept. 6
  - UCLA Extension Woodland Hills: 21650 Oxnard St.
  - No refund after July 12.
  - Jean Rhee, MBA, CPA
- Nonrefundable.

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**MGMT X 423.431**

**Bookkeeping and Accounting Essentials II**

4.0 units

This is the second course of the two course Bookkeeping and Accounting Essentials sequence. This course covers accounting for promissory notes payable & receivable and the related interest calculations; the valuation of accounts receivable using various methods to account for uncollectible accounts and the valuation of property, plant & equipment including various depreciation methods and calculations. Additional subjects covered are the fundamentals of partnership accounting; corporation accounting including organization, capital stock, earnings, distributions and the issuance of corporate bonds; the understanding & preparation of a statement of cash flows, and a basic understanding of financial statement analysis. The course also provides an overview of the design and use of Excel spreadsheets that can be tailored to keep track of primary bookkeeping tasks.

**Reg# 361867**

- Fee: $835
- Classroom: 14 mtgs
  - Monday, 6:30-9:30pm, May 25-Aug. 27
  - UCLA: Dodd Hall
  - Three meetings to be arranged.
  - Gregory Habib, CPA, EA, MST, IRS international examiner (retired)
### Tax Preparation Specialization

Consider a career as a Tax Preparer or expand your knowledge and earning potential in the tax preparation field with UCLA Extension’s Tax Preparation Specialization. The 4-course Tax Preparation Specialization can be completed within 6 months, and consists of a tax preparation foundation course and the Enrolled Agent Review instructor-led program which prepares students to sit for the Enrolled Agent certification examination.

The program is ideal for current tax preparers who have a desire to expand their practice by becoming an EA, as well as those considering a career transition into tax preparation or into accounting, ranging from recent community college graduates to retirees looking for a viable encore career.

#### Candidacy Fee

An application for candidacy and a non-refundable fee of $75 must be submitted to officially enroll in this program.

Next Program starts: July 25.

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### Taxation Certificate

This 9-course certificate is intended for those tax professionals who want to expand their careers, career changers, and financial advisors who want to provide tax services. It’s also relevant for those preparing for the EA exam.

In addition, you must also complete the Business Ethics requirement. Students are advised to complete X IA and X IB Principles of Accounting (or equivalent courses) prior to enrolling in the certificate.

#### Recommended Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>MGMT X 427.12</td>
<td>Federal Income Taxation</td>
</tr>
<tr>
<td>MGMT X 427.8</td>
<td>Taxation of Corporations and Shareholders</td>
</tr>
<tr>
<td>MGMT X 427.9</td>
<td>Partnership Taxation</td>
</tr>
<tr>
<td>MGMT X 427.11I</td>
<td>Federal Tax Practice and Procedures</td>
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#### Ethics Requirement

(1 course)

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>MGMT X 423.422</td>
<td>Ethics in Accounting</td>
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</table>

#### Candidacy Fee

An application for candidacy and a non-refundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program under its current curriculum.

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### Enrolled Agent Review

Instructor-led program which prepares students to sit for the Certified Public Accounting Exam (CPA). The course extends beyond learning the traditional payroll forms, and is intended for employers and accountants who have multinational payroll responsibilities as well as for those who are preparing for the Certified Public Accounting (CPA) Exam.

For More Information

(310) 206-1654 | uclaextension.edu/taxation

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<tr>
<td>MGMT 822.22D</td>
<td>EA Exam Review: Representation, Practice, and Procedures</td>
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Courses begin on page 46.

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### For More Information

(310) 206-1654 | uclaextension.edu/taxation

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### Recommended Core Courses

- MGMT X 427.12 Federal Income Taxation
- MGMT X 427.8 Taxation of Corporations and Shareholders
- MGMT X 427.9 Partnership Taxation
- MGMT X 427.11I Federal Tax Practice and Procedures

#### Ethics Requirement

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For More Information

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For More Information

(310) 206-1654 | uclaextension.edu/taxation

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For More Information

(310) 206-1654 | uclaextension.edu/taxation

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Courses begin on page 46.
Enrolled Agent (EA) Exam Review

Offered in the Classroom or Online
Launch your tax career as an enrolled agent! Geared for tax preparers and career changers, our instructor-led Enrolled Agent (EA) Exam Review fully prepares financial professionals who plan to become enrolled agents and sit for this very difficult examination. The program fully covers each section of the EA Examination and includes final review sessions where students are provided with test questions.

Exam Review Schedule:
Classroom
Individuals: August 22–September 22
Businesses: October 10–November 17
Representation, Practice, and Procedures: December 5–12

Enrolled Agent Exam Prep: A Free Info Session
Thursday, July 12
Enroll by using Reg# 362057

For More Information
(310) 825-4938 | uclaextension.edu/taxation_eareview

MGMT X 427.8
Taxation of Corporations and Shareholders
4.0 units 3.6 CEUs
This course classifies examination of corporations and organizations of corporations; transfers of property to and from a corporation, small business stock, dividend distributions, earnings/profits, property dividends, basic problems in redemption of stock, attribution rules, and partial and complete liquidations. Instruction also covers accumulated earnings, subchapter S, and transactions between corporations and shareholders.
Prerequisite(s): X 127 Federal Income Taxation, equivalent experience, or consent of instructor.
Reg# 361698
Fee: $765
❖ Online
June 27–Sept. 5
No refund after July 3.
Mark Hooster, Esq., attorney at law

MGMT X 427.9
Principles of Federal Income Taxation
4.0 units 3.6 CEUs
This course covers classification of corporations and organizations of corporations, transfers of property, the corporate tax, the corporation's internal affairs, the corporation's financial position, and potential career paths.
Prerequisite(s): X 427.8 Taxation of Corporations and Shareholders.
Reg# 362073
Fee: $895
❖ Classroom
11 mtgs
Thursday, 6–9:30pm, July 26–Sept. 6
UCLA Extension DTLA: 261 S. Figueroa St.
No refund after July 12.

MGMT X 430.711
Business Analysis Fundamentals
4.0 units
This core class begins with a basic understanding of functions and business impact of the business analyst role with a focus on business analysis functions related to the development of enterprise-wide solutions and the business analysis project life cycle. Topics include the role of the business analyst, gathering and documenting user requirements, modeling the business, business case analysis, process modeling, and quality management and testing. Best practices, effective work strategies, how to determine project needs, opportunities, and payoffs, as well as instructor experiences relating to effective communication and implementation of proposed business solutions will also be covered. Texts purchased for this course are also utilized throughout the courses in the Business Analysis Certificate Program. This class must be taken initially or simultaneously with the second and/or third class.
Reg# 361842
Fee: $765
❖ Online
June 26–Sept. 4
Enrollment limited; early enrollment advised. Visited not permitted. No refund after July 2.

MGMT X 430.712
Business Analysis Planning and Monitoring Essentials
4.0 units
A crucial foundation for a complete business analysis effort is a strategically balanced plan. With key stakeholders' considerations and/or active stakeholder involvement in mind, this class teaches you how to determine which activities are required in order to “zero-in” or define the business/organizational issues and create an initial work plan to demonstrate how the related actions steps will be carried out. Students examine the processes and activities to perform comprehensive business analysis planning and monitoring, and the tools that drive business analysis, and also learn to identify and analyze stakeholders’ interests and selection of the appropriate process re-engineering methodologies. It is strongly recommended that students successfully complete the Business Analysis Fundamentals class prior to enrolling in this course.
Executive Assistance

Executive assistants work with high-level executives in a variety of industries to provide top-level management support and assistance. The Executive Assistance Specialization is designed for working professionals experienced in secretarial, organizational, and administrative support duties who have the desire and potential to improve their organizational, people, and presentation skills. Our specialization will also help those individuals considering a career in human resources.

Core Courses (5 Required)

- COMCTN X 482.7 The Dynamics of Interpersonal Communication
- MGMT X 109 Business Communications
- MGMT X 430.811 Business Fundamentals for the Executive Assistant
- MGMT X 430.812 Organizational Management
- MGMT X 430.813 Microsoft Office Advanced

Elective Courses (1 Required)

- MGMT X 443.1 Fundamentals of Project Management
- SPEECH X 4171 Public Speaking for Professionals
- MGMT X 490.996 Leadership Communication Strategies
- MGMT X 482.202 Organizational Communication
- ENGL X 4181 Business Writing
- ENGL X 401.6 Intensive Grammar and Punctuation Review
- MGMT X 430.814 Salesforce CRM Essentials

Workshop Requirement

- MGMT 891.02 Business Ethics

For More Information

(310) 206-2714 | www.uclaextension.edu/exec-assistance

Business Analysis Certificate

The Business Analysis certificate is designed for working professionals in any one of a number of fields who desire to improve their business and organizational analysis skills. This program will also help any individual considering a career or career transition into financial analysis, marketing analysis, customer relations, investor relations, management, IT, logistics planning, construction, enterprise risk management, and manufacturing.

This program provides instruction, “hands-on” practice and exercises, course materials, instructor feedback, numerous case examples, best practices, and proven techniques to significantly improve process re-engineering, analytical tools, business communications, obtaining and retaining executive management attention, and appropriate approaches for each category of stakeholder. Key team building, collaboration, and communication skill development is included in this new certificate.

The Certificate Curriculum

(6 courses & 1 Workshop)

- MGMT X 430.711 Business Analysis Fundamentals
- MGMT X 430.712 Business Analysis Planning and Monitoring Essentials
- MGMT X 430.713 Requirements Elicitation and Analysis
- MGMT X 430.714 Requirements Management and Communications
- MGMT X 430.715 Solution Assessment, Validation and Implementation

Elective Courses (1 required)

- MGMT X 430.716 Data Analysis and Business Modeling with Microsoft Excel 2013
- MGMT X 443.1 Fundamentals of Project Management
- MGMT X 414.61 Using Structured Query Language (SQL) Syntax
- MGMT X 109 Business Communications
- MGMT X 482.202 Organizational Communication
- MGMT X 430.13 Finance for the Non-Financial Manager
- COM SCI X 450.I Introduction to Data Science
- COM SCI X 450.2 Exploratory Data Analysis and Visualization

Workshop Requirement

- SPEECH 806.4 Delivering Effective Presentations

For More Information

(310) 206-2714 | uclaextension.edu/businessanalyst
General Business Certificates

General Business Studies Certificate
This flexible 9-course certificate is designed for those who want a self-directed curriculum and the opportunity to specialize in a field of concentration. This certificate is intended for individuals whose unique personal interests or professional goals may require them to design their own program from a wide variety of business courses.

Candidacy Fee
An application for candidacy and a non-refundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program.

For More Information
uclaextension.edu/bmpl

Pre-MBA Courses

Our pre-MBA courses provide a solid foundation in quantitative methods and general business theory that can help fulfill your MBA prerequisites or enhance your MBA application. They also provide an ideal foundation for students who are preparing for the GMAT.

Visit uclaextension.edu/pre-mba to learn more about these courses.

Offered This Quarter

+ MGMT X 1A Principles of Accounting
  Page 38.
+ MGMT X 1B Principles of Accounting
  Page 38.
+ MGMT X 110 Mathematics for Management
  Page 49.
+ MGMT X 115 Business Statistics
  Page 49.
+ MGMT X 410 Business Applications of Calculus
  Page 49.
+ MGMT X 100 Business Economics
  Page 48.

+ MGMT X 130A Basic Managerial Finance
  Page 49.

+ MGMT X 190 Management Theory, Policy, and Process
  Page 63.

+ MGMT X 160 Marketing Principles and Practices
  Page 64.

+ MGMT X 165 Advertising Principles and Practices
  Page 64.

Executive Assistance

MGMT X 430.811 Business Fundamentals for the Executive Assistant

4.0 units
An effective senior-level assistant must be grounded in business basics to well represent either a for-profit, nonprofit, or a government agency leader. This course teaches key elements in the value creation chain from customers/clients to organization leadership including typical organizational structures, marketing directions/strategies, the forecasting/budgeting processes, customer relationship management, accounting/finance roles, reading financial statements and control reports, problem-solving, key external stakeholders, roles of regulators, and much more. Learning objectives include a roadmap for understanding the specific employer organization, the executive’s role/responsibilities, and likely support to be required from the assistant.

Reg# 361486
Fee: $765
Online
June 27-Sept. 5
Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 3.

Adam L Komm, MA, PMP

Emergency Management and Homeland Security

Enterprise Risk Management
International Trade and Commerce
Page 62.

Real Estate
Page 70.
To request an application for the above subject areas, call (310) 206-2714 or email industrysegmentprograms@uclaextension.edu.

Human Resources Management
Page 59.
Marketing and Advertising
Page 64.
Public Relations
Page 68.
To request an application for the above subject areas, contact Eric Hubert at ehubert@uclaextension.edu.

Business Economics, Math & Statistics

For more information call (310) 206-1654 or email fmpcertificate@uclaextension.edu.

All X 1-199 and X 400-level four-unit courses in this section can be applied toward the General Business Studies Certificate. Courses in this section are also recommended for pre-MBA students.

MGMT X 100 Business Economics

4.0 units
This course examines the effort of the enterprise to secure profits and the nature of demand for its products. Topics include cost and production, allocation of resources through competition, forms of market competition, relation of size to efficiency, markets for productive factors, incentives and growth, and capital budgeting. Various concepts of algebra and statistics may be used in the analysis of economic theory.

Reg# 361556
Fee: $765
Classroom
10 mtgs
Monday, 6:30-9:50pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
No refund after July 9.

Britt Harley, MS, MBA, vice chair, Business Administration Department, Los Angeles City College

Reg# 361806
Fee: $765
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension DTLA
No refund after July 10.

Nguyen Quan, PhD, Golden State Water Company

Internships

Broader Your Skills with Real-World Experience

Internships provide students with practical application of material studied in their declared programs.

These internships are restricted to students enrolled in the corresponding certificate programs.

Accounting
Page 42.
Taxation
Page 45.
Finance
Page 50.
Personal Financial Planning
Page 54.

To request an application for the above subject areas, contact Yvette de la Cruz at ydelacru@uclaextension.edu.

Legal Internship
Page 64.
Call (310) 825-4938 or email paralegal@uclaextension.edu.

For More Information
paralegal@uclaextension.edu
FMPcertificate@uclaextension.edu.

For More Information
paralegal@uclaextension.edu
FMPcertificate@uclaextension.edu.
Credit Analysis & Management Certificate

Find a Career Path with Substantial Long-Term Prospects

In a world where lending institutions worldwide tighten the reins on how and to whom they will lend money, credit quality often determines if a business can grow, if a consumer is financially qualified to buy a home, or a nation is able to sell its debt.

With our Credit Analysis and Management Certificate courses, you’ll be poised for a future at the forefront of this growing field. Learn how to evaluate and manage credit risk. Understand, write, and present credit reports. Discover how entities or individuals can improve their credit scores. Employ credit “best practices” from both the lender and borrower perspectives ... and more.

**Required Courses**

- MGMT X 430.611 Introduction to Credit Markets
- MGMT X 430.612 Conducting a Credit Analysis I
- MGMT X 430.613 Conducting a Credit Analysis II
- MGMT X 430.614 Writing and Presenting a Credit Analysis
- LAW X 420 Business Law: Fundamentals

**Electives**

For a complete list of electives, visit uclaextension.edu/credit.

**Candidacy Fee**

An application for candidacy and a non-refundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program.

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For More Information (310) 206-1654 | uclaextension.edu/credit

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Learn the Art & Business of Entertainment

Top Hollywood professionals teach:

- Acting
- Business & Management of Entertainment
- Cinematography
- Directing
- Entertainment Development
- Post-Production
- Producing
- Film Scoring
- Music Business
- Music Production

Courses begin on page 27.
Finance Certificate

The 9-course Finance Certificate is designed to meet the market demand for qualified financial professionals. The program is suited specifically for individuals who want to expand their current career prospects in the field or transition into a finance-related position.

Students may enroll in the certificate with or without a concentration, providing flexibility to tailor the program to match their individual goals and career aspirations. In addition to 5 foundation courses and 4 electives, students must also complete the Business Ethics seminar. Students are advised to complete X IA and X IB Principles of Accounting (or equivalent courses) prior to enrolling in the certificate.

Core Courses
All required.

- MGMT X 130A Basic Managerial Finance
- MGMT X 433.01 Fundamentals of Investing
- MGMT X 432.3 Financial Statement Analysis
- MGMT X 430.135 Money, Banking, and the Financial Markets
- MGMT X 130B Advanced Managerial Finance

Ethics Requirement

- MGMT 833.380 Ethics in Finance

Elective Courses
Total of 4 courses required.

Students may choose from 1 of the following concentrations:
- Corporate Finance
- Credit Analysis and Management
- Investment Management and Analysis
- Real Estate Finance

For a complete list of electives visit uclaextension.edu/fincert.

Candidacy Fee
An application for candidacy and a non-refundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program.

Internship in Finance
The internship is available to certificate students who have completed a minimum of 5 courses in the Finance Certificate. The internship provides students with the opportunity to gain practical experience with companies covering a variety of finance-related job functions.

Industry Certification
The Finance Certificate provides relevant course work for students considering a number of industry certifications, including the following:
- Chartered Financial Analyst (CFA)
- Certified Management Accountant (CMA®)
- Financial Planning & Analysis (FP&A)

For More Information
(310) 206-1654 | uclaextension.edu/fincert

MGMT X 130B
Advanced Managerial Finance
4.0 units
This course presents theories and their applications to demonstrate the advanced implementation of corporate finance. Students analyze stock and bond valuations, capital budgeting and working capital management, leasing, option pricing, risk/return, cost of capital, financial forecasting, capital structures, dividend policy, and investment banking. The implications of market responses to major financial strategies are also examined.

Prerequisite(s): X 130A Basic Managerial Finance or consent of instructor.

Reg# 361722
 Fee: $765
 Classroom
 11 mtgs
 Tuesday, 12:30-3:30pm, June 27-Sept. 4
 UCLA: School of Public Affairs Bldg.
 Visitors not permitted. No refund after July 10. ❖❖
 Trevor Smith, BA, MBA, vice president of finance, Center for Autism and Related Disorders

MGMT X 432.3
Financial Statement Analysis
4.0 units
This course is intended for financial and credit analysts, CPA or CFA candidates, investors, businesses managers, or individuals who are involved in real estate financing or leasing, or trade credit analysis. The course focuses on the mechanics of financial statement analysis including balance sheet and income statement analysis, ratio analysis, cash flow analysis, common size analysis, and trend analysis. Particular emphasis is placed on quality of earnings analysis. Students are expected to analyze and evaluate free cash flow generation, profitability, operating efficiency, and the impact of leverage on business risk and return on equity.

Prerequisite(s): X 1A and X 1B Principles of Accounting or consent of instructor.

Reg# 361641
 Fee: $765
 Online
 June 27-Sept. 5
 Required course in the Finance Certificate.
 Visitors not permitted. No refund after July 3. ❖❖
 Ralph Zwetow, MBA, principal, Credit Training Resources

MGMT X 430.131
Mergers and Acquisitions
4.0 units
This course is intended primarily for investors looking to acquire a small to mid-sized business, or corporate executives and professionals looking to expand their company’s prospects via merger and acquisition (M&A). This course combines an analytical framework with real-world applications to introduce the key processes and the techniques involving business combinations. Key topics include current trends in M&A, accounting foundations, legal constraints, tax implications, business valuation techniques, and M&A risk management. Students learn how to prepare, evaluate and execute business mergers and acquisitions through lectures, discussion forums, cases studies, and assigned practice questions. Participants leave the course with an understanding of how to put together a deal, how to minimize overpaying, and how to increase their chances of success in a business combination.

Prerequisite(s): X 130A Basic Managerial Finance or equivalent or the consent of the instructor.

Reg# 361625
 Fee: $765
 Classroom
 11 mtgs
 Thursday, 6:30-9:30pm, June 28-Sept. 6
 UCLA: School of Public Affairs Bldg.
 Effective course in the Finance Certificate.
 Visitors not permitted. No refund after July 12. ❖❖
 Alec Salemon, BS, principal, BWS Capital Partners

MGMT X 430.132
Business Valuation
4.0 units
This course explores the basics of business valuation, including how businesses are valued, how equity is valued, and how the enterprise is valued. Students learn the main methods of valuation (intrinsic and relative), their strengths and weaknesses, and when to apply each. Topics include discounted cash flow, comparable market multiples, comparable transaction multiples, and liquidation/terminal value. Additional topics include free cash flow, financial statement analysis, industry competitive analysis, growth projection, financial forecasting, discount rate, and capital asset pricing.

Prerequisite(s): This course is intended for students with strong accounting/finance background. Minimal prerequisites include Introductory Financial Accounting and Introductory Corporate Finance. This course also requires working knowledge of Microsoft Excel.

Reg# 361471
 Fee: $765
 Online
 June 27-Sept. 5
 Elective course in the Finance Certificate.
 Enrollment limited. No refund after July 3.
 Peter Lou, CFA, MBA, MA, CFA, senior manager, Wells Fargo Bank

MGMT X 430.135
Money, Banking, and the Financial Markets
4.0 units
This course explores how banks and other financial institutions operate in a globalized world. Instruction includes an overview of monetary policy and how the central bank regulates and supervises the banking system, as well as the tools it employs as it manages the cost and availability of money in the economy. With commercial banks and investment banks now virtually the same, the course also covers other important facets of banking: corporate finance, underwriting, lending, foreign exchange, asset management, trust services, credit cards, cash management, trading of bonds and foreign exchange, and various services and products. A review and discussion of recent financial legislation also is included.

Prerequisite(s): X 1A and X 1B Principles of Accounting.

Reg# 361489
 Fee: $765
 Online
 June 27-Sept. 5
 Enrollment limited. No refund after July 3.
 Asnhal Almudnaa, MA, professor of finance and economics, Los Angeles City College

MGMT 833.380
Ethics in Finance
1.2 Q20a
This course focuses on the ethical issues confronting financial professionals, including extensive coverage of the recent financial crisis and the very latest developments affecting ethics within the financial world. Instruction includes an overview of the ethical standards in finance, including the primary elements necessary to make proper ethical decisions. The course also covers key definitions, issues, and general theories of business and finance ethics, citing examples from the recent scandals that have shaken public confidence in Wall Street and the world financial markets. Main topic areas include overview and fundamentals of finance ethics; ethics and the retail customer; ethics in investments; ethics in the financial markets; and ethics in financial management. Students leave the course with a better overall understanding of ethical issues confronting
financial professionals and how to apply ethical behavior in everyday business practices.

*Reg# 361903*

- **Fee:** $295
- **Classroom**
- **2 mtg:**
- **Saturday, 9am-4pm, July 7-14**
- **UCLA Extension Lindbrook Center:** 10920 Lindbrook Dr.

Visitors not permitted. No refund after July 6.

**Deborah Meng**, MBA, CPDM, CAMS, large banking organizations, Federal Reserve Bank of San Francisco

**Reg# 361712**

- **Fee:** $295
- **Online**
- **Aug. 1-29**
- **Enrollment Limited. No refund after Aug. 1.**

Instructor to be announced

Financial Literacy

**MGMT X 430.61 Fundamentals of Personal Finance**

4.0 units 3.6 CEUs

Intended for individuals of any age and financial background, this course provides the fundamentals and underlying principles of personal finance. Instruction provides a comprehensive review in the areas of cash management and consumer credit; investment basics, including stocks, bonds, and mutual funds; housing and other consumer decisions; insurance; legal protection; retirement planning; funding educational expenses; and estate planning. Students learn the essentials of financial planning so they can make informed decisions regarding their personal finances and long-term financial security. Participants leave the class with a thorough understanding of planning techniques and a step-by-step approach for putting these techniques into action.

*Reg# 361799*

- **Fee:** $765
- **Online**
- **June 27-Aug. 1**

No refund after July 3.

**Britt Hastey**, MS, MBA, vice chair, Business Administration Department, Los Angeles City College

Investments

**MGMT X 433.01 Fundamentals of Investing**

4.0 units

This course offers an introduction to investments, including investment analysis, portfolio management, and capital markets. Designed to provide the basic concepts and principles of investing, the course examines investment policies, types of securities, factors that influence price changes, timing purchases/sales, preparing investment programs to meet objectives, investment risk and return, and portfolio balancing. Instruction also includes an overview of the securities market and its behavior, including sources of information about the various instruments traded, procedure of trades, and the relevant mechanics and techniques of the market.

*Reg# 361781*

- **Fee:** $765
- **Classroom**
- **11 mtg:**
- **Thursday, 6:30-9:30pm, June 27-Aug. 6**
- **UCLA: School of Public Affairs Bldg.**

Visitors not permitted. No refund after July 12.

**David E French**, MBA, president, David French & Associates, LLC, a business strategy consultancy

**MGMT X 433.02 Alternative Investment Strategies**

4.0 units

This course is designed for beginners as well as advanced students and personal investors who recognize the importance of diversifying their investment portfolios and who have a desire to understand the risk and rewards of various trading styles in several asset classes. Instruction provides an overview of commodity futures and options, computer trading models, managed futures, commodity pools, diamonds, physical gold, and bitcoins. Topics include a history of futures and the exchanges; mathematical expectations behind many popular investing beliefs and "conventional wisdom"; behavioral and emotional aspects of investing; orders, including entry and exit strategies, risk management, and measurement; income tax considerations; asset allocation and correlation and non-correlation studies; and an overview of trading data providers and trading software. Guest lectures given by experienced traders and financial professionals expound upon the various subjects covered.

*Reg# 361799*

- **Fee:** $765
- **Classroom**
- **11 mtg:**
- **Tuesday, 6:30-9:30pm, June 26-Sept. 4**
- **UCLA: School of Public Affairs Bldg.**


**Raymond Goldsmith**, BS, senior commodity specialist, PFBest.com

**MGMT X 433.03 Managing and Understanding Stock Option Strategies**

4.0 units

Whether your personal investment style is conservative or aggressive, long-term or short-term, this in-depth course educates individuals on the utilization of options and demonstrates how options can add value to your current investment strategies. Intended for investors who want to utilize options as part of their overall investment mix, or for those who already employ options and want to expand their usage, this course explores the basics of options and some of the common misconceptions regarding them. Participants learn about the unique attributes of options and why investors have to think differently when investing in these instruments, whether as a stand-alone investment or in conjunction with existing stock positions. The course includes stock and index option strategies, as well as an understanding of the nomenclature of the terms used in option trading. Additional topics include the use of spreads, straddles, combinations, butterflies, condors, and other intermedi-ate forms of option strategies. Prerequisite(s): A basic understanding of the stock market is recommended.

*Reg# 361822*

- **Fee:** $750
- **Online**
- **June 27-Sept. 5**

Enrollment limited. No refund after July 3.

**Víctor Dosti**, BS, MBA, director of research, Whittier Trust

**MGMT X 460.983 International Investing**

4.0 units

More and more individuals are investing internationally to take advantage of its potential growth and to diversify their investment portfolios. This course provides you with a comprehensive overview of investment opportunities and strategies in international markets, including the developed world and emerging markets. Learn how to navigate the obstacles that confront the international equity and bond markets and the special risks involved with international investing. Topics include examining how asset allocation strategies can help to control risk, international investment products, analyzing political and economic risks in countries and regions, performing research and identifying information sources, and balancing and controlling risks. With these and other tools, you learn to make informed investment decisions and analyze the global and regional economic trends that may affect investment outcomes.
Personal Financial Planning Certificate

Advance your career in financial planning and get the educational training you need by enrolling in our CFP® Board-registered certificate. This nationally recognized program is ideal for anyone considering a career transition into the financial planning field or for current financial professionals who wish to advance their careers.

The 8-course certificate curriculum provides you with a thorough understanding of the financial planning process, and helps prepare you for the CFP Certification Examination. You complete your coursework through traditional live evening classes or instructor-led online courses. The required curriculum can be completed within 2 years.

**Introductory Courses**

- X 430.31 Survey of Personal Financial Planning
- X 430.391 Financial Analysis in Personal Financial Planning

**Core Courses**

- X 430.35 Insurance in Personal Financial Planning
- X 430.32 Investments in Personal Financial Planning
- X 427.904 Retirement Plans and Other Employee Benefits
- X 430.33 Income Taxation in Personal Financial Planning
- X 439.3 Estate Planning

**Capstone Course**

- X 430.38 Personal Financial Planning Capstone

**Required Ethics Seminar**

833.379 Ethics in Personal Financial Planning

**CFP® Certification**

For information on earning CFP® certification, contact the Certified Financial Planner Board of Standards, Inc. at (800) 487-1497 or visit cfp.net.

**Candidacy Fee**

An application for candidacy and a non-refundable fee of $200 must be submitted by the completion of the second course to officially enroll in this program.

**Internship**

The Personal Financial Planning Internship provides you an opportunity to gain practical experience with leading firms and companies and is available to certificate students who have completed a minimum of 5 courses in the program.

**Articulation Agreement—California Lutheran University**

UCLA Extension has established an articulation agreement with California Lutheran University’s California Institute of Finance where they will accept up to 15 units (5 courses) from this certificate program as credit toward their Master of Business Administration in Financial Planning.

**For More Information**

(310) 206-1654 | uclaextension.edu/pfp.accelerated

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**Personal Financial Planning Online Information Session**

**Free Webinar**

Take your career further as a personal financial planning professional by joining us for our free information session! Learn more about how our CFP Board approved Personal Financial Planning programs fit your needs and can help you reach your career goals.

The event is conducted entirely online and gives you a chance to interact with our program instructors and staff to learn more about our online and on-ground programs as well as the path to CFP certification.

One-hour live webinar from 10–11am Wednesday, August 8. Reg# 361920

For more information call (310) 206-1689 or email pwilliams@uclaextension.edu.
MGMT X 430.391

Financial Analysis in Personal Financial Planning
4.0 units 3.6 CEUs
This course covers the basic analytic tools and mathematical techniques used in personal financial planning and introduces the economic concepts underlying the profession. Topics include percentage calculations, family cash flows, basic corporate financial statements, interest and compound growth, understanding the financial section of the newspaper, bond yield calculations, internal rate of return, net present value, basic statistics, and equity analysis. Economic concepts covered include national income accounting, the Federal Reserve System, economic indicators, recession, depression, inflation, deflation, supply and demand, and the money supply. An HP 12C calculator is required. May be taken concurrently with, X 430.31 Survey of Personal Financial Planning. This course and X 430.31 Survey of Personal Financial Planning must be taken before all other courses in the Professional Designation in Personal Financial Planning.
Reg# 361415
Fee: $765
April 27–Sept. 6
Enrollment limited. No refund after July 3.
Dan Casey, MBA, Certificate in Personal Financial Planning, UCLA Extension; CFP®, Westlake Financial Advisors LLC.

MGMT X 427.904

Retirement Plans and Other Employee Benefits
4.0 units
A survey of the various plans available to provide retirement and other investment-oriented employment benefits to employees, significant planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of various alternatives. Topics include stock options, non-qualified deferred compensation plans, Section 125 cafeteria plans, and other non-pension-related benefits. The course emphasizes qualified corporate retirement plans, including pension and profit-sharing plans; non-corporate retirement programs, such as Keogh plans, IRAs, and Simplified Employee Pension Plans; fiduciary responsibility requirements in connection with retirement plans; and taxation and timing of benefits. Recent legislation is examined.
Prerequisite(s): X 430.31 Survey of Personal Financial Planning, X 430.391 Financial Analysis in Personal Financial Planning or consent of instructor.

MGMT X 430.32

Investments in Personal Financial Planning
4.0 units
An examination of the role of various investment vehicles in meeting financial goals, securities markets and sources of information about the various instruments traded, and the procedure of trades. This course introduces various market theories, including modern portfolio theory and the extension to this theory by Markowitz and Sharpe. Other topics include the analysis of business cycles; market analysis; analysis of individual companies; the market in debt instruments; and alternative instruments, including options, warrants, convertibles, commodity futures, mutual funds, and tangible.
Prerequisite(s): X 430.391 Financial Analysis in Personal Financial Planning and X 430.31 Survey of Personal Financial Planning or consent of instructor.
Reg# 361617
Fee: $765
April 11–July 12
Enrollment limited. No refund after July 12.
Stephen Minihan, MBA, CFP®, Westlake Financial Advisors LLC.

MGMT X 430.33

Income Taxation in Personal Financial Planning
4.0 units
This course examines the issues and determination of tax liability for numerous events and activities as they relate to the financial plan. Students are given the necessary information and tools of income taxation to make financial planning decisions within the context of either personal or client financial goals and objectives. Topics include tax issues and concepts in relation to insurance, investments, benefit planning, intrafamily transactions, and business operations. Students are taught and asked to demonstrate an understanding of the following planning techniques: excluding income, deferring income, shifting income, and managing or timing income.
Prerequisite(s): X 430.31 Survey of Personal Financial Planning, X 430.391 Financial Analysis in Personal Financial Planning, and X 427.08 Fundamentals of Tax Preparation, or X 127 Federal Income Taxation, or consent of instructor.
Reg# 361443
Fee: $765
April 26–Sept. 6
Enrollment limited. No refund after July 3.
Jason Howde, MBA, CFP, CIMA.

MGMT X 430.38

Personal Financial Planning Capstone
4.0 units
This capstone course bridges academic coursework with actual practice management, introducing students to the skills and tools needed for developing a comprehensive financial plan for a client. The first part of the course provides a review of the financial planning CFP® Board topics, including ethics and principles of communication and counseling. Classes also review and apply the process and techniques for preparing and presenting a financial plan in an environment of non-liability. This course fully meets the financial plan development course requirement to CFP Board's education standards, effective Jan. 1, 2012. This course may also be taken by individuals who plan to sit for the CFP Examination on a “challenge status” (e.g., CPA, JD, CFA, CRF, CLU).
Prerequisite(s): Completion of the seven other required courses in the Personal Financial Planning Certificate.
Reg# 361440
Fee: $765
Online
June 27–Sept. 5
Students enrolled in this course are eligible to apply for the Joseph G. Devaney Scholarship which is awarded each academic quarter to offset course fees for X 430.38 Personal Financial Planning Capstone (classroom or online). The scholarship will underwrite the full cost of the course. For more information call (310) 625-7728. Course requirements include each student to produce an online video presentation of a financial plan using digital media.
Enrollment limited; early enrollment advised.
No refund after July 3.
Dan Casey, MBA, Certificate in Personal Financial Planning, UCLA Extension; CFP®, Westlake Financial Advisors LLC.
Business Communications
Certificate
A New Professional Program

The Business Communications Certificate is designed for working professionals in any one of a number of fields who want to improve their written, verbal, and Internet/digital-related communication skills. This program also helps any individual who is seriously considering a career or career transition into customer relations, investor relations, marketing, management, public relations, or sales develop critical skills in crafting messages, recommendations, product/service attributes, and presentation construction and delivery.

This program provides instruction, “hands-on” practice and exercises, course materials, instructor feedback, case examples, best practices, and proven techniques to significantly improve written business communications, oral presentations, best methods of communicating given each communication purpose, getting and keeping audience attention, effectively applying today’s communications-related technologies, and appropriate approaches to each business form of communication. Key communication subjects included in this certificate are writing, interpersonal communication, and cross-cultural communication skills.

Requirements
Students must earn a C grade or better in each class to successfully complete the certificate program.

Required Courses
- MGMT X 109 Business Communications (4 units)
- MGMT X 482.202 Organizational Communication (4 units)
- MGMT X 490.8 Cross-Cultural Communication and Management in a Global Workforce (4 units)
- MGMT X 482.7 The Dynamics of Interpersonal Communication (4 units)
- MGMT X 469.15 Crisis Management and Communications (2 units)

Defined Electives
(8 units required)
- ENGL X 401.6 Intensive Grammar and Punctuation Review (4 units)
- ENGL X 4181 Business Writing (4 units)
- MGMT X 460.494 New Business Development and Pitching the Perfect Presentation (4 units)
- MGMT X 469.21 Best Practices in Social Media for the Communications Professional (2 units)
- MGMT X 469.26 Digital Communications Strategies (4 units)
- MGMT X 469.27 Corporate Communications (4 units)
- MGMT X 490.996 Leadership Communication Strategies (4 units)
- SPEECH X 4171 Public Speaking for Professionals (4 units)

An Application for Candidacy must be submitted by the completion of the second course to be officially enrolled.

For More Information
(310) 206-4271 | uclaextension.edu/businessCom

Late-Spring Courses
Classes Begin All the Time
Enroll Now!

At Extension, you can find courses starting every month. Here are just a few scheduled to fit into your busy schedule.

<table>
<thead>
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Visit uclaextension.edu for a complete schedule.

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An Application for Candidacy must be submitted by the completion of the second course to be officially enrolled.

For More Information
(310) 206-4271 | uclaextension.edu/businessCom
Personal Financial Planning Certificate and who have completed a minimum of five courses in the Personal Financial Planning Certificate program. International students must contact the International Student Office at (310) 206-9351 to confirm eligibility.

Reg# 361870
Fee: $765
Independent Study/Internship
June 27–Sept. 4
Enrollment limited. No refund after July 3. Instructor to be announced

MGMT UL 722.24
Personal Financial Planning Information Session: A Free Event
0.0 CEUs
Take your career further as a personal financial planning professional. Attend our free information session to learn more about how UCLA Extension’s CFP Board approved Personal Financial Planning programs fit your needs and can help you reach your career goals. Interact with our program instructors and staff to learn more about our online and on-ground program options as well as the path to the CFP certification. The information session includes a one-hour live webinar from 10-11am PST.

Reg# 361920
Online
Aug. 8
Information session conducted entirely online from 10-11am. Participants must provide a valid email address upon enrollment. Admission is free but advance registration is required. Linda Hewitt, BS, CFP®, CRPC, co-founder, Financial Planning Educational Solutions

Nancy LeClair, BA, CPA, CFP®, co-founder, Financial Planning Educational Solutions

Business Communications

For more information call (310) 206-4271 or email bamcertificate@uclaextension.edu.

Business Writing

MGMT X 109
Business Communications
4.0 units
Communication, whatever method used, needs to inform. In the business environment writing clear, concise, comprehensible copy is critical to success. In this course, learn techniques for clarifying purpose, understanding readers, and organizing ideas. Through in-class writing exercises, you practice proven strategies for overcoming writer’s block and creating concise, appropriate, and grammatically correct work. Practice exercises include editing and writing letters, memos, reports, email messages, summaries, resumes, and cover letters. Additionally, you learn vocabulary development, using correct grammar and punctuation, techniques for reducing writing time, and proofreading.

Reg# 361313
Fee: $765
Classroom
11 mtgs
Tuesday, 6-9pm, June 26–Sept. 4
UCLA: Rolfe Hall
Enrollment limited to 25 students. No refund after July 8. 
Julianne Fowler, MA, management consultant; author.

Communication Skills

MGMT X 482.202
Organizational Communication
4.0 units
Designed to give you the knowledge and skills necessary to lead and communicate in today’s highly diverse workplace, this course provides the most current approaches to communicating and motivating employees with culturally different expectations. The course covers improved interpersonal relationships, team productivity, and overall customer service. You also learn innovative practices specifically geared to today’s highly diverse workplace to resolve conflict. Maximize your leadership and communication skills and be ready to apply them immediately in the workplace and your personal life.

Reg# 361222
Fee: $765
Online
June 25–Sept. 9
Enrollment limited; early enrollment recommended. Enrollment deadline: June 29. No refund after June 29. 
Steve Horowitz, PhD, management consultant, New Freedom Communications

MGMT X 490.996
Leadership Communication Strategies
4.0 units
This course is designed to improve interpersonal behaviors and communication skills for those in leadership roles with the goal of improving relationships, productivity, and the quality of work. Topics include a review of basic communication skills: listening, self-disclosure, and methods of expression; more advanced skills: nonverbal communication, influencing behaviors, addressing hidden agendas, and male/female communication in the workplace; conflict management skills; assertiveness; and responding to criticism.

Reg# 361222
Fee: $765
Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28–Sept. 6
UCLA Extension Gayley Center: 1145 Gayley Ave.
Enrollment limited; early enrollment recommended. Enrollment deadline: July 11. No refund after July 11. 
Shiny Bucur Ussel, MSc, president, Communication & Branding Expert, Licensed NLP Trainer, Life Coach and Motivational Speaker, Be-live in U International NLP Training & Consultancy

COMCTCH X 482.7
The Dynamics of Interpersonal Communication
4.0 units
In today’s fast-paced, highly competitive business world, it is more important than ever to recognize and study the significant role communication plays in our business lives. How well we communicate greatly determines how successful we will perform on the job and our level of personal job satisfaction. This course is designed for individuals at all levels in all types of businesses who desire to polish and/or develop additional communication skills in formal and informal settings. Participants explore conflict resolution, giving/receiving criticism, defensive communication, assertiveness, focused listening, nonverbal communication, self-esteem, team building and delegating work, empowerment, small-group dynamics, management and sales strategies, customer service, problem-solving and negotiation, intercultural communication, interviewing, and power and authority.

Reg# 361314
Fee: $765
Classroom
11 mtgs
Tuesday, 7–10pm, June 26–Sept. 6
UCLA: Bunche Hall
No refund after July 9.
Joseph P. Reynolds, BA, MDx/STM, director, JPR Communication


With billions of dollars being spent in research, security improvements, and contingency plans, the field of Emergency Management and Homeland Security (EMHS) continues to grow and evolve as an important field in the private and public sectors. Specialize in EMHS and broaden your employment prospects with this timely certificate.

The Certificate Curriculum

Required Courses
MGMT X 408.801 Emergency Preparedness and Homeland Security: An Overview
MGMT X 408.802 Fundamentals of Emergency Preparedness
MGMT X 408.803 Human, Legal-Compliance, and Ethical Issues of Emergency and Risk Management
MGMT X 469.15 Crisis Management and Communications: Safeguarding Image and Viability
MGMT X 408.804 Testing, Training, and Exercises for Business and Government Agencies

Electives (choose one of the following)

- MGMT X 408.805 Building the Preparedness Plan
- MGMT X 408.806 Internship in Emergency Management and Homeland Security

Get a Head Start on a Master of Science in Emergency Services Administration!

Take advantage of an agreement between UCLA Extension and California State University Long Beach to complete your MS in Emergency Services Administration. Complete the Emergency Management and Homeland Security Certificate or the Enterprise Risk Management Certificate from UCLA Extension and then apply 8 quarter units (two 4-unit courses) or a maximum of 6 semester units toward CSULB’s MS in Emergency Services Administration.*

For complete details and program information, visit uclaextension.edu/homeland.

For More Information
(310) 206-2714 | uclaextension.edu/homeland

* Transfer to the CSULB master’s degree is contingent upon the student already possessing a baccalaureate degree from an accredited college or university, with a minimum GPA of 3.0 (from an academic institution that determines eligibility for admission to the Master of Science in Emergency Services Administration and will be the institution that evaluates the official University of California Los Angeles Extension transcript submitted by applicants.)
Enterprise Risk Management (ERM)

The Enterprise Risk Management Certificate is designed to improve an organization's ability to succeed in the face of a wide spectrum of risks and challenges—from managing day-to-day operational risks and issues, to navigating business strategy. The certificate program teaches enterprise risk management concepts and methods to increase an organization's ability to withstand individual and systemic disruptions, positioning them to successfully adapt to tomorrow's challenging and evolving risk environments.

For More Information
industrysegmentprograms@unex.ucla.edu | (310) 206-2714

SPEECH 255
Working Through the Fear of Public Speaking
3.0 CEUs
Professionals who must make presentations as part of their work often are unprepared with the skills to successfully and confidently speak before an audience. This course provides each participant with a solid foundation in public speaking that is specific to each individual's personality and style. Topics include methods for preparing and delivering a presentation, connecting with an audience, the dynamics of voice and pacing, and the use of gestures and props. Individual presentations take place in a supportive environment with acknowledgment, evaluation, and direction from the instructor.

Reg# 361315
Fee: $765
 Classroom
 10 mtgs
 Monday, 7-10pm, June 25-Aug. 27
 UCLA: School of Public Affairs Bldg.
 No refund after July 8.

Pamela Kelly, MA, PK Communications Skills Training and Coaching

Emergency & Risk Management

For more information call (310) 206-2714 or e-mail industrysegmentprograms@unex.ucla.edu.

Emergency Management & Homeland Security

MGMT X 408.801
Emergency Preparedness and Homeland Security: An Overview
4.0 units
Gain an understanding of the key elements of emergency preparedness, including Department of Homeland Security issues and resources; elements of effectively managing any major crisis; and how to assist in the development of an emergency preparedness strategy in a private company or a government agency. Learn about protection planning for an organization's employees, customers, and physical assets; ensuring compliance with applicable federal, state, and local regulations; and how to look internally at processes and procedures in order to plan and build "networks" of external relationships, resources, assistance, and cooperation. The course includes student work with selected training sources and exercises that reinforce key learning objectives.

Reg# 361386
Fee: $765
 Online
 June 25-Sept. 3
 Enrollment limited; early enrollment recommended. Visitors not permitted. No refund after June 29.

Paul Myers, PhD, CEM, director of Content Management, REMs TA Center

Enterprise Risk Management

MGMT X 408.802
Fundamentals of Emergency Preparedness
4.0 units
This course moves into the real-world work environment, and builds your know-how in many specific job functions: understanding senior management’s commitment to organizational preparedness for disasters, both inside the company and external to the company; interorganizational collaboration and trust in preparedness planning; preparing the inventories of employees, assets, suppliers, and customers; identification of all organizational stakeholders; identification of key departments and employees who have critical roles in preparedness and a description of each role; basics of verbal and written plan communication and distribution; developing a preparedness plan; federal, state, and local compliance issues and regulations; and understanding your organization's "community" and "external networks" in crisis planning, management, and recovery.

Prerequisite(s): X 408.801 Emergency Preparedness and Homeland Security: An Overview (may be taken concurrently). In addition to standard technical requirements, students are required to have a computer with an internal/external microphone.

Reg# 361838
Fee: $765
 Online
 June 26-Sept. 5
 Enrollment limited; early enrollment recommended. Visitors not permitted. No refund after July 2.

Paul Myers, PhD, CEM, director of Content Management, REMs TA Center

MGMT X 408.804
Testing, Training, and Exercises for Business and Government Agencies
4.0 units
Every organization has unique vulnerabilities, assets, exposures, and employees. Learn the tools for applying a risk or vulnerability assessment for any organization and incorporating these assessments into thriving emergency plans. Emergency plans must then undergo reality checks in the form of testing, training, and exercises. This course provides you with the sets of tools and cases that lead to knowledge in structuring examination, testing/validating, training, and exercises applicable inside any specific organization.

Reg# 361839
Fee: $765
 Online
 June 27-Sept. 5
 Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 3.

Lauren Stienstra, MSc, CEM, deputy coordinator, Arlington County Office of Emergency Management, UCLA EH&S/Office of Emergency Management

MGMT X 408.810
Designing and Implementing an Enterprise Risk Management Program
4.0 units
This course introduces the concepts and skills to effectively design and implement an enterprise risk management program that is tailored to an organization’s culture, governance structure, and current management processes. Through class discussion and case studies, students explore common barriers to effective ERM implementation and learn techniques to overcome them. Internal and external influences on an organization's risk management approach are also examined. Students are introduced to enterprise risk assessment methods and facilitation techniques. The course includes student work with selected case exercises that reinforce key learning objectives.

Reg# 361840
Fee: $765
 Online
 June 28-Sept. 6
 Enrollment limited; early enrollment advised. Visitors not permitted. No refund after July 5.

Carrie Frandsen, ERM program manager, Office of Risk Services, University of California Office of the President

MGMT X 408.813
Enterprise Risk Management: Advanced Techniques
4.0 units | 3.6 CEUs
This course picks up where Enterprise Risk Management: Toolkit ends. The course includes decision analysis methods (which includes an introduction to risk and decision analysis software tools), further exploration of quantitative risk analysis techniques such as (e.g., Bayesian statistics, stochastic data methods) and of qualitative risk analysis techniques (e.g., scenario planning, influence diagrams, Delphi technique), techniques of assessing catastrophic risk (including systemic risk), an introduction to risk management dashboards (i.e., measuring and monitoring key performance indicators and key risk indicators), communications and the presentation of ERM issues to senior management, an introduction to risk-based capital allocation, and an introduction to risk-based performance management.

Reg# 361955
Fee: $765
 Online
 June 26-Sept. 4
 Enrollment limited; early enrollment recommended. Visitors not permitted. No refund after July 2.

Carl Southwell, DPPD, president/consultant, InsureTech, Inc.
Starting or Growing
Your Business

Key Courses for Today’s World

Have you been thinking about starting a new business or expanding an existing one? Learn the key concepts to product ideation, business plan writing, strategy, and entrepreneurial marketing with the following courses.

Developing a Business Plan
Page 57.

Fundamentals of Business Administration and Management
Page 57.

Establishing a Successful Business
Page 58.

Entrepreneurship & Small Business

For more information call (310) 206-4271 or email bamcertificate@uclaextension.edu.

Entrepreneurship & Small Business Management

Certificates:
General Business Studies with Concentration in Entrepreneurship
Business Administration with Concentration in Entrepreneurship

MGMT X 497.610
Developing a Business Plan
4.0 units
Learn all aspects of creating a solid first draft of your own business plan. This course begins with a comprehensive “situation analysis” of your (or your employer’s) small business (or case study, if more applicable). You then learn the key components for creating an effective business plan: knowing your existing customers, target future customers, customer value formulation, income statement and balance sheet forecasting, revenue forecasting methodologies, competitor assessment and emerging company/product/service competitors, and understanding the pitfalls of small business development. In addition, you look at building and planning an efficient business infrastructure (systems, technology, third-party software); small business finance, cash flow, debt, and financing alternatives; transitioning from personal guarantees and credit lines to a self-financing business model; effectively planning, hiring, and training staff with high potential; the legal aspects of organizing and managing a small business; negotiating skills; and setting day-to-day priorities with the business plan in mind. With these skills, you can build a solid first draft of your business plan.
Reg# 361226
Fee: $765
❖ Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment recommended.
Enrollment deadline: June 29. No refund after July 9.
Herb Hoviss, MA, management consultant

MGMT X 497.613
Fundamentals of Business Administration and Management
4.0 units
A majority of businesses fail within the first two years, and a significant percentage of the initial survivors don’t last much longer. There are many reasons for this, including inexperienced management, lack of sufficient capital, failure to do proper marketing, and a lack of financial competency. The bottom line is that most managers don’t know how to properly systematize, structure, and manage their businesses. They don’t know because they’re not aware of where or how to find this information. This course is designed to teach students how to structure properly, systematize, and manage a business of any size or type, service or product, and in any industry.
Reg# 361228
Fee: $765
❖ Online
June 25-Sept. 9
Enrollment limited; early enrollment recommended.
Enrollment deadline: June 29. No refund after June 29.
Maria Vitale, MA, adjunct faculty, Brandman University and Chaffey College

small business business plan: knowing your existing customers, target future customers, customer value formulation, income statement and balance sheet forecasting, revenue forecasting methodologies, competitor assessment and emerging company/product/service competitors, and understanding the pitfalls of small business development. In addition, you look at building and planning an efficient business infrastructure (systems, technology, third-party software); small business finance, cash flow, debt, and financing alternatives; transitioning from personal guarantees and credit lines to a self-financing business model; effectively planning, hiring, and training staff with high potential; the legal aspects of organizing and managing a small business; negotiating skills; and setting day-to-day priorities with the business plan in mind. With these skills, you can build a solid first draft of your business plan.

Starting or Growing
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Entrepreneurship & Small Business Management

Certificates:
General Business Studies with Concentration in Entrepreneurship
Business Administration with Concentration in Entrepreneurship

MGMT X 497.610
Developing a Business Plan
4.0 units
Learn all aspects of creating a solid first draft of your own business plan. This course begins with a comprehensive “situation analysis” of your (or your employer’s) small business (or case study, if more applicable). You then learn the key components for creating an effective business plan: knowing your existing customers, target future customers, customer value formulation, income statement and balance sheet forecasting, revenue forecasting methodologies, competitor assessment and emerging company/product/service competitors, and understanding the pitfalls of small business development. In addition, you look at building and planning an efficient business infrastructure (systems, technology, third-party software); small business finance, cash flow, debt, and financing alternatives; transitioning from personal guarantees and credit lines to a self-financing business model; effectively planning, hiring, and training staff with high potential; the legal aspects of organizing and managing a small business; negotiating skills; and setting day-to-day priorities with the business plan in mind. With these skills, you can build a solid first draft of your business plan.
Reg# 361226
Fee: $765
❖ Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Enrollment limited; early enrollment recommended.
Enrollment deadline: June 29. No refund after July 9.
Frank Blair, MBA, principal, Blair Consulting Group

Small Business Management &
Technology Certificate

Curriculum Focused on Increasing the Effectiveness of Small Business Owners and Managers

The Small Business Management and Technology Certificate is designed to improve small business leadership, decision making, operations planning, marketing, regulatory compliance, risk management, financing, and long term profitability. The curriculum includes technology resources and examples to support the learning objectives of the certificate and courses.

This new certificate will also be beneficial to anyone planning to start their own business by providing substantial know-how and best practices to increase success and reduce risks. Risks are both “calculated” and “unplanned/surprises,” and risk reduction can be achieved by better calculating possible outcomes and attaining higher levels of education to reduce surprises.

Learn at your convenience from industry experts.

Our program can be completed entirely online to fit your busy schedule and our curriculum advisory board not only includes successful small business owners but the area director of the SBA, commercial credit lenders and leaders, and UCLA’s Anderson School of Management.

Courses may be taken individually and the entire program, if desired, may be completed in approximately 12 months depending on the specific student’s experience and time availability.

Required Courses

MGMT X 497.610 Developing a Business Plan

MGMT X 497.611 Financial Tools for Business Growth
Only offered next winter.

MGMT X 497.612 Marketing and Sales Strategies for Entrepreneurial Business

MGMT X 497.613 Fundamentals of Business Administration and Management

MGMT X 497.614 Legal Compliance & Negotiating Skills

MGMT X 497.615 Establishing a Successful Business

Page 57.

For More Information
(310) 206-1654 | uclaextension.edu/mbm
Fundraising & Nonprofit Management

Fundraising

For more information call (310) 825-7093 or email fundraising@uclaextension.edu.

PUB PLC X 431 Introduction to Fundraising 4.0 units

This course orientates students to the profession of fundraising and serves as the foundation for UCLA Extension’s Specialization in Fundraising. The course begins with an overview of fundraising strategies and techniques. Students are introduced to the variety of career paths within fundraising and the specific skills required to be an effective fundraiser. Further topics include the elements of a successful fundraising operation; the importance of data management and analysis; and legal and ethical aspects of fundraising.

Reg# 361876
Fee: $900

Online: July 2-Sept. 9

Enrollment limited to 25 students. Visitors not permitted.


Pamela Barden, DBA, CFRE, Ms. Barden has 30 years’ experience advising local and national nonprofits on fundraising strategy, direct mail and response copywriting, grant writing, and creative direction. Pamela regularly publishes in NonProfit Pro and other leading nonprofit and fundraising publications.

Nonprofit Management

PUB PLC X 470.6 The Business of Nonprofits 4.0 units

This course presents an overview of operations management of a nonprofit organization—a challenge not unlike running a successful business. It examines lessons and case studies from both the business world and the nonprofit sector to better understand how organizations and their leaders can be efficient, resourceful, and innovative in daily operations and long-term strategy, while staying true to a core mission. Topics include: principles of financial management, accounting 101 for nonprofits; fund management; tax and audit issues; endowments and grants; reporting obligations and other legal considerations.

Reg# 361287
Fee: $688

Online: June 25-Sept. 3
Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.

Karla V. Salazar, MA, founder, SDS Strategies; former director, Nonprofit Finance Fund, Los Angeles.

PUB PLC X 470.7 Strategic Planning within a Nonprofit Environment 4.0 units

This course takes an in-depth look at the essential elements of strategic planning. The course introduces students to the strategic planning principles, the process of a SWOT analysis, elements of an environmental scan, and other tools available to nonprofit managers.

Reg# 361254
Fee: $688

Online: June 25-Sept. 3
Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.

Matthew Sharp, BA, strategic planning consultant, LA city commissioner, experience in nonprofits, foundations and government policy.
Human Resources 

For more information call (310) 206-4271 or email bamcertificate@uclaextension.edu.

Human Resources Management

MGMT X 450.50 Internship in Human Resources Management

4.0 units

The internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—comprised of at least 120 hours of practical application of course material—that the student has secured and had approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students will have access to a list of firms with internship opportunities. Course is only available to Human Resources Management Certificate students who have completed 20 units of the program curriculum with a GPA of 3.0 or better. A UCLA Extension instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.

Prerequisite(s): The internship is only available to UCLA Extension Human Resources Management Certificate students who have completed a minimum of 20 units of the program curriculum, with a GPA of 3.0 or better.

Reg# 361261
Fee: $765
Online/Study/Internship
June 25–Sept. 9

International students who wish to pursue paid internships must contact the International Student Office at (310) 206-9351 to confirm eligibility. Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review. Visitors not permitted. Restricted course. No refund after June 25.

Denise Jackson, MA, director of Employee Relations, Career Education Corp.

MGMT 859.50 Ethics for Human Resources Professionals

1.8 CEUs

Today’s HR professionals function as a key source of ethical awareness for managers and employees. This course heightens awareness of when integrity and an understanding of ethical issues are required, not only when advising others, but also when addressing the issues HR professionals face. Instruction enables participants to recognize the parts of their jobs in which ethical issues are most likely to be experienced; they employ practical techniques to develop solutions, evaluate their impacts, and decide on a course of action. Additionally, students understand the impact of cultural and organizational pressures to conform; identify when to escalate issues and to whom; know the early warning signals of conflict between personal and work values; and assess how to maintain personal integrity.

Reg# 361202
Fee: $415
Online
June 25-Aug. 5

Select CEU (appears on transcript)* as the credit and grading preference to have this course applied toward a certificate program’s ethics requirement (if applicable).

Enrollment limited; early enrollment recommended. Enrollment deadline: July 6. No refund after July 6.

Corin Choppin, MA, partner, political consultant, Capitol Campaigns

Rachel Choppin, MA, principal, HR 4 You

Susmitha Valvekar, MA, MPH, certified in Human Resource Administration

Reg# 361203
Fee: $415

Classroom
2 mtgs.
Friday, 9am-4pm, July 13-20

UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

Select CEU (appears on transcript)* as the credit and grading preference to have this course applied toward a certificate program’s ethics requirement (if applicable).

Enrollment limited; early enrollment recommended. Visitors not permitted. Enrollment deadline: July 12.

Cindy Trolanello, BA, CPA, senior HR consultant; executive, career, and financial coach.

MGMT 892.11 Preparing for the PHR and SPHR Exams

3.3 CEUs

This course is designed to help students who plan to sit for the PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) examinations. The course uses the HRCP (Human Resource Certification Preparation) materials and test bank specifically geared toward the PHR and SPHR bodies of knowledge. The course is well-suited to the student who prefers a structured, directed classroom approach to studying for either examination. The course follows a “study roadmap” designed to gradually introduce new subject matter while reinforcing material learned earlier, which helps students retain concepts over time and maximize performance on test day.

Reg# 361205
Fee: $765
Classroom
11 mtgs.
Tuesday, 6:30-9:30pm, June 26–Sept. 4

UCLA Extension Gayley Center: 1145 Gayley Ave.

No meeting Sept. 3. One meeting to be arranged.

Note: The HR Certification Institute requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Eligibility is determined by the HR Certification Institute. If you wish to take the PHR or SPHR exam, you must complete a separate application form online through the HR Certification Institute. Neither the HRCP (Human Resource Certification Preparation) materials nor this course is a substitute for the certification examination. Students are solely responsible for verifying their eligibility to sit for the exam directly with HRCI. For more information on eligibility, exam dates, or to apply to take the exam, visit hrci.org. Students are expected to purchase the Complete HRCP Program on their own at hrcp.com/products. After enrolling in this class, please contact Eddie Fisher at efisher@unex.ucla.edu to receive a discount.

Fisher at efisher@unex.ucla.edu to receive a discount.

Note: The HR Certification Institute requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Eligibility is determined by the HR Certification Institute. If you wish to take the PHR or SPHR exam, you must complete a separate application form online through the HR Certification Institute. Neither the HRCP (Human Resource Certification Preparation) materials nor this course is a substitute for the certification examination. Students are solely responsible for verifying their eligibility to sit for the exam directly with HRCI. For more information on eligibility, exam dates, or to apply to take the exam, visit hrci.org. Students are expected to purchase the Complete HRCP Program on their own at hrcp.com/products. After enrolling in this class, please contact Eddie Fisher at efisher@unex.ucla.edu to receive a discount.

Fisher at efisher@unex.ucla.edu to receive a discount.

Students advised to order all materials as early as possible, so that they’re ready to begin reading and working with practice test questions on the first day of class. Fee does not cover PHR and SPHR exam registration cost.

Enrollment limited; early enrollment recommended. Enrollment deadline: July 9. No refund after July 9.

Instructor to be announced

Online/Study/Internship

Group Discount

A 10% group discount is available to companies that enroll three or more employees in the same course.

Group A: Core Courses

(7 required plus Ethics requirement)

Group B: Elective Courses

(8 units required)

(Courses are 4 units unless otherwise specified.)

MGMT X 450.03 Financial Aspects of Human Resources Management

MGMT X 450.35 Strategic Human Resources Management

MGMT X 450.65 International Human Resources Management

MGMT X 450.36 Human Capital Management

MGMT X 450.2 Talent Acquisition

MGMT X 450.50 Internship in Human Resources Management

MGMT X 450.50 Internship in Human Resources Management

MGMT X 450.31 Compensation Programs: Administration and Design

MGMT X 450.32 Benefits Programs: Administration and Design

MGMT X 450.34 Employee Relations and Legal Aspects of Human Resources Management

MGMT X 482.201 Human Resources Development

MGMT 859.50 Ethics for Human Resources Professionals

MGMT X 482.203 Advanced Human Resources Management

MGMT X 491.11 Managing Change in Organizations (2 units)

MGMT X 491.11 Managing Change in Organizations (2 units)

MGMT X 482.202 Organizational Communication

MGMT X 490.8 Cross-Cultural Communication and Management in a Global Workforce

MGMT X 497.613 Fundamentals of Business Administration and Management

Recertification Credit for Human Resources Professionals

These courses have been approved for recertification credit hours toward PHR®, SPHR®, and GPHR™ recertification through the Human Resource Certification Institute (HRCI).

For information about recertification, visit hrcl.org.
For HR Professionals

Preparing for the Professional in Human Resources (PHR) & Senior Professional in Human Resources (SPHR) Examinations

Prepare for your success the right way—in a structured, directed classroom. This course is designed to help you pass the PHR or SPHR examinations. Using the HRCP materials, which are specifically geared toward the PHR and SPHR bodies of knowledge, you develop an understanding of all areas covered by the exams. Page 59.

For More Information
(310) 825-2012

MGMT X 450
Elements of Human Management
4.0 units

This course provides an overview of and introduction to the basic human resources management (HRM) functions: employment, employee relations, training and development, compensation, benefits, and human resources information systems (HRIS). Topics include the various aspects of designing and structuring an HRM/personnel department, the history and future of HRM, the changing nature of work, the relationships of HRM functions, the current legal environment in which HRM operates, sources for obtaining answers to most operational HRM problems, and an exploration of HRM as a career.

Reg# 361555
Fee: $765
Classroom
11 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
One meeting to be arranged.
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 8.
Ann Crawford, MSW, PHR, SPHR, PHRca, SHRM-CP, CHRIS, HCS, HR Business Partner, ADP

Reg# 361207
Fee: $765
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
Enrollment limited, early enrollment recommended.
Enrollment deadline: July 9.
Michael Kilroy, MBA, SPHR, senior vice president, Business Partner Manager, City National Bank

MGMT X 450.03
Financial Aspects of Human Resources Management
4.0 units

To be a successful business partner with management, the human resources professional needs to effectively understand and manage the financial aspects of his/her HR department as well as the impact of the employees on the organization’s bottom line. Emphasis is placed on ways the HR practitioner can enhance a company’s financial performance. This course provides HR practitioners with the tools and information to understand the cost of the HR functional area(s), and the financial aspects of benefits and payroll.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor. While no formal experience in statistics is required, students must demonstrate basic high school-level math/numerical skills; a knowledge of basic algebra is also recommended.

Reg# 361209
Fee: $765
Online
July 2-Sept. 2
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 6.
Ebony Hill, MS, online faculty, Franklin University

MGMT X 450.2
Talent Acquisition
4.0 units

A high-quality workforce is essential to the success of businesses today. This course provides the strategies, concepts, and practices essential to the effective selection of personnel to accomplish a business objective, with an emphasis on recruiting, promoting, and retaining employees. The course also covers budget development, job descriptions, interviewing techniques, assessment, testing, background investigations, legal requirements, reporting of results to management, employee orientation, outplacement, and ethnic diversity issues.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361211
Fee: $765
Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA Extension DTLA: 261 S. Figueroa St.
One meeting to be arranged.
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 17.

Ronald Becker, MBA, senior vice president, Employee Relations, Bank of America

Denise Jackson, MA, director of Employee Relations, Career Education Corp.

Reg# 361210
Fee: $765
Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA: Bunche Hall
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 11.
Charlene Collinder, MBA, Academic HR business partner, Cedars-Sinai Medical Center

Reg# 361212
Fee: $765
Online
July 2-Sept. 2
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 6.
Donald B. Burnett, PhD, principal, Human Capital Management Services, The Burnell Group, LLC

MGMT X 450.31
Compensation Programs: Administration and Design
4.0 units

In this introductory course, students explore compensation as a key factor in achieving organizational goals. In addition to introducing current concepts, approaches, techniques, and terms, instruction examines the forces that shape the development of compensation strategies, plans, and policies. Topics include salary administration, incentive plans, and stock-based programs; the factors of motivation, performance evaluation, labor market dynamics, and budgeting that underlie the development of compensation programs; key steps involved in developing salary administration and cash-incentive programs; the most competitive benefits offered by organizations; and the way compensation programs are designed for specific job families, units/functions, and levels of organization.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361213
Fee: $765
Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA: School of Public Affairs Bldg.
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 11.
Sharon Clark, MBA, Human Resources Director-Benefits, The Aerospace Corporation

Reg# 361214
Fee: $765
Online
July 2-Sept. 2
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 6.
Kathy Gilroy, MA, human resources manager, Safety Insurance

MGMT X 450.32
Benefits Programs: Administration and Design
4.0 units

Employee benefits are expensive and important to any organization, accounting for nearly 40% of total employee compensation. This comprehensive course provides essential information for evaluating and designing programs to meet corporate objectives. A high-quality workforce is essential to the success of businesses today. This course provides the strategies, concepts, and practices essential to the effective selection of personnel to accomplish a business objective, with an emphasis on recruiting, promoting, and retaining employees. The course also covers budget development, job descriptions, interviewing techniques, assessment, testing, background investigations, legal requirements, reporting of results to management, employee orientation, outplacement, and ethnic diversity issues.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361218
Fee: $765
Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
One meeting to be arranged.
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 17.
Sal Sangi, MA, HR consultant

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361215
Fee: $765
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: School of Public Affairs Bldg.
Enrollment limited; early enrollment advised.
Enrollment deadline: July 9.
Karen Nash, BA, SPHR, SHRM-SCP

Reg# 361216
Fee: $765
Online
July 2-Sept. 2
Enrollment limited; early enrollment advised.
Enrollment deadline: July 6.
Daniel Van Bogaert, JD, Executive Compensation and Benefits, ERISA Compliance Consulting

MGMT X 450.34
Employee Relations and Legal Aspects of Human Resources Management
4.0 units

Designed for the human resources management (HRM) generalist practitioner or anyone who is preparing for a career as a specialist in labor/employee relations, this course provides a survey of significant laws and regulations that affect the practice of HRM in the U.S. and California. Topics include an overview of employment; wage and hour; benefits; EEO and AA; and labor/employee relations and safety laws, rules, and regulations. All phases of managing the HRM responsibility are covered— from recruitment through termination.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361217
Fee: $765
Online
July 2-Sept. 2
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 6.
James W. Adams, Jr., JD, attorney, director, James W. Adams, Jr., PC.

MGMT X 450.35
Strategic Human Resources Management
4.0 units

Leadership in the field of Human Resources requires much more skill and knowledge today than it has in the past. CEOs and boards have higher expectations for the role of the HR leader as a strategic, knowledgeable business partner. This course introduces the seasoned HR practitioner to areas of knowledge CEOs expect, and helps participants develop a comfort speaking the same language as other senior business leaders. Topics include a history of HR management; identification and analysis of strategic trends; the dynamics of changing technology; best practices in HR systems design; financial acumen for HR professionals; HR’s role in Sarbanes-Oxley implementation; mergers and acquisitions strategy; HR metrics; and the ROI (return on investment) of human resources.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

Reg# 361218
Fee: $765
Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
One meeting to be arranged.
Enrollment limited; early enrollment recommended.
Enrollment deadline: July 17.
Adams, Jr., PC.

MGMT X 450 Elements of Human Resources Management or consent of instructor.
International Business

For more information call (310) 206-2714 or email industrymanagementprograms@unex.ucla.edu.

International Trade & Commerce Certificate

The 9-course International Trade & Commerce Certificate offers a broad and comprehensive curriculum. Students may complete the certificate with or without a concentration. Many of the individual courses are also offered online.

In addition, students must complete the seminar 891.02 Business Ethics at any time during the program. Internship opportunities also are available to certificate students who have completed a minimum of 5 courses with a GPA of 3.0 or better.

Group A: Core Courses (5 required)

- **MGMT X 460.902 Introduction to International Business**
- **MGMT X 460.903 Fundamentals of International Trade**
- **MGMT X 460.961 Global Business Skills: Planning and Negotiation Strategies**
- **MGMT X 460.99 International Business Management**
- **MGMT X 460.95 International Business Policies and Strategies**

Ethics Requirement

**MGMT 891.02 Business Ethics**

May be taken at any time during the program; also offered online.

Group B: Elective Courses (4 required)

- Students choosing a concentration are required to complete 4 elective courses within one of the following concentrations:
  - Global Business Management
  - Import/Export Operations
  - Financial Management

Students enrolling in the certificate without a concentration may select 4 Group B electives, including elective courses offered outside of the concentrations. For a complete list of electives, visit uclaextension.edu/internationaltrade.

An application for candidacy and nonrefundable fee of $200 must be submitted by the completion of the second course to officially enroll.

For More Information

(310) 206-2714 | uclaextension.edu/internationaltrade

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MGMT X 450.36 Human Capital Management

4.0 units

The effective management of human capital, one of any organization’s key investments, is critical to success. Clear accountability for human capital management, strong systems to support its development and growth, and an HR structure that is aligned to deliver results, differentiates world-class HR functions. This course focuses on connecting business strategy with human capital strategy, and the resulting impact on the human resource department. Topics include HR to business alignment, employment branding, managing the performance and growth of human capital, effective change management, the evolving role of the HR function and the HR professional, and successfully marketing ideas to management.

Prerequisite(s): X 450 Elements of Human Resources Management or consent of instructor.

**Reg# 361219**

Fee: $765

- **Online**
  - July 2 - Sept. 2
  - Enrollment limited; early enrollment recommended.

Mark White, MBA, director, Organizational Development, Kraft Foods North American Manufacturing

MGMT X 482.201 Human Resources Development

4.0 units

This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development; succession planning and performance management; factors that influence HRD; the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology and the work out process model.

Prerequisite(s): MGMT X 450 Elements of Human Resources Management, MGMT X 450.2 Talent Acquisition, and one additional HR course.

**Reg# 361220**

Fee: $765

- **Classroom**
  - 10 units
  - Monday, 6:30-9:30pm, June 25-Aug. 7
  - UCLA Extension DTLA: 261 S. Figueroa St.
  - One meeting to be arranged.

Enrollment limited; early enrollment recommended.

Enrollment deadline: July 8. No refund after July 8.

Tara M. Sessier, MBA, PHR, GPHR, SHRM-SCP; Founder/Principal Consultant, TMS Business Solutions, Inc.

**Reg# 361221**

Fee: $765

- **Online**
  - July 2 - Sept. 2
  - Enrollment limited; early enrollment advised.

Susmitha Valvekar, MA, MPhil, certified in Human Resource Administration

Corin Choppin, MA, partner, political consultant, Capitol Campaigns

Rachel Choppin, MA, principal, HR 4 You

MGMT X 480.901 Introduction to International Business

4.0 units

This course provides students with a basic understanding of the broad field of international business, presenting views from both the home and host country perspectives. The wide range of international business topics covered includes foreign direct investment, import/export, foreign exchange, global sourcing, marketing, and international economic concepts. This course provides a solid foundation for the subsequent courses in the certificate program in International Trade and Commerce. Students in other programs also find the course very useful in achieving a fundamental understanding of international business operations.

**Reg# 362048**

Fee: $765

- **Classroom**
  - 11 units
  - Tuesday, 6-30-9:30pm, June 26-Sept. 4
  - UCLA: Haines Hall

Enrollment deadline: July 10. No refund after July 10.

Mark Buchanan, BS, president, Pacific Financial Consultants; recipient of the UCLA Extension Distinguished Instructor Award, 2012.

MGMT X 460.903 Fundamentals of International Trade

4.0 units

This course covers the necessary procedures to start an international trading business, by providing a detailed introduction to the practices, procedures, and services used in the U.S. to export and import merchandise. Topics include organizations affecting international trade; sources of information for trading, monitoring, and evaluating commercial conditions in other countries; market research and planning; by identifying potential suppliers, pricing merchandise, and resources to find buyers; sales channel, such as direct, agents, distributors, and representatives; merchandise regulations: control of exports and imports, the international classification system, responsibilities of U.S. Customs, rules and related duties; financing: sources of funds for exports and imports, methods of payment, open account, direct, offset, counter trade, barter, foreign currency exchanges, and contracts; and freight: modes of transport, packaging, containerization, protection, and identification of merchandise and insurance.

**Reg# 362001**

Fee: $765

- **Online**
  - June 26-Sept. 9
  - Enrollment limited. Enrollment deadline: June 29.
  - No refund after June 29.

Ashok Sadhwani, 63MM, CFB, CEO, Arnara USA Inc.

MGMT X 460.961 Global Business Skills: Planning and Negotiating Strategies

4.0 units

This course emphasizes the managerial process in the international environment and provides an operational assessment of the fundamental issues involved in the management of international and multinational corporations. Instruction focuses on analyzing case studies related to upper and middle management issues, although the lessons apply to all levels and functions of international operations. Topics include matching foreign investment strategies with local conditions, managing export/import operations, trade and direct investment, local sourcing versus importing components, licensing and international joint venture, designing organizational structures that match changing international conditions, managing a global structure, managing political risks, acquisitions, and integrating new businesses and dealing with international ethical considerations.

**Reg# 362052**

Fee: $795

- **Classroom**
  - 10 units
  - Monday, Wednesday, 1-4pm, Aug. 6-Sept. 10
  - UCLA: Bunche Hall
  - Online session
  - Sept. 3


Maria Keller, MBA, director/consultant, Keller Group

MGMT X 460.99 International Business Management

4.0 units

This course emphasizes the managerial process in the international environment and provides an operational assessment of the fundamental issues involved in the management of international and multinational corporations. Instruction focuses on analyzing case studies related to upper and middle management issues, although the lessons apply to all levels and functions of international operations. Topics include matching foreign investment strategies with local conditions, managing export/import operations, trade and direct investment, local sourcing versus importing components, licensing and international joint venture, designing organizational structures that match changing international conditions, managing a global structure, managing political risks, acquisitions, and integrating new businesses and dealing with international ethical considerations.

**Reg# 362051**

Fee: $765

- **Classroom**
  - 11 units
  - Wednesday, 6:30-9:30pm, June 26-Sept. 12
  - UCLA Extension Lindbrook Center:
  - 10920 Lindbrook Dr.
  - No meeting July 4.

Enrollment limited. Enrollment deadline: July 18.

No refund after July 18.

David E French, MBA, president, David French & Associates, LLC, a business strategy consultancy

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Enroll at uclaextension.edu or call (800) 825-9971
The Advanced Leadership Certificate is designed for working professionals in a number of occupations who desire to improve their business and organizational leadership skills. This program will strengthen the skill sets and overall effectiveness of any individual having direct reports and/or external collaborators as well as individuals who desire to learn organization/individual coaching skills and industry-related credentials.

This new certificate program develops and enhances skills applicable to leading in the private sector, non-profit organizations, and government departments. Our course design contexts include but are not limited to global project management, diverse work team achievements (globally and locally), face-to-face and digital-team building, individual and groups coaching, and building workforce cohesiveness in most every context.

All courses to be applied toward this certificate must be taken for a letter grade. Students must complete and pass the curricular requirements of the program and earn an overall 2.5 GPA or better to achieve certificate award.

**Required Core Courses:**
- Students must complete all three required courses.
- MGMT X 493.11 Connective Leadership for the 21st Century
- MGMT X 493.12 Leadership Behaviors, Diversity, and Cultures
- MGMT X 493.13 Hot Groups and Hierarchies

**Elective Courses:**
- Students must complete two electives.
  - MGMT X 493.14 Crisis Leadership and Conflict Resolution
  - MGMT X 460.952 Doing Business in the U.S.
  - MGMT X 460.962 Iran: The New Emerging Market
  - MGMT X 460.987 Doing Business in Latin America
  - MGMT X 460.989 Doing Business in China
  - MGMT X 460.99 International Business Management

**For More Information**
(310) 825-2012

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**Leadership Behaviors, Diversity, and Cultures**

This is a collaborative course that examines what constitutes “effective” leadership across cultures. The underlying theme is that the skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. By exploring the ways in which specific characteristics are valued differently by different cultures, you will acquire frameworks for assessing how to approach a work assignment in a culture that is not their own.

Page 63.

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For More Information
(310) 825-2012

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MGMT X 460.95
**International Business Policies and Strategies**
4.0 units
This course provides a systematic approach for determining, implementing, and evaluating the strategies and policies that govern a firm’s international business activities. Topics include sourcing, business unit portfolio optimization, global marketing, R&D decentralization, industrial relations, and the implementation of strategies that focus on operations planning, information systems design, control, and conflict resolution.

Prerequisite(s): X 460.902 Introduction to International Business, X 460.99 International Business Management, and two other international business courses, or consent of instructor.

Reg# 361983
Fee: $765
❖ Online
June 25-Sept. 9
Enrollment deadline: June 29. No refund after June 29. ☑️
Zeph Phillips, chief operations officer, Euro Pac Partners, Inc.

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MGMT X 460.913
**Import Operations and Techniques**
4.0 units
This course is intended for individuals involved in import operations, including classifiers, import team members, supervisors, and managers; those working in custom-house brokerage and freight forwarding; as well as owners of trading companies. Topics include entry of merchandise; warehousing; foreign trade zones; the liquidation and protest process; appraisement and the customs concept of value; informed compliance; customs account management strategies; intellectual property rights; fines, penalties, and forfeitures; drawback; NAFTA; record keeping; and corporate compliance program management.

Prerequisite(s): X 460.902 Introduction to International Business and X 460.903 Fundamentals of International Trade.

Reg# 362050
Fee: $765
❖ Classroom
11 mtgs
Thursday, 6:30-9:30pm, July 5-Sept. 13
UCLA: Bunche Hall
Enrollment deadline: July 19. No refund after July 19. ☑️
Ashok Sadhwani, GDMM, CHB, CEO, Asmara USA Inc.

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MGMT X 460.94
**Law in International Business**
4.0 units
This course introduces international business law through an examination of “real world” case studies and contemporary legal problems via a nontechnical approach to the law. Topics include legal rules, contracts, international arbitration, and the impact of nationalism and cultural attitudes on law and international affairs; regulation of international trade; protection of intellectual property, trademarks, and patents; and the legal ramifications of regional and economically integrated trade organizations, including the World Trade Organization and other multinational trade bodies.

Prerequisite(s): X 460.902 Introduction to International Business or consent of instructor.

Reg# 362049
Fee: $765
❖ Classroom
11 mtgs
strategic, 6:30-9:30pm, June 26-Sept. 4
UCLA: School of Public Affairs Bldg.
Enrollment deadline: July 10. No refund after July 10. ☑️
Michael Alan Baker, JD, attorney-at-law

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MGMT X 460.951
**Internship in International Trade and Commerce**
4.0 units
This internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—comprised of at least 120 hours of practical application of course material—that the student has secured and had approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students will have access to a list of firms with internship opportunities. Course is only available to International Trade and Commerce Certificate students who have completed a substantial portion of the program curriculum with a GPA of 3.0 or better. A UCLA Extension instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.

Prerequisite(s): The internship is only available to UCLA Extension Certificate students who have completed a minimum of 20 units in the corresponding area of study.

Reg# 361980
Fee: $765
Independent Study/Internship
June 25-Sept. 9
International students who wish to pursue paid internships must contact the International Student Office at (310) 825-9551 to confirm eligibility. Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review.
Restricted course. Visitors not permitted. No refund after June 29.
Daniel Krassenstein, director Asia Operations, Procon Pacific, LLC

MGMT X 460.987
**Doing Business in Latin America**
4.0 units
The Latin American region has been subjected to major political, social, and economic changes during the past decade that impact the way business is conducted throughout the region. The passage of the North American Free Trade Agreement (NAFTA) and the Central American Free Trade Agreement (CAFTA) presents opportunities and challenges for this dynamic part of the world. This course provides entrepreneurs, business executives, and international trade professionals the background necessary to meet the challenge of conducting business effectively in Latin America. Topics include economic structures, demographics, political and cultural features, business customs and traditions, marketing, negotiation, and regulatory ground rules for a number of countries in the region.

Reg# 362053
Fee: $765
❖ Classroom
11 mtgs
Monday, 6:30-9:30pm, June 25-Sept. 10
UCLA
Enrollment deadline: July 9. No refund after July 9. ☑️
Sarita Jackson, PhD, president and CEO, Global Research Institute of International Trade

MGMT X 460.989
**Doing Business in China**
4.0 units
This course provides entrepreneurs, business executives, and international trade and finance professionals with the background for doing business in China. Students learn the skills necessary for developing, evaluating, and implementing business strategies and relationships in China, including entry strategies, negotiation, valuation, and financing. The course provides an overview of China’s economy, including the emergence of the private sector, the economic reform process, political and cultural features, the role of capital markets, trade and foreign direct investment, and the overall business and investment environment. Instruction incorporates case analysis and readings used to develop a framework for analyzing market entry strategies, implementing negotiations, assessing financial issues, and evaluating business opportunities.
Leadership & Management

For more information call (310) 206-4271 or email bmcertificate@uclaextension.edu.

Business Studies, General

MGMT 891.02 Business Ethics
1.6 CEUs

We face an increasing number of ethical issues in the business world and in our personal lives. The business scandals of recent years have highlighted the importance of ethical behavior in the business environment. For CEOs and all business professionals, a solid ethical foundation must be the basis upon which one builds a business career. This seminar covers the elements necessary to make ethical decisions by defining the key definitions, issues, and theories of business ethics. Through class discussions and case studies, students explore the theoretical foundations of business ethics and learn how to develop an ability to recognize and address ethical questions. You leave the seminar with a better understanding of the challenges of ethical business practices.

Reg# 362003
Fee: $250
❖ Classroom
1 mtg
Saturday, 10am-5pm, July 21
UCLA Extension Lindbrook Center: 10020 Lindbrook Dr.
Select CEU (appears on transcript)* as the credit and grading preference to have this course applied toward a certificate program's ethics requirement (if applicable).
Students must arrive no later than 10am. Enrollment limited; Visitors not permitted. Enrollment deadline: July 20. No refund after July 20.
Matthew Kohler, MBA, owner/president, Baja Tan, LLC

Reg# 362005
Fee: $250
❖ Online
Aug. 13-27
Select CEU (appears on transcript)* as the credit and grading preference to have this course applied toward a certificate program's ethics requirement (if applicable).
Laura Jacobus, JD

Leadership & Management

MGMT 859.8 Coaching and Mentoring Employees
0.6 CEUs

Managers and supervisors play a key role in coaching all types of employees in all kinds of situations, but few have had formal training in the process or understand the benefits. Coaching (and mentoring) suggests a supportive/collaborative approach rather than a directing or controlling approach. For many employees, this may be the most effective way to boost performance, harness competitive energy, or defuse problems. This seminar introduces the basic elements of coaching and mentoring, discusses the appropriate-ness and benefits of each approach, and provides specific application techniques for a variety of personality types and work circumstances.

Reg# 361204
Fee: $245
❖ Classroom
1 mtg
Friday, 9am-4pm, July 20
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Enrollment limited; early enrollment recommended. Enrollment deadline: July 19. No refund after July 19.
Thomas McCluskey, MS, president, 551 Productions

Paralegal Training Program

Downtown Los Angeles & Westwood

Offered This Quarter
11-Month Evening Program
Monday & Wednesday, 6:30-10pm
Start Date: July 18
UCLA Extension DTLA
Application Deadline: June 29

5-Month Daytime Program
Monday-Friday, 9am-12:30pm
Start Date: July 20
Westwood: Location to be announced
Application Deadline: June 29

Plus...

Jump Start Your Paralegal Career at Our Free Information Session

Saturday, 10am-12pm, June 9 or August 4
Downtown Los Angeles: UCLA Extension DTLA (formerly Figueroa Courtyard)

To attend, enroll by using the following Reg#s
June: 360483
August: 362141

Join us at our free information session!
- Learn about opportunities in the paralegal field
- Explore the benefits of UCLA Extension’s Paralegal Training Program
- Get information on financial aid and lifetime career services
- Hear from a recent graduate of our paralegal program, a paralegal program instructor, and school administrator
- Sign up for our upcoming program

Paralegals may not provide legal services to the public, except as permitted by law.

For more information paralegal@uclaextension.edu | (310) 825-0741
Legal Technology Certificate

The increasingly competitive job market demands knowledge and competency in different technologies used in today’s legal profession. Stay current, provide value to your employer, and increase your promotional opportunities—the training in key aspects of this rapidly evolving area of law through the new Legal Technology Certificate.

This online certificate prepares students to:

- Understand and implement eDiscovery software and computer programs used by legal employers; litigation support software, case management software, database design; and electronic filing.
- Use graphics and visual presentation methods in the courtroom.
- Develop effective legal project management skills and form best practices in records management best practices.
- Recognize the legal and practical issues surrounding the use of technology in business, such as Internet law, e-commerce, and other cyber law issues.

For More Information
legal@uclaextension.edu | (310) 825-0741

Legal Programs
For more information call (310) 825-0741 or email legal@uclaextension.edu.

Legal Programs

LAW X 420
Business Law: Fundamentals
4.0 units
This course explores the legal environment in which businesses operate and the critical interaction between business and the legal system. Students examine various areas of the law which are integral to the operation of business enterprises today. Topics include contracts, torts, agency, Uniform Commercial Code, bankruptcy, and the different forms of business entities. Business owners, managers, accountants, paralegals, and all those seeking to enrich their general understanding of the legal system can benefit from this course. Business Law: Fundamentals also prepares students for the legal section of the CPA Exam.
Reg# 362145
Fee: $795
Online
June 27-Sept. 5
Enrollment limited; early enrollment advised.
No refund after July 1.
Sanjesh Sharma, JD, Loyola Law School, BS, UCSD
Reg# 362146
Fee: $795
Online
12 mtgs
Thursday, 6:30-10pm, June 28-Sept. 6
UCLA Extension Lindbrook Center: 10950 Lindbrook Dr.
No refund after July 11.
L. Richard Walton, JD, LLM, Walton & Walton, LLP

LAW X 407.3
Legal Internship
2.0 units
The internship provides practical legal experience in a variety of legal settings in the private or public sector, including with non-profit organizations, courts, government agencies, and in-house departments. Course restricted to students and graduates of the Paralegal Training Program.
Reg# 362144
Fee: $395
Independent Study/Internship
June 27-Sept. 5
Visitors not permitted. No refund after June 25.
Aymara E. Ziellina, JD

Paralegal Training

LAW 713
Information Session:
Paralegal Training Program
Learn about opportunities in the paralegal field at our free information session. Explore the benefits of UCLA Extension’s Paralegal Training Program, including financial aid and lifetime career services, and hear from a program graduate, instructor, and a member of the Los Angeles Paralegal Association.
Reg# 362141
Fee: *Free Event
- Classroom
1 mtg
Saturday, 10am-12pm, Aug. 4
UCLA Extension DTLA: 261 S. Figueroa St.
Aymara E. Ziellina, JD

Marketing, PR & Sales
For more information call (310) 206-4271 or email bamcertificate@uclaextension.edu.

Marketing Principles and Practices

MGMT X 160
Marketing Principles and Practices
4.0 units
This course explores the practical tools and concepts of marketing—how companies implement strategies, and how the marketing discipline has evolved to meet the needs of today’s digital world. Concepts include target audience development, segmentation, positioning, brand messaging, media strategy, and campaign execution.
Reg# 361318
Fee: $795
Online
June 25-Sept. 9
Mid-term and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited to 25 students. No refund after June 29.
Barbara Barney-McNamara, MBA, consultant/group owner, Marketing Avenue
Reg# 361317
Fee: $795
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: Dodd Hall
No refund after July 9.
Lori Enomoto

Paralegal Training Program

LAW X 406
Paralegal Training Program
36.0 units
UCLA Extension’s Paralegal Training Program (PTP) is approved by the American Bar Association and seeks to prepare students to function as ethical, effective, and efficient professional paralegals in law firms, businesses, government, and nonprofit organizations; to perform a wide variety of legal work under the supervision of attorneys; and to adapt easily to the changing role of the paralegal as well as the changing needs of the legal community. The PTP provides training in substantive and procedural law, legal analysis, professional responsibility, legal forms, legal technology, and practical skills needed to work in the public or private sector as a competent and professional paralegal. This program fulfills educational requirements to practice as a paralegal in California. Instructors for the program are approved by the UCLA School of Law, and include judges, attorneys, paralegals, and other legal professionals. Assistance in career counseling and job search opportunities are available to current students and program graduates. Paralegals may not provide legal services directly to the public, except as permitted by law. Lifetime placement assistance is available to PTP graduates.
Reg# 362143
Fee: $8,250
- Classroom
86 mtgs
Wednesday, Monday, 6:30-10pm, July 18, 2018-June 26, 2019
UCLA Extension DTLA: 261 S. Figueroa St.
Aymara E. Ziellina, JD

Legal Internship

LAW X 407
Legal Internship
2.0 units
The internship provides practical legal experience in a variety of legal settings in the private or public sector, including with non-profit organizations, courts, government agencies, and in-house departments. Course restricted to students and graduates of the Paralegal Training Program.
Reg# 362144
Fee: $395
Independent Study/Internship
June 27-Sept. 5
Visitors not permitted. No refund after June 25.
Aymara E. Ziellina, JD

Marketing & Advertising

MGMT X 460.484
Internship in Marketing and Advertising
4.0 units
This internship provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—completed at least 120 hours of practical application of course material—that the student has secured and had approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students will have access to a list of firms with internship opportunities. Course is only available to Marketing Certificate students who have completed 20 units of the program curriculum with a GPA of 3.0 or better. A UCLA Extension instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.
Prerequisite(s): The internship is only available to UCLA Extension Marketing Certificate students who have completed a minimum of 20 units of the program curriculum, with a GPA of 3.0 or better.
Reg# 361263
Fee: $765
Independent Study/Internship
June 25-Sept. 9
International students who wish to pursue paid internships must contact the International Student Office at (310) 825-9351 to confirm eligibility.
Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review.
Restricted course. Visitors not permitted. No refund after June 25.
Earl Wilson, MBA, president, Wilson & Associates
Reg# 362142
Fee: $8,250
- Classroom
86 mtgs
Monday-Friday, 9am-12:30pm, July 20-Dec. 14
Westwood: Location to be announced
Aymara E. Ziellina, Esq, JD

Legal Technology Certificate

The increasingly competitive job market demands knowledge and competency in different technologies used in today’s legal profession. Stay current, provide value to your employer, and increase your promotional opportunities—the training in key aspects of this rapidly evolving area of law through the new Legal Technology Certificate.

This online certificate prepares students to:

- Understand and implement eDiscovery software and computer programs used by legal employers; litigation support software, case management software, database design; and electronic filing.
- Use graphics and visual presentation methods in the courtroom.
- Develop effective legal project management skills and form best practices in records management best practices.
- Recognize the legal and practical issues surrounding the use of technology in business, such as Internet law, e-commerce, and other cyber law issues.

For More Information
legal@uclaextension.edu | (310) 825-0741
New and Improved
Marketing Certificate

This 24-unit program is designed to give students the skills needed for success in the dynamic and competitive field of marketing. It's intended for individuals seeking a marketing career, as well as business professionals who want to update their skills and keep abreast of emerging trends.

Group A: Core Courses (20 units)
Students must complete the following five courses:

- MGMT X 160 Marketing Principles and Practices
- MGMT X 460.41 Brand Management
- MGMT X 460.52 Integrated Marketing Communications
- MGMT X 466 Consumer Market Research
- MGMT X 460.394 Digital Marketing

Group B: Electives (4 units)
Students must complete one of the following:

- MGMT X 460.35 Strategic Marketing
- MGMT X 460.484 Internship in Marketing and Advertising

An Application for Candidacy must be submitted by the completion of the second course to be officially enrolled.

For More Information
bamcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

Reg# 361320
Fee: $765
❖ Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: Royce Hall
Enrollment limited to 35 students. No refund after July 9. ❖
Instructor to be announced
Cameron Andrews, MA, principal owner, Pier Communications

MGMT X 460 Ethics in Marketing and Advertising
2.0 units
This course introduces the student to the role of ethics in marketing in the U.S. and global economy. Students examine concepts, behaviors, practices, and challenges relevant to the process of planning and implementing the marketing practice and creating value via ethical processes, systems, and strategies. Topics include ethical promotion and pricing strategies, marketing research, and marketing implementation.

Reg# 361321
Fee: $455
❖ Online
June 25-Aug. 12
Enrollment limited. No refund after June 29. ❖
Sharon Ryan, president, Arden Business Ethics Consulting

MGMT X 460.35 Strategic Marketing
4.0 units
This capstone course allows students to put into practice key skills they have learned that address the need to understand more than just traditional marketing principles, as well as helps explain how trends develop and how to design effective, long-range marketing strategies that meet the demands of today’s dynamic consumer environment. Students explore marketing trends, marketing management decision-making, consumer attitudes, niche marketing, advertising strategies, distribution channels, and the use and misuse of various marketing media.
Prerequisite(s): X 160 Marketing Principles and Practices and X 466 Consumer Market Research or professionals with a minimum of two years experience may enroll.

Reg# 361322
Fee: $765
❖ Classroom
11 mtgs
Thursday, 7-10pm, June 28-Sept. 6
UCLA: School of Public Affairs Bldg.
No refund after July 17. ❖
Steven Brand, MBA, marketing manager, Centinela Hospital Medical Center

MGMT X 460.381 Influencer Marketing: Employing Influencers
2.0 units
Today’s consumers are dispersed over thousands of media platforms that are saturated with content and advertising. That’s why marketers are struggling to even generate awareness, least of all sales, on a cost-effective basis. Consequently, many are turning to influencers: individuals who already have large, attentive followings that can persuade to action. Successful influencer marketing, however, requires more than merely asking social media stars to endorse a product. Without a well-planned strategy based on critical evaluation, marketers risk losing money, time, and opportunities; damaging their brands; and even violating federal regulations. In this first part of a two-part course, students will learn how to research, evaluate, and employ the right influencers for their markets, and how to legally and strategically integrate them into marketing campaigns that achieve specific goals.

Reg# 361323
Fee: $455
❖ Classroom
6 mtgs
Tuesday, 6:30-9:30pm, June 26-July 31
UCLA Extension Lindbrook Center:
10920 Lindbrook Dr.
No refund after July 2. ❖
Amanda Russell

MGMT X 460.394 Digital Marketing
4.0 units
The Internet, the digital revolution, and the move toward an information-based economy are dramatically changing business and the way products are marketed and sold. To be more successful in this “new marketing world,” business people need to understand what is changing and how to use the new tools to their optimal advantage. This course is for both veteran marketers who want to understand the new tools available through the Internet and those who are comfortable with Internet applications and the digital world, but want to learn the marketing fundamentals as they apply to the Internet.

Reg# 361326
Fee: $765
❖ Online
June 25-Sept. 9
No refund after June 29. ❖
Matthew A. Gilbert, MBA, MBA, managing director/owner, Generative Learning Group

Reg# 361324
Fee: $765
❖ Classroom
10 mtgs
Wednesday, 6:30-9:45pm, June 27-Sept. 5
UCLA Extension Gayley Center:
1145 Gayley Ave.
No meeting July 17.
Enrollment limited; early enrollment advised.
No refund after July 17.
Instructor to be announced

Reg# 361325
Fee: $765
❖ Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA: Dodd Hall
This section is specifically for international students in the Marketing Certificate program.
Enrollment limited, early enrollment advised.
No refund after July 17.
Instructor to be announced
David Aaronson

MGMT X 460.398 Social Media Marketing
2.0 units
This course looks at the channels of marketing, advertising, and communication that make up social media and the Web, exploring how these tools fit into a company’s traditional integrated marketing strategy. Using case studies and real-world examples from large corporations and small businesses, students explore current examples and future opportunities of how marketing professionals embrace online social networks, user-generated content and content sharing to create brand awareness and buzz. Learn practical tips and techniques as well as see the bigger picture to help successfully leverage social media marketing for your own environment and purpose.

Reg# 361328
Fee: $455
❖ Classroom
6 mtgs
Tuesday, 1-4pm, June 26-July 31
UCLA Extension Gayley Center:
1145 Gayley Ave.
Enrollment limited; early enrollment advised.
No refund after July 2. ❖
Cynthia Lieberman, Cynthia Lieberman, Content Marketing and Media strategist, Lieberman Communications

For More Information
bamcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

Reg# 361327
Fee: $455
❖ Classroom
6 mtgs
Thursday, 6:30-9:30pm, July 26-Aug. 30
UCLA Extension Gayley Center:
1145 Gayley Ave.
Enrollment limited; early enrollment advised.
No refund after Aug. 1. ❖
Rainier de Ocampo

Course Icons
Provide Information
At-a-Glance
❖ ONLINE COURSE
Technical requirements, page 4
❖ HYBRID COURSE, page 4
❖ WEB-ENHANCED COURSE, page 4
❖ ON-GROUND COURSE
❖ TEXTBOOK REQUIRED
Visit our website for textbook information.
❖ UC CREDIT
May be transferable to other colleges and universities, page 5

Enroll at uclaextension.edu or call (800) 825-9971
Marketing Certificate

With Concentration in Digital Marketing (30 units)

This 30-unit program is designed to give student the necessary skills to stay competitive in the constantly evolving field of digital marketing. It’s intended for individuals seeking a marketing career as well as for business professionals who want to update their skills and keep abreast of emerging trends.

**Group A: Core Courses** (20 units)

Students must complete the following 5 courses

MGMT X 160 Marketing Principles and Practices

MGMT X 460.41 Brand Management

MGMT X 460.52 Integrated Marketing Communications

MGMT X 466 Consumer Market Research

MGMT X 460.394 Digital Marketing (formerly New Media Marketing)

**Group B: Electives** (10 units)

Students must complete 10 units from the following list

MGMT X 470.10 Digital Analytics (4 units)

MGMT X 460.398 Social Media Marketing (2 units)

MGMT X 463.01 Advertising in the Digital Age (2 units)

MGMT X 466.05 Advanced Digital and Social Media Marketing Strategies (4 units)

MGMT X 471.10 Marketing with Google AdWords (2 units)

MGMT X 460.48 Internship in Marketing and Advertising (4 units)

For More Information

bamcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

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MGMT X 460.41
**Brand Management**

4.0 units

Explore, learn, and understand the complexities in the development, sustainability, and leverage of a brand. In this comprehensive course, participants learn how brand identity must be nurtured and managed to positively affect a company’s performance and future, as well as understand the power and importance of a brand from its creation through execution. This course presents students with an overview of brand development, brand research, and brand management structures for sales, marketing, advertising, and promotional purposes. In addition, students explore how companies develop financial wealth by extending existing brands and controlling and/or influencing brand pricing and distribution. Additional topics include an overview of brand history, understanding the differences between brand equity and brand identity, and consideration of how brands are won and lost.

**Reg# 361339**

- Fee: $765
- Classroom
- 11 mtgs
- Monday, Wednesday, 1–3pm, June 25–Aug. 1
- UCLA Extension 1010 Westwood: 1010 Westwood Blvd.

This section is specifically for international students in the Marketing Certificate program.

No refund after July 1.

Debbie Brunner, owner, Three Dog Production

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MGMT X 460.52
**Integrated Marketing Communications**

4.0 units

This course focuses on the latest marketing communication practices, known as integrated marketing communications (IMC), featuring an overview of the major media, including broadcast, print, outdoor, point of purchase, direct mail, Internet, telemarketing, public relations, and promotion. The emphasis is on how to analyze and create an IMC program by using the latest value-based IMC concepts and measuring “return on communications investment.”

**Reg# 361334**

- Fee: $765
- Online
- June 25–Sept. 9

Enrollment limited. No refund after June 29.

Steven Van Hook, PhD, founder, World Wide Media Relations

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MGMT X 461A
**Writing for Marketing and Advertising**

2.0 units

Writing for marketing and advertising is all about crafting a message. This course aims to build the essential skills to write clear, concise, and compelling messages for all media. You study and practice writing proposals, direct mail pieces, brochure copy, sales letters, business plans, and create materials for digital delivery via the web.

**Reg# 361335**

- Fee: $455
- Classroom
- 6 mtgs
- Thursday, 6:30-9:30pm, July 12-Aug. 16
- UCLA Extension Gayley Center: 1145 Gayley Ave.

No refund after July 18.

Kevin Mardesich, former head of the story department at Oliver Stone’s development company, Ixtlan. He currently runs KevinMardesich.com, a communications practice specializing in written communications for film, television, and industry leaders.

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MGMT X 466
**Consumer Market Research**

4.0 units

Providing a comprehensive and practical approach to conducting relevant, useful marketing and advertising research, this course examines consumer behavior and how it can influence marketing and advertising decision-making as well as methodologies in order to gather primary and secondary research data, analyze and interpret that data, and make recommendations based on research activities. Instruction also explores the use of surveys and focus groups—on and offline—as well as conventional research methods. Students build valuable skills and techniques needed to tabulate, analyze, and present market research data, the foundation of a well conceived marketing strategy.

**Reg# 361339**

- Fee: $765
- Classroom
- 11 mtgs
- Thursday, 6:30-9:30pm, June 28-Sept. 6
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

No refund after July 11.

Marc Villarreal, BA, executive VP, Branding, Integrity Media

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MGMT X 466.05
**Advanced Digital and Social Media Marketing Strategies**

4.0 units

The course is intended for executives and professionals that want to go beyond the basics to learn how to apply social media to get concrete business results. The course puts students on the leadership path with strategies, tactical plans that lead to bottom-line success. This program delivers the latest best practices to drive more revenue and save costs by incorporating social media into traditional business practices. With this curriculum, attendees learn practical steps, techniques, and best practices geared toward integrating social media and digital programs within their businesses with higher monetizations of their investment.

**Reg# 361340**

- Fee: $765
- Online
- June 25–Sept. 9

No refund after June 29.

Natalie Petouhoff, Ph.D., social media ROI specialist

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MGMT X 470.10
**Digital Analytics**

4.0 units

Digital analytics is a set of business and technical activities that create and collect “big data” and process it for analysis, recommendations, optimizations, and predictions. This course defines the term “digital analytics” and focuses on its importance in marketing. It explores technical information to understand and implement digital analytics in an organizational context; examines digital analytics strategies, including segmentation, context, and conversion attribution; defines KPIs and key metrics used in digital analytics; explores various tools and software used to track analytics; such as Google Analytics; discusses website optimization and covers webmaster data integration with analytics.

**Reg# 361343**

- Fee: $765
- Online
- June 25–Sept. 9

Enrollment limited to 25 students. No refund after June 29.

Muzhgan Mansoori

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For More Information

bamcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing
Professional Selling & Sales Management

MGMT X 460.16  
Principles of Professional Selling  
4.0 units  
This course emphasizes role-playing, sales presentation scripting techniques, public speaking, and professionalism in sales, as well as developing a polished sales approach for wholesale, specialty, and service selling. Topics include controlling the selling process from start to finish; locating, identifying, and qualifying prospects; obtaining appointments and selling by phone; demonstrating products and services; handling objections and closing the sale; after the close; using telemarketing, marketing specialists, and networking to find prospects; the ethics of sales; and the legal pitfalls of selling.

Reg# 361256  
Fee: $765  
Classroom  
10 mtgs  
Monday, 6:30-9:30pm, June 25-Aug. 27  
UCLA: School of Public Affairs Bldg.

One meeting to be arranged.  
Enrollment limited: early enrollment advised.  
No refund after July 2.  
Maria Guerra, owner, MJ Tax Agency & MG Business Solutions

MGMT X 460.494  
New Business Development and Pitching the Perfect Presentation  
4.0 units  
Vital to the success of any marketing initiative or business venture is the ability to develop appropriate content and present it. The course teaches you how to develop the perfect business pitch for selling products and services to prospects or pitching a new venture to potential investors. Instruction covers the latest techniques for making powerful “elevator pitches,” formal presentations, and cold calls.

Reg# 361258  
Fee: $765  
Classroom  
11 mtgs  
Tuesday, 7-10pm, June 26-Sept. 4  
UCLA: Dodd Hall

Enrollment limited. No refund after July 10.  
Nance Rosen, MBA, author of Speak Up & Succeed

MGMT X 460.45  
Sales Management Strategies and Techniques  
4.0 units  
This course provides participants with an understanding of the key functions of the sales manager and explores the details for developing, motivating, and managing a successful sales team. Instruction focuses on leadership, motivation, prioritizing customers, managing team performance, developing business and sales plans, and partnerships both externally and internally and sales management processes designed to increase sales expenses and increase sales revenues. Topics include recruiting, interviewing, and selecting sales representatives; coaching/mentoring and team development; ethics, integrity, and accountability; measuring/evaluating a salesperson’s performance; compensation, sales recognition, and incentive programs; and advertising/public relations, telemarketing, and other relevant areas of sales management.

Reg# 361257  
Fee: $765  
Classroom  
10 mtgs  
Wednesday, 6:30-9:30pm, June 27-Sept. 5  
UCLA Extension Gayley Center:  
1145 Gayley Ave.

No meeting July 4. One make-up meeting to be arranged.  
No refund after July 17.  
James Goff, MBA; owner/president, Reliable Rammaker.

Public Relations

Courses are endorsed by the Greater Los Angeles Chapter of the Public Relations Society of America.

MGMT X 469.15  
Crisis Management and Communications: Safeguarding Image and Viability  
2.0 units  
Crisis is all around us. Every day, governments, businesses, and individuals have to deal with forces that threaten their very existence. The news is filled with natural disasters, technologically driven crises, media, accusational and business meltdowns ... and most of those involved felt it couldn’t happen to them! Organizational and their leaders must know how to minimize risk by preparing for crises; learn to manage and survive one; and be able to recover successfully. This class is designed for anyone who has management responsibility; for corporate, healthcare, and nonprofit executives; crisis management professionals; marketing and public relations agency executives; and those charged with dealing with a crisis that threatens the future of an organization. This overview provides the tools to identify potential vulnerabilities and to develop comprehensive protection, management, and communication plans. Classroom sections may include guest speakers that are professionals in law enforcement, technology, and crisis management.

Reg# 361259  
Fee: $435  
Online  
July 5-Sept. 9

Enrollment limited to 20 students. No refund after Aug. 4.  
Angela Fentiman, MBA, manager, Community Relations, North America for Brookfield Renewable

MGMT X 469.26  
Digital Communications Strategies  
4.0 units  
In today’s digital world, you must take your message online to reach your audience. With the abundance of information online, successful groups need to be sure that their digital communication stands out in the crowd. Regardless of the size or tax status of your organization, you must find an effective way to tell your story online and make sure it is heard. This course demystifies the fear-producing world of digital communications. Specifically, students learn how to create effective e-newsletters, maximize a website, write and send e-blasts that get opened, blogging basics, and ways to incorporate social media into the conversation.

Reg# 361264  
Fee: $765  
Online  
June 25-Sept. 9

Enrollment limited to 25 students. Enrollment deadline: June 30. No refund after June 30.  
Angela Fentiman, MBA, manager, Community Relations, North America for Brookfield Renewable
The Strategic Branding & Public Relations Certificate

New and Improved

The Strategic Branding and Public Relations Certificate is designed for individuals responsible for marketing, advertising, corporate relations, community relations, media relations, customer service referrals/complaints/issues, and business owners desiring increased knowledge in managing their company’s persona. Sales personnel, organizational planners, and consultants who wish to add expertise in crafting press releases, executive management presentations, and responses to regulators will also benefit from this certificate program.

This 32-unit program provides individuals with an up-to-date knowledge base in social media and brand management, as well as helps individuals improve written, verbal, and digital communication skills.

**Group A**

7 Required Courses (24 units)
- MGMT X 469.21 Best Practices in Social Media for the Communications Professional (2 units)
- MGMT X 469.22 Strategic Writing: An Advanced PR Workshop (2 units)
- MGMT X 469.23 Working with Celebrity Talent (1 unit)
- MGMT X 469.24 Film Publicity for the Entertainment Industry (2 units)
- MGMT X 469.25 Television Publicity for the Entertainment Industry (2 units)
- MGMT X 469.26 Digital Communications Strategies (4 units)
- MGMT X 469.27 Corporate Communications (4 units)
- MGMT X 469.28 Public Relations Internship (4 units)
- MGMT X 469.29 Entertainment Public Relations (2 units)
- MGMT X 461A Writing for Marketing and Advertising (2 units)
- MGMT X 460.398 Social Media Marketing (2 units)
- MGMT X 460.494 New Business Development and Pivoting the Perfect Presentation (4 units)
- MGMT X 460.52 Integrated Marketing Communications (4 units)

An Application for Candidacy must be submitted by the completion of the second course to officially enroll.

For an application visit uclaextension.edu/bamcert.

**Group B**

8 Units Required from this Group
- MGMT X 469.21 Best Practices in Social Media for the Communications Professional (2 units)
- MGMT X 469.22 Strategic Writing: An Advanced PR Workshop (2 units)
- MGMT X 469.23 Working with Celebrity Talent (1 unit)
- MGMT X 469.24 Film Publicity for the Entertainment Industry (2 units)
- MGMT X 469.25 Television Publicity for the Entertainment Industry (2 units)
- MGMT X 469.26 Digital Communications Strategies (4 units)
- MGMT X 469.27 Corporate Communications (4 units)
- MGMT X 469.28 Public Relations Internship (4 units)
- MGMT X 469.29 Entertainment Public Relations (2 units)
- MGMT X 461A Writing for Marketing and Advertising (2 units)
- MGMT X 460.398 Social Media Marketing (2 units)
- MGMT X 460.494 New Business Development and Pivoting the Perfect Presentation (4 units)
- MGMT X 460.52 Integrated Marketing Communications (4 units)

An Application for Candidacy must be submitted by the completion of the second course to officially enroll.

For an application visit uclaextension.edu/bamcert.

**On-Ground Course:**

**HYBRID COURSE:**

**ON-LINE COURSE:**

**WEB-ENHANCED COURSE:**

**TEXTBOOK REQUIRED:**

**UC CREDIT:**

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**Real Estate**

For more information call (310) 206-2714 or email industrysegementprograms@unex.ucla.edu.

**GARY BERTSCH SCHOLARSHIP**

Students who are pursuing the Real Estate Certificate may be eligible for the Gary Bertisch Scholarship. For more information see page 148.

**Educational Requirements for the Real Estate Salesperson; and Broker Licenses:**

UCLA Extension does not administer either of the State of California exams.

UCLA Extension offers courses that satisfy all the education requirements for qualifying to take the Real Estate “Salesperson” and/or “Broker” License Exams. For complete information, including licensing requirements, please contact The Bureau of Real Estate (BRE) at www.bre.ca.gov.

**Salesperson License Course Requirements:**

In addition to the general requirements found on the BRE website, successful completion of three college-level courses is required to qualify for a real estate salesperson examination.

**Broker License Course Requirements:**

For a list of UCLA Extension courses that correspond to the required courses found on the BRE website, visit uclaextension.edu/BrokerLicense.

**MGMT 890.16 One-Day Real Estate Boot Camp**

This seminar covers everything you need to know to start investing in real estate. You learn the basic terms of the business as well as how to use Microsoft Excel to do financial models and analyze potential investment opportunities. Topics include the property ladder, basic terms, investment analysis, “how do I know if this is the right deal,” and 1031 Exchanges and tax implications. By the course’s end you should have the knowledge you need to start building a passive income stream you can use to pay for your kid’s college tuition and your retirement.

**Reg# 362043**

- **Fee:** $365
- **Classroom**
  - 1 mtg
  - Saturday, 8:30am-5pm, Mar. 10
  - UCLA Extension Gayley Center: 1145 Gayley Ave.
  - Visitors not permitted. No refund after Aug. 11.
  - Jonathan Swire, MBA, Keller Williams Commercial; real estate advisor/author/speaker.

**MGMT X 475.1 Real Estate Principles**

5.0 units

This practical study of the basic principles, economic aspects, and laws of real estate covers the information needed to obtain a real estate license and/or for better management of personal investments. Topics include legal descriptions and estates; encumbrances, liens, and homesteads; agencies; contracts; mathematics; financing and lenders; appraisals; escrows; title insurance; leases, landlords, and tenants; urban economics and planning; taxation; and careers in real estate.

**Reg# 362015**

- **Fee:** $800
- **Classroom**
  - 11 mtgs
  - Monday, 6-10pm, June 25-Aug. 27
  - UCLA: School of Public Affairs Bldg.
  - No meeting Sept. 3. One make-up meeting to be arranged.
  - No refund after July 8.
  - Robert Keller, MA, MS, MSRE, broker, Warner Center Realty
Reg# 362014
Fee: $800
Online
June 25-Sept. 9
Enrollment limited. No refund after June 29.
Sabrina Roque, JD, Western State College of Law;
BA, UCLA.

MGMT X 475.4 Real Estate Finance
5.0 units
This course surveys the concepts, methods and tech-
niques of financing residential and non-residential real
estate while also identifying and analyzing the various
instruments used for such purposes. Instruction covers
sources, characteristics and parameters of mortgage
capital; fixed, variable rate and other alternative types
of mortgages; government-assisted financing (such as
VA, FHA and SBA); the secondary mortgage market;
mathematical analysis of finance transactions (covering,
among other subjects, amortization, loan constants,
present and future value, compound interest, APR,
capitalization rates, debt coverage and other financial
ratios and ways of determining yield); loan underwriting,
processing, closing and servicing; foreclosures and
alternatives thereto (such as short sales) and related
anti-foreclosure laws; guarantors; construction,
bridge, permanent, wraparound, mezzanine, and lease-
hold financing; impact of how title is held and real
estate tax effects; comparison of investment choices,
both before and after taxes are factored in; plus syndi-
cation and other equity sharing issues. Case studies for
financing proposals for single-family, multifamily, and
commercial transactions are featured.
Prerequisite(s): X 475.1 Real Estate Principles or
consent of instructor.
Reg# 362022
Fee: $800
Online
June 25-Sept. 9
Enrollment limited. No refund after June 29.
Brien Walton, JD, LLM, senior vice president, Executive
Coaching Systems, Inc.

MGMT X 476.15 Real Estate and Land Economics
4.0 units
This course covers the economic foundations of real
estate value as well as location theory; the economics
of spatial patterns—the forces that shape cities and
influence the real estate industry and land uses; and
trends of growth and decay of local areas, cities, and
regions. Other topics include real estate cycles and
business fluctuations, and identification of specific
land use and land values.
Prerequisite(s): X 475.1 Real Estate Principles, previous
experience, or consent of instructor.
Reg# 362044
Fee: $765
Classroom
11 mgts
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension Lindbrook Center:
10920 Lindbrook Dr.
No refund after July 9. ☐
Robert Abelson, PhD, real estate consultant, AQB-
Certified USPAP instructor, California certified general
apraiser

MGMT X 475.1 Real Estate Principles or consen-
t of instructor.
Reg# 362036
Fee: $765
Classroom
11 mgts
Thursday, 6:30-9:30pm, June 26-Sept. 6
UCLA Extension Gayley Center:
1145 Gayley Ave.
Enrollment limited. No refund after July 11.
David Bermeman, MA, principal, Golden Bee Properties

MGMT X 476.2 Property Management
4.0 units
This course provides an overview of property manage-
ment fundamentals for the real estate professional,
individual owner, or real estate student. Property types
covered include office, retail, industrial, condominium,
and apartment buildings. Responsibilities of the prop-
erty manager/owner will be studied including: tenant
relations; landlord/tenant law; leasing/renting; human
resources; office administration; insurance; financial
statements/budgets; building maintenance; vendor
services; and property management as a career. The
course includes weekly open discussions on current
industry events and issues.
Reg# 362040
Fee: $765
Online
June 25-Sept. 9
Enrollment limited. No refund after June 29. ☐
Tom Morehouse, CRB, e-PRO, MBA broker/co-owner,
Berkeley Hathaway HomeServices California Properties

MGMT X 477.10 Real Estate Development
4.0 units
Designed to provide students with a comprehensive
understanding of the multidisciplinary field of real estate
development, this course begins with an introduction to
the roles and responsibilities of the real estate devel-
oper; then explores various issues specific to the
development process. Topics include market and site
analysis; community planning; entitlements; social,
political, and environmental implications; architecture
and design; budgeting and financial analysis; construc-
tion; sales and marketing; and property and asset
management. Various project types are studied, includ-
ing residential, retail, office, hospitality, industrial, and
mixed-use. Coursework includes case studies.
Prerequisite(s): X 475.1 Real Estate Principles or previ-
ous experience and consent of instructor.
Reg# 362027
Fee: $765
Classroom
11 mgts
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4. One meeting to be arranged.
No refund after July 17. ☐
Mark Ruff, real estate broker, Keller Williams

MGMT X 477.6 Commercial Real Estate Leasing:
Contracts and Administration
4.0 units
This course analyzes the contracts and administration
issues in commercial real estate lease transactions.
Students learn ethics and the leasing processes
through multiple perspectives from preparation of the
appropriate contract forms to administering the per-
fected lease agreement. Students read aloud in class
the most popular listing and lease contract forms used
by professionals while the Instructor reveals industry
best practices and “where the bodies are buried.”
Reg# 362041
Fee: $765
Classroom
11 mgts
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: Royce Hall
No refund after July 9. ☐
Todd Weaver, CCIM, CPM, president, Synergy
Commercial Real Estate, Inc.
Reg# 362034
Fee: $765
Independent Study/Internship
June 25–Sept. 9
International students who wish to pursue paid internships must contact the International Student Office at (310) 825-9351 to confirm eligibility.
Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review.
Restricted course. Visitors not permitted. No refund after June 25.
Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

MGMT X 476.7
Legal Aspects of Real Estate
4.0 units
An overview of California real property law and its influence on various aspects of the real estate industry. The course examines the legal issues surrounding real estate ownership and transfer; contracts; rights and duties of ownership; conveyance issues; mortgages and deeds of trust; easements; government control and powers; escrow and title insurance; zoning; landlord and tenant problems; real estate brokerage and agency relationships; and agency ethics.
Prerequisite(s): X 475.1 Real Estate Principles or consent of instructor.
Reg# 362038
Fee: $765
❖❖
Online
June 25–Sept. 9
No refund after June 29.
Edward Wankowski, JD, broker/manager/co-owner, Berkshire Hathaway HomeServices California Properties

MGMT X 475.2
Real Estate Practice
5.0 units
This course covers the elements of day-to-day real estate sales and brokerage practices, emphasizing the selling process and the handling of a real estate transaction from listing to closing escrow. Topics include securing and qualifying listings and prospects, advertising, financing, closing the sale, and expediting the escrow. Additionally, the course covers owning and operating a real estate business; managing salespeople and office personnel; budgeting; and developing and maintaining effective community relations.
Prerequisite(s): X 475.1 Real Estate Principles or consent of instructor.
Reg# 362021
Fee: $800
❖❖
Online
June 25–Sept. 9
No refund after June 29.
Tom Morehouse, CRB, e-PRO, MBA broker/co-owner, Berkshire Hathaway HomeServices California Properties

Reg# 362018
Fee: $800
❖❖
Classroom
11 mtgs
Saturday, 9am-1pm, June 30–Sept. 8
UCLA Extension Gayley Center
1145 Gayley Ave.
Enrollment limited. No refund after July 13.
Sabrina Roque, JD, Western State College of Law; BA, UCLA.
Restaurant Management & Event Planning

For more information call (310) 206-2714 or email industriesegementprograms@unex.ucla.edu.

MGMT 819
Starting Your Own Restaurant
1.2 CEUs
Learn what it takes to start a successful restaurant in this two-day seminar. A restaurant expert shares her knowledge of starting up, including creating a concept; site location and building requirements; dining room and kitchen design; menu planning; financing; budget analysis; sales and marketing; management systems; advertising; and public relations.

Reg# 362006
Fee: $395
Classroom
2 mtgs
Saturday, 9am-4pm, Aug. 4-11
UCLA Extension Gayley Center:
1145 Gayley Ave.
Janet Lowder, president, Restaurant Management Services

MGMT 867.011
Event Management Essentials: Planning and Budgeting
3.6 CEUs
The first course in our two-part event management essentials series covers the core basics from idea generation to successful completion. Topics covered include the meetings industry and profession, strategic meetings, project and meeting management, event design and experience, budgeting basics, site and venue selection, risk management, contracts and negotiations, registration and housing, and marketing—all of which play a key part in planning a successful event. In addition students will start the first part of a capstone project which will give them a chance to put into practice all that was learned in this course.

Reg# 361847
Fee: $765
Online
June 26-Sept. 4
Enrollment limited; early enrollment advised. No refund after July 2.
Instructor to be announced

MGMT 867.012
Event Management: Implementation & Capstone
3.6 CEUs
The second course in our two-part event management essentials series will provide advanced knowledge and skills needed to enable you to organize a successful event. Topics covered include event technology, food and beverage fundamentals, onsite management, post-meeting follow-up, and career building in the meeting profession. In addition students will have to complete the second part of a capstone project which will give them a chance to put into practice all that was learned throughout this two-part series.

Reg# 361848
Fee: $765
Online
June 26-Sept. 4
Enrollment limited; early enrollment advised. No refund after July 5.
Marrah Thomas, CMM, CMP, CSEP

Project Management

Agile Project Management

MGMT X 418.31C
Agile Project Management I
4.0 units 3.6 CEUs
This course is the first in a series of two courses that provide thorough exposure to agile and lean methods in software, product development, and other high-tech projects. The series is invaluable for those transitioning from traditional to agile and lean methods or are interested in bringing continuous improvement culture in existing agile/lean implementations. This course covers SCRUM and Kanban 2 key agile/lean methods popular today for enabling fast iterative delivery, teamwork, collaboration, and continuous improvement. Explore how agile and lean methods are different than traditional techniques of managing project. Through a real and intensive class project, you also explore agile methods hands-on while learning virtual team collaboration and an online tool for leading agile projects.

Reg# 360944
Fee: $896
Classroom
10 mtgs
Monday, 7-10pm, June 25-Aug. 27
UCLA Extension Lindbrook Center:
10020 Lindbrook Dr.
Elective course in Project Management and Information Technology Management Certificates. Enrollment limited to 30; early enrollment advised. Enrollment deadline: July 2. No refund after July 9.
Christopher Yang, MBA, MS in Industrial and Systems Engineering, MS in Computer Science, and a BS in Computer Engineering and Computer Science from USC; PMP, PMI-ACP, PgMP, ISM, and CPM; senior director and head of US Loyalty Technology.

Reg# 360968
Fee: $950
Online
June 26-Sept. 9
Elective course in Project Management and Information Technology Management Certificates. Enrollment limited to 30; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.
Sajid Ali, MS, PMI-ACP, senior product manager, CoreLogic

Event Planning & Management Specialization

New

The Event Planning & Management Specialization offers high-quality courses to help you reach your professional goals. Designed for working professionals who are considering entering the industry or making a career transition into event management, this program will also help those with previous knowledge in event management by developing their skills further.

Events require extensive planning, from choosing a venue and reviewing contracts to juggling guest lists and issuing name badges. The event Management Specialization curriculum covers topics such as industry principles, event coordination and production, event risk management, budgeting basics, site and venue selection, marketing, contracts and negotiation, registration and housing, event technology, food and beverage fundamentals, onsite management, and post-meeting follow up.

For More Information
Logolla@uclaextension.edu | (310) 206-1579

Sharpen Your Restaurant Business Skills

From learning what it takes to start a successful restaurant, to turning an idea for a new food or beverage into a marketable product, we have the right course.

For More Information
Logolla@uclaextension.edu | (310) 206-1579
Complete your certificate anywhere! Offered in Westwood, Downtown L.A., Woodland Hills, or entirely online.

Put yourself on the path to a career in Project Management by enrolling in UCLA Extension’s Project Management Certificate Program. Gain the skills and expertise to take on a project management position across industries and government services.

Benefits of Certificate

UCLA Extension is a Registered Education Provider with PMI and graduates of the certificate program are fully prepared to take the rigorous Project Management Professional (PMP) Exam to earn internationally recognized PMP certification. According to the Project Management Institute’s 2015 report, *Earning Power: Project Management Salary Survey*, the median annual salary of a project manager is $108,000 in the U.S. The PMI survey also found that the median annual salary of project managers in the U.S. jumps 22% from $91,000 for those without a PMP certificate to $111,000 for those with the certificate.

Required Courses

- **MGMT X 443.1 Fundamentals of Project Management**
- **MGMT X 443.17 Project Earned Value, Procurement, and Cost Management**
- **MGMT X 443.2 Risk Analysis and Project Management**
- **MGMT X 443.3 Managing Project Quality**
- **MGMT X 443.4 Leadership and the Human Element in Project Management**

In addition, choose one elective course (4 units)—there are many options available to fit your professional goals.

Want to learn more?

Join us for a free online information session June 26–July 8.

Gain a comprehensive overview of Project Management, and learn how UCLA Extension courses prepare you to enter the field, explore career opportunities, and obtain or maintain your PMP Certification.

Enroll today!

Get a Head Start on a Master of Science in Project Management

Take advantage of an agreement between UCLA Extension and the University of Wisconsin-Platteville. Complete the Project Management Certificate, then upon acceptance, apply 12 graduate credits toward UW-Platteville’s online MS in Project Management.

For Complete Details
gouwp.com/ucla

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/et
MGMT X 443.2
Risk Analysis and Project Management
4.0 units 3.6 CEUs
Risk management is key in any project. This course helps project managers to understand and apply advanced tools and techniques for evaluating risk associated with various stages of the project life cycle. Students learn analytical methods for evaluating the selection of projects, the development of project cost estimates, analysis of the financial costs and benefits of projects, and the financial control of the project. Topics include project estimating, project financial analysis, project stimulation, risk project analysis and management, project budgeting, and cost/schedule integration. The course provides a methodology for a systematic approach to risk management and discusses project risk management in the context of the project management task as a whole. Prerequisite: X 443.1 Fundamentals of Project Management or consent of instructor.
Reg# 360924
Fee: $950
❖ Online
June 25–Sept. 9
Al Hirsch, managing director, CTARCo International

MGMT X 443.3
Managing Project Quality
4.0 units 3.6 CEUs
Project managers and team members must manage project and product quality to meet customer requirements and project objectives. This course discusses when and how to use a variety of quantitative tools for planning, assuring, and controlling quality. The techniques presented align to international standards, Six Sigma methods, and the philosophies of Deming, Jun, Crosby, et al.
Reg# 360957
Fee: $950
❖ Classroom
Monday, 6:30-9:30pm, June 25–Aug. 27
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
John Sarakatsannis, MBA, MS, PMP, PCP, CFOM, professor of contract management, Defense Acquisition University, West Region

For More Information
paulstrom@uaxex.ucla.edu | (310) 825-7942

PMP Exam Preparation

Let UCLA Extension prepare you for the PMP Exam.

The Project Management Professional (PMP) certification is the profession’s most universally recognized and respected credential. Conducted by expert instructors holding the PMP credential, this course helps participants prepare to take the PMP examination by providing a concentrated, structured review of the key areas of knowledge required to be successful. Completion of this course will award you 36 PDU credit hours.

Flexible Courses
Take four-week boot camp-style courses:
• 4 Saturdays in Westwood
• 4 Saturdays in Woodland Hills

Reg# 361012
Saturday, 8am-5pm
July 7–28
UCLA Extension 1010 Westwood

Reg# 361014
September 1–22
UCLA Extension Woodland Hills

Page 72.

Reg# 361004
Fee: $950
❖ Online
June 25–Sept. 9
Margaret Meloni, MBA, PMP, president, Meloni Coaching Solutions, recipient, UCLA Extension Distinguished Instructor Award, 2012.

Reg# 361057
Fee: $950
❖ Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27–Sept. 5
UCLA Extension DTLA: 261 S. Figueroa St.
Karen Van Kummer, PMP, MBA, CSM, consultant

Reg# 361094
Fee: $950
❖ Classroom
10 mtgs
Wednesday, 6:30-9:30pm, June 27–Sept. 5
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
Bill Hackenberg, MBA, PMP, CSM, CSPO, CSQA; founder, ExecutiveToolShed.com.

MGMT X 443.4
Leadership and the Human Element in Project Management
4.0 units 3.6 CEUs
Effective leadership skills are perhaps the greatest determinant of project success. Project managers must demonstrate leadership effectiveness throughout each phase of the project life cycle. Review and recognize specific leadership styles in the context of real-world examples. Participative assignments help both current and future project managers enhance their own leader effectiveness. Course content covers project communication, motivation, conflict resolution, negotiation, stress management, and effective leadership in the project management context. Participants identify the leadership challenges unique to the project environment; identify their own leadership strengths and weaknesses; identify five conflict resolution modes and when to use them; and learn to differentiate between position power and personal power.
Note: This course is NOT interchangeable with MGMT X 490.996 Leadership Communication Strategies
Reg# 360963
Fee: $950
❖ Online
June 25–Sept. 9
Ehsan Sakhaee, PhD, founder, CEO, Inspirational Management, lecturer, The University of Sydney.
MGMT X 443.17
Project Earned Value, Procurement, and Cost Management
4.0 units 3.6 CEUs
The primary goals for any project are performance and quality, cost management, and schedule compliance—referred to as the triple constraint. This course introduces three essential project management core concepts—earned value management (EVM), cost management, and procurement (supplier relations)—to optimize the triple constraint. Students gain an understanding of theory and real-world applications that increase their ability to plan and manage project performance and cost. Topics include EVM metrics; strategies to effectively involve suppliers in projects, and finance fundamentals to develop and comply with project budgets and assure project financial goals. Journal articles and text materials augment course goals and objectives.
Prerequisite(s): X 443.1 Fundamentals of Project Management or consent of instructor.
Reg# 360926
Fee: $950
 Online June 25-Sept. 9
Required course in Project Management Certificate. Enrollment limited to 35; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.
Al Hirsch, managing director, CTARCo International

Reg# 360929
 Fee: $950
 Online June 25-Sept. 9
Required course in Project Management Certificate. Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.
Instructor will provide information for Course Reader in the first week of class.

Tony Swaim, DBA, MBA, PMP; principal, Tony Swaim & Associates.
Reg# 360971
 Fee: $950
 Classroom 10 mtgs
 Monday, 6:30-9:30pm, June 25-Aug. 27
 UCLA Extension Woodland Hills: 21650 Orchard Street

Irfan Khan, PMP, CHPS, Project Management and Lean Six Sigma professional with 15 years and diverse industry background ranging from aerospace, commercial, military and healthcare. Expertise in earned value, time cost, and risk management, agile, and scrum.
Reg# 360962
 Fee: $950
 Classroom 11 mtgs
 Tuesday, 6:30-9:30pm, June 26-Sept. 4
 UCLA Extension DTLA: 261 S. Figueroa St.

Artin Migrchian, MISM, NPM, PMP, LEED GA, project manager, MedMedica Group
Reg# 361095
 Fee: $950
 Classroom 11 mtgs
 Tuesday, 6:30-9:30pm, June 26-Sept. 4
 UCLA Extension Lindbrook Center: 10900 Lindbrook Dr.

Bill Hackenberg, MBA, PMP, CSM, CSPO, CSQA; founder, ExecutiveToolShed.com.

MGMT X 443.6
Project Planning with Microsoft Project
4.0 units 3.6 CEUs
Microsoft Project is one of the most widely recognized project management tools. Professionals across many industries have come to accept its output as a standard for project reporting. Despite its popularity, many people find Microsoft Project difficult to learn and to use effectively. This course reviews the practical skills needed to exploit the program’s usefulness. You begin by reviewing the pre-work required to build a schedule and then progress through the planning, tracking, and closing phases of project scheduling. Participants learn to use the program to communicate important information about project schedules, including critical path, resource allocation, and budget performance (via earned-value metrics). Students who want to pursue the Microsoft Project certification gain valuable exposure to the skill competencies measured by Exam 77-178. Those not pursuing certification find this course assists the beginner, the pre-beginner, and the experienced scheduler. Microsoft Projects 2016 will be used.
Prerequisite(s): Proficiency in using computers with Windows operating system; working knowledge of MS Office also is helpful.
Reg# 360967
 Fee: $975
 Online June 25-Sept. 9
Elective course in Project Management Certificate. Enrollment limited to 35; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.
Information provided the first week of classes.
Latest version of MS Project Software is provided to students. Students need access to a MS Windows computer. Mac users will need a virtual Windows environment, such as Parallels. This approach requires a registered copy of Windows. E-Book and Instructional video subscription service; no textbook.

Jerry Reed, PMP, MCP: Microsoft specialist; Managing Projects with Microsoft Project 2013; Microsoft-Certified technology specialist: Microsoft Project 2010, Managing Projects; MCITP, Microsoft Office Project 2007, Managing Projects.
Reg# 360965
 Fee: $975
 Classroom 10 mtgs
 Wednesday, 6:30-9:30pm, June 27-Sept. 5
 UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Latest version of MS Project Software is provided to students. Students need access to a MS Windows computer. Mac users will need a virtual Windows environment, such as Parallels. This approach requires a registered copy of Windows. E-Book and Instructional video subscription service; no textbook.

Jerry Reed, PMP, MCP: Microsoft specialist; Managing Projects with Microsoft Project 2013; Microsoft-Certified technology specialist: Microsoft Project 2010, Managing Projects; MCITP, Microsoft Office Project 2007, Managing Projects.
Reg# 361095
 Fee: $950
 Classroom 11 mtgs
 Tuesday, 6:30-9:30pm, June 26-Sept. 4
 UCLA Extension Lindbrook Center: 10900 Lindbrook Dr.

Bill Hackenberg, MBA, PMP, CSM, CSPO, CSQA; founder, ExecutiveToolShed.com.

MGMT X 443.8
Project Monitoring and Control
4.0 units 3.6 CEUs
This course focuses on the tools and techniques project managers must master in order to effectively bring in each project on-time and within budget. Students learn how to analyze what parameters should (and should not) be monitored are presented, as well as the methodology for designing a performance measurement system. Topics include various methods of schedule development, project planning, and status reporting. This course covers real-world examples of project schedules and monitoring systems.
Prerequisite(s): X 443.1 Fundamentals of Project Management or consent of instructor.
Reg# 360930
 Fee: $950
 Online June 25-Sept. 9

Tony Swaim, DBA, MBA, PMP; principal, Tony Swaim & Associates.
Advanced Plumbing Systems Design

MECH&AE X 400.9

Plumbing Systems II: Advanced Engineering Systems

4.0 units  3.6 CEUs

This course builds on X 400.8 Plumber Systems I. Lectures include a comprehensive coverage of the design, calculation, and code requirements of advanced plumbing systems, including storm water systems, pumps and pumping systems, automatic fire sprinkler and standpipe systems, gaseous agent suppression systems, medical gas systems, specialized water treatment systems (such as water softening and deionizing), and fuel oil systems. Students learn the specialized piping materials required for these systems.

Reg# 361361

Fee: $950

Online
June 25-Sept. 9

Enrollment deadline: July 1. No refund after July 8.

Daniel Murphy, PE, CPD, CFPS, principal, Murphy Exports.

Aerospace & Mechanical Engineering

Advanced Plumbing Systems Design

MECH&AE X 400.9

Plumbing Systems II: Advanced Engineering Systems

4.0 units  3.6 CEUs

This course benefits individuals who are thoroughly familiar with basic plumbing design and fundamental engineering practices, and builds on X 400.8 Plumbing Systems I. Lectures include a comprehensive coverage of the design, calculation, and code requirements of advanced plumbing systems, including storm water systems, pumps and pumping systems, automatic fire sprinkler and standpipe systems, gaseous agent suppression systems, medical gas systems, specialized water treatment systems (such as water softening and deionizing), and fuel oil systems. Students learn the specialized piping materials required for these systems.

Reg# 361378

Fee: $950

Online
June 25-Sept. 9

Enrollment deadline: July 1. No refund after July 8.

Stephen Howe, PE, certified energy manager.
Advanced Plumbing Systems Design Certificate

Certificate Offered in Cooperation with the American Society of Plumbing Engineers (ASPE)

UCLA Extension and American Society of Plumbing Engineering (ASPE) have combined forces to offer one of the most comprehensive online programs in plumbing systems in the U.S. Learn plumbing systems design for commercial and industrial structures in this 7-course (28-units) certificate.

**Required Courses**

- **MECH&AE X 400.8 Plumbing Systems Design I:** Code and Engineering Fundamentals
- **MECH&AE X 400.9 Plumbing Systems Design II:** Advanced Engineering Fundamentals
- **MECH&AE X 400.10 Plumbing Systems Designs III: Systems Application**
- **MECH&AE X 400.14 High Rise Building Plumbing Design**
- **MECH&AE X 400.16 Fire Protection for Plumbing Engineers**
- **MECH&AE X 400.17 Hospital and Lab Plumbing Design**

**Electives** (choose 1 course from the following list)

- **EC ENGR X 438.8 Leadership in Energy and Environmental Design**
- **MECH&AE X 400.13 Solar Thermal Energy Solutions**
- **EC ENGR X 489.14 Electrical Design and Construction**

+ Offered this quarter. Offered online.

For Complete Details:

uclaextension.edu/et

Lean Six Sigma Specialization

Learn how to meet and exceed customer requirements and make your organization more profitable by delivering near-perfect products and services in the most efficient way.

**Required Courses**

- **MECH&AE X 428.69 Six Sigma Green Belt**
- **MECH&AE X 428.80 Lean Six Sigma Black Belt I**
- **MECH&AE X 428.90 Lean Six Sigma Black Belt II**

+ Offered this quarter. Offered online.

For Complete Details:

uclaextension.edu/engineering

Lean Six Sigma

For a complete certificate description visit uclaextension.edu/engineering. For information call (310) 825-4100 or email engineering@uclaextension.edu.

**MECH&AE X 428.69 Six Sigma Green Belt**

4.0 units 3.6 CEUs

The Six Sigma Management System is rocking the business world by helping organizations meet or exceed customer requirements through greater efficiency and profitability. “Sigma” is a statistical measurement term that indicates how far a given process deviates from perfection and the highly disciplined Six Sigma process allows organizations to develop and deliver near-perfect products and services. The central idea behind Six Sigma is that if you can measure how many defects exist in a process, you can systematically eliminate them and get as close to “zero defects” as possible. This course shows how to identify and manage process-improvement projects using the systematic, analytical Six Sigma approach. Topics include management roles and responsibilities that support Six Sigma philosophy, specific analysis techniques that can be applied to a process, and inspiring case studies of company successes. Class exercises include simulations that demonstrate the application of tools and techniques. This course also prepares students to take the American Society for Quality Green Belt Certification exam.

Prerequisite(s): Experience in a manufacturing or service organization; knowledge of Lean manufacturing and World Class Operations techniques; knowledge of basic statistics; and working knowledge of computer spreadsheet, presentation, database, and word processing applications such as Excel, PowerPoint, Word, and Access.

Reg# 360923

Fee: $950

Online June 25–Sept. 9

Enrollment deadline: July 1. No refund after July 8.

Dina Keswani, senior vice president, Jones Lang LaSalle; Adjunct faculty at the New Jersey City University (NJCU) and at eCornell.com.

**MECH&AE X 428.80 Lean Six Sigma Black Belt I**

4.0 units 3.6 CEUs

Lean Six Sigma helps organizations develop and deliver near-perfect products and services in a more efficient way to both meet and exceed customer requirements, and to become more profitable. This course prepares students to fulfill the role of a Six Sigma Black Belt, providing technical guidance and mentoring to Green Belts, leadership, and other team members. Subjects include strategic planning, measuring performance, team development, and understanding the customer. This is not an exam prep course. Completing both Lean Six Sigma Black Belt I and II provides students with practical knowledge to improve their organizations and excel in their careers.

Prerequisite(s): Successful completion of the UCLA Extension X 428.69 Six Sigma Green Belt, or a comparable Green Belt course from a recognized source, and consent of instructor.

Reg# 360934

Fee: $950

Online June 25–Sept. 9

Enrollment deadline: July 1. No refund after July 8.

David Arvonio, DM, MBA, MPA, Lean Six Sigma Master Black Belt, senior business analyst, Air Force Space and Missile Systems Center
Biotechnology Engineering

Biotechnology engineering has widespread uses in both medicine and industrial manufacturing. Learn the design cycle, manufacturing process, and regulatory approval requirements of this fast-growing field. Courses provide theoretical and practical knowledge you can apply immediately in this 6-course (24-unit) certificate.

Required Courses
- BIOENGR X 431.1 Fundamentals of Biotechnology Engineering
- BIOENGR X 431.2 Manufacturing Processes in Biotechnology
- BIOENGR X 431.3 Process Development and Quality Systems for Biotechnology
- BIOENGR X 431.4 Regulatory Affairs for Biotechnology

Elective
- X 430.001 Introduction to Nanotechnology

In addition, choose 2 elective courses (8 units).

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Medical Device Engineering

This certificate consists of 6 courses (24 units), including 5 required courses and 1 elective.

Medical devices play a critical role in the effectiveness of today’s health care. Advance your career or enter this field by increasing your knowledge of medical device design, manufacturing, quality control, biomaterials, biocompatibility, and European and U.S. FDA regulatory approvals. Courses benefit engineers, program managers, regulatory and clinical staff, and suppliers.

Required Courses
- BIOENGR X 430.1 Fundamentals of Medical Device Engineering
- BIOENGR X 430.2 Regulatory Affairs for Medical Devices
- BIOENGR X 430.3 Process Development and Quality Systems for Medical Devices

Electives
- MECH&AE X 410.100 Principles of Systems Engineering
- MECH&AE X 410.200 System Requirements and Design
- MECH&AE X 410.300 Systems Modeling and Simulation and Design Integration

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Reg# 361901
- Fee: $950
- Classroom
  - 11 nights
  - Thursday, 6:30-9:30pm, June 28-Sept. 6
  - UCLA Extension Lindbrook Center: 10820 Lindbrook Dr.
- Irfan Khan, PMP, CHPS, Project Management and Lean Six Sigma professional with 15 years and diverse industry background ranging from aerospace, commercial, military and healthcare. Expertise in earned value, time cost, and risk management, agile, and scrum.
- Offered this quarter.
- Offered online.

Reg# 361926
- Fee: $950
- Online
  - June 25-Sept. 9
- Hui Xiang, D.H. Sc., senior scientist, Allergan, Inc.

Reg# 361947
- Fee: $950
- Online
  - June 25-Sept. 9
- Michael Colvin, vice president, R&D, Syntilla Medical LLC

Bioengineering

For a complete certificate description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email et@uclaextension.edu.

BIOENGR X 431.2 Manufacturing Processes in Biotechnology

This course provides an overview of the major topics relating to manufacturing processes for biotechnology. It covers introduction of biopharmaceutical production; process development; product characterization; quality by design (QbD); risk management; quality assurance; process scale-up and validation; manufacturing facility; biological drug regulations; process economy; outsourcing and vendor management, and overview of key topics. Students will have chances to play different roles and help to solve real problems in today’s biopharmaceutical industry.

Reg# 362037
- Fee: $950
- Online
  - June 25-Sept. 9
- Gary Bosworth, MS, MBA, licensed professional engineer

Reg# 366928
- Fee: $950
- Online
  - July 8
- Robert Wright, PhD, engineering director, Raytheon Space and Airborne Systems

Medical Device Engineering

This engineering course is designed to introduce and review the role of Regulatory Affairs (RA) in the medical device industry. The RA environment embraces the regulations and standards governing product development from its infancy through post-approval monitoring. Today’s regulatory environment, products may be classified as biologies, drugs, medical devices, or combination of the former products. In most worldwide countries, each type of product is regulated by a different RA authority and often has its own distinct regulations. This course will primarily focus on the U.S. and the European Union (EU) regulatory processes (although other countries such as Canada and Japan will be briefly reviewed). Course topics include: RA history; the various regulatory agencies; accessing RA information; medical device submissions; Quality System Regulations (QSR); Good Laboratory Practices (GLP); Good Clinical Practice (GCP); Good Manufacturing Practice (GMP); and EU and FDA inspections. It will also include strategies to get products to market quickly and in a safe and efficacious fashion. Required course in the Medical Device Engineering Certificate.
Construction Management Certificate

This 8-course (32-unit) certificate provides an overview of modern construction through a survey of the field’s management and technology facets.

Required Courses
- C&EE X 407.1 Construction Management
- C&EE X 407.2 Construction Technology
- C&EE X 407.3 Construction Planning and Management Systems Using Primavera
- C&EE X 412.1 Fundamentals of Construction Costs and Estimating

Electives (choose 4 courses from the following list)
- +C&EE X 408.75 Legal Aspects of Construction Projects and Contracts
- +C&EE X 412.5 Construction Job Site Management
- C&EE X 412.9 Reading Construction Blueprints
- C&EE X 438.8 Leadership in Energy and Environmental Design (LEED)
- +C&EE X 412.16 Principles of Structural Analysis
- C&EE X 489.16 Introduction to Building Information Modeling

In addition, all courses in the Advanced Plumbing Systems Design Certificate also qualify as electives.

Visit uclaextension.edu/CE0030 for a full list of electives.

+Offered this quarter.

For Complete Details uclaextension.edu/et

Recycling & Solid Waste Management Certificate

Learn the environmental, technological, political, legal, and economic aspects of recycling and waste management policies with this 6-course (24-unit) certificate.

We are a Continuing Education Provider for Registered Environmental Health Specialists (REHS).

Developed in cooperation with the Department of Resources Recycling and Recovery (formerly the CA Integrated Waste Management Board).

Required Courses
- X 438.6 Principles of Waste Reduction, Recycling, and Solid Waste Management
- X 438.1 Municipal Solid Waste Management Technology
- X 438.3 Environmental Law and Regulatory Framework for Recycling and Municipal Solid Waste Management
- X 438.4 Case Studies and Best Management Practices

Electives (Choose 2 courses from the following list)
- +X 438.5 Recycling and Municipal Solid Waste Management: Research Project

Any course in Construction Management can apply as an elective.

+Offered this quarter.

For Complete Details uclaextension.edu/et

Civil & Environmental Engineering

Construction Management

For a complete certificate description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email et@uclaextension.edu.

C&EE X 407.1 Construction Management
4.0 units 3.6 CEUs
This course covers the basic principles and responsibilities in construction management, including interface requirements between real estate, leasing, legal, feasibility, finance, lending, marketing, accounting, and public agencies; defining and controlling the scope of a project; and functions of the construction manager: planning, organizing, staffing, directing, and managing the other team members. Other topics include management principles, estimating, scheduling, budgeting, purchasing, design, safety, insurance, construction techniques, labor, and public relations. The course includes one “construction forum” with senior management representatives from several different disciplines related to building construction.

Reg# 361959
Fee: $950
Offered online.
June 25-Sept. 9
Enrollment deadline: July 1. No refund after July 8.
Dan McAuliffe, MS, LEED AP BD+C, project manager, Morley Builders

Reg# 362013
Fee: $950
+ Classroom
11 mtgs
Wednesday, 6:30-9:30pm, June 27-Sept. 5
UCLA Extension Lindbrook Center
10020 Lindbrook Dr.
Diego Ramirez

Reg# 361960
Fee: $950
Offered online.
June 25-Sept. 9
Enrollment deadline: July 1. No refund after July 8.
Michael Johnson, MS in Construction Management from USC, consulting practice principal

C&EE X 407.2 Construction Technology
4.0 units 3.6 CEUs
This course studies construction materials, equipment, methods, and regulatory influences. Topics include construction for site and civil work; seismic resistance; technology of basic building materials; interior and exterior finishes; plumbing and electrical and mechanical systems. Instruction discusses current developments in materials, systems, and construction techniques in light of changing factors of production, regulatory constraints, and current trends. Prerequisite(s): X 407.1 Construction Management or consent of instructor.

Reg# 361961
Fee: $1,050
Offered online.
June 25-Sept. 9
Enrollment deadline: July 1. No refund after July 8.
Newsha Taheri

Reg# 362017
Fee: $950
Offered online.
June 25-July 8
Classroom
11 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA Extension Lindbrook Center
261 S. Figueroa St.
Two meetings to be arranged.
Salim Elachkar, engineer, MS in Civil Engineering, CMIT, CASQA, MSGA

Reg# 362019
Fee: $950
Offered online.
June 25-July 8
Classroom
11 mtgs
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA Extension Lindbrook Center
Visitors not permitted. Enrollment deadline: July 2.
No refund after July 9.
Michael Johnson, MS in Construction Management from USC, consulting practice principal
Communications Systems Certificate

Learn the fundamentals and most common, current systems applications with this 5-course (20-unit) certificate.

Required Courses

- X 422.14 Modern Communication Systems
- X 422.19 Satellite Communication System Design
- +X 442.20 Digital and Data Communications
- X 422.21 Fiber Optic Communications

Electives

(Choose 1 from the following list)
- X 422.28 Introduction to Modern Radar Systems
- X 422.8 Digital Signal Processing (DSP) Applications of Communication Systems
- X 422.4 Digital Signal Processing for Real-Time Systems

Offered this quarter.

Get a Head-Start on a Master of Science in Engineering

Take advantage of an agreement between UCLA Extension and the University of Wisconsin-Platteville. Complete your Communications Systems Certificate then apply 9 graduate credits toward UW-Platteville's online MS in Engineering degree.

gouwp.com/ucla

For Complete Details

certificate@uclaextension.edu

Electrical Engineering

Communication Systems

EC ENGR X 422.20
Digital and Data Communications

4.0 units

Digital and data communications are creating broad new technical and business opportunities, and this comprehensive, applications-oriented course provides a rigorous introduction to digital communications principles. Students examine protocols and communications standards, including ISDN, FDDI, Ethernet, X.25, SONET, and frame relay, as well as ATM cell structure, headers, payload, and ATM for broadband systems. The course also investigates communications concepts that include modulation (PSK, ASK, FSK, GMSK, QAM, etc.), channel coding (convolutional, turbo, etc.), encryption, TV compression, HDTV, and spread-spectrum. Topics include Internet communications, TCP/IP protocol, routers, and switches; wireless cellular telephone communications; satellite vs. fiber-optic communications; Internet access via ADSL, cable modems, and wireless communications; LANs, MANs, and WANs; utilization of digital signal processing methods for communications, signals, and noise; sampling, information content; channel capacity; BER, link closure; synchronization; and multiplexing/ demultiplexing, as well as communications simulation techniques/ software to analyze communications systems. The instructor will use MATLAB, System View, and other software for demonstrations for the analysis and solution of digital and data communications problems, but students are not required to use these programs.

Reg# 361940
Fee: $950
- Online
  June 25-Sept. 9
  Enrollment deadline: July 1. No refund after July 8.
  David Taggart, PhD, senior engineering specialist, The Aerospace Corporation
Integrated Circuit Design Series

Acquire a broad overview of the design and analysis of analog Integrated Circuits (IC), including CMOS RF ICs and the DA/AD converters in this 4-course (16-unit) program.

X 457.25 RF Integrated Circuit Design

X 457.56 Power Integrity and Noise Coupling in Integrated Circuits

X 457.57 CMOS Analog Integrated Circuit Design

X 457.58 CMOS Digital-to-Analog and Analog-to-Digital Converter Design

Offered this quarter. Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Integrated Circuit Design

For a complete course description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email et@uclaextension.edu.

EC ENGR X 457.56 Power Integrity and Noise Coupling in Integrated Circuits

This course covers the analysis and design of integrated circuits power delivery networks focusing on power integrity and noise coupling in chip, package, and printed circuit board (PCB) structures. Topics include power delivery impedance in chip/package/PCB co-design; loop inductance; effective decoupling capacitors techniques; power delivery impedance variation with frequency and resonance peaks; noise generation in chip substrate and power delivery networks; noise propagation in various types of substrates and fabrication technologies; noise reception in sensitive circuits; noise coupling suppression techniques; and power integrity and noise coupling modeling and simulation. The learning approach balances qualitative and quantitative analysis methods with practical intuitive techniques for understanding the physical phenomena. Students are exposed to various practical examples and are guided to complete a design project in which they develop the power delivery network and simulate the power integrity and noise coupling effects in a chip/package/PCB integrated circuit structure.

Reg# 36174
Fee: $950
❖ Online
June 25–Sept. 9
Enrollment deadline: July 1. No refund after July 8.

Cybersecurity

COM SCI X 420.9 Cybersecurity Lab (Defensive Tools)

This hands-on course introduces defensive methodology and tools. Defensive software security practices require a strong understanding of current risks and exploits. Leveraging the knowledge acquired from the Information System Security Lab (offensive tools), this course builds on the remediation strategies for thwarting off active offensive attacks. This course introduces core defensive strategies for various environment types, and provides hands-on experiences of security defensive tools.

Prerequisite(s): COM SCI X 420.1 Fundamentals of Cybersecurity is recommended.

Reg# 361184
Fee: $950
❖ Classroom
10 mtgs
Tuesday, 6:30-10pm, June 26-Aug. 28
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Wayne Wheeler, senior security analyst, Aerospace Corporation

Reg# 361187
Fee: $950
❖ Online
June 26–Aug. 28
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Adrian Mihuczky-Dominiak

COM SCI X 420.7 Cybersecurity Regulatory Compliance

Over the last few years, several government agencies, the health care industry, and major retailers have reported the theft of personal information of millions of consumers and employees. Yet all of those organizations were most likely required to have compliant and effective information security programs. Organizations that fail to follow regulatory requirements can end up paying substantial fines. Information security programs are built around security control frameworks including compliance audits. The class will examine relevant policies and regulations along with auditing practices. Topics covered include auditing standards and ethics, privacy, intellectual property, and legal issues in cyberspace. Specific policies and regulations include information security governance, Sarbanes-Oxley Act, consumer financial regulations such as the Graham-Leach-Biley Act and the Payment Card Industry Data Security Standards, and healthcare regulations such as the Health Insurance Portability and Accountability Act, and other relevant federal and state regulations.

Prerequisite(s): COM SCI X 420.1 Fundamentals of Information Systems Security

Reg# 361186
Fee: $950
❖ Online
June 26-Aug. 28
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Kirsten Koepsel, LLM, Counterfeit and Cybersecurity Policy Strategist

COM SCI X 420.1 Fundamentals of Cybersecurity

This course covers theoretical security models with practical state-of-the-art examples for a comprehensive and useful introduction to this field and should benefit auditors, system administrators, or anyone else with a basic understanding of information technology. Topics include security policies, risk analysis, cryptography, and network security. Course material is consistent with relevant portions of the Certified Information Security Professional (CISP) certification exam’s Common Body of Knowledge (CBK).

Reg# 362193
Fee: $950
❖ Classroom
1 mtg
Monday, 6:30-10pm, June 25
UCLA Extension Blvd.: 10995 Le Conte Ave.
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Instructor to be announced

Reg# 361180
Fee: $950
❖ Online
June 26–Aug. 28
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Vincent LeVeque, MS, business information security officer, AIG

COM SCI X 420.3 Information Systems Infrastructure Security Management

This course covers physical and logical security over datacenters, buildings, and offices. It defines a management program that protects assets across all levels of technology and the core components that support that technology. In addition, the course analyzes hacking methodology and how to create a functioning IT infrastructure program for businesses, whether large or small, and includes change management scenarios and how to approach daily business security issues from an IT perspective. Much of the challenge of IT security remains the fundamental fact that management does not see it as a profit center and as long as there has been no reported breach there is clearly nothing to worry about. With this as a starting point, you investigate how best to explore the myriad options for network security.

Reg# 361181
Fee: $950
❖ Online
June 25-Aug. 27
Enrollment limited. Enrollment deadline: July 2.
No refund after July 8.
Gary Sevelin, MS, information systems security officer, U.S. Department of Defense, U.S. Special Operation Command

COM SCI X 420.5 Network, Operating System, and Database Security

This course covers the analysis of the core components of networks, operating systems, and databases. The approach integrates cyber threat and risk management, defense-in-depth, network monitoring, cloud, and mobile devices. This course demonstrates various effective strategies for security testing, mitigating the insider threat, and recovering from a security incident. Current events case studies illustrate key concepts. Cyber defense techniques are demonstrated in computer and DIY device (Beaglebone) labs. Final project enables students to apply the methodology to secure an infrastructure of their choice. Course relevant for security and IT professionals, students, technical users, management, and anyone seeking an understanding of the key principles of cyber defense.

Prerequisite(s): COM SCI X 420.1 Fundamentals of Information Systems Security

Reg# 361183
Fee: $950
❖ Classroom
10 mtgs
Wednesday, 6:30-10pm, June 27
UCLA Extension Blvd.: 10995 Le Conte Ave.
Enrollment limited. Enrollment deadline: July 3.
Students will need to purchase a low-cost open-source development board.
No refund after July 10.
Wayne Wheeler, senior security analyst, Aerospace Corporation

COM SCI X 420.11 Foundation of Malware and Rootkits

This course covers the foundation of different types of malware and rootkits. Learn how hackers use different techniques to gain access to systems. The course also covers malware propagation techniques, method of infections, and how to detect rootkits. General security best practices and various prevention technologies such as firewalls, host-based intrusion detection systems and antivirus will also be discussed to protect against malicious software.

Prerequisite(s): COM SCI X 420.1 Fundamentals of Information Systems Security

Reg# 361150
Fee: $950
❖ Online
June 27–Aug. 29
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.
Irfan Ahmed, global cyber security consultant, HP-certified information security manager (CISM).
Database Management

COM SCI X 414.56
Advanced Database Management Concepts
4.0 units 3.6 CEUs
Designed for individuals with a basic understanding of data modeling, logical database design, and relational database management systems, this course introduces important considerations in database application development and various technologies that, when combined with recent developments in relational database technology, have made possible database publishing on the Internet. Topics include review of EER modeling, object-oriented concepts and modeling, introduction to data warehousing, client/server and Internet database environments, introduction to OLAP, enterprise database application development, distributed and object-oriented database processing, and an introduction to Sun Microsystems .JEE and Enterprise JavaBeans (EJB) technologies.
Prerequisite(s): X 414.51 Relational Database Management or consent of instructor.
Reg# 361144
Fee: $950
Online June 25-Aug. 27 Enrollment limited. Enrollment deadline: July 2. No refund after July 7. ☑
Ray Han, MS, BS, former program manager at Oracle

COM SCI X 414.65
Advanced Structured Query Language (SQL) Syntax
4.0 units 3.6 CEUs
Structured Query Language (SQL) is an American National Standards Institute (ANSI) computer language for accessing and manipulating database systems. It works with such database programs as MS Access, DB2, Informix, MS SQL Server, Oracle, and Sybase. Designed for those with some knowledge of SQL, this hands-on course covers advanced SQL statements used in inserting, retrieving, and updating data in a database. Students learn how to use advanced features of SQL commands, including operators such as IN, AND, OR, BETWEEN, LIKE, DISTINCT, AGGREGATE, CONCATENATE, SUBSTRING, HAVING, and others. In addition, instruction covers advanced topics using table joins, sub-queries, if and case statements, and cast and convert statements, as well as stored procedures, triggers, functions, and cursors. You’ll also learn how to stream text into a field, retrieve and send results in email as text or attachment, error trapping, create audit system, dynamic SQL, and create pivot tables with hyperlinks.
Prerequisite(s): COM SCI X 414.61 Introduction to SQL.
Reg# 361148
Fee: $1,050
Online June 25-Aug. 27 Enrollment limited. Enrollment deadline: July 2. No refund after July 8. ☑
Erik Kellener, whose portfolio of businesses include Warner Bros., Dreamworks SKG, Ticketmaster, Hollywood.com, Qwest Communications, Luxury Link, and Evite. Additionally, Mr. Kellener has consulted for Holland America Cruise Lines, ESPN, Yokohama Tire Corporation, Cedars-Sinai, and Alaska Airlines.
Reg# 361146
Fee: $1,050
Classroom 10 mtgs Tuesday, 6:30-10pm, June 26-Aug. 28 UCLA Extension 1010 Westwood 1010 Westwood Blvd. Enrollment limited. Enrollment deadline: July 3. No refund after July 9. ☑
Ray Han, MS, BS, former program manager at Oracle

COM SCI X 450.5
Big Data Analytics and Information Management
4.0 units 3.6 CEUs
This course introduces the student to analytics of big data across an analytical ecosystem. Whether the data sets come from a data warehouse, where the schema is well defined before being stored in the database (schema on write), or the data is simply loaded without a schema that is defined later when the data is retrieved (schema on read), each must produce data sets that can be related to each other in order to be joined and to produce an analytical result that generates new insights for the business. This course explores the big data phenomenon and the impact of big data to traditional relational databases. You examine big data technologies such as Hadoop and NoSQL and revisit data warehousing to redefine the analytical ecosystem as a combination of programming languages (polygot programming) and combination of storage solutions (polygot persistence). You review information management across the analytical ecosystem and the importance of distributing analytics across the ecosystem. In the second half of the course you apply the concepts of the analytical ecosystem individually within specific data analytic technologies and across analytic technologies.
Prerequisite(s): The following courses are recommended prerequisites: COM SCI X 414.51 Relational Database Management, COM SCI X 450.1 Introduction to Data Science, COM SCI X 450.3 Hadoop and Managing Big Data, or consent of instructor.
Reg# 361690
Fee: $950
Pat Alvarado, analytical ecosystem architect, Certified Teradata Master

COM SCI X 417.96
Network Communications with TCP/IP
4.0 units 3.6 CEUs
Learn network communications, from the basics of network topologies, OSI layering, and Ethernet to networking hardware and packet-switching fundamentals. The course focuses on TCP/IP and its plethora of protocols and services. Topics also include IP addressing, routing, switching, reliable data transfer, and congestion management. Students study many TCP/IP services, including DNS, DHCP, and VPN. Instruction also reviews network security as well as application layer protocols (such as HTTP, FTP, and email) and client/server network applications. The course provides hands-on examples using Windows, Linux, and Solaris. Students also learn how networks and TCP/IP work, and how to work TCP/IP.
Prerequisite(s): While no experience in data communications is needed, students should have a good background in computing with experience installing and operating Microsoft Windows or Unix (such as Solaris or Linux).
Reg# 361149
Fee: $950
Online June 25-Aug. 27 Enrollment limited. Enrollment deadline: July 2. No refund after July 8. ☑
Irfan Ahmed, global cyber security consultant, HP; certified information security manager (CISSP).
Reg# 361151
Fee: $950
Classroom 10 mtgs Thursday, 6:30-10pm, June 26-Aug. 30 UCLA Extension Lindbrook Center 10920 Lindbrook Dr. Enrollment limited. Enrollment deadline: July 5. No refund after July 11. ☑
Fred Zerez, MS, MCSE, MCT, IT manager, Athena Asset Management LLC.

Digital Technology

Certificates and Courses

Learn emerging technologies in Digital Technology that can advance your career.
Courses offered online, in Westwood, and Woodland Hills.
- Applications Programming with Concentration in C#.NET
- Applications Programming
- Database Management
- Data Science
- Embedded Software
- Cybersecurity
- Java Programming
- Linux/Unix
- Mobile Application Development
- Operating System Administration
- Systems Analysis

Highlighted Courses
- COM SCI X 414.61 Introduction to SQL
- COM SCI X 450.4 Machine Learning Using R
- COM SCI X 460.1 Architecting Cloud Solutions Using AWS
- COM SCI X 418.102A Website Development with Adobe Software: Photoshop, Dreamweaver & Animate

For More Information
dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology

Cybersecurity Certificate

This 4-course (14-unit) program provides training and education for those who would like to specialize in cyber security. Courses cover network security, cryptography, database and network risk management and regulatory policies. Additionally, the certificate includes hands-on training on network security penetration testing and defensive strategies.

For More Information
et@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology
With Our New Specializations

System users and designers learn the Linux/Unix operating system in this 20-unit certificate.

**Required Courses**

- **+ COM SCI X 417.31 Introduction to Linux/Unix**
- **+ COM SCI X 417.31A Linux/Unix Administration**
- **COM SCI X 417.39A Linux/Unix Shell Scripting**

Offered this quarter.

**For Complete Details**

dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology

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**Linux/Unix Certificate**

In addition, choose 8 units of electives. Any COM SCI X 400 level course offered by UCLA Extension may serve as an elective toward this certificate.

**Required Courses**

- **+ COM SCI X 417.31 Introduction to Linux/Unix**
- **+ COM SCI X 417.31A Linux/Unix Administration**
- **COM SCI X 417.39A Linux/Unix Shell Scripting**

**For More Information**

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**With UCLA Extension’s GIS and Geospatial Technology Certificate Program**

Created in collaboration with the UCLA Department of Geography, this fully online program will give you the conceptual and practical knowledge to apply GIS and mapping in the workplace.

**Who Should Apply?**

No prior GIS experience is required. The certificate program is ideal for both early-career and mid-career professionals. Courses will equip students with the ability to leverage the power of GIS and geospatial technology in the workplace.

**For More Information**

digital@ucla.edu | (310) 818-3671 | uclaextension.edu/GIS

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**Plot Your Future in GIS**

**With Our New Specializations**

- **Digital Cartography**
  - Learn how to effectively communicate using maps and geographic information.

- **Geospatial Imagery Analysis**
  - Learn how to apply GIS image analysis techniques to data retrieved using remote sensors, including satellite and aerial imaging platforms.

- **Web Mapping**
  - Learn how to construct sophisticated interactive Web maps using both existing Web mapping platforms and custom programming solutions.

**For More Information**

digital@ucla.edu | (310) 818-3671 | uclaextension.edu/GIS

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**Linux/UNIX Operating System**

**COM SCI X 417.29F Advanced Linux/Unix Security**

4.0 units 3.6 CEUs

This course explores local, network, and application security. Linux security encompasses BOS, bootloader, and OS authentication; OS resource permissions and process user IDs; password strength and cracking; encrypted remote backup; remote logging and log analysis; service trimming; encrypted filesystems, and cryptography. In mathematical detail, study the DES, RSA, and Diffie-Hellman algorithms. Topics include the implementation of public-key cryptography. Instruction thoroughly covers network security including firewalls, scanning and fingerprinting, monitoring and detection, tunneling, spoofing, packet injection, and covert-channel steganography. Also study iptables, rmap, retcat, wireshark, and ssh. Shorwell, ssh, and Covert channels. Applications have both general vulnerabilities and their own peculiar security considerations. In short, a stack overflow to exploitable a generally exploitable vulnerability, and showcases at least one major application (apache, vsftpd, BIND) for its individual weaknesses and configuration recommendations for security.

**Reg# 361162**

- **Fee:** $950
- **Classroom**
  - **10 mtgs**
  - Tuesday, 6:30-10pm, June 26-Aug. 28
  - UCLA Extension Bldg.: 10995 Le Conte Ave.
  - Enrollment limited. Enrollment deadline: July 3.
  - No refund after July 9.
  - David Morgan, MBA, principal, Skydesign Technology

**Linux/UNIX System Administration**

**COM SCI X 417.31A Linux/Unix System Administration**

4.0 units 3.6 CEUs

This intermediate course covers local and network system administration within the Red Hat-derived family of Linux distributions, Fedora and CentOS. Instruction emphasizes configuration files, the foundation of operation and control. It teaches local and web-based interfaces to the power of these files. Administering user accounts, processes, and filesystems are the most basic of configuration tasks. Beyond that, this course will cover specialized responsibilities like recurrent task scheduling, local and remote logging, trans-network backup and filesystem synchronization, and network time control, all with their attendant security concerns. Learn about the network servers that implement these features, and their clients, as well as startup control of these servers. Once grounded in the nuts-and-bolts, you learn automation and labor-saving front-end techniques to rationalize and ease your configuration management tasks. Students need user-level familiarity with the Unix environment and a Unix editor.

**Prerequisite(s):** X 417.31 Introduction to Linux/Unix or consent of instructor.

**Reg# 361165**

- **Fee:** $950
- **Classroom**
  - **9 mtgs**
  - Wednesday, 6:30-10pm, June 27
  - UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
  - July 4
  - No meeting May 29.
  - No refund after July 8.
  - David Morgan, MBA, principal, Skydesign Technology

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**UCLA Extension Website:**

enroll.uclaextension.edu or call (800) 825-9971

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**Course Details:**

- **Linux/Unix Certificate**
- **Map Out a Better Future**
- **Plot Your Future in GIS**

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**Additional Courses:**

- **COM SCI X 414.51**
  - **Relational Database Management**
  - **4.0 units 3.6 CEUs**
  - Understanding client-relational database design is vital to system design and implementation. Learn relational database technology, data modeling, SQL, data normalization, and the translation of logical designs to physical storage structures. Additional topics include indexes; storage management; transactions; database integrity; concurrency control; recovery; client/server relational database management, and introduction to query optimization.
  
  **Reg# 361142**
  - **Fee:** $950
  - **Online**
    - June 27-Aug. 29
    - Enrollment limited. Enrollment deadline: July 4.
    - No refund after July 10.
  - Ronald Lander, BS, owner, Right-Click Consulting, LLC

- **COM SCI X 417.31**
  - **Introduction to Linux/Unix**
  - **4.0 units 3.6 CEUs**
  - This hands-on laboratory course covers a rich mix of Linux and Unix distributions and features. The Red Hat Linux family is the centerpiece. Both its source-compatible enterprise-class CentOS cousin and the upstream Fedora feeder project are natively installed on classroom workstations. In addition, so are several Linux versions as virtual machines, and Ubuntu/Unix and FreeBSD Unix are used remotely. Apple OS X is demonstrated for comparison. A from-scratch installation showcases the operating system’s role in the context of firmware, bootloader, system programs, and application programs. We study Linux’s multiple character and graphical user interface offerings, with deep emphasis on the bash shell and the X window system. Under bash, we learn the mainstream commands and the built-in shell script programming language. The course also runs two different window managers (Gnome).
  - We learn the fork/exec process spawning mechanism by writing a minimalistic shell. Students study the Linux-default ext filesystem in detail, plus the standard file hierarchy built upon it. Plus, they learn to compile simple programs as a method to install open-source applications, as well as high-level, package-based remote installs. This course prepares students for separate specialized follow-on courses in Linux/Unix system administration, networking, and shell scripting.
  - **Prerequisite(s):** Basic computer experience on any system. Programming experience is helpful, but not required.

  **Reg# 361164**
  - **Fee:** $950
  - **Classroom**
    - **10 mtgs**
    - Monday, 6:30-10pm, June 25-Aug. 27
    - UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
    - No meeting May 29.
    - Enrollment limited. Enrollment deadline: July 2.
    - No refund after July 8.
  - David Morgan, MBA, principal, Skydesign Technology

- **COM SCI X 417.39A Linux/Unix Shell Scripting**
  - **Offered this quarter.**

- **COM SCI X 417.51**
  - **Introduction to Linux/Unix**
  - **4.0 units 3.6 CEUs**
  - This hands-on laboratory course covers a rich mix of Linux and Unix distributions and features. The Red Hat Linux family is the centerpiece. Both its source-compatible enterprise-class CentOS cousin and the upstream Fedora feeder project are natively installed on classroom workstations. In addition, so are several Linux versions as virtual machines, and Ubuntu/Unix and FreeBSD Unix are used remotely. Apple OS X is demonstrated for comparison. A from-scratch installation showcases the operating system’s role in the context of firmware, bootloader, system programs, and application programs. We study Linux’s multiple character and graphical user interface offerings, with deep emphasis on the bash shell and the X window system. Under bash, we learn the mainstream commands and the built-in shell script programming language. The course also runs two different window managers (Gnome).
  - We learn the fork/exec process spawning mechanism by writing a minimalistic shell. Students study the Linux-default ext filesystem in detail, plus the standard file hierarchy built upon it. Plus, they learn to compile simple programs as a method to install open-source applications, as well as high-level, package-based remote installs. This course prepares students for separate specialized follow-on courses in Linux/Unix system administration, networking, and shell scripting.
  - **Prerequisite(s):** Basic computer experience on any system. Programming experience is helpful, but not required.

  **Reg# 361165**
  - **Fee:** $950
  - **Classroom**
    - **9 mtgs**
    - Wednesday, 6:30-10pm, June 27
    - UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
    - July 4
    - Enrollment limited. Enrollment deadline: July 4.
    - No refund after July 10.
  - David Morgan, MBA, principal, Skydesign Technology

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**UC Credit:**

No refund after July 8.

Enrollment limited. Enrollment deadline: July 2.

No meeting May 29.

No refund after July 8.

David Morgan, MBA, principal, Skydesign Technology
The Silicon Beach Innovation Lab

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The Silicon Beach Innovation Lab bridges academic learning and real world practice by fostering an educational collaboration between UCLA and the tech community. Through this collaborative ecosystem and under the guidance of leaders in the tech community, we empower our students and the tech community to create a better future through digital technology innovation.

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For More Information
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Operating System Administration

COM SCI X 418.694A Programming Microsoft SQL Server

4.0 units  3.6 CEUs

Transact-SQL extends SQL by adding the constructs found in other procedural languages, such as variables and control structures, thus allowing for a flexible procedural extension to SQL. Intended for anyone working with or evaluating Microsoft SQL Server, this course covers the basic syntax and statements used to create functioning Transact-SQL modules with an emphasis on reporting techniques and performance tuning. Students write different types of Transact-SQL modules, including batches, transactions, stored procedures, user-defined functions, and triggers.

Prerequisite(s): Working knowledge of basic SQL and knowledge of database concepts. Some experience with any programming language such as Visual Basic, Java, C or C++ is highly recommended. Students with no prior SQL experience must complete the SQL tutorial at certifiednetworks.com/classes/SQLreviews/ before the first class.

Reg# 361165
Price: $1,125
Offered Online
June 28-Aug. 30
Enrollment limited; Enrollment deadline: July 5.

Virginia Mushkatlat, MS, Computer Science, California State University Northridge; Solutions Architect, FirmSolutions Inc.

Systems Analysis

COM SCI X 460.1 Architecting Cloud Solutions Using AWS

4.0 units  3.6 CEUs

This course provides a hands-on introduction to Amazon Web Services (AWS), architecture, deployment, and management. AWS has revolutionized IT infrastructure and is the dominant cloud service provider with more than $6 billion in revenues. AWS replaces on-premises infrastructure with scalable low cost services. There is a high demand for professionals with experience architcting AWS services. In this course, students architect AWS services for computer storage, applications, database, networking, security, identity management, and content delivery. Progressive lab exercises and projects deploying actual AWS services prepare students for real-world application. The Amazon-developed curriculum can prepare students for the AWS Certified Solution Architect Associate certification exam.

Prerequisite(s): Conceptual knowledge of computing infrastructure, including operating systems, applications, databases, networks, and security.

Reg# 361185
Price: $950
Offered online.

For Complete Details
uclaextension.edu/digitaltechnology

Operating System Administration Certificate

Learn all aspects of supporting business Local Area Networks in this 32-unit certificate, including requirements analysis, design, installation, operation, and management.

Required Courses

- COM SCI X 417.08A Microsoft Windows Server Administration
- COM SCI X 417.31 Introduction to Linux/Unix
- COM SCI X 417.31A Linux/Unix Administration
- COM SCI X 417.96 Network Communications with TCP/IP
- COM SCI X 420.1 Fundamentals of Cybersecurity
- COM SCI X 418.694 Microsoft SQL Server Administration

In addition, choose 8 units of electives. Any COM SCI X 400 level course offered by UCLA Extension may serve as an elective toward this certificate upon approval by the department.

+Offered this quarter.  +Offered online.

For Complete Details
uclaextension.edu/digitaltechnology

Systems Analysis Certificate

System Analysts are in demand. Learn requirements analysis, design, development, installation, and operation, as well as online systems, network communications, testing, and documentation. You may complete this 32-unit certificate entirely online.

Approved for International Students (I-20/F1)

Required Courses

- Offered In-Class & Online
- COM SCI X 414.51 Relational Database Management
- COM SCI X 414.20 Fundamentals of Software Development
- COM SCI X 414.61 Introduction to SQL
- COM SCI X 417.96 Network Communications with TCP/IP
- COM SCI X 418.85A Java Programming I

Offered Online

- Offered online.

For Complete Details
uclaextension.edu/digitaltechnology
Applications Programming Certificate

Learn to use specifications provided by a systems analyst for designing, testing, and debugging computer programs to meet user requirements. You may complete this 32-unit certificate entirely online.

Approved for International Students (I-20/FI)
Recommended courses for students with limited technical background.

+ COM SCI X 418.20 Fundamentals of Software Development
+ COM SCI X 418.51 Relational Database Management

Required Courses

+ COM SCI X 418.85A Java Programming I
+ COM SCI X 418.61 Introduction to SQL
+ COM SCI X 418.735 Programming in C# for Visual Studio.NET Platform I
+ COM SCI X 418.735A Programming in C# for Visual Studio.NET Platform II
+ COM SCI X 418.102A Website Development with Adobe Software: Photoshop, Dreamweaver & Animate

In addition, choose 8 units of electives. Any COM SCI X 400 level course offered by UCLA Extension may serve as an elective toward this certificate.

+ Offered this quarter. Offered online.

For More Information dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology

Software Development

Applications Programming

COM SCI X 450.2 Exploratory Data Analysis and Visualization

4.0 units

The key goal of Data Science is to obtain insights from data. The insights could be about what happened in the past by analyzing historical data or about predicting what may happen in the future using predictive analytics. Data Scientists go through an iterative process to come up with means that lead to insights. This process is called Exploratory Data Analysis (EDA). In addition to a curious mind, data exploration and data visualization are key requisites for EDA. This course will teach you these skills with a specific focus on visualization. You will learn the iterative process of EDA, data analysis techniques, data exploration, and visualization. The course uses tools such as the R and Python language for data analysis, and Tableau and DS.js for data visualization.

Prerequisite(s): Recommended: COM SCI X 450.1 Introduction to Data Science, or equivalent experience.

Reg# 362016 Classroom
6 mtgs
June 25-Sept. 1
Monday, 6-9pm, July 16-30
UCLA Extension Bldg.: 10995 Le Conte Ave.
Wednesday, 6-9pm, July 18-Aug. 1
UCLA Extension Bldg.: 10995 Le Conte Ave.
Enrollment in this intensive section is only open to students who are enrolled in the Data Science specialization.

Enrollment is limited. $4,300 is the total cost for ALL FOUR COURSES.

INTENSIVE courses CANNOT be paid for individually.

Joshua Cook
Kevin Coyne

Reg# 362189 Fee: $950
Online
June 25-Aug. 27
Enrollment limited. Enrollment deadline: July 7.
No refund after July 13.

Ali El-Annan

Reg# 361189 Fee: $950
Hybrid
5 mtgs
Classroom meetings
Saturday, 9:30am-1pm, June 30; July 14 & 28; Aug. 11 & 25
UCLA Extension Lindbrook Center
Online sessions
July 7 & 21; Aug. 4 & 18; Sept. 1
Enrollment limited. Enrollment deadline: July 7.
No refund after July 13.

Sajid Ali, MS, PM-AQP, senior product manager, CoreLogic

COM SCI X 451.101 Cisco Networking II

4.0 units

This is a hands-on course on Cisco Networking. It is the second course in Cisco Networking series which will help students prepare for the Cisco Certified Entry Networking Technician (CCENT) and the Cisco Certified Networking Associate (CCNA) Routing and Switching certification exams. Topics covered in this course include IP routing technologies; static and dynamic routing; Open Shortest Path First (OSPF); interLAN routing; access control lists (ACLs); Dynamic Host Configuration Protocol (DHCP); network address translation (NAT); Network Time Protocol (NTP); IPv4 addressing; and network troubleshooting. This course includes several labs that will provide students with experience in configuring, monitoring, and troubleshooting Cisco switches and routers through the command line interface (CLI). Upon successful completion of the program, students will be prepared to take the globally recognized Cisco CCENT and CCNA Routing and Switching professional certification exams. Students working or seeking employment in IT fields, such as network operation/administration, data switching/routing, VoIP, Wi-Fi, servers/storage, network security, system design/administration, and other network-based systems, will benefit from this program by learning about data switching, routing, and security concepts.

Reg# 361104 Fee: $1,075
Online
June 28-Aug. 30
Enrollment limited. Enrollment deadline: July 5.
No refund after July 11.

Adam Razak, network engineer, City of Los Angeles

COM SCI X 450.738 C# Programming for Visual Studio.NET Platform II

4.0 units

This advanced C# course targets intermediate-level C# developers. Instruction begins with an in-depth review of C# and the .NET framework. The course then continues with advanced discussion of lists and collections, LINQ queries and operators, XML technology, garbage collection, diagnostics, streams and I/O, reflection, dynamic programming, threading, parallel programming, asynchronous methods, application domains, COM interoperability, and regular expressions. Hands-on lab exercises and assignments reinforce the lectures to help you build professional-level skills in the C# language.

Reg# 361178 Fee: $850
Hybrid
Enrollment limited. Enrollment deadline: July 2.
No refund after July 8.
Instructor to be announced

COM SCI X 450.735B C++ Fundamentals for Visual Studio.NET

4.0 units

This course provides new developers, as well as application developers unfamiliar with the C++ language, with the knowledge and skills to develop C++ applications using the Microsoft .NET platform. Focusing on C++ program structure, language syntax, and object-oriented concepts, students build projects using console applications, Windows forms, dialog boxes, controls, and various graphical output techniques. Upon completing the course, students should be able to list the major elements of the .NET framework; analyze the basic structure of a C++ program; and use the IDE to debug, compile, and run simple applications. Beyond user-friendly design, this course introduces field-tested, programmer-friendly, and customer-friendly techniques.

Reg# 361255 Fee: $850
Online
June 27-Aug. 20
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.
Prentiss Knowlton, PhD, senior systems engineer, OSS

COM SCI X 414.20 Fundamentals of Software Development

4.0 units

This course provides a comprehensive introduction to computer programming and software development. It benefits individuals pursuing programming and software development as a career, as well as anyone in the IT field who works with programmers and systems analysts in important areas that precede actual programming, including problem-solving approaches; specifications and requirements; user interface design; and structured program design using such tools as hierarchy, Nassi-Schneiderman, and UML charts. Instruction covers programming concepts common to modern languages, including C, C#, Java, Visual Basic, and shell scripting. In addition to creating procedural programs (using C as the example language) and object-oriented programs (using Visual Basic), students produce small business applications in these two environments, plus a commercial-level application by course’s end. Instruction presents programming fundamentals including variables and expressions; flow of control, including looping and selection; event-driven programming in the Windows .NET environment; file processing; and modular development. The course also covers the development cycle, including unit test and integration, alpha/beta testing, and software defect tracking and classification, plus examples of C#, Java, and SQL programming. This introductory course
Data Science Specialization

The Data Science Specialization is a 4-course (16-unit) program that provides training and education for those who would like to pursue a career in data science. Courses cover data development and management, machine learning and natural language processing, exploratory data analysis, statistical models, data visualization and inference. Additionally, the program includes hands-on training on real-life data science problems. You can complete this program at your own pace, or you can complete this program in the 10-week intensive format.

Data Science courses address the key knowledge domains in Big Data, including data exploration, machine learning, predictive analytics, prediction, and visualization. You’ll learn languages and tools such as Hadoop, NoSQL and R, and Tableau.

- + COM SCI X 450.1 Introduction to Data Science
- + COM SCI X 450.2 Exploratory Data Analysis and Visualization
- + COM SCI X 450.3 Hadoop and Managing Big Data
- + COM SCI X 450.4 Machine Learning Using R

+ + Offered this quarter.

For More Information
dt@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology

Applications Programming Certificate

Concentration in C# .NET

Learn to use specifications provided by a systems analyst for designing, testing, and debugging computer programs to meet user requirements. This is a 32-unit certificate.

Required Courses
- + COM SCI X 418.694A Programming Microsoft SQL Server
- + COM SCI X 418.735 Programming in C# for Visual Studio .NET Platform I
- + COM SCI X 418.735A Programming in C# for Visual Studio .NET Platform II
- + COM SCI X 418.735D Programming in C# Developing Web Applications Platform II
- + COM SCI X 418.737A Object-Oriented Programming for the Visual Studio .NET Platform

In addition, choose 8 units of electives. Any COM SCI X 400 level course offered by UCLA Extension may serve as an elective toward this certificate.

+ + Offered this quarter.

For More Information
dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology

COM SCI X 418.888

JavaScript

4.0 units  3.6 CEUs

Web users today expect sites to provide dynamic user interfaces, fast response times, and advanced features. JavaScript delivers that, which is why JavaScript has become such an important programming language for web developers. This course benefits anyone who is involved with web development, including server-side programmers who use ASP, JSP, PHP, or other languages, and web designers who use XHTML and CSS and would like to build rich Internet applications (RIAs) with JavaScript and DOM scripting. Students learn XHTML and CSS (Cascading Style Sheets) skills and learn how to use Firebug and its free Firefox extension to debug JavaScript applications. Additionally, students learn how to use arrays, functions, regular expressions, exception handling, libraries, and user-defined objects. The course provides an introduction to closures, recursion, prototype-based inheritance, extension of built-in JavaScript objects, and an object-oriented approach to data validation that students can use as a model for their own applications. Students also learn how to use DOM Scripting to build applications that run slide shows, do image rollovers, use dropdown menus, rotate thumbnails, sort the data in tables, and provide animation. The course also covers how to use the objects, methods, and properties of a web browser and how to use third-party libraries, such as jQuery and Dojo.

Reg# 361172
Fee: $950
+ Online
June 26-Aug. 27
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.  ☑
Prentiss Knowlton, PhD, senior systems engineer, GSS

For More Information
dt@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology

COM SCI X 418.888

Java

4.0 units  3.6 CEUs

Web users today expect sites to provide dynamic user interfaces, fast response times, and advanced features. JavaScript delivers that, which is why JavaScript has become such an important programming language for web developers. This course benefits anyone who is involved with web development, including server-side programmers who use ASP, JSP, PHP, or other languages, and web designers who use XHTML and CSS and would like to build rich Internet applications (RIAs) with JavaScript and DOM scripting. Students learn XHTML and CSS (Cascading Style Sheets) skills and learn how to use Firebug and its free Firefox extension to debug JavaScript applications. Additionally, students learn how to use arrays, functions, regular expressions, exception handling, libraries, and user-defined objects. The course provides an introduction to closures, recursion, prototype-based inheritance, extension of built-in JavaScript objects, and an object-oriented approach to data validation that students can use as a model for their own applications. Students also learn how to use DOM Scripting to build applications that run slide shows, do image rollovers, use dropdown menus, rotate thumbnails, sort the data in tables, and provide animation. The course also covers how to use the objects, methods, and properties of a web browser and how to use third-party libraries, such as jQuery and Dojo.

Reg# 361172
Fee: $950
+ Online
June 26-Aug. 27
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.  ☑
Prentiss Knowlton, PhD, senior systems engineer, GSS

For More Information
dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology
Embedded Software

Explore the latest embedded technologies, gain proficiency in programming logic design and analysis, learn to program embedded devices, and increase your understanding of real-time operating systems in our new three-course (12-unit) series.

**COM SCI X 457.55 Embedded Software I**

- Instructor to be announced
- Use full programming language concepts
- Use IDE to debug, compile, and run simple applications
- Analyze the basic structure of a C# program; and use the IDE to debug, compile, and run simple applications.
- Use C# to build robust, flexible, and reusable coding model

**Prerequisite(s):**
- Visual Studio.NET Platform I or consent of instructor.

**Visual Studio.NET Platform I**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Mickey Fujii, director, Software Development, Kom Ferr International

**Reg# 361173**

- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Mickey Fujii, director, Software Development, Kom Ferr International

**COM SCI X 457.55A Embedded Software II**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**Reg# 361157**

- Fee: $950
- Online
- June 25-Aug. 27
- Enrollment limited. Enrollment deadline: July 2.
- No refund after July 8.
- Instructor to be announced

**COM SCI X 457.55B Using FPGAs in Embedded Systems**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

For More Information
- dt@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology

Data Science Practicum

Gain real-world experience with our new project-based Data Science Practicum. Work with our industry partners to solve real-world problems and present effective solutions using data analysis tools. Managed by Dr. William Yu, Economist at UCLA Anderson Forecast.

**For More Information**
- dt@uclaextension.edu | (310) 825-7609 | uclaextension.edu/digitaltechnology

**COM SCI X 450.6 Data Governance**

- Semester: Spring
- Units: 4.0
- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-9:30pm, June 27-Sept. 5
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: June 27.
- No refund after July 10.
- Shao-Ching Huang, PhD, research scientist and group lead at UCLA Institute for Digital Research and Education

**Reg# 362071**

- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-9:30pm, June 27-Sept. 5
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

**COM SCI X 414.20 Fundamentals of Software Development**

- Semester: Spring
- Units: 4.0
- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Amir Hallajpour, software consultant, ATech Defense Systems

**Reg# 361158**

- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

**Reg# 361168**

- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

**Reg# 361160**

- Fee: $950
- Classroom: 10 mtgs
- Wednesday, 6:30-9:30pm, June 27-Sept. 5
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

Data Science

**COM SCI X 418.737A Object-Oriented Programming for the Visual Studio.NET Platform**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Mickey Fujii, director, Software Development, Kom Ferr International

**Reg# 361167**

- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**COM SCI X 418.735A Programming in C# for Visual Studio.NET Platform II**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**Reg# 361173**

- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**COM SCI X 418.735 Programming in C# For Visual Studio.NET Platform I**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**Reg# 361173**

- Fee: $950
- Classroom: 10 mtgs
- Tuesday, 6:30-10pm, June 26-Aug. 28
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 3.
- No refund after July 9.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**Reg# 361168**

- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Fred Savage, MBA, ACE (authorized training partner), MCT, MSCD, consultant

**Reg# 361174**

- Fee: $950
- Online
- June 27-Aug. 29
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

**COM SCI X 418.104B Python Programming I**

- Semester: Spring
- Units: 4.0
- CEUs: 3.6
- Fee: $950
- Hybrid
- 1 mtg
- Saturday, 9:30am-1pm, June 30
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 7.
- No refund after July 13.
- Instructor to be announced

**Reg# 361170**

- Fee: $950
- Hybrid
- 5 mtgs
- Classroom: 10 mtgs
- Tuesday, 6:30-9:30pm, June 27-Sept. 5
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced

**Reg# 361160**

- Fee: $950
- Classroom: 10 mtgs
- Wednesday, 6:30-9:30pm, June 27-Sept. 5
- UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.
- Enrollment limited. Enrollment deadline: July 4.
- No refund after July 10.
- Instructor to be announced
COM SCI X 450.3  
Hadoop and Managing Big Data  
4.0 units  3.6 CEUs  

The extent of data being produced and stored by organizations is increasing. In fact, IDC has projected to reach 40 zetta bytes by 2020. Organizations understand that being able to extract and leverage value and gain actionable insights from this big data can give them a tremendous competitive advantage. In this course, you learn all about Hadoop—its evolution a framework consisting of tools for distributed storage and data processing, to an open-source framework. This course addresses distributed storage and large data set processing focusing on architectures and technologies, specifically Hadoop. Additionally, students learn about other elements in the Hadoop ecosystem, NoSQL databases, and competing technologies. Students also install, setup, and use Hadoop on a single node.

Prerequisite(s): COM SCI X 450.1 Introduction to Data Science, or prior knowledge in R and Python recommended, or consent of instructor.

Reg# 361191  
Fee: $950  
Online  
June 25-Aug, 27  
Enrollment limited. Enrollment deadline: July 2.  
No refund after July 8.  
Connie Fan, MS, data solution architect, Microsoft

Reg# 361195  
Fee: $950  
Classroom  
10 mtgs  
Monday, 6:30-10pm, June 25-Aug, 27  
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.  
Online sessions  
July 3, 17, 31, Aug. 14 & 28  
Enrollment limited. Enrollment deadline: August 12.  
No refund after August 19.  
Julien Heck, study setup programmer, GlassSmithKline Biologists who designed and implemented Electronic Data Capture (EDC) solutions and programmed SAS macro for data cleaning and analysis

Reg# 362020  
Classroom  
6 mtgs  
June 25-Sept, 1  
Monday, 6-9pm, Aug. 6-13  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Wednesday, 6-9pm, Aug. 8-15  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Thursday, 6-9pm, Aug. 9-16  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Enrollment in this intensive section is only open to students who are enrolled in the Data Science specialization. Students must bring a laptop to class (RGB of Memory is highly recommended).  
$4,300 is the total cost for all four courses. Intensive courses cannot be paid for individually.  
Enrollment limited.  
Joshua Cook  
Kevin Coyle  

COM SCI X 450.4  
Machine Learning Using R  
4.0 units  3.3 CEUs  

This course focuses on machine learning, which is concerned with algorithms that transform information into actionable intelligence. This field is made possible due to the rapid and simultaneous evolution of available data, statistical methods and computing power. The machine learning language, R, is a cross-platform, zero-cost statistical programming environment, which offers a powerful but easy-to-learn set of tools that can assist students with finding data insights. Students learn the origins and practical applications of machine learning, how knowledge is defined and represented by computers, and the basic concepts that differentiate machine learning approaches. Machine learning algorithms can be divided into two main groups: supervised learners that are used to construct predictive models, and unsupervised learners that are used to build descriptive models. Students learn the classification, numeric predictor, pattern detection and clustering algorithms. Students learn to train a model, evaluate its performance, and improve its performance. Algorithm users are illustrated with real-world cases, such as breast cancer diagnosis, spam filtering, identifying bank loan risk, predicting medical expenses, estimating wine quality, identifying groceries frequently purchased together, and finding teen market segments. 

Prerequisite(s): Prior knowledge in R, COM SCI X 450.1 Introduction to Data Science, or consent of instructor.

Reg# 362025  
Classroom  
6 mtgs  
June 25-Sept, 1  
Monday, 6-9pm, Aug. 20-27  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Wednesday, 6-9pm, Aug. 22-29  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Thursday, 6-9pm, Aug. 23-30  
UCLA Extension Bldg.: 10995 Le Conte Ave.  
Enrollment in this intensive section is only open to students who are enrolled in the Data Science specialization.

$4,300 is the total cost for all four courses. Intensive courses cannot be paid for individually.  
Joshua Cook  
Kevin Coyle  

COM SCI X 450.7  
Predictive Analytics  
4.0 units  

Predictive analytics deals with making predictions about the future via information of the past and the present. It uses techniques such as data mining, statistics, modeling, machine learning, and artificial intelligence. Predictive analytics is widely used to solve real-world problems in business, government, economics, and even science, from meteorology to genetics. This hands-on course helps you use predictive analytics for improving business performance. Through several case studies you will learn how to identify situations where predictive analytics could be used. You will learn tools and acquire skills for data definition, extraction, transformation, analytical modeling, and for exploiting patterns found in historical and transactional data for identifying risks and opportunities. This course focuses more on tools and applications than on theoretical basis of predictive analytics. By the end of the course, you will be able to use predictive analytics techniques for solving business problems.  

Prerequisite(s): Recommended: COM SCI X 450.1 Introduction to Data Science.

Reg# 361190  
Fee: $950  
Online  
June 27-Aug, 29  
Enrollment limited. Enrollment deadline: July 4.  
No refund after July 10.  
Rashed Iqbal, PhD, program manager, Agile transformation, Teledyne Corporation

Reg# 361193  
Fee: $950  
Classroom  
9 mtgs  
Wednesday, 6-9:30pm, June 27  
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.  
July 4  
Wednesday, 6-9:30pm, July 11-Aug, 29  
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.  
Students are required to bring their own laptop.  
Enrollment limited. Enrollment deadline: July 4.  
No refund after July 10.  
Arthur Mazer
Java Programming

Data Science, Programming and Statistical Techniques for Professionals in Biosciences

New Professional Development Series
Coming in Fall Quarter

UCLA Extension has partnered with the Institute for Quantitative and Computational Biosciences (QCB Collaboratory)—a partnership between the UCLA College, Health Sciences and Engineering—to offer hands-on professional development workshops tailored to individuals in the Biosciences community interested in learning data analysis, programming and statistical techniques.

Launching in fall, we will offer a series of 19 9-hour online workshops for Continuing Education Credit. Workshop topics include Introduction to the Unix command line, NGS data analysis, R Programming, RNA-Seq, BS-Seq, and many others.

Price: $285 per workshop
Delivery: Online
Review workshop curriculum at https://qcb.ucla.edu/collaboratory/workshops/.

Questions about enrolling? Contact us at (310) 206-4149 or customprograms@unex.ucla.edu.

Java Programming

COM SCI X 418.85A Java Programming I
4.0 units 3.6 CEUs
Powerful enough to build large N-tiered Internet and intranet applications. Java is a well-designed object-oriented language that allows rapid development of programs. Due to its simplicity, it also is an excellent first-time programming language to learn. This hands-on course presents the fundamentals of programming using Java, and covers object-oriented programming, classes, constructors, flow control statements, data types, methods, inheritance, data hiding, abstraction, and the Java library. Students gain experience through a number of programming projects during the course and instruction stresses practical programming skills to prepare them for follow-on courses.

Prerequisite(s): Requires computer work outside of class as well as a computer with any operating system that supports Java; familiarity with that operating system; and the ability to create files and folders, use an Internet browser and email, create zipped files to send as email attachments, and download software from the Internet for class and programming assignments. For students with little or no programming experience, we recommend taking Fundamentals of Software Development before taking this course.

Reg# 361159
Fee: $960
❄ Online
June 25-Aug. 27
Enrollment limited. Enrollment deadline: July 2.
No refund after July 8. Charles Harless
Amir Hallajpour, software consultant, AITech Defense Systems

Java Programming II

COM SCI X 418.100 Java Programming II
4.0 units 3.6 CEUs
Java Programming II examines more advanced object-oriented programming; collections and generics; graphical user interface design; threading and asynchronous processing; and files, streams, database usage, and object serialization. Students learn to develop platform/framework neutral applications for desktop, Web, and mobile situations. On course completion, students are able to choose the appropriate Java technology to solve their business problem; develop complex GUI interfaces using Swing; connect to a database and execute SQL queries; and write efficient and maintainable Java code.

Prerequisite(s): X 418.85A Java Programming I
Reg# 361171
Fee: $950
❄ Classroom
11 mtgs
Thursday, 7-10pm, June 28-Sept. 6
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited. Enrollment deadline: July 5.
No refund after July 11. Charles Harless, MS, technical lead, NBC Universal
Mobile Application Development

Specialization

Learn how to program applications for mobile devices, including Apple iPad and iPhone, and Google Android systems. Choose 3 courses from the list below to complete the specialization.

+COM SCI X 418.104D iPhone and iPad Application Programming
+COM SCI X 418.104F Google Android Development
+COM SCI X 418.104G Intermediate Google Android Development

+Offered this quarter.

For More Information
dt@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology

Mobile Application Development

COM SCI X 418.104D
iPhone and iPad Application Programming
4.0 units 3.6 CEUs

iPhones and iPads are everywhere. Learn the fundamentals for developing on this popular platform. Instruction provides an overview of the Objective-C language and progresses into the details of the UIKit, as well as several other frameworks essential for development on the iPhone and iPad platforms. Beginning with fundamental objects, such as buttons and text fields, students then learn about views, view controllers, navigation controllers, and other complex subjects. Students also learn about Quartz graphics, multimedia, mapping, and GPS functionality, as well as using the accelerometer. The course also introduces the newest APIs from the latest production SDK from Apple.

Prerequisite(s): Knowledge of at least one object-oriented programming language: C/C++, C#, Java, or Objective-C.

Reg# 361161
Fee: $950
Office: Classroom
9 mtgs
Wednesday, 6:30-10pm, June 27
UCLA Extension Bldg.: 10995 Le Conte Ave.
July 4

Wednesday, 6:30-10pm, July 11-Aug. 29
UCLA Extension Bldg.: 10995 Le Conte Ave.
Students may wish to bring an Apple Macintosh laptop to class for assignments.

Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.

David Henson, BA, Microsoft-Certified trainer and system engineer, Certified Networks, Inc.; recipient, UCLA Extension Distinguished Instructor Award, 2010.

COM SCI X 418.104F
Google Android Development
4.0 units 3.6 CEUs

Android is a software platform for mobile devices widely used in smartphones and tablets. Android is based on the Linux kernel and currently developed by Google. This course is a hands-on introduction to writing applications for Android smart phones and tablets. The course provides developers unfamiliar with the Android application development environment the knowledge and skills to develop Android applications using the Android SDK and Android Studio development platform.

The course will focus on basic Android program structure, language syntax, and object-oriented concepts. Students will build Android applications, learning how to create user interfaces, handle data, use Android library code, and debug programs.

Prerequisite(s): Experience in Java programming and the use of Android Studio or consent of instructor.

Reg# 361772
Fee: $950
Office: Online
June 27-Aug. 29
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.

Laurie Lasslo, PhD, Genetics; MS, Computer Science; senior software engineer, Hewlett-Packard.

COM SCI X 418.104G
Intermediate Google Android Development
4.0 units 3.6 CEUs

The Intermediate Android course continues the Google Android Development (Introduction to Android). This course will cover developing Android User Interfaces using Android Fragments, multiple techniques for retrieving and handling information from the web in android apps, background threading techniques, notifications, broadcast receivers and long running services.

Students will be asked to develop a project that uses the concepts examined in the course.

Prerequisite(s): X 418.104 Google Android Development and understanding of Java or consent of instructor.

Reg# 361773
Fee: $950
Office: Online
June 26-Aug. 28
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.

Keith Jeffries, MBA, president, ComputerUp

Web Technology

Learn the design, technology, and management of websites.

COM SCI X 418.51 I Relational Database Management

+COM SCI X 418.102A Website Construction with Adobe Software: Dreamweaver, Flash, and Animate

In addition, choose 3 courses from the list below to complete the specialization.

For Complete Details
ta@uclaextension.edu | (310) 825-3656 | uclaextension.edu/digitaltechnology

Web Development

Web Technology

COM SCI X 418.113A
Introduction to Web Design Using WordPress and Joomla
4.0 units 3.6 CEUs

WordPress and Joomla, both open-source platforms, are extremely popular and effective for developing and maintaining websites, for everything from simple blogging to professional web sites with sophisticated small business or corporate presence and transactions. Compare and contrast both, learn the pros and cons of each, and determine when to use them together for stronger SEO (Search Engine Optimization). Learn the essentials for building a website in each environment, including basic content creation, insertion of images and multimedia, installation of various plug-ins and extensions, inclusion of documents for download, form and menu creation, and how to apply and customize templates. Each student builds two fully functioning Internet-accessible websites by the end of the course.

Reg# 361141
Fee: $950
Office: Online
June 26-Aug. 28
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.

Keith Jeffries, MBA, president, ComputerUp

COM SCI X 418.102A
HTML and CSS
4.0 units 3.6 CEUs

Anyone who does web work needs to understand HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Together they provide the foundation on which web pages are built. HTML labels types of information and CSS specifies how that information will look. Using step-by-step code writing exercises, students learn how HTML and CSS work together to create responsive web pages, starting with the very basics up to the intermediate level. Topics include HTML5 tags and elements, links, forms, lists, images, and color. Also covered are page layout, properties, selectors, CSS3, media queries, menus, the box-model, specificity, the cascade, pseudo elements and classes, adding video, animation, JavaScript, and jQuery, as well as site deployment. Free software is used and there are no prerequisites.

Reg# 361154
Fee: $950
Office: Classroom
10 mtgs
Thursday, 6:30-10pm, June 28-Aug. 30
UCLA Extension Bldg.: 10995 Le Conte Ave.
Enrollment limited. Enrollment deadline: July 5.
No refund after July 11.

Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

Reg# 361156
Fee: $950
Office: Online
June 28-Aug. 30
Enrollment limited. Enrollment deadline: July 5.
No refund after July 11.

Gideon Arom
The Coding Boot Camp at UCLA Extension

Become a Web Developer in 12 Weeks
New full-time program starts May 7 in Westwood

Don’t miss out on UCLA Extension’s NEW three-month Coding Boot Camp where you can learn the skills to become a full-stack web developer in just 12 weeks. This program is for working professionals interested in web development or who are actively seeking a career change or advancement.

Monday-Friday, 10am-3pm

Did you know that web development is one of the fastest-growing careers in today’s economy? The Bureau of Labor Statistics projects that web development will grow 20% by 2022. Web developers can earn a median salary of $63,000 and up to $110,000 per year.

The Coding Boot Camp will cover:
• Skills to be a full stack developer, including proficiency in frontend and backend development
• HTML, CSS, JavaScript, jQuery, Node, Java, and more
• Career coaching, and an active employer network in collaboration with TES

Register least 30 days before course start date and save up to 10% during early enrollment. Use discount code: EARLY.

For More Information codingbootcamp@uclaextension.edu | (310) 955-4093 codingbootcamp.uclaextension.edu/full-time

COM SCI X 418.113 Web Technology Fundamentals
4.0 units 3.6 CEUs

The web has experienced an explosive growth from just 50 servers in 1993 to millions to date. Web technology influences most areas of computer technology and greatly affects how we present, access, and utilize information. This course provides anyone who wants an understanding of web technology and its practical applications. Participants learn how to effectively design and assemble a website. Other topics include Internet architecture, hypermedia theory, the Internet client/server model, effective design of hypermedia structures, use of graphics, and web presence. This course provides an introduction to using Adobe’s Photoshop, Dreamweaver, and Animate for creating web content. These programs are the choice of many web professionals and each provides unique capabilities. Photoshop creates and edits images with an unrivaled array of tools and options. Image optimization, sprites, photo, animated GIFs, and creating simple videos are covered. Dreamweaver is renowned for its robust tools for creating responsive HTML5 web pages. CSS3, media queries, the Bootstrap framework, jQuery, templates, site management, FTP, and adding APIs, HTML5 video, forms, and more will be covered. Adobe Animate is used for non-Flash animation. A brief intro to HTML5 and CSS and using Illustrator for layouts, graphics, and SVG images will be discussed. No prerequisites or books required.

Reg# 361157
Fee: $950
Classroom
Enrollment limited; Enrollment deadline: July 2.
No refund after July 8.
Instructor to be announced

Reg# 361155
Fee: $950
Online
June 27-Aug. 29
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

Technical Management
For a complete certificate description visit uclaextension.edu/techmanagement. For more information email tech@uclaextension.edu or call (310) 265-4100.

Contract Management

The UX/UI Boot Camp:
Discover UX/UI in 6 Months

Classes Begin Quarterly in Los Angeles
Tue. & Thur. 6:30pm–9:30pm; Sat, 10am–2pm, Location to be announced

Employers everywhere are looking for tinkerers and creative thinkers capable of transforming their businesses through imaginative interfaces and beautiful user experiences. The UX/UI Boot Camp at UCLA Extension is a part-time course that equips you with the fundamental skills needed for UX and UI.

In this immersive, part-time program, you’ll receive:
• Hands-on training in user-centric design research, visual prototyping and wireframing using Photoshop and Illustrator, storyboarding, web design with HTML5 and CSS, interaction design with JavaScript and jQuery, and more.
• A comprehensive portfolio of projects ranging from AI sketches to mobile-responsive web layouts.
• A dynamic classroom environment, allowing for personalized support and team collaboration.
• Extensive career support including coaching, resume and social media profile assistance, technical interview training, and more.

Apply Today or Learn More
uxuibootcamp@unex.ucla.edu | bootcamp.uclaextension.edu/ux-ui

Reg# 360040
Fee: $950
Classroom
11 mtgs
Monday, 4-7pm, June 25-Sept. 3
UCLA Extension DTLA; 261 S. Figueroa St.
Required core course in Contract Management Certificate.
Enrollment limited; early enrollment advised.
Enrollment deadline: July 2. No refund after July 9.
Vincent Padilla, JD, contracts manager, OEM for Moog, Inc.

The UX/UI Boot Camp:
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• A comprehensive portfolio of projects ranging from AI sketches to mobile-responsive web layouts.
• A dynamic classroom environment, allowing for personalized support and team collaboration.
• Extensive career support including coaching, resume and social media profile assistance, technical interview training, and more.

Apply Today or Learn More
uxuibootcamp@unex.ucla.edu | bootcamp.uclaextension.edu/ux-ui

Reg# 361155
Fee: $950
Online
June 27-Aug. 29
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

Reg# 361153
Fee: $950
Classroom
10 mtgs
Tuesday, 6:30-10pm, June 26-Aug. 28
UCLA Extension 1010 Westwood; 1010 Westwood Blvd.
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

COM SCI X 418.102A Website Development with Adobe Software: Photoshop, Dreamweaver, and Animate
4.0 units 3.6 CEUs

This course provides a framework for analyzing how to transform their businesses through imaginative interfaces and beautiful user experiences. The UX/UI Boot Camp at UCLA Extension is a part-time course that equips you with the fundamental skills needed for UX and UI.

In this immersive, part-time program, you’ll receive:
• Hands-on training in user-centric design research, visual prototyping and wireframing using Photoshop and Illustrator, storyboarding, web design with HTML5 and CSS, interaction design with JavaScript and jQuery, and more.
• A comprehensive portfolio of projects ranging from AI sketches to mobile-responsive web layouts.
• A dynamic classroom environment, allowing for personalized support and team collaboration.
• Extensive career support including coaching, resume and social media profile assistance, technical interview training, and more.

Apply Today or Learn More
uxuibootcamp@unex.ucla.edu | bootcamp.uclaextension.edu/ux-ui

Reg# 361155
Fee: $950
Online
June 27-Aug. 29
Enrollment limited. Enrollment deadline: July 4.
No refund after July 10.
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

Reg# 361153
Fee: $950
Classroom
10 mtgs
Tuesday, 6:30-10pm, June 26-Aug. 28
UCLA Extension 1010 Westwood; 1010 Westwood Blvd.
Enrollment limited. Enrollment deadline: July 3.
No refund after July 9.
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios
Technical Management

Accelerate your projects and career with our Project and Technical Management courses taught by practicing experts in their fields. Plus, all courses and instructors are approved by UCLAs Anderson School of Management.

Complete your certificate courses entirely online. Select courses are also offered in Westwood, Downtown Los Angeles, and Woodland Hills.

Certificates

• Contract Management
• Government Cost Estimating and Pricing
• Information Technology Management
• Project Management
• Supply Chain Management

Also of Interest

• 5-Day Technical Management Program

Highighted Spring Courses

Available in Westwood

MGMT X 418.3C Agile Project Management I

MGMT X 443.6 Project Planning with Microsoft Project

Available in DTLA

MGMT X 443.1 Fundamentals of Project Management

Available in Woodland Hills

MGMT X 443.1 Fundamentals of Project Management

MGMT X 443.3 Managing Project Quality

Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/et

Contract Management Certificate

Now Available Online & at UCLA Extension DTLA

Learn the skills to advance your career in Contract Management in this 6-course (24-unit) certificate. Students can choose electives in commercial or government fields to strengthen their understanding of contracting processes.

This certificate is for new and experienced contract managers in both the public and private sectors. Our highly experienced instructors share their expert advice in contract law, negotiation, international business contracting, bidding, financial management, and technology contracting.

The 2014 NCMA Salary Survey reports the average salary for contract managers is $97,000. Managers with certifications can earn an average of about $124,000, while the top 11% of executives earn more than $190,000.

Visit uclaextension.edu/techmanagement for scheduling and fees.

This program is offered in cooperation with the Los Angeles-South Bay Chapter of the National Contract Management Association (NCMA). Many of the courses satisfy professional continuing education requirements for NCMA and Institute of Supply Management certifications.

Required Core Courses (4)

+ MGMT X 408.5 Negotiation Principles and Techniques
+ MGMT X 408.7 Types, Applications, and Structuring of Contracts
+ MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts
+ MGMT X 408.61 International Business Contracting

Elective Courses

In addition, choose 2 elective courses (8 units).

Commercial Track

MGMT X 408.66 Commercial Contracts: Bidding and Financial Management

+ MGMT X 408.64 Technology Contracting

or

Government Track

+ MGMT X 408.65 Government Contracts: Bidding and Financial Management

MGMT X 408.4 Legal Aspects of Government Contracts and Subcontracts

MGMT X 445.7 Federal Acquisition Regulations (FAR)

Offered this quarter.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/et

MGMT X 408.7 Types, Application, and Structuring of Contracts

4.0 units  3.6 CEUs

This course presents a review of the various types and forms of government contracts. Topics include choice of contract in view of the work statements and risk factors, how each type of contract works, contract structure, special requirements for administration, and incentive and award-fee contracts.

Reg# 360928

Fee: $950

Online

June 25-Sept. 9

33 hours of MCLE credit available.

Required course in Contract Management Certificate. Enrollment limited to 35 students. Enrollment deadline: July 1. No refund after July 8.

Jeffrey Yost, MBA, director of contracts, Intelligence Systems Division, Northrop Grumman Information Systems

MGMT X 408.64 Technology Contracting

4.0 units  3.6 CEUs

This course covers the major areas of managing high-technology contracts: licensing strategies, policing and enforcing licenses, forming and managing a joint venture, entering into and maintaining strategic alliances, and transferring of technology. Emphasis is on the role of the contract manager in the areas of technology contracts in domestic and international transactions. Also included are global market focus dealing with affiliated companies and divisions in other countries. Background data is provided for each major topic. Familiarization with the legal terms of technology contracts is emphasized. Course covers both parties in the transactions.

Reg# 360951

Fee: $950

Online

June 25-Sept. 9

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: July 1. No refund after July 8.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

Offered Entirely Online

Estimators, project managers, prices, business managers, price analysts, auditors, and cost analysts from all industries benefit from this 6-course (24-unit) certificate, which covers all aspects of the cost proposal and evaluation cycles.

Required Courses

- MGMT X 442.11 Government Acquisition Process
- MGMT X 442.12 Proposal Planning
- MGMT X 442.13 Principles of Cost Estimating
- MGMT X 442.14 Cost/Price Analysis
- MGMT X 442.15 Compliance
- +MGMT X 442.16 Pricing and Proposal Development

Many of our courses satisfy professional continuing education requirements for the National Contract Management Association and the Institute for Supply Management certifications.

+Offered this quarter. Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/et

Information Technology Management Certificate

IT professionals and managers—learn to manage your resources more effectively, implement new technologies, and efficiently use existing technology to maximize IT investments. Complete this 8 course (32-unit) certificate on campus or entirely online.

Required Courses

+MGMT X 418.24 Information Technology Management I
+MGMT X 418.24A Information Technology Management II
+MGMT X 418.26 Information Technology Project Management
+MGMT X 418.27B Business Cases for IT Projects and Investments
+MGMT X 418.27C Information Technology Finance

In addition, choose 3 elective courses (12 units).

Sample of Electives Offered for Spring

+MGMT X 443.1 Fundamentals of Project Management
+MGMT X 443.4 Leadership and the Human Element in Project Management
+COM SCI X 420.1 Fundamentals of Cybersecurity
+MGMT X 443.5 Managing Outsourced Projects

Visit uclaextension.edu/et for a full list of electives.

+Offered this quarter. Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100

MGMT X 408.65 Government Contracts: Bidding and Financial Management

4.0 units 3.6 CEUs

The U.S. government regulations and processes enable it to procure goods and services at “fair and reasonable” prices. For companies to successfully do business with the U.S. government, they must establish and maintain consistent financial structures to support cost/price proposals and execute their contracts pursuant to contractual terms. In general, the U.S. government has the rights to audit bidders’ proposals and compliance with the requirements in certain types of acquisitions. Students learn the fundamentals about the U.S. government regulations which impact how bidders propose work, negotiate prices and execute to contractual terms. The course next focuses on how bidders develop cost proposals, audits, and price negotiations. The course examines how successful bidders undertake the financial management of the contract. This includes creating budgets, monitoring program progress, invoicing, and contract closeout.

Reg# 360935
Fee: $950
Online
June 25-Sept. 9
33 hours of MCLE credit available. Effective course in Contract Management Certificate. Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8. E-mail: mcme@uclaextension.edu

Hycenta Hodge, MBA, deputy commander, West Regional Command, Defense Contract Management Agency

MGMT X 408.66 Principles of Cost Estimating

4.0 units 3.6 CEUs

This course provides an overview of Federal Acquisition Regulations (FAR) and includes the development of cost estimates using the Development Life Cycles (SDLC), as well as addresses the concept of the cost proposal and evaluation cycles. The U.S. government regulations and processes enable it to procure goods and services at “fair and reasonable” prices. For companies to successfully do business with the U.S. government, they must establish and maintain consistent financial structures to support cost/price proposals and execute their contracts pursuant to contractual terms. In general, the U.S. government has the rights to audit bidders’ proposals and compliance with the requirements in certain types of acquisitions. Students learn the fundamentals about the U.S. government regulations which impact how bidders propose work, negotiate prices and execute to contractual terms. The course next focuses on how bidders develop cost proposals, audits, and price negotiations. The course examines how successful bidders undertake the financial management of the contract. This includes creating budgets, monitoring program progress, invoicing, and contract closeout.

Reg# 360921
Fee: $950
Online
June 25-Sept. 9

Marek Gwozdziowski, MBA, contracts manager, ThalesRaytheonSystems

MGMT X 408.74 Information Technology Management I

4.0 units 3.6 CEUs

This course provides business skills and practical expertise for managing the changing demands of contemporary information technology (IT) organizations. Instruction covers business, technical, and management principles associated with managing IT organizations. Topics include IT disciplines, infrastructure management, IT metrics; budgets; outsourcing; vendors; and staffing and skill management. Other topics include the roles and responsibilities of IT units; design of efficient organizational structure; alignment with the company’s goals and objectives; business aspects of developing and maintaining IT policies; procedures for selecting the proper technologies for the organization; and the pros and cons of “buy versus build” decisions. Learn methods for developing and implementing strategic IT plans to reach business objectives and to gain a competitive edge, as well as methods for developing gap analysis for IT applications, computing resources, IT infrastructure, information architecture, and staffing and skill levels. Instruction also explores emerging IT trends and addresses implementation issues related to the impacted businesses and technologies. Prerequisite(s): Background in the IT field. Must be taken before IT Management II.

Reg# 361005
Fee: $950
Online
June 25-Sept. 9
Required course in Information Technology Management Certificate. May be used as a substitute elective for Information Systems Certificate. Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.

John Alvertos, MBA, PMP, ITIL, CISSP

MGMT X 418.26 Information Technology Project Management

4.0 units 3.6 CEUs

This course covers the four major aspects of information technology (IT) project management: technologies, people, organizations, and procedures. Topics include project justification; planning; scheduling; budgeting; identifying and managing risks; reporting, controlling, and closing projects; project management tools, such as work breakdown structure, critical path, and earned value analysis; andGarrett and PERT charts. This course discusses IT-specific project management System Development Life Cycles (SDLC), as well as addresses essential project management-related topics, such as scope creep, project communications, expectation management, team management, and defining and managing project resources. Instruction presents portfolio management, business cases, and IT governance as well as the various project management software on the market, including Microsoft-Project. The course includes hands-on individual and group projects, and covers the major project management processes outlined by PMI’s A Guide to the Project Management Body of Knowledge (5th ed.). Prerequisite(s): Background in IT field or two years of management experience; familiarity with and access to the Internet and some productivity software, including Word, Excel, and Powerpoint.

Reg# 360963
Fee: $975
Classroom
11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA Extension Lindbrook Center: 10560 Lindbrook Dr.
Required course in Information Technology Management Certificate. Effective course in Project Management Certificate. May be used as a substitute elective for Information Systems Certificate. Includes latest version of Microsoft Project Professional Software. The latest version of MS Project Software is provided to students. Students need access to a MS Windows computer. Mac users will need a virtual Windows environment, such as Parallels. This approach requires a registered copy of Windows. Enrollment limited to 25 students. Enrollment deadline: July 5. No refund after July 12.

Alex Azmi, DPA, PMP, PE, founder, CITM; recipient, UCLA Extension Distinguished Instructor Award, 2013.
Supply Chain Management Certificate

Offered Entirely Online

Acquire precise tools and practical knowledge to manage all aspects of supply chain management, including purchasing, logistics, inventory management, compliance, and outsourcing.

You may complete this 8-course (32-unit) certificate—offered in cooperation with the Los Angeles Chapter of the Institute for Supply Management (ISM- LA), and the California Association of Public Purchasing Officers (CAPPO). Use courses as continuing education hours to maintain all ISM certifications and to help prepare you for ISM exams.

The 2015 ISM Salary Survey shows the average salary for supply chain professionals to be about $102,000. Directors and VPs average $145,000 and $217,000 respectively, with top executives earning about $250,000.

Required Courses

+ MGMT X 445 Fundamentals of Supply Chain Management
+ MGMT X 445.4 Supply Chain Analysis and Compliance
+ MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts
+ MGMT X 445.6 Principles and Practices of Negotiations
+ MGMT X 445.66 Technology and Cost Management in the Supply Chain
+ MGMT X 445.67 Logistics, Operations, Methods, and Systems

In addition, choose 2 elective courses (8 units).

MGMT X 408.4 Legal Aspects of Government Contracts and Subcontracts
+ MGMT X 443.5 Managing Outsourced Projects
+ MGMT X 445.1 Advanced Topics in Supply Chain Management
+ MGMT X 445.61 Global Sourcing
+ MGMT X 445.68 Supply Chain Inventory Management
+ MGMT X 445.7 Federal Acquisition Regulations (FAR)

For Complete Details
uclaextension.edu/et

c

Get a Head Start on a Master of Science in Integrated Supply Chain Management

Take advantage of an agreement between UCLA Extension and the University of Wisconsin-Platteville. Complete the Supply Chain Management Certificate, then upon acceptance, apply 12 graduate credits toward UW-Platteville’s online MS in Supply Chain Management.

For Complete Details
gowup.com/ucla

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/et

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MGMT X 418.27B Business Cases for IT Projects and Investments
4.0 units  3.6 CEUs
Developing effective business cases for IT projects and investments is critical for successful IT professionals. Management uses business cases to make investment decisions about which projects to fund, defer, or cancel. Developing an effective business case requires project management, business, and finance skills, as well as an awareness of the organization’s political and economic environments. This course covers developing business cases from management, business, project management, and financial perspectives. Topics include identifying essential and optional parts of an effective business case; finding alternatives; estimating costs, hidden costs, and risks; identifying tangible and intangible benefits; converting a business case into a business plan; and evaluating new technological trends (cloud computing, mobile technology, virtualization, green IT, VoIP), and IT management services using case studies. Learn simple, powerful tools for calculating a project’s financial value, including return on investment (ROI), internal rate of return (IRR), net present value (NPV), break-even analysis, and total cost of ownership (TCO). Includes real-life case studies and hands-on individual and group projects.
Prerequisite(s): X 418.24 Information Technology Management or consent of instructor.
Reg# 360964
Fee: $950
Online June 25–Sept. 9
Required course in Information Technology Management Certificate.
Enrollment deadline: July 1. No refund after July 8.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2013.

Supply Chain Management

MGMT X 445 Fundamentals of Supply Chain Management
4.0 units  3.6 CEUs
This course covers the domain of purchasing and the flow of purchasing tasks—from determining the requirements for goods and services through to their acceptance. Major topics include supply chain management, purchasing as a socioeconomic force, purchasing and profit, profit multiplier, purchasing objectives, and the purchasing process. The practical use of all basic procedures and purchasing techniques is explained, including purchasing services; organizational considerations and alternative; sourcing, quantity, and inventory planning and control. The course also covers price determination; negotiation and cost-price analysis; capital acquisitions; value analysis; quality requirements; specifications; inventory cost savings; shipping; and purchasing with ethical and social responsibility.
Reg# 360952
Fee: $950
Online June 25–Sept. 9
Required course in Supply Chain Management Certificate.
Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

MGMT X 445.4 Supply Chain Analysis and Compliance
4.0 units  3.6 CEUs
This course covers the duties and responsibilities associated with the purchasing analysis and compliance functions. Topics include price analysis, value analysis, life cycle cost considerations, system audits, regulatory compliance, and ethics. Emphasis is on maintaining an approved procurement system and assuring that all contract and regulatory compliance requirements are met. Ethical issues associated with international and government procurements are reviewed. Instruction also covers the methods of proactively evaluating the supplier chain to identify opportunities for process improvements, and cost reductions, and to mitigate allegations of fraud, abuse, and unethical behavior.
Prerequisite(s): X 445 Fundamentals of Supply Chain Management or consent of instructor.
Reg# 360922
Fee: $950
Online June 25–Sept. 9
Required course in Supply Chain Management Certificate.
Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.

Marek Gwozdziewski, MBA, contracts manager, ThalesRaytheonSystems

MGMT X 445.66 Technology and Cost Management in the Supply Chain
4.0 units  3.6 CEUs
Many supply chain practitioners do a competent job of converting organizational requirements to purchase orders, sourcing and selecting suppliers, and developing operational schedules. In today’s rapidly changing technological and financial environment, however, supply chain professionals need to do more. They need to understand the role that information technology plays in purchasing and, specifically, how to use enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), and electronic commerce (e-commerce). Employees in the supply chain need to evaluate suppliers’ capabilities by investigating their commitment to Six Sigma, statistical process control (SPC), and ability to maintain a quality system (ISO 9000). Supply chain professionals must also have a firm grasp on how their job duties affect organizational financial activities and be able to assess suppliers’ financial health. This course provides essential information that elevates a supply chain practitioner to the next level. Instruction assists them in assimilating new information in the areas of information technology, quality, logistics, inventory, and financial management.
Prerequisite(s): X 445 Fundamentals of Supply Chain Management or consent of instructor.
Reg# 360941
Fee: $950
Online June 25–Sept. 9
Required course in Supply Chain Management Certificate.
Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.

Vincent Padilla, JD, contracts manager, OEM for Moog, Inc.

MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts
4.0 units  3.6 CEUs
This course covers the relationship of purchasing with business law (Uniform Commercial Code), law of contracts: offer, acceptance, consideration, warranties, conditions, breach, and discharge; contract types; buyers’ rights and limitations; and differences in government contract purchasing.
Reg# 360948
Fee: $950
Online June 25–Sept. 9
33 hours of MCLE credit available. Required course in Supply Chain Management and Contract Management Certificate.
Enrollment limited; early enrollment advised. Enrollment deadline: July 1. No refund after July 8.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

+ Offered this quarter.
+ Offered online.

Enroll at uclaextension.edu or call (800) 825-9971

Computer Science & Engineering 93
EDUCATION

EDUCATION

CA Educator Credentials & Authorizations

CA Educator Credentials & Authorizations

94 CLAD through CTEL Certification

95 K-12 Clear Teaching Credentials

College Counseling

95 College Counseling Certification

Early Childhood Education

97 Early Childhood Teacher & Administrator Certification

Educational Leadership

101 Charter School Policy, Finance & Administration

Educator Professional Development

101 Teacher Education, Multiple Levels

Special Education

103 Special Education Credentials & Certifications

Applied Behavioral Analysis

103 Applied Behavioral Analysis (ABA)

TESL-English Foreign Language Teaching

103 TESL/Foreign Language Certification

CA Educator Credentials & Authorizations

CLAD Through CTEL Certification

EDUC 804.1

Introduction to the Study of Teaching English Language Learners (CLAD Through CTEL Certificate)

0.5 CEUs

This orientation to the CLAD through CTEL Program gives applicants a clear understanding of the entire program, including its scope and goals, requirements, standards, procedures that affect competencies, and field experience(s). This orientation is a prerequisite for all other CLAD through CTEL courses and includes formal application to the UCLA Extension program.

Reg# 361519  Fee: $25

Online  June 25-Aug. 27

Enrollment in this course is only for those who are seeking to obtain the CLAD-CTEL authorization on a CA teaching credential or are doing it for professional development. This course is not part of the TESOL program.

No refund after June 28  Francisco Revilla, program coordinator

EDUC X 426

Culture and Inclusion

4.0 units

Fulfills Equity, Diversity, and Access requirement (Standard 9) for SB 2042 Preliminary Credential. Please obtain the approval of your credential program advisor before enrolling to ensure that this course satisfies your credential program requirements. Presents a research-based conceptual understanding of language systems, structures, forms, functions, and variations of both aural and written language forms. Topics include applying language functions and variations, discourse, and pragmatics directly to assessment and instruction of English learners; specific linguistic and socio-linguistic challenges of English learners; and materials and methods for understanding and analyzing socio-cultural and political factors that affect second-language development.

Reg# 361541  Fee: $650

Online  July 2-Aug. 13

Enrollment in this course is only for those who are seeking to obtain the CLAD-CTEL authorization on a CA teaching credential or are doing it for professional development. This course is not part of the TESOL program.

Enrollment limited; early enrollment advised. No refund after July 5  Ann Ingman

EDUC X 426.2

Assessment of English Learners

3.0 units

Investigate the principles and design of standards-based assessment and instruction for English-language learners and their relationship to identifying students’ strengths and needs in English language/literacy development and academic achievement. Covers the roles, purposes, and types of formal and informal assessment that inform teachers in planning effective, differentiated instruction; monitoring English learners’ progress with respect to a given standard; and issues of norming, test reliability, validity, and cultural and linguistic biases with respect to children of diverse backgrounds.

Reg# 361543  Fee: $577

Online  July 16-Aug. 27

Enrollment in this course is only for those who are seeking to obtain the CLAD-CTEL authorization on a CA teaching credential or are doing it for professional development. This course is not part of the TESOL program.

Enrollment limited; early enrollment advised. No refund after July 19  Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

EDUC X 426.3

Foundations and Methods of English Language/Literacy Development and Content Instruction

6.0 units

Fulfills English Language Learner requirement (Standard 12) for SB 2042 Preliminary Credential when taken with X 426.1. Please obtain the approval of your credential program advisor before enrolling to ensure that this course satisfies your credential program requirements. Explore current research-based theories of second language acquisition and the differences between first and second language and literacy development. Topics include cognitive, linguistic, and sociocultural factors that affect language learning in children of diverse backgrounds; use of the California English Language Development standards and the English Language Development Test (CELDT) in instructional planning that promotes language development and academic achievement; and research-based approaches and methods for English language development in listening, speaking, reading, and writing as they relate to communicative competence. Learn to deliver comprehensible instruction to English learners with three instructional models: English Language Development (ELD), Content-based ELD, and Specially Designed Academic Instruction in English (SDAE).

WHAT OUR STUDENTS SAY

“The instructor was always very friendly and always answered all the questions with perfect answers.”

— Liliana Ponce

Enroll at uclaextension.edu or call (800) 825-9971
K-12 Preliminary Credentials
For information about California preliminary credentials and programs that satisfy CTC preliminary credential requirements, call (310) 206-8342; email credentials@uclaextension.edu, or visit education.uclaextension.edu/credentials.

EDUC 870.1
RICA Test Preparation
2.0 CEUs
Teacher candidates for a California Multiple Subject or Education Specialist (special education) Teaching Credential must pass the California Reading Instruction Competence Assessment (RICA), which measures an individual’s knowledge, skill, and ability to provide effective reading instruction. Following an entry level assessment on knowledge of RICA topics using the Practice Test found at the CTC website, students will develop a plan of study that will facilitate preparation for the RICA Exam. Through instructor-guided exercises and a series of practice exams, participants in this online course review all of the competencies in each of the RICA’s five reading instruction domains. In addition, participants will learn test taking strategies for responding to multiple-choice, constructed response, and case study questions on the RICA written exam, as well as analyze their exam performance to create and follow an individualized study plan. The content of this course is not a substitute for the Reading Methodology course required for the Multiple Subject and Education Specialist credentials.

Reg# 362081
Fee: $500
Online
June 25–July 23
Enrollment limited; early enrollment advised.
No refund after June 28.
Harriet Levine, Harriet Feinstein-Levine, MA Reading and Literacy

College Counseling

College Counseling Certification
For information about the College Counseling Certificate, email onlinecc@uclaextension.edu, visit education.uclaextension.edu/certificates, or call (310) 825-4191.

EDUC X 414.81 Counseling the College Bound Student
4.5 units
This overview of counseling course covers the differences between guidance and college counseling; the college counselor’s unique responsibilities; college counselor’s timeline; and available resources, including computer tools. Learn techniques to manage a college counseling office and create informational programs for students and parents. The process of academic planning for college and issues of adolescence are discussed, and various environments—public and private high schools and independent practice—in which college counseling takes place are compared and contrasted.

Reg# 361477
Fee: $792
Online
June 25–Aug. 27
No refund after June 29.
Victoria Rueda, BA Child Development; MA School Administration. Teacher, K-12 and post secondary; Assistant, Principal, K-8; Principal, K-6; Head of Schools, K-12

Cheri Barad
Reg# 361478
Fee: $792
Online
June 25–Aug. 27
No refund after June 29.
Sally Lozada, PhD, who serves as a dean of Student Affairs at a midwest college with the responsibilities of organizing and facilitating multiple aspects of student counseling needs including orientation, financial aid, counseling, and diversity services.

Reg# 361482
Fee: $792
Online
June 25–Aug. 27
Enrollment limited to 25 students. No refund after June 29.
Andrew Losier, MA, associate director of College Counseling at a San Diego-area private high school

EDUC X 414.82 The College Admissions Process
4.5 units
Get in-depth information on options in postsecondary education. Topics include application calendar options, choosing a school, early action/early decision, letters of recommendation, and admissions criteria of public and private colleges and universities.

Reg# 361488
Fee: $792
Online
June 25–Aug. 27
Enrollment limited to 25 students. No refund after June 29.
Robert Schwartz, MA, co-owner of a private Los Angeles-based college counseling firm

Reg# 361490
Fee: $792
Online
June 25–Aug. 27
Enrollment limited to 25 students. No refund after June 29.
Veronica Ortiz, MA, former assistant director of admission and assistant dean of admission at two Los Angeles-based private colleges

EDUC X 414.89 Financial Aid Fundamentals
EDUC X 414.84 Special Issues in College Counseling
EDUC X 414.85 Practicum in College Counseling

Elective Courses (1 required)
EDUC X 414.98 College Counseling for International Students
EDUC X 414.96 The Business of Educational Consulting
EDUC X 414.99 Preparing Community College Student for Transfer

For More Information
onlinecc@uclaextension.edu | (310) 825-4191 | education.uclaextension.edu
Teacher Induction/Clear Credential Program

New

The UCLA Extension online induction program for clearing multiple subject, single subject, and education specialist credentials is approved by the California Commission on Teacher Credentialing and fully aligned with the new state standards, which went into effect Fall 2017.

Program Features

• Fully online course format offers flexibility and convenience
• A cohort model ensures that new teachers form a peer network for support and collaborative learning throughout the program
• Weekly mentor support provided in person and/or through virtual technologies
• Up to 24 quarter-units of academic credit that may be applied toward salary points on your school district's salary matrix
• Program length: 2 academic years, with program start dates in Fall and Spring
• Program has 2 primary components:
  1) Four 16-week-long induction workshops, led by experienced instructors, focus on designing, implementing, and tracking progress on new teachers’ own individual professional learning and growth plans
  2) Weekly guidance and support from a mentor teacher who provides immediate feedback on designing, implementing, and tracking progress on new teachers’ own individual professional learning and growth plans
• Highly qualified instructors and mentors are experienced teachers who are matched to a candidate based on subject areas and grade levels
• The outstanding, internationally recognized reputation of UCLA and UCLA Extension
• An early completion option is offered to newly credentialed teachers who have significant teaching experience from a private school or out-of-state school.

Call for more information on the early completion option
Fall Application Deadline: September 1

EDUC X 414.89
Financial Aid Fundamentals
4.5 units
Financial aid is complex and information intensive, and college counselors must understand this important component of the college admissions process. Topics include history of financial aid; types and sources of financial aid; how to apply for federal, state, and institutional aid; eligibility; how aid is determined; and scholarship search services. Prerequisite(s): Microsoft Office is required to access some course content.
Reg# 361518
Fee: $792
Online
June 25-Sept. 3
Students who are enrolled in the college counseling certificate program may take College Counseling for International Students in place of the required Financial Aid Fundamentals course. Limited to 25 students. No refund after June 29. No required textbook.
Francisca Marquez, MA in School Counseling, PPS, college counselor at a Los Angeles-area high school; former assistant director, financial aid office at a Los Angeles-area university.
Reg# 361520
Fee: $792
Online
June 25-Sept. 3
Students who are enrolled in the college counseling certificate program may take College Counseling for International Students in place of the required Financial Aid Fundamentals course. Limited to 25 students. No refund after June 29. No required textbook.
Angela Harris, MA, program advisor and Financial Aid technician at a Los Angeles-area high school. She has served as a college counselor at two other Los Angeles-area high schools.
Reg# 361521
Fee: $792
Online
June 25-Sept. 3
Students who are enrolled in the College Counseling Certificate may take College Counseling for International Students in place of the required Financial Aid Fundamentals course. Limited to 25 students. No refund after June 29. No required textbook.
Linda Dagradi, EdD, educator with more than 35 years of experience in leadership positions in financial aid administration, school counseling, and enrollment management.

EDUC X 414.90
Testing/Career Assessment
4.5 units
College-bound students encounter a series of standardized examinations as they progress toward college admission. The PSAT/NMSQT, SAT, ACT, and Advanced Placement Tests are the most common. Topics include what each exam tests for, validity of test results, issues of bias, and the effect of coaching. In the realm of career planning, numerous career inventories can help students—both college-bound and otherwise—identify their career interests and propensities; some of the more widely used career instruments are highlighted.
Reg# 361505
Fee: $792
Online
June 25-Sept. 3
Enrollment limited to 25 students. No refund after June 29. No required textbook.
Kellie Richards, MA, lecturer, Dept. of Counseling Psychology, and advisor and career development coordinator at the University of Wisconsin.
Reg# 361513
Fee: $792
Online
June 25-Sept. 3
Enrollment limited to 25 students. No refund after June 29. No required textbook.
Alison Hess, MS, vice principal and testing coordinator in the Hawaii public school system.

EDUC X 414.84
Special Issues in College Counseling
4.5 units
This course in the College Counseling Certificate focuses on individual groups of students who present unique challenges, such as students with learning disabilities, undocumented students, first-generation students, students who are members of the LGBTQ community, transfer students, etc. The specificity and changeability of the course content allows the program to keep information current and provide students with recent views or changing critical elements in the counseling profession.
Reg# 361528
Fee: $792
Online
June 25-Aug. 27
Enrollment limited to 25 students. No refund after June 29. No required textbook.
Joan Canzone, MS, senior lead college counselor at a Los Angeles-based private high school.
Reg# 361530
Fee: $792
Online
June 25-Aug. 27
Enrollment limited to 25 students. No refund after June 29. No required textbook.
Cynthia McDonald, MA, who has more than 20 years of experience as a school counselor and educational consultant. She founded Higher Education Consultants Association (HECA) and a nonprofit program, After Military Planning (AMP). She is president of an online college counseling system and operates a college counseling practice.
Reg# 361531
Fee: $792
Online
June 25-Aug. 27
Enrollment limited to 25 students. No refund after June 29. No required textbook.
Rosina Wright-Castro, PhD, adjunct faculty, Behavioral Sciences and Cultural Studies, Maricopa Community College District

EDUC X 414.85
Practicum in College Counseling
6.0 units
Apply theory and methodology in a genuine counseling situation under professional supervision. Students complete 65 hours of supervised fieldwork in a local counseling venue. Fieldwork must consist of individual counseling or meeting with students in group settings. For those who may have difficulty making arrangements to complete 65 hours of student counseling, they may complete 35 hours of counseling, as well as a pre-approved research project which will be submitted to the instructor at the completion of the class. Students also participate in the online portion of the course in which practicum experiences are shared with colleagues and reviewed by the instructor. Prerequisite(s): Completion of the six required courses and formal enrollment in the certificate. Students may not enroll until their Practicum proposal has been approved and they have received permission from the College Counseling Certificate advisor.

Reg# 361538
Fee: $792
Online
June 25-Sept. 3
Required course in College Counseling Certificate. Enrollment limited to 25 students. No refund after June 29.
Candice Baker-Mackey, MS, college counselor at a Los Angeles comprehensive high school

For More Information About These Programs
credentials@uclaextension.edu | Francisco Revilla: (310) 206-8342
education.uclaextension.edu/teacher-induction/
Elective Courses
EDUC X 414.96 The Business of Educational Consulting
4.5 units
Educational consultants are unique among business professionals because their goal is not just to have a profitable practice, but also to truly make a difference in the lives of their clients. This course focuses on how to create a successful practice using basic business principles and entrepreneurship skills. Topics covered include steps needed to begin the process: early decisions, formulating the business plan, business structures, fee setting, contracts, developing a marketing plan, and social media. The material in this course is intended to help you create your personal business template so you can launch a successful educational consulting business.
Reg# 361536
Fee: $792
- Online
June 25-Aug, 27
Enrollment limited to 25 students. No refund after June 29.
Julia Varrile, MA, college counseling consultant

EDUC X 312.11 Building Self-Esteem in Young Children
EDUC X 321.6 Positive Discipline Strategies for Young Children

Early Childhood Education
EDUC X 121 Development in Early Childhood
5.0 units
This introductory child growth and development course covers prenatal through adolescent stages. Study physical, cognitive, language, and psychosocial developmental domains within a multicultural context, with special emphasis on the role of play in children’s development. Students may be required to observe young children as course assignment. Applies toward Title 22 Regulations and Title 5 Child Development Permits; core required for Basic Core Certificate; Letter grade of C or better required for California ECE Permits; transferable for unit credit toward bachelor’s degree at all University of California (UC) campuses; accepted for unit, subject, and grade toward bachelor’s degree at all California State University System (CSU) campuses.
Reg# 361197
Fee: $527
- Online
June 25-Aug, 19
No refund after June 29.
Holly Dye, MA, author, elementary school teacher, Simi Valley School District

EDUC X 122 The Young Child in the Family and Community
5.0 units
Focus on the dynamics between the young child, family, school, and community, including cultural and social influences. Develop communication skills between young children, peer groups, parents, and teachers. Investigate community resources and social services, including health care, welfare, and counseling. Students may be required to observe young children. Applies toward Title 22 Regulations and Title 5 Child Development Permits; core required for Basic Core Certificate; Letter grade of C or better required for California ECE Permits; transferable for unit credit toward bachelor’s degree at all University of California (UC) campuses; accepted for unit, subject, and grade toward bachelor’s degree at all California State University System (CSU) campuses.
Reg# 361201
Fee: $527
- Online
June 25-Aug, 19
No refund after June 29.
Jackie Kelley, MA, early childhood educator; adjunct professor, Santa Monica College.

Transitional Kindergarten (TK) Early Childhood Program (Online)
Become qualified to teach transitional kindergarten! Up-to-date, comprehensive, and practical training prepares you to work with 3- to 5-year-olds in the transitional kindergarten and extended transitional kindergarten classrooms. The list of courses fulfills the early childhood education units required for teaching TK and ETK. Coursework also qualifies for the CA early childhood teaching permit.

Program Benefits
- Convenient, online classes
- High-quality instruction provided by current educators in the field
- Complete courses at your own pace and as needed

Core Courses
- X 121 Development in Early Childhood
- X 122 The Young Child in the Family and Community
- X 123 Introduction to Teaching Young Children
- X 124 Curriculum Development and Classroom Management
- X 125 The Role of Play in the Early Childhood Classroom

Suggested Electives
- EDUC X 312.11 Building Self-Esteem in Young Children
- EDUC X 321.6 Positive Discipline Strategies for Young Children

For More Information
eceline@uclaextension.edu | (310) 825-4191 | education.uclaextension.edu
The Early Childhood Education Certificates

Programs for Teachers and Administrators of Children Ages 0-5

Courses Offered Online and On-Ground

**Basic Core Certificate Classes**
A total of 7 courses (29 quarter units) must be successfully completed.

- EDUC X 121 Development in Early Childhood
- EDUC X 122 The Young Child in the Family and Community
- EDUC X 123 Introduction to Teaching Young Children
- EDUC X 124 Curriculum Development and Classroom Management
- EDUC X 125 The Role of Play in Early Childhood Education

Plus 2 Electives

**Advanced Core Certificate Classes**
A total of 6 courses (18 quarter units) must be successfully completed.

- EDUC X 321.19 Home and School Cooperation for Administration of Early Childhood Centers
- EDUC X 321.2 Supervision and Administration of Early Childhood Centers Part 1
- EDUC X 321.21 Supervision and Administration of Early Childhood Centers Part 2
- EDUC X 321.23 Adult Supervision in Early Childhood Programs

Plus 2 Electives

**Certificate Application Information**
Students seeking an ECE Basic Core or Advanced Core Certificate must submit an application for candidacy and pay a $50 nonrefundable fee. Submit your application at uclaextension.edu. Courses that are more than 5 years old cannot be counted toward an ECE certificate.

**About ECE Courses**
Our courses meet California State academic coursework requirements for Early Childhood Teaching and Administrative Permits and licensing requirements, and provide training for family child care providers.

X 100 series Early Childhood courses are transferrable for unit credit toward the bachelor’s degree at all University of California (UC) campuses and can be accepted for unit, subject, and grade credit toward the bachelor’s degree at all California State University system (CSU) campuses.

Enrollment is open to everyone interested in learning about or working in early childhood education in a private or public child care center or family child care setting.

**Prerequisites for Classes**
Professional-level English language proficiency in listening, note-taking, reading comprehension, vocabulary, and written expression is required.

Students are expected to observe or participate with young children in assignments for every course. California requires regular observers and volunteers in ECE centers to have a TB clearance and to be immunized against flu, pertussis, and measles. Please be prepared to present documentation to the center where you observe.

Letter grade of C or better required for California ECE Permits. GPA of 2.0 or higher required for Extension Certificates. Course grades of D+ or lower do not qualify toward the certificate.

**Textbook Information**
Textbooks are generally available 2 weeks before courses begin at UCLA Lu Valle Commons bookstore (310) 825-7238. Textbooks must be purchased before the first meeting.

Courses that require purchase of a digital text do not use a physical textbook. Instructions and a link to purchase will be available on the course website 2 days before the course begins. International students should verify their web access to Cengage Publishers before purchasing.

For online course technical requirements see page 4.

For More Information
eceonline@uclaextension.edu | (310) 825-4191 | education.uclaextension.edu | In Spanish: (310) 825-4690
Certificados en Educación Infantil para Maestros y Administradores

Ofrecemos la oportunidad de conseguir requisitos de desarrollo infantil en español y a la vez, acumular créditos universitarios.

Programas para educadores de niños de 0-5 años.

Clases Básicas

X 321.1 Desarrollo en la Infancia Temprana de 0 a 12 Años de Edad
X 321.11 El Pequeño en la Familia y la Comunidad
X 321.12 Introducción a la Enseñanza de Niños de Edad Preescolar
X 321.15 Desarrollo del Currículo y Manejo del Aula Preescolar
9321.398 El Papel de Juego en la Infancia Temprana y Educación
(más dos clases electivas)

Clases Avanzadas

X 321.2 Cooperación entre el Hogar y la Escuela en la Administración de Centros Preescolares
X 321.2 Supervisión y Administración de Centros Infantiles de Educación Temprana Parte 1
X 321.21 Supervisión y Administración de Centros Infantiles de Educación Temprana Parte 2
X 321.23 Supervisión de Personal en el Aula Preescolar, Centros de Cuidado y Educación Primaria
(más dos clases electivas)

Información de la Solicitud del Certificado

Estudiantes que buscan el Certificado Básico o Avanzado presentan una solicitud de candidatura y pagan una tarifa de $50 no reembolsable. Estudiantes deben completar la aplicación en uclaextension.edu. Cursos que tengan más de cinco años de antigüedad, no podrán ser aplicados al certificado.

Sobre Cursos del Desarrollo y Educación Infantil

Nuestros cursos cumplen con los requisitos de cursos académicos del Estado de California para los permisos de enseñanza infantil y administración y proporcionan entrenamiento para proveedores de cuidado infantil familiares.

La inscripción está abierta a todos interesados en aprender de educación infantil y trabajar en un centro de cuidado infantil privado o público y en un lugar de cuidado infantil familiar.

Los estudiantes deben observar o participar con niños pequeños en las tareas para cada curso. El estado de California requiere que los observadores regulares y voluntarios en centros de educación en la infancia temprana, tengan inmunización en contra de la gripe, pertussis (la tosferina), sarampión y no tener rastros de tuberculosis (prueba de TB). Por favor esté preparado en presentar los documentos al centro al cual usted va a observar.

Letra del grado de C o mejor son requeridas para los permisos de ECE de California. Un promedio (GPA) de 2.0 o más es requerido para obtener el certificado de Extension. Cursos con D+ o menos no califican para el certificado.

Requisitos de Asistencia

Los estudiantes deben asistir a todas las reuniones de la clase; No se otorga crédito si se falta a una clase.

Información de los Libros

Los libros de texto están disponibles generalmente dos semanas antes de que comiencen el curso, en la librería UCLA Lu Valle Commons (310) 825-7238. Los libros de texto deben ser comprados antes de la primera reunión.
EDUC X 321.19 Home and School Cooperation for Administration of Early Childhood Centers
3.0 units
Learn ways to create an optimal learning environment where children, parents, and teachers function as a team in the educational process. Applies toward Title 22 Regulations for Supervisor, Administrator, and Director; Title 5 Child Development Permits; core required course for Advanced Core Certificate; Letter grade of C or better required for California CEE Permits; transferable for unit credit toward bachelor's degree at all University of California (UC) campuses; accepted for unit, subject, and grade toward bachelor's degree at all California State University system (CSU) campuses.

Reg# 361296
Fee: $424
Online
July 30-Sept. 9
Euana Anderson, MS, Educational Leadership and Administration; principal, Early Childhood Education Center.

EDUC X 321.23 Adult Supervision in Early Childhood Programs
3.0 units
Instruction examines staff organization for effective communication and interpersonal relationships and covers criteria for selecting and evaluating personnel; the administrative role in promoting professional growth, teaching effectiveness, and sensitivity to individual needs; and staff involvement in planning and evaluating programs. Applies toward Title 22 Regulations; Title 5 Child Development Permits for Adult Supervision Requirements for Master Teacher, Site Supervisor, and Program Director of Child Care Centers; core required course for Advanced Core Certificate.

Reg# 361290
Fee: $424
Online
July 30-Sept. 9
No refund after Aug. 3.
Terri Emberling, MA in counseling and clinical psychology, founder/director, Relationship Roots.

EDUC X 321.71 Infant and Toddler Development and Care
4.5 units
In this course students will learn about the development of infants and toddlers and associated principles of inclusive and respectful care giving. This course focuses on factors affecting the physical, cognitive, and psychosocial development of the young child in the first three years. The course covers developmental milestones, characteristics, and growth patterns of children from conception through 36 months. Essential policies, principles, and practices that lead to quality care, developmentally appropriate curriculum, and environments for children will be examined. Topics include current brain research; infant health and well-being; recognition of atypical development; observation techniques; assessment strategies; and ways to communicate with parents; and to implement home visits. Student will apply current theory and research to the care and education of infants and toddlers in group settings as they study infant/toddler development. Students will be required to observe young children. Letter grade of C or better required for California Permits.

Reg# 361302
Fee: $498
Online
July 16-Sept. 9
No refund after July 20.
Todd Hsiuki, MA, Pacific Oaks, Human Development with specialization in Social Action; instructor, Pacific Oaks College, Santa Monica College; master teacher, Pacific Oaks Children's School.

EDUC X 312.11 Building Self-Esteem in Young Children
3.0 units
Designed to help teachers understand how a child's interpersonal growth in the context of his/her interpersonal relationships develops a sense of self-esteem. Learn strategies to create a classroom environment that supports the development of a positive self-image in children. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates.

Reg# 361250
Fee: $373
Online
July 2-Aug. 12
No refund after July 6.
Terry Socia, MA, educational administration, CSU Northridge; counselor/adult education, parent educator, music school administrator at Gerard’s Guitars in Tarzana.

EDUC X 321.21 Supervision and Administration of Early Childhood Centers: Part II
3.0 units
This course offers an overview of the leadership, supervision and professional development of staff and how to guide the center and the staff toward a high-quality, developmentally appropriate philosophy and implementation of a program. Instruction covers how to lead people and serve as a curriculum leader, alignment of environment and practices with center mission and value statements, community building, hiring and retention, staff support, guidance and professional development, and supporting quality curriculum through leadership and reflective evaluation. Students will learn to develop relationships with families that are culturally sensitive and reciprocal and to communicate with and engage families in the center. Emphasis is given to observation and analysis skills, leadership and mentoring skills and measuring leadership and management for optimal functioning of the center and staff. The course applies toward California Title 22 and Title 5 regulation compliance and child development permits.

Reg# 361301
Fee: $373
Online
July 30-Sept. 9
No refund after Aug. 3.
Debra Pouray, MA, adjunct professor, Los Angeles Valley College and Santa Monica College; site supervisor, Circle of Children School; recipient, UCLA Extension Distinguished Instructor Award, 2010.
EDUC X 324.936 Methods of Teaching in Elementary Schools
4.0 units
Meets Commission on Teacher Credentialing (CTC) requirement of a “course directly related to teaching in a self-contained classroom, excluding the methods of teaching reading” for teachers who hold a Single Subject Teaching Credential and wish to obtain the Multiple Subjects Teaching Credential without completing the full professional preparation program. For details visit www.ctc.ca.gov/credentials/leaflets/cst21a.pdf. This course provides a study of the objectives, selection, organization, and presentation of the subject matter of all elementary school subjects with the exception of reading. Teachers develop a repertoire of teaching strategies appropriate to the developmental characteristics and learning styles of elementary school children.
Reg# 361430
Fee: $725
Online
July 2-Aug. 27
Credit students must log on to the course by the first week of class and fully participate in all sessions as outlined in the course syllabus. Enrollment limited; advance enrollment required. No refund after July 5.
Dr. Patricia Whitman, EdD, intern supervisor, UCLA Extension Education Department

EDUC X 330.53 Single Subject Methods for Teaching K-12 Physical Education
4.0 units 3.6 CEUs
The primary goal of this course is for each student to gain increased ability to effectively and efficiently teach K-12 physical education in pursuit of the added authorization credential. Students learn strategies for teaching California standards-based physical education. Topics include curricular models; teaching styles; student and teacher assessment; class management and discipline; motivation; and teaching diverse learners. Prerequisite(s): Preliminary Teaching Credential.
Reg# 361433
Fee: $725
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.
Ken Hansen, PhD

EDUC X 330.54 Single Subject Methods for Teaching English
4.0 units 3.6 CEUs
This course focuses on methodologies appropriate for facilitating English/language arts instruction at the middle and high school levels in a variety of classroom settings. As candidates for the Single Subject Credential in English, students in this course learn, practice, and reflect on the specific pedagogical knowledge needed to teach English/language arts to secondary students. We explore a variety of teaching strategies for organizing a secondary English/language arts curriculum using the national standards of the Common Core. Teacher candidates discuss, plan, implement, and assess appropriate instruction using current best practices for the effective teaching of English/language arts. The course addresses various curricular areas of English/language arts, including the teaching of writing, reading comprehension and literature, language applications, grammar, speaking applications and visual media; and how they can be effectively integrated into daily lesson planning while meeting Common Core Standards. Additionally, teacher candidates learn how to be reflective practitioners who regularly engage in classroom action research to improve their teaching. Prerequisite(s): Preliminary Teaching Credential.
Reg# 361506
Fee: $725
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.
Jennifer DaCosta

EDUC X 330.55 Single Subject Methods for Teaching Mathematics
4.0 units 3.6 CEUs
This course is designed to prepare secondary math candidates to effectively plan and deliver the state-adapted academic content standards for students in mathematics (grades 7-12). The candidate will have multiple opportunities to learn, practice, and reflect upon mathematics-specific pedagogical knowledge and skills to: enable students to understand basic mathematical computations, concepts, and symbols to solve common problems and novel problems; help students solve real-world problems using mathematical reasoning and concrete, verbal, symbolic, and graphic representations; provide a secure environment for taking intellectual risks and approaching problems in multiple ways; model and encourage students to use multiple ways of approaching mathematical problems; encourage discussion of different solution strategies; foster positive attitudes toward mathematics; and encourage student curiosity, flexibility, and persistence in solving mathematical problems. The course also helps students in grades 7-12 to understand mathematics as a logical system that includes definitions, axioms, and theorems; and to understand and use mathematical notation and advanced symbols; and assign and assess work through progress monitoring and summative assessments that include illustrations of student thinking such as open-ended questions, investigations, and projects. Prerequisite(s): Preliminary Teaching Credential.
Reg# 361434
Fee: $725
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.
Allison Leggett, EdD

For More Information
credentials@uclaextension.edu | (310) 825-0095 | education.uclaextension.edu

EDUC K 473.68 Positive Behavior Supports for the K-12 Classroom
Online
July 2-Aug. 27
Contact us for more information.

EDUC K 473.65 Advanced Study: Technology, Teaching, and Learning in the K-12 Classroom
Online
July 2-Aug. 27
Contact us for state requirements to add an authorization to your credential.

EDUC K 324.936 Methods of Teaching in Elementary Schools
Online
July 2-Aug. 27
Enrollment limited; advance enrollment required.

EDUC K 330.53 Single Subject Methods for Teaching K-12 Physical Education
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC K 330.54 Single Subject Methods for Teaching English
Online
July 2-Aug. 27
Enrollment limited; advance enrollment required.

EDUC K 330.55 Single Subject Methods for Teaching Mathematics
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC X 497.56 Single Subject Methods for Teaching Science
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC X 429.54 School Management and Administration
4.5 units
The primary goal of this course is to provide candidates the critical knowledge and skills in school management and administration to effectively operate a successful charter school. Topics include leadership, management, accountability, systems, growth, sustainability, facilities, and ensuring high quality faculty and staff.
Reg# 361408
Fee: $687
Online
July 2-Sept. 10
No refund after July 5.
Dr. Matt Albert, EdD, executive director, New Los Angeles Charter School

Parent Education Specialist Certification
For information about Parent Education, call (310) 825-2960, email ecenrol@uclaextension.edu, or visit education.uclaextension.edu/certificates.

EDUC X 312.8A Health Education for Teachers
2.0 units
Fulfills Health Education requirement (Standard 10) for SB 2042 Preliminary Credential. Please obtain the approval of your credential program advisor before enrolling to ensure that this course satisfies your credential program requirements. Taking a holistic view of health, including physical, mental, emotional, and social well-being, this course motivates teachers of all levels and subjects to become active agents of health promotion. Based on the content areas of health instruction in the California Health Framework, topics include alcohol, drug, and tobacco use; nutrition; physical fitness; childhood obesity; HIV/AIDS; stress; peer harassment and school violence prevention; conflict resolution; emotional and behavioral disorders; and legal mandates affecting health and health education in schools.
Reg# 361428
Fee: $500
Online
July 9-30
This course does not include the CPR certification requirement; such certification should be obtained by contacting your local American Red Cross or American Heart Association. Enrollment limited; advance enrollment required. No refund after July 12.
Erin Wade, MA, principal, Antelope Valley Learning Academy

For Information:
For More Information
credentials@uclaextension.edu | (310) 825-0095 | education.uclaextension.edu

The UCLA Extension Education Department is pleased to offer summer professional development courses in a range of topics for K-12 educators.

Popular Professional Development Courses
Contact us for more information.

EDUC X 437.65 Advanced Study: Technology, Teaching, and Learning in the K-12 Classroom
Online
July 2-Aug. 27
Contact us for state requirements to add an authorization to your credential.

EDUC X 437.68 Positive Behavior Supports for the K-12 Classroom
Online
July 2-Aug. 27
Contact us for more information.

EDUC X 437.65 Advanced Study: Technology, Teaching, and Learning in the K-12 Classroom
Online
July 2-Aug. 27
Contact us for state requirements to add an authorization to your credential.

EDUC K 437.65 Advanced Study: Technology, Teaching, and Learning in the K-12 Classroom
Online
July 2-Aug. 27
Contact us for state requirements to add an authorization to your credential.

EDUC X 342.478 Language, Culture, and Inclusion for Students with Emotional and Behavioral Disorders (EBD)
Online
July 2-Aug. 27
Contact us for state requirements to add an authorization to your credential.

EDUC X 324.936 Methods of Teaching in Elementary Schools
Online
July 2-Aug. 27
Enrollment limited; advance enrollment required.

EDUC X 330.53 Single Subject Methods for Teaching K-12 Physical Education
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC X 330.54 Single Subject Methods for Teaching English
Online
July 2-Aug. 27
Enrollment limited; advance enrollment required.

EDUC X 330.55 Single Subject Methods for Teaching Mathematics
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC X 330.56 Single Subject Methods for Teaching Social Science
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC K 324.936 Methods of Teaching in Elementary Schools
Online
July 2-Aug. 27
Enrollment limited; advance enrollment required.

EDUC K 330.53 Single Subject Methods for Teaching K-12 Physical Education
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC K 330.54 Single Subject Methods for Teaching English
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC K 330.55 Single Subject Methods for Teaching Mathematics
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.

EDUC K 330.56 Single Subject Methods for Teaching Social Science
Online
July 2-Aug. 27
Enrollment limited; early enrollment advised. No refund after July 5.
Pathway

Post-Secondary Education for Students with Intellectual & Developmental Disabilities

Full-Time Program
Pathway offers a college experience for students with intellectual and other developmental disabilities. Pathway promotes growth in academics, career exploration, and the transition to independent living.

Commuter Program
This alternative lets students participate in courses while practicing independent living at home. Includes access to all Pathway core courses, UCLA Extension elective courses, academic support, and social activities.

Upcoming Program Tours
Discover the difference a high-quality education program can make. Tours take approximately 2 hours and include a short walking trip to the student apartments. RSVPs can be made on our website.

- Monday, May 14
- Wednesday, May 23
- Wednesday, June 6
- Monday, June 11
- Wednesday, June 27
- Thursday, July 19
- Monday, August 20

Applications for the 2018-2019 school year are being accepted. Start your application online today!

For More Information
pathway@uclaextension.edu | (310) 794-1235 | uclaextension.edu/pathway

Course Icons
Provide Information
At-a-Glance

- ONLINE COURSE
  Technical requirements, page 4
- HYBRID COURSE, page 4
- WEB ENHANCED COURSE, page 4
- ON-GROUND COURSE
- TEXTBOOK REQUIRED
  Visit our website for textbook information.
- UC CREDIT
  May be transferable to other colleges and universities, page 5

EDUC X 330.57
Single Subject Methods for Teaching Social Science
4.0 units 3.6 CEUs

This course is designed for credentialed teachers who are looking to add a certification in social studies to their credential. The primary goal of this course is to candidates to learn specific teaching strategies that are effective in supporting them to teach the state-adopted academic content standards for students in history-social science (grades 7-12). The course is centered on developing an understanding of historical thinking, and learning new methods to help secondary students think, read, and write like historians. Participants in the course have an opportunity to design lessons and learning experiences that they can use to teach social studies, while also continuing to build their own understanding of what it means to teach social studies.

Prerequisite(s): Preliminary Teaching Credential.

Reg# 361437
Fee: $725

- Online
  July 2-Aug. 27
Enrollment limited; advance enrollment required.

No refund after July 5.

Allison Leggett, EdD

EDUC X 334
Project-Based Learning: Bridging Common Core and 21st Century Skills
1.5 units

Students learn how to design and implement Project-Based Learning (PBL) instructional units in the K-12 classroom and examine how PBL is an effective instructional approach for bridging 21st century skills and state standards (Common Core Mathematics and English Language Arts, and Next Generation Science). The course focuses on the essential elements of PBL, including driving and essential questions for inquiry, exploration of real-world issues and solving authentic problems using digital tools and resources, and performance assessments. As they learn about the necessary elements and structure of a well-designed project, course participants themselves experience the course as a collaborative, project-based learning unit. As the final product, students develop a standards-aligned PBL unit for use in their own teaching.

Reg# 361427
Fee: $249

- Online
  July 16-Aug. 13
Enrollment limited; advance enrollment required.

No refund after July 19.

Jennifer Stillittano

EDUC X 424.667
Response to Intervention
1.5 units

Response to Intervention (RtI) is an emerging approach to effectively diagnose and meet the needs of general education students having difficulties learning. In the RtI model, a student with academic delays is given 1 or more research-validated interventions. The student’s academic progress is monitored frequently to see if those interventions are sufficient to help the student catch up with his or her peers. This course explores a variety of RtI models and strategies currently employed in California school districts.

Reg# 361426
Fee: $249

- Online
  July 16-Aug. 6
Enrollment limited; advance enrollment required.

No refund after July 19.

Elizabeth Chappelle, MEd, Gifted Education

EDUC X 437.86
Instructional Strategies for Gifted and Talented Learners (GATE)
1.5 units

Learn to identify gifted and talented learners, address their diverse needs, and measure student growth in the classroom. Topics include curriculum models for advanced learners, such as California Association for the Gifted (CAG) strategies, and differentiation of instruction in order to provide more rigorous application activities for gifted learners.

Reg# 361425
Fee: $249

- Online
  July 16-Aug. 6
Enrollment limited; advance enrollment required.

No refund after July 19.
Special Education

Special Education Credentials & Certifications
For education specialist clear credential programs, visit education.uclaextension.edu/credentials; email credentials@uclaextension.edu, or call (310) 206-8342.

EDUC X 428.478 Language, Culture, and Inclusion for Students with Emotional and Behavioral Disorders (EBD) 4.0 units
Learn how culture and cultural diversity relates to academic achievement and ways to develop, implement, and evaluate culturally inclusive instruction. Topics include cultural concepts and perspectives; cultural contact; cultural diversity in California and the U.S.; cross-cultural interaction; the roles of culture in the classroom and school; family and community involvement; and culturally inclusive learning environments, curriculum, and instruction. Explore the complexity of minority and immigrant identities to refute assumptions and stereotypes. Topics include current research-based theories of second language acquisition; differences between first and second language; literacy development; cognitive, linguistic, socio-cultural, and affective factors that affect language learning in children of diverse backgrounds; and research-based approaches to English language development in listening, speaking, reading, and writing as they relate to communicative competence. Special attention given to implications for teaching different groups of immigrant and non-English learning majors.
Reg# 361405
Fee: $650
Online
July 16–Sept. 3
No refund after July 19.
Royal Lord, EdD, director of Special Education, West Covina Unified School District

EDUC X 429.20A Characteristics of Students with Autism Spectrum Disorder (ASD) 4.5 units
Instruction focuses on an overview of types, characteristics, and symptoms, including a discussion of current research, theories, and myths regarding Autism Spectrum Disorder (ASD). Discussion also includes how ASD features may impact a student’s classroom activities, behavior, and learning. The course provides a variety of strategies and practical applications for teachers to use when engaging students with ASD to promote social skills and peer integration, enhance learning, and prevent and manage behavioral challenges.
Reg# 361397
Fee: $687
Online
June 25–Aug. 13
No refund after June 28.
Tonja Wright, MEd, Early Childhood Special Education Teacher, San Bernardino County

EDUC X 429.24 Portfolio for Educating and Supporting Students with Autism Spectrum Disorder (ASD) 2.0 units
This course provides the candidate with experiences that enhance knowledge, skills, and dispositions included in successful academic/instructional and social/behavioral learning environments for students with Autism Spectrum Disorder.
Prerequisite(s): Completion of 728.1, X 429.20A, X 429.21A, X 429.22A, and X 429.23A.
Reg# 361402
Fee: $250
Online
July 30–Sept. 10
No refund after Aug. 2.
Tonja Wright, MEd, Early Childhood Special Education Teacher, San Bernardino County

EDUC X 429.20A Characteristics of Students with Autism Spectrum Disorder (ASD) 4.5 units
Instruction focuses on an overview of types, characteristics, and symptoms, including a discussion of current research, theories, and myths regarding Autism Spectrum Disorder (ASD). Discussion also includes how ASD features may impact a student’s classroom activities, behavior, and learning. The course provides a variety of strategies and practical applications for teachers to use when engaging students with ASD to promote social skills and peer integration, enhance learning, and prevent and manage behavioral challenges.
Reg# 361405
Fee: $650
Online
July 16–Sept. 3
No refund after July 19.
Royal Lord, EdD, director of Special Education, West Covina Unified School District

EDUC X 429.24 Portfolio for Educating and Supporting Students with Autism Spectrum Disorder (ASD) 2.0 units
This course provides the candidate with experiences that enhance knowledge, skills, and dispositions included in successful academic/instructional and social/behavioral learning environments for students with Autism Spectrum Disorder.
Prerequisite(s): Completion of 728.1, X 429.20A, X 429.21A, X 429.22A, and X 429.23A.
Reg# 361402
Fee: $250
Online
July 30–Sept. 10
No refund after Aug. 2.
Tonja Wright, MEd, Early Childhood Special Education Teacher, San Bernardino County

Applied Behavioral Analysis

Applied Behavioral Analysis (ABA)
EDUC X 438.3 Research Methods in Behavior Analysis 5.0 units
In this course, students learn how to design and evaluate experimental interventions, as well as measure, display, and interpret results of experimental behavioral interventions. Students interpret published literature using single-case methodology. Students understand the concepts of reliability, validity, accuracy, and variability in interpreting single-case studies. Given the focus on application, students are required to conduct and complete a comprehensive written project utilizing behavior analytic principles. Ethical considerations in the use of behavioral interventions are thoroughly discussed.
Prerequisite(s): X 438.1 Foundations of Behavior Analysis and X 438.2 Functional Assessment in Behavior Analysis.
Reg# 361874
Fee: $899
Online
June 25–Sept. 3
No refund after June 29.
Ramon B. Barreras, PhD, BCBA-D, school psychologist, Montebello Unified School District; board certified behavior analyst and educational consultant, private practice.

EDUC X 438.5 Advanced Behavior Analysis in Applied Settings 4.0 units
Advanced applications of the theory, principles processes, concepts, and terminology of applied behavior analysis (ABA), and the learning principles on which ABA is based within applied educational and clinical settings. In this course, students learn how to design and evaluate experimental interventions. Various methods used to collect, graph and interpret behavioral data will be discussed. Selection of intervention outcomes based on functional behavioral assessments are emphasized. Students learn to make recommendations to clients detailing all contingencies of targeted behavior change. Ethical considerations in the use of behavioral interventions will also be discussed.
Prerequisite(s): X 438.1 Foundations of Behavior Analysis, X 438.2 Functional Assessment in Behavior Analysis, and X 438.4 Ethics in Behavior Analysis.
Reg# 361878
Fee: $779
Online
June 25–Sept. 3
Required course for Applied Behavior Analysis Certificate.
Enrollment limited; advance enrollment required. No refund after June 29.
Ramon B. Barreras, PhD, BCBA-D, school psychologist, Montebello Unified School District; board certified behavior analyst and educational consultant, private practice.

TESL/TEFL Certificate

TESL–English Foreign Language Teaching

TESL/Foreign Language Certification
For information about the TESL/TEFL Certificate, call (310) 825-4191, email econline@uclaextension.edu, or visit education.uclaextension.edu/credentials.

EDUC X 425.01 Methods of Teaching ESL 5.0 units
This practical introduction to the field teaches techniques for teaching listening, speaking, reading, and writing skills to English as second language speakers. Candidates learn to assess learner demands and understand the roles played by instructors of second language learners. A task-focused curriculum and instruction is emphasized. The course also teaches candidates to formulate lesson plans, including writing objectives, employing teaching strategies, selecting classroom materials, and designing assessment for English learners at all levels.
Reg# 361441
Fee: $698
Online
June 25–Aug. 19
No refund after June 29.
No required textbook.
Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016
PHYSICI X 452
Applied Anatomy and Biomechanics
4.0 units
This course provides fitness instructors with an understanding of musculoskeletal anatomy and the application of basic biomechanical principles to the moving body. This application allows fitness instructors to analyze a movement and identify poor mechanics that could contribute to injury, design exercises for particular muscle groups, and more safely and effectively advise on the use of exercise equipment.
Prerequisite(s): A basic course in anatomy and physiology.
Reg# 361297
Fee: $795
Online
June 25-Sept. 9
Required course in Fitness Instruction Certificate. Enrollment deadline: June 29. No refund after June 29.
Elizabeth Likes, MA, exercise physiologist and educator

COM HLT X 421.1
Biomechanics: Analysis of Human Movement
4.0 units 2.0 CEUs
This course covers the biomechanical analysis of human movement based on the mechanical laws of motion. By the end of the course, students should be able to apply mechanical laws of applied physics to human movement, solve biomechanical problems using the laws of applied physics, and understand how musculoskeletal structures affect human movement.
Prerequisite(s): Basic course in anatomy and physiology.
Reg# 361241
Fee: $795
Online
June 25-Sept. 9
NSCA has approved two CEUs for CSCS, NSCA-CPT, CSSP, or TSAC-F certificants who successfully complete this course.
Full elective credit in Fitness Instruction Certificate. Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.
John Farr, MS, MA, CSCS, USAW, strength and conditioning coach

COM HLT X 439
Mindful Eating, Exercise, and Living: The Science and Practice
4.0 units
More than 30 years of research supports the many health benefits of mindfulness-based practices. Emerging research now supports mindful eating as a way of changing our relationship with food. Mindfulness appears to improve emotional regulation. Because much of overeating is driven by stress and emotion, mindfulness training can help us reduce our drives to overeat. In this course, students examine the science supporting mindfulness practices, compassion, gratitude, and forgiveness. Throughout the course, students gain practical experience by practicing meditations and eating exercises supported by NIH-funded research.
Reg# 361475
Fee: $880
Online
June 25-Sept. 9
Full elective course in Fitness Instruction Certificate. Enrollment deadline: June 29. No refund after June 29.
Micheline Vargas, DrPH, RCEP, CSSC, certified nutrition specialist (CNS), Mindful Based Eating Awareness Training (MB-EAT) instructor, and owner/CEO of Lifestyle Therapy Resource Inc.

PHYSICI X 450
Exercise Physiology
4.0 units
This course provides fitness instructors with an in-depth exposure to the interaction of the cardiovascular, respiratory, endocrine, nervous, and musculoskeletal systems during exercise. Instruction emphasizes practical application of the physiologic concepts in determining fitness levels, prescribing exercise, and monitoring people for signs of overexertion and underlying disease. Topics include energy metabolism; the circulatory, respiratory, muscular, and endocrine systems; environmental considerations; principles of exercise training; and theories of obesity and weight control; and exercise, age, and disease.
Prerequisite(s): Basic course in human biology or anatomy and physiology.
Reg# 361239
Fee: $795
Online
June 25-Sept. 9
Required course in Fitness Instruction Certificate. Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.
Alin Akopian, MD, PhD

PHYSICI X 449
The Human Body: How It Functions
4.0 units
The body is a dynamic organism exhibiting a complex integration of biochemical, mechanical, and physical functions. This course provides a systems approach to understanding the normal function of cells, tissues, and organs of the human body. Students will learn about the muscular, nervous, cardiovascular, respiratory, digestive, renal, endocrine, reproductive, sensory, and cognitive systems. Instruction develops from molecular and cellular principles, through organs and organ systems. It also covers energy metabolism and fluid compartments; considering homeostasis and responses to stress; and concluding with central nervous system functions in movement, consciousness, and language.
Reg# 361994
Fee: $795
Online
June 25-Sept. 9
This course provides a foundation for additional required courses in the Fitness Instruction Certificate and should be taken first. Meets physiology requirement in Fitness Instruction Certificate. Visitors not permitted. Enrollment deadline: June 29. No refund after June 29.
John Farr, MS, MA, CSCS, USAW, strength and conditioning coach
Fitness Instruction
Certificate

Join Team Elite!
We've got your back ... and your abs, quads, glutes, and hamstrings!

UCLA Extension's Fitness Instruction Certificate combines:
• **Theoretical knowledge** you'll need to stand out in the field
• **Practical training** to hone the skills that keep you marketable

Our comprehensive certificate and one-stop shop are why personal trainers, coaches, fitness enthusiasts, dietitians, nurses, and psychologists, and those seeking to change careers, make UCLA Extension their top pick. Our sought-after graduates go on to become leaders in the industry and shape the health of generations to come!

**Offered This Quarter**
- Human Anatomy and Physiology
- The Human Body: How it Functions
- Introduction to Human Nutrition
- Applied Anatomy and Biomechanics
- Exercise Physiology
- Mindful Eating, Exercise, and Living: The Science and Practice
- Biomechanics: Analysis of Human Movement

- Offered online.

For More Information
fitness@uclaextension.edu | (310) 825-7093 | uclaextension.edu/fitness

Prepare for an Advanced Degree

Select courses can be applied as prerequisites for a master of science degree in Kinesiology from California State University, Northridge (CSUN).

For more information, contact UCLA Extension at (310) 825-7093 or fitness@uclaextension.edu.

Are You Pre-Med?

Or Preparing to Become a Nurse, Dentist, Veterinarian, or Physician Assistant?

**Fulfill your science prerequisites and other requirements here!**
Each quarter, we offer many courses geared specifically to students preparing for careers in the health care field.

**Our science courses offer**
- Credit that transfers to all UC campuses and many other universities and colleges (visit uclaextension.edu/degreecredit)
- Convenient evening and weekend courses

**Pre-Medical & General Science Studies Certificate**
This 12-course certificate qualifies you for financial aid, while providing a structured academic background in basic math and science preparation for students interested in pre-medical studies, science, or health-related fields.

Page 123.

**Basic Concepts & Skills of Perioperative Nursing**

For the Advanced-Practice Registered Nurse (APRN)
October 20

Offered in partnership with Long Beach Memorial & Miller Children’s Hospital Nursing Education Department, an American Nurses Credentialing Center's Magnet Recognition Program.

Increase your understanding of perioperative patient care needed to be admitted to Extension's RN First Assistant Program.

Designed to clinically prepare you to function in the surgical arena, this 8-hour course is directed toward all APRNs (NPs, CNMs, CNS, nurse anesthetists) who need experience in perioperative patient care.

**Lecture & Practicum Topics**
- Pre- & post-operative care
- Aseptic technique
- Scrubbing, gowning, and gloving
- Surgical instruments
- Surgical conscience
- Creating and maintaining a sterile field
- Positioning the patient
- Equipment and product safety
- General concepts of anesthesia
- Use of perioperative medications

**Prerequisite:** Nationally certified or eligible APRNs who plan to enroll in the CCI-accepted UCLA Extension RNFA program.

**Course Coordinator:**
Bob Salsameda, MSN, RN, NP-C, CRNFA

For More Information
(310) 825-7093 | health.uclaextension.edu/RNFA
Alcohol & Drug Abuse Counseling Certificate

Employment Projected to Grow 23%*

According to the recent landmark publication entitled Surgeon General’s Report on Alcohol, Drugs, and Health, substance misuse and substance use disorders are estimated to cost the United States more than $400 billion in crime, health, and lost productivity.

The good news is that well-supported scientific evidence shows that substance use disorders can be effectively treated, with recurrence rates no higher than those for other chronic illnesses such as diabetes, asthma, and hypertension. With comprehensive continuing care, recovery is now an achievable outcome.

UCLA Extension’s certificate prepares individuals interested in getting started in the field of addiction counseling. Licensed mental health professionals, other allied health professionals, and social services workers looking to add specific knowledge and skills to their practice also can benefit from this program.

Where Do Our Graduates Work?
- Outpatient treatment facilities
- Hospital-based recovery programs
- For-profit residential treatment facilities
- Mental health and community agencies
- VA facilities
- Private practice
- Prisons

The UCLA Extension Alcohol and Drug Abuse Counseling Certificate is approved by CCAPP-EI.

Funding Opportunities and The Zappala Family Scholarship
Students who want to apply for a scholarship should contact Lisseth Gutierrez at scholarships@uclaextension.edu or call (310) 825-7093.

All prospective students must complete the following prerequisites which are offered in the Summer Quarter.

COM HLT X 470.3 Developmental Aspects of Psychology and Addiction
2.0 units
This course provides students with a basic level of understanding of the etiology of addiction and clinical implications derived from the application of psychological knowledge to chemically dependent behavior. To understand its complicated nature as a disease, the course focuses on current genetic, environmental, and psychosocial research in the development of substance use disorders. Specific topics to be covered include the biological, developmental, psychological, environmental, and social factors that lead to vulnerability to addictions; symptoms of addictive disorders; and prevalence across the life span among target populations, including adolescents, seniors, families, and those with trauma exposure. We also examine various treatment approaches from a developmental perspective, including translational approaches to treatment that bridge biology and behavior.

Reg# 361462
Fee: $455
❖ Classroom
5 mtgs
Thursday, 6:30-9:30pm, June 26–July 26
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

Required course in the Alcohol and Drug Abuse Counseling Certificate. Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request.


Joy Chudzynski, MS, PsyD
Sherry Larkins, PhD, research sociologist, Integrated Substance Abuse Programs, UCLA

COM HLT X 470.6 Law and Ethics for Addiction Professionals
2.0 units
This course is designed to help students clarify their own beliefs and values; review the dynamics of the profession’s Code of Ethics; gain knowledge about legal implications; and explore ethical issues related to substance use disorder counseling. In addition, students learn about the scope of practice for certified addiction counselors.

Reg# 361499
Fee: $475
❖ Classroom
6 mtgs
Thursday, 6:30-9:30pm, Aug. 2–Sept. 6
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

Required course in the Alcohol and Drug Abuse Counseling Certificate. Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request.


Shawn Kravich, Esq., director, Los Angeles HIV Law and Policy Project; interim director, Cancer Legal Resource Center; adjunct professor of Law, Loyola Law School Los Angeles. Mr. Kravich is a member of the California, New York, and Connecticut State Bars.

COM HLT UL 731 New Student Orientation—Alcohol and Drug Abuse Counseling Certificate

For this quarter’s courses, see page 104.

For Continuing Students

COM HLT X 470.3: Developmental Aspects of Psychology & Addiction
COM HLT X 470.6: Law and Ethics for Addiction Professionals
COM HLT X 470.10: Family Counseling Skills

Individual Counseling Skills; COM HLT X 470.9 Group Counseling Skills.

Reg# 361465
Fee: $695
❖ Classroom
11 mtgs
Tuesday, 6:30–9:30pm, June 26–Sept. 4
UCLA Extension Lindbrook Center: 10920 Lindbrook Dr.

Required course in the Alcohol and Drug Abuse Counseling Certificate. Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request.


Barbara Bienstock, LCSW, psychotherapist in private practice specializing in individual, couples, and family psychotherapy

Health Care Management

HLT POL X 440 Introduction to the U.S. Health Care System
4.0 units
This course provides a broad yet comprehensive overview of the health care system, components of the system (public, private, regulatory, and health care professionals), how we pay for health care, how health care is delivered, healthcare from the consumer’s perspective, and emerging health care issues in the 21st century (e-medicine, quality measurement, patient safety, and technology). Interdisciplinary faculty from the School of Business Administration, Health Sciences, and Resource Center; adjunct professor of Law, Loyola Law School Los Angeles. Mr. Kravich is a member of the California, New York, and Connecticut State Bars.

Reg# 361379
Fee: $1,038
❖ Classroom
11 mtgs
Tuesday, 6:30–9:45pm, June 26–Sept. 4
UCLA Extension Woodland Hills: 21650 Oxnard Street

Open to all students, certificate candidacy is not required.


Anida Das, M.D., M.P.H., F.A.A.P.

HLT POL X 444 Strategy and Marketing for Health Organizations
4.0 units
This course provides a broad yet comprehensive overview of health care services and products, as well as strategy and marketing concepts, issues, and tools. Topics include mission and vision assessment; competitive and organizational analysis; SWOT analysis; scenario development; the strategic planning process; market analysis and positioning; marketing segmentation and research; and price and product promotion from the hospital/health system, pharmaceutical, physician/provider, and health plan perspective.

Reg# 361242
Fee: $1,038
❖ Classroom
11 mtgs
Tuesday, 6:30–9:30pm, June 26–Sept. 4
UCLA Extension Woodland Hills: 21650 Oxnard Street

Prerequisite: HLT POL X 440 Introduction to the U.S. Health Care System is strongly recommended.

This course is open to all students; certificate candidacy is not required.


James Lott, PsyD, MBA

* BLS: Growth projected from 2016-2026, much faster than the average for all occupations.

For More Information
mentalhealth@uclaextension.edu | (310) 825-7093
uclaextension.edu/addictionscounseling
RN First Assistant
Training Programs

April 12–14; May 17–19, 2019

The RN First Assistant (RNFA) Program consists of 52 hours of lecture and laboratory, plus a required independent preceptorship.

The RNFA’s role is diverse, involving close relationships with the surgeon and patient. In this program, students receive a thorough grounding in principles, and are taught the intricate skills necessary to assume responsibilities in scrubbing, draping, retracting, exposing, clamping, ligating, and suturing.

Practicing surgeons, clinical professionals, and perioperative nurse specialists provide the knowledge and techniques essential for assuming the position of RNFA.

Applications are now available. Enrollment limited; early application advised.

Learn More
(310) 825-7093 | health.uclaextension.edu/RNFA

The Zappala Family
Scholarship Fund

For New Students Enrolling in the Alcohol and Drug Abuse Counseling Certificate—Fall 2018

The Zappala Family Scholarship Fund, established in 2013, supports new students enrolling in the UCLA Extension Alcohol & Drug Abuse Counseling Certificate. When it comes to the cycle of addiction, skilled and well-trained counselors make all the difference in the lives of those who struggle with the disease. This scholarship was created to provide qualified individuals the opportunity to pursue a professional career as a substance use disorder counselor.

The Zappala family has been personally touched by the devastating effects of addiction and strongly believes in supporting the education of those seeking to help individuals and families overcome addiction, achieve recovery, and return to a healthy way of living. Thanks to the support of qualified and compassionate counselors, a member of the Zappala family successfully received treatment for addiction, rebuilt a sober life, and later pursued his own career in addiction counseling after completing his certificate in Alcohol & Drug Abuse Counseling at UCLA Extension. In gratitude for that support, the Zappala family offers assistance to those pursuing careers in addiction counseling to ensure that expert counselors are readily available for other families like theirs.

Applications for the 2018/2019 scholarship awards will be open from April 2 through July 2.

If you have questions about the Zappala Family Scholarship Fund or the application process, please contact Lisseth Gutierrez at scholarships@uclaextension.edu or (310) 825-7093.

Health Care Management
& Leadership Certificate

Explore a Career in the Growing Field of Health Care Management!

Have you considered a career in health care management? This important sector represents $2.5 trillion and more than 17% of our GDP.

We are witnessing:
• Strong investment in health information technology and insurance reform
• Greater demand for well-trained professionals

Our Health Care Management and Leadership Certificate prepares you for success and is ideal both for those breaking into the profession, as well as those seeking to advance their careers. Through convenient evening and weekend courses, you can build your managerial and leadership skills, and be set for success in this growing industry.

This certificate is designed for:
• Working health care professionals seeking to increase their management skills
• Professionals looking to transition into the health care industry

Our certificate prepares you for careers in:
• Hospitals
• Acute care settings
• Medical groups
• Ambulatory care
• Long-term care
• Health plans and health insurance
• Government agencies and community-based organizations
• Public and nonprofit agencies

Curriculum
The curriculum currently consists of 7 required courses and 1 elective.

For Complete Information
health.uclaextension.edu
Health Coaching Certificate

Health coaching is an effective values-based strategy that allied and mental health professionals can apply in their practice to support clients in making self-directed and lasting health behavior changes. By integrating evidence-based skills such as accurate empathy, motivational interviewing, and assessment for stage of change, health coaches can more effectively foster self-efficacy, and support well-being.

Program Prerequisites
To ensure a baseline of knowledge and experience for all students, applicants must meet one of the following prerequisites:

• A bachelors degree in health-related field from an accredited educational institution
• Current licensure, registration, or certification from a state board or nationally recognized professional organization (i.e., medical, nursing, dietetics, psychology, addiction counseling, fitness, allied health)

Offered This Quarter

COM HLT X 480.3 Motivational Interviewing: 12 Core Skills
Page 108.

Health Coaching

COM HLT X 480.3 Motivational Interviewing: 12 Core Skills
4.0 units
This introductory course covers the history, evidence-base and counseling skills of motivational interviewing. Topics include: what is MI?; the history of MI; evidence-base for use in behavior change; basic elements of motivational interviewing including accepting the client, compassion, collaboration, curiosity; 4 processes of MI: engaging, guiding, evoking and planning; assessing a client’s readiness to change; use of a Readiness to Change Ruler; eliciting change talk; crafting and asking open-ended questions; reflective listening skills; affirm or end on the positive; exploring importance and confidence; utilizing confidence ratings; normalizing talk and behaviors; decisional balancing; utilizing written decisional balance exercises; supporting self-efficacy and autonomy; Utilizing DANCR Steps including Desire, Ability, Need, Commitment, Reasons to change; when to provide advice/feedback or use a directing-helping style; when to utilize paradoxical statements.
Reg# 361979
Fee: $965
Online June 25-Sept. 9
Required course in the Health Coaching Certificate.

Patient Advocacy
For more information call (310) 825-7093.

HLT POL X 407.3 Communication Strategies in the Health Care System
4.0 units
Excellence in communications is key to providing quality health care and safe patient outcomes. In their role as liaison, patient advocates often communicate with the health care team about patient satisfaction, emergent complaints, access to care, insurance issues, and other matters of importance to patients and families. This course teaches the critical skillsets necessary to effectively communicate both verbally and in writing when advocating in the health care setting.
Reg# 361454
Fee: $785
Online June 25-Sept. 9
Required course in Patient Advocacy Certificate. Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.
Amy Morse, MSed, CCLS, president of the Child Life Council

HLT POL X 407.4 Health Care Law and Legal Issues in Patient Advocacy
4.0 units
Our nation’s health care providers and delivery systems conduct their varied activities under an array of ever-changing, complex state and federal laws. To function effectively, patient advocates need a current working knowledge of the laws and regulations involving patient rights and responsibilities. Taught by experts in health law, this course presents the fundamental legal structure that affects the provision of health care in the United States.
Reg# 361453
Fee: $785
Online June 25-Sept. 9
Enrollment limited to 25 students. Enrollment deadline: June 29. No refund after June 29.
Marcy Boroff, JD, MPH

HLT POL X 407.7 Introduction to Bioethics
4.0 units
Patients often are faced with a variety of options and alternatives in making decisions about their health care, particularly as the health care system has evolved to a more patient-centered mode of practice. In their role as educators and liaisons, patient advocates will need a working knowledge of ethical issues involving patient, family, and physician rights and responsibilities. This course provides an overview of the ethical and moral questions that arise in the practice of patient advocacy in relation to medical treatment and scientific research.
Reg# 361451
Fee: $785
Online June 25-Sept. 9
Enrollment limited to 25 students. Visitor not permitted. Enrollment deadline: June 29. No refund after June 29.
Marcy Boroff, JD, MPH

Student not permitted. Enrollment limited to 25 students.

Public Health

For more information call (310) 825-7093.

COM HLT X 471 Addiction Science: Neurobiology, Prevention and Treatment
4.0 units
This course will overview the neuroscience, pharmacology, and psychosocial mechanisms related to substance use disorders and behavioral addictions. Students will learn the current research about prevention and effective treatment of the growing addiction problems our nation is facing including medication assisted treatment, behavioral therapy and social support from family, friends and the recovery community. Pre-health science students (pre-med, pre-nursing; pre-pharmacy; pre-physical assistants; pre-physical therapy etc.) will benefit from learning about one of the greatest health challenges they will encounter in their professional practice. Be at the forefront of prevention and treatment by arming yourself with the knowledge you will need to address this devastating epidemic.
Prerequisites: Life Sciences XL 7A, 7B, 7C.
Reg# 361997
Fee: $775
Online June 25-Sept. 9
Enrollment deadline: June 29. No refund after June 29.
Sheila Pakdaman, MS, published researcher and lecturer in addiction science.
Health Sciences

Patient Advocacy Certificate

Join a growing profession by enrolling in the UCLA Extension Patient Advocacy Certificate.

In the complex and fast-evolving field of health care, patients encounter a wide variety of options and obstacles that can overwhelm their ability to understand and effectively navigate the health care system.

Patient advocates:
• Help patients navigate health care and insurance
• Interface with patients, families, and the health care team to mediate and solve problems
• Foster compliance
• Find patient-centered solutions that achieve positive outcomes
• Improve the patient experience

Offered This Quarter

- HLT POL X 4073 Communication Strategies in the Health Care System
- HLT POL X 4074 Health Care Law & Legal Issues in Patient Advocacy
- HLT POL X 4077 Introduction to Bioethics
- HLT POL X 4078 Care Planning & Patient Navigation

For More Information
patientadv@uclaextension.edu | (310) 825-7093 | uclaextension.edu/patientadv

UCLA Medical Assistant Program (UCLA MAP)

NEW Certificate Program

Become a medical assistant in 12 months!
Apply for Fall 2018!

Medical assistants play an essential role in providing health care. They take vital signs, administer medications, and perform administrative tasks, helping physicians care for patients.

The UCLA Medical Assistant Program (MAP), offered through a partnership between UCLA Health and UCLA Extension, combines the theory and practical experience necessary to prepare students to transition successfully into a career as a medical assistant.

Program Highlights
• The four-quarter program includes 775 units of course work and 160 hours of clinical internship hours.
• Course of study prepares students for the American Association of Medical Assistants’ (AAMA) Certified Medical Assistant (CMA) exam.
• Curriculum is reviewed and approved by an advisory board comprised of practitioners in the field, industry leaders and UCLA physicians, nurses and administrators from UCLA academic departments.
• A college degree is not required to enter the program.

Applications are due May 2018.

For complete details and application process, visit health.uclaextension.edu/ucla-map.

Pediatric Medicine Specialization

New

This specialization is designed for students who want to explore the specialty of pediatric medicine. This program is perfect for pre-medical and pre-health students, as well as professionals already working in health care who are seeking more knowledge in the field of pediatrics.

This fully online specialization consists of only 2 courses and is open to all students.

For More Information
humsci@uclaextension.edu | (310) 825-7093 | health.uclaextension.edu/pediatric

Transfer Credit Psychology Courses

Offered This Quarter

- Introductory Psychology
- Abnormal Psychology
- Developmental Psychology

Courses begin on page 110.

Medical Terminology

This fully online course teaches key principles of medical terminologies through word roots, medical abbreviations, and related body systems.

Students develop medical vocabulary applicable to all specialties of medicine and a basic understanding of anatomy and major body systems.

Page 128.
**Plot Your Future in GIS**

**With Our New Specializations**

**Digital Cartography**
Learn how to effectively communicate using maps and geographic information.

**Required Courses**
- GEOG XL 167 Cartography

**Geospatial Imagery Analysis**
Learn how to apply GIS image analysis techniques to data retrieved using remote sensors, including satellite and aerial imaging platforms.

**Required Courses**
- GEOG XL 169 Satellite Remote Sensing and Imaging

**Web Mapping**
Learn how to construct sophisticated interactive Web maps using both existing Web mapping platforms and custom programming solutions.

**Required Courses**
- GEOG X 191A Web Mapping Fundamentals
- GEOG X 191B Web Map Programming

**Offered this quarter**

**Map Out a Better Future**

**With UCLA Extension’s GIS & Geospatial Technology Certificate Program**

With location-aware technologies becoming more prevalent in everyday life, the Geographic Information Systems (GIS) industry is growing and becoming more important than ever before.

Created in collaboration with the UCLA Department of Geography, this fully online program will give you the conceptual and practical knowledge to apply GIS and mapping in the workplace.

**Required Courses**
- GEOG XL 7 Introduction to GIS
- GEOG XL 168 Intermediate GIS
- GEOG XL 170 Advanced GIS
- GEOG XL 167 Cartography
- GEOG XL 173 GIS Programming

**Offered this quarter**

**Who Should Apply?**

No prior GIS experience is required. The certificate program is ideal for both early-career and mid-career professionals. Courses will equip students with the ability to leverage the power of GIS and geospatial technology in the workplace.

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**Summer Pricing**

For the Summer Quarter, Extension courses numbered 1-199 are priced in concert with offerings of UCLA Summer Sessions. For further information about UCLA Summer Sessions, see www.summer.ucla.edu.

**Social Sciences**

For more information call (310) 825-7093.

**Psychology**

**PSYCH XL 127A**

**Abnormal Psychology**

4.0 units

This course presents the study of psychological disorders including depression, anxiety, substance use disorders, and schizophrenia across lifespan. The role of biological, behavioral, social, cognitive, and cultural factors, diagnosis and treatment approaches are reviewed. Students will critically evaluate theories, research, and treatment related to psychological disorders from a cultural and social perspective. Discussion will focus on how stigma affects access to care and what practices can be implemented to support inclusiveness. 

Prerequisite(s): Psychology XL 10 (Introductory Psychology)

Reg# 359369

Fee: $1,404

- Classroom
  - 22 mtgs
  - Monday, Wednesday, 6:30-8:30pm, June 25-Sept. 5
  - UCLA: Royce Hall
  - Thursday, 6:15-9:15pm, June 28-Sept. 6
  - UCLA: Royce Hall

No meeting July 4; Sept. 3.

Visitors not permitted. Enrollment deadline: July 5. No refund after July 12.

**PSYCH XL 130**

**Developmental Psychology**

4.0 units

This course covers the developmental aspects of physical, mental, social, and emotional growth from birth to adolescence.

Prerequisite(s): Psychology XL 10 (Introductory Psychology) and Psychology XL 100A (Psychological Statistics)

Reg# 361545

Fee: $1,404

- Classroom
  - 11 mtgs
  - Thursday, 6:30-9:30pm, June 28-Sept. 6
  - UCLA: Bunche Hall

Lecture three hours. Weekly one-hour discussion online through the Canvas Learning Management System.

Visitors not permitted. Enrollment deadline: July 5. No refund after July 12.

Lynn Davidson, PhD

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Languages & English as a Second Language

What Our Students Say

“UCLA Extension Intensive English programs made me a confident English language speaker; I improved my listening, writing, and speaking skills. The instructors were professional, dedicated, and encouraging.”
— Sofia Carneiro, Mosquera, Spain

Learn a Language Online

This quarter, choose from 3 elementary language courses offered online.

Elementary Spanish (SPAN XL 1, SPAN XL 2 & SPAN XL 3)
Most courses offer transfer credit*.
Page 112.

* Transfer credit conferred by receiving institution.

Become an Interpreter

in Just 1 Year!

Applications for Legal Interpretation and Translation are still being accepted. Classes start August 4. Contact us today and secure your spot in this unique program.

Admission Requirements
- Applicants must be fluent and bilingual in Spanish/English with college-level knowledge of each language (verbal and written).
- Pass the online entrance assessment ($20 fee).
- Complete the application form and submit the $125 nonrefundable certificate fee.
Admission notification is by email and phone; you’ll be expected to join the incoming year’s class.

For More Information
interpretation@uclaextension.edu | (310) 825-7093 | uclaextension.edu/interpretation

* To participate, you need access to a computer with a microphone.

Course Icons Provide Information At-a-Glance

- ONLINE COURSE
  Technical requirements, page 4
- HYBRID COURSE
- WEB-ENHANCED COURSE
- ON-GROUND COURSE
- TEXTBOOK REQUIRED
  Visit our website for textbook information.
- UC CREDIT
  May be transferable to other colleges and universities, page 5
Intensive ESL Programs

The American Language Center (ALC) has been offering high-quality English as a Second Language (ESL) instruction to international visitors and local residents since 1975. In addition to individual courses, the ALC offers several types of intensive programs.

Intensive ESL Programs

Full-Time Academic Intensive English Program (AIEP)

Monday-Thursday, 9am-3pm
Frday, 9am-12pm

Designed to prepare participants for undergraduate and graduate degree programs in U.S. colleges and universities.

AIEP also is appropriate for non-college-bound students who prefer a more academically oriented course of English language study.

Full-Time Intensive English Communication Program (IECP)

Monday-Thursday, 9am-5pm

IECP focuses on practical day-to-day communication in English and emphasizes listening and speaking, as well as instruction in pronunciation, writing, and oral grammar.

Contact Us

UCLA Extension
American Language Center
10995 Le Conte Ave., Suite 614
Los Angeles, CA 90024-1333
Telephone: (310) 825-9068
Fax: (310) 825-6747
Email: alicent@uclaextension.edu

This school is authorized under federal law to enroll non-immigrant students.

For Complete Details

uclaextension.edu/alc

English as a Second Language

For more information call (310) 825-8347.

ESL X 433B
High-Intermediate English as a Second Language

4.0 units

This 4-unit course is designed to improve students’ academic English skills. The writing component focuses on academic composition skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as for improving vocabulary, while grammar is studied in the context of these activities.

Prerequisite(s): Students who wish to enroll in this course must have a TOEFL (iBT) score between 91 and 99 or IELTS score of 6.5 with a 6.5 or above in writing.

Reg# 362056
Fee: $880
Hybrid
11 mtgs
Friday, 12:15-4:15pm, June 29-Sept. 7
UCLA Extension Lindbrook Center:
10920 Lindbrook Dr.
Enrollment required for first class.
Enrollment limited to 18 students. No refund after July 4.
Instructor to be announced

Reg# 362060
Fee: $880
Hybrid
11 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.
Instructor to be announced

Languages

For more information call (310) 825-7083.

Spanish

SPAN XL 1
Elementary Spanish

4.0 units

This course begins a program of three courses (XL 1, XL 2, XL 3) covering first year college-level Spanish. Using a communicative integrated skills approach, the program simultaneously develops speaking, listening, reading, and writing skills. Reading and writing activities provide opportunities to practice key grammatical structures, acquire vocabulary, and develop cultural insights. Instruction emphasizes the present tense of regular and major irregular verbs and the building of a basic conversational vocabulary. Conducted entirely in Spanish; no previous knowledge of Spanish required. Not open to students who have learned, from whatever source, enough Spanish to qualify for more advanced courses. Academic credit not available to native speakers.

Reg# 361119
Fee: $1,404
Online
June 25-Sept. 3
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: June 29. No refund after June 29.

Ingrid Norrmann-Vigil, PhD, Applied Linguistics, UCLA

Reg# 362055
Fee: $880
Online
June 25-Sept. 9
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.

Reg# 362060
Fee: $880
Hybrid
11 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.

Instructor to be announced

ESL X 433C
Advanced English as a Second Language

4.0 units

This 4-unit course is designed to refine students’ academic English skills. The writing component focuses on academic composition and research skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as for improving vocabulary, while grammar is studied in the context of these activities.

Prerequisite(s): Students who wish to enroll in this course must have a TOEFL (iBT) score between 83 and 99 or IELTS score of 6.0 with a 6.5 or above in writing.

Reg# 362056
Fee: $880
Hybrid
11 mtgs
Friday, 12:15-4:15pm, June 29-Sept. 7
UCLA Extension Lindbrook Center:
10920 Lindbrook Dr.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 4.
Instructor to be announced

Reg# 362060
Fee: $880
Hybrid
11 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.
Instructor to be announced

Reg# 362055
Fee: $880
Online
June 25-Sept. 9
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.

Instructor to be announced

Reg# 362060
Fee: $880
Hybrid
11 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.

Instructor to be announced

ESL X 433C
Advanced English as a Second Language

4.0 units

This 4-unit course is designed to refine students’ academic English skills. The writing component focuses on academic composition and research skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as for improving vocabulary, while grammar is studied in the context of these activities.

Prerequisite(s): Students who wish to enroll in this course must have a TOEFL (iBT) score between 83 and 99 or IELTS score of 6.0 with a 6.5 or above in writing.

Reg# 362056
Fee: $880
Hybrid
11 mtgs
Friday, 12:15-4:15pm, June 29-Sept. 7
UCLA Extension Lindbrook Center:
10920 Lindbrook Dr.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 4.
Instructor to be announced

Reg# 362060
Fee: $880
Hybrid
11 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.
Instructor to be announced

Reg# 362055
Fee: $880
Online
June 25-Sept. 9
Textbook required for first class.
Enrollment limited to 18 students. No refund after July 6.

Instructor to be announced
Horseback Riding Program

Horses are among the most magnificent animals in the world. In this hands-on program, students will learn the fundamentals of proper horse care, including nutrition, first aid, hoof care, and much more! Students will also learn the art of horseback riding, including safe and effective riding techniques, in this comprehensive program. This 8-week course is taught by highly experienced equine professionals at the Traditional Equitation School at the L.A. Equestrian Center in Burbank.

For More Information
(310) 825-7093 | humanities.uclaextension.edu/animals
The Osher Lifelong Learning Institute (OLLI) at UCLA provides a unique opportunity for individuals 50+ to be part of an exciting and academic program comprised of courses, lectures, discussion groups, special events, screenings, field trips, and social gatherings—all free of homework, grades, or tests! Courses meet in Westwood and Woodland Hills.

All OLLI Members Enjoy:
- Invitations to unique programs and activities
- Access to award-winning instructors and compelling courses
- Connection with OLLIs across the nation
- Discounts on goods and services in Westwood Village

Membership Options
Your annual membership begins the quarter you join and lasts for one full year. You will be prompted to purchase a membership when you enroll in an OLLI course. You can enroll in courses online, by mail, in-person, or by phone at (310) 825-9971.

OLLI Basic Membership $50
Basic members enroll at regular course fees.

OLLI Plus Membership $295
Plus members enroll at significantly reduced course fees.

A membership covers one person and is nonrefundable and not transferable to a family member or friend. Guests must receive permission to attend OLLI classes; call the OLLI office to request a 1-session guest pass at least 24 hours in advance. Auditing is not allowed. UCLA Extension’s Senior Citizen Discount does not apply to OLLI courses or OLLI membership. Many OLLI courses have limited enrollment; early enrollment is advised!
GENIIT 711.340
On Clacconnes and Passacaglias
Originating from theaurally transmitted activities in the 16th century, clacconnes and passacaglias came to encompass a broad spectrum of social and cultural meanings within the tradition of Western-European music. Popular during the baroque era, clacconnes and passacaglias have several shared characteristics—including an intrinsic tie to dance, improvisation, and display of virtuosity. At the same time, the simple structural rules of the two forms allow even the untrained ear to learn to hear the creative process of variation, which occurs over repeating short harmonic and melodic formulae. This uncomplicated framework provides a degree of transparency and familiarity for the experienced and amateur audiences alike. The study of clacconnes and passacaglias, therefore, allows us to gain access to rather complex improvisation-inspired compositions without the necessity of rigorous formal training in music.

Reg# 361833
 Fee: $135
 Classroom 8 mtgs
 Tuesday, 6:30-8:30pm, June 26-Aug. 14
 UCLA Extension Gray Center:
 1145 Gage Ave.
 Plus members pay only $40 for this course.
 Visitors not permitted. No refund after July 5.
 Anahit Rostomyan
 MMus in Organ Performance, MA in Musicology. In addition to pursuing dual DMA and PhD degrees in these two fields of study at UCLA, she is an avid performer of period keyboard instruments.

GENIIT 711.241
Cosmology, Astronomy, and Space Exploration in the News
The cosmos is alive! The universe is expanding, and the rate of the expansion is speeding up. What's causing the acceleration? Did the Big Bang really go "bang"?
What are multi-verses? Do we have proof of planets orbiting stars other than the sun? Due to advances in technology, the basics of what we thought we knew about the birth of the universe, the Milky Way galaxy, our solar system, and the possibility of sending humans to Mars, is evolving almost daily. This class is designed to review what we know now, and what we hope to find out, by discussing the latest cosmic discoveries and space news.

Reg# 360913
 Fee: $135
 Classroom 8 mtgs
 Wednesday, 1-3pm, June 27-Aug, 22
 UCLA Extension 1010 Westwood:
 1010 Westwood Blvd.
 No meeting July 4.
 Plus members pay only $40 for this course.
 Visitors not permitted. No refund after July 6.
 Shelley R. Bonus
 award winning writer, astronomical historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

GENIIT 711.261
Art of the French Revolution: Baroque to Romanticism
In late 17th century and 18th century France, art was used as a powerful tool by the ruling class and others seeking power and change. Through beauty and propaganda, art was used to present power, sway beliefs, entice virtue and make social commentary. This course looks at how French art develops from the Baroque under Louis XIV, through the Neoclassicism of Enlightenment and Revolution, to Romanticism emerging at the onset of the 19th century.

Reg# 361495
 Fee: $115
 Classroom 6 mtgs
 Wednesday, 1-3pm, June 27-Aug, 15
 UCLA Extension Woodland Hills:
 21650 Oxnard Street
 No meetings July 4 & 25.
 Plus members pay only $34 for this course.
 Visitors not permitted. No refund after July 6.
 Katherine Zoraster
 MA, adjunct professor of Art History at Moorpark College, CSU Northridge, and the Los Angeles Academy of Figurative Arts

GENIIT 771.339
Religions of India
Most Westerners do not realize that several religions originated in India, in addition to Hinduism—Buddhism, Jainism, and the Sikh tradition. How do so many religions, born from the same place, interact? How do they deal with the introduction of the three great Western religions: Islam, Judaism and Christianity? This course addresses these questions through lectures, audiovisuals, lively class discussions, and even a taste of India. Suggested background reading: Mittal and Thurston’s Religions of South Asia. After the final class, we will enjoy an optional field trip up the street to Bombay Bites.

Reg# 361827
 Fee: $135
 Classroom 8 mtgs
 Thursday, 10am-12pm, June 28-Aug. 16
 UCLA Extension 1010 Westwood:
 1010 Westwood Blvd.
 Plus members pay only $40 for this course.
 Visitors not permitted. No refund after July 6.
 Phyllis Herman
 PhD, chair, Department of Religious Studies, CSU Northridge

GENIIT 771.332
All Killer, No Filler: Eight Musicians at their Critical and Commercial Peak
While some artists manage to have lengthy careers, it’s a fact that they will only be at their creative and commercial peaks for a specific period of time. Some manage to stretch that period out for longer than others, but they all, for a brief time, tap into something special in the universe and harness its power to create works that sell by the millions and end up standing the test of time. What is it that allows this creatively fruitful period to happen? For every artist, the answer is different, which is why the course explores eight artists during what Jack Hamilton would call their classic period, the point at which they created their most inspired works, what got them there, and what kept them there for those years. Artists include Elton John, Van Morrison, Elvis Costello, Neil Young, Joni Mitchell, Aretha Franklin, Stevie Wonder, and Michael Jackson.

Reg# 361573
 Fee: $135
 Classroom 8 mtgs
 Thursday, 1-3pm, June 28-Aug. 16
 UCLA Extension 1010 Westwood:
 1010 Westwood Blvd.
 Plus members pay only $40 for this course.
 Visitors not permitted. No refund after July 6.

Max Keller
 UCLA in Film and Television Producing, DRM project coordinator at IMAX, Film and Video instructor at several community colleges.

GENIIT 771.225
Binge Watching Bogey
He wasn’t tall, he wasn’t really handsome, and most of the time he wasn’t even admirable, but America loved Humphrey Bogart. He was an anti-hero twenty years before the term had been coined, and the films he left behind are remarkably varied and still wonderfully entertaining. We begin with John Huston’s The Maltese Falcon, a classic detective story; followed by High Sierra, in which Bogey plays a criminal on the run; and Casablanca, arguably the most beloved America movie of all time. In Huston’s The African Queen, we follow a grumpy Bogey (and Katharine Hepburn) down the Ulanga River before traveling from Hollywood to Italy in The Barefoot Contessa. We end with director Nicholas Ray’s intriguing In a Lonely Place, which comes closer to the real Humphrey Bogart than any of his other films.

Reg# 361010
 Fee: $130
 Classroom 6 mtgs
 Friday, 1-3:30pm, June 29-Aug. 3
 UCLA Extension 1010 Westwood:
 1010 Westwood Blvd.
 Plus members pay only $30 for this course.
 Visitors not permitted. No refund after July 9.
 Brandon French
 PhDs in English and Psychoanalysis; has been an assistant professor of English at Yale, playwright and screenwriter, and a psychoanalyst in private practice. Over 60 of her short stories have been published by literary journals and anthologies.

GENIIT 771.207
Spanish I for Everyday Life
Gain the essential tools to survive in situations in which Spanish must be used. Learn essential vocabulary to communicate in everyday life. This course is intended for students who have not had a great deal of exposure to the language.

Reg# 360916
 Fee: $135
 Classroom 9 mtgs
 Tuesday, 10am-12pm, July 10-Aug. 28
 UCLA Extension 1010 Westwood:
 1010 Westwood Blvd.
 Plus members pay only $40 for this course.
 Visitors not permitted. No refund after July 18.
 Emilia Churkin
 PhD, Spanish, UNM, Albuquerque

GENIIT 771.333
The Music of Dmitry Shostakovich
Dmitry Shostakovich was one of the most important Russian composers at the beginning of the 20th century. After the great success of his first symphony, written at age nineteen, Shostakovich achieved international fame as one of the most prominent Soviet composers of his era. After the premiere of his opera, Lady MacBeth of Mtsensk, the Communist Party’s newspaper, Pravda, attacked his musical work and he spent most of his career composing under the intense scrutiny and fear of the Soviet government. In this course, we explore some of Shostakovich’s most important compositions, especially his symphonies, vocal works, chamber music, and piano music.
GENINT 731.200
Intermediate French Conversation
Designed for students who have taken a year or more of French, this class prepares you to have a conversation with native speakers of French. Real-life dialogues include engaging topics such as meeting people, making plans, discussing leisure activities, and just having fun.

Reg# 360914
Fee: $80
Classroom
8 mtgs
Monday, 1-3pm, June 25-Aug. 13
UCLA Extension Woodland Hills:
21650 Oxnard Street
No meeting after July 3.
Ruth Anne Gooley, PhD in French and Francophone Studies, UCLA

GENINT 711.326
Mah-Jongg
Mah-Jongg is a game of both skill and luck that originated in China many centuries ago and was brought to the West in the 1900s. It is played with four players seated around a table. Tiles are shuffled, die are cast, and rituals involving the allocation of tiles and then the exchange of tiles begin. The first person to match a hand of 14 tiles and thus "call mah-jongg" ends the game. This course introduces the beginner to the basic rules and simple strategies. Each player must purchase a mah-jongg card from the National Mah-Jongg League at www.nationalmahjonggleague.org before the beginning of class. The large size card is recommended for beginners. Learn to play this enjoyable, social, and thought provoking game!

Reg# 362079
Fee: $80
Classroom
8 mtgs
Tuesday, 6:30-8:30pm, June 26-Aug. 14
UCLA Extension Gayley Center:
1145 Gayley Ave.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 5.
Ruth Anne Gooley, PhD in French and Francophone Studies, UCLA

GENINT 711.332
F. Scott Fitzgerald
F. Scott Fitzgerald, one of the most celebrated American writers in the first half of the 20th century, wrote many works that are still considered quintessential American novels. With the help of his wife, Zelda, and other members of his "Lost Generation," he captured an era in a bold and compelling synthesis. "A most extraordinary book, of far-reaching significance for the understanding of man's place in the universe." - Abraham J. Heschel

Reg# 361661
Fee: $80
Classroom
6 mtgs
Wednesday, 10am-12pm, June 27-Aug. 16
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting July 4.
Brandon French, PhD in English and Psychoanalysis; has been an assistant professor of English at Yale, a playwright and screenwriter, and a psychoanalyst in private practice. Over 60 of her short stories have been published by literary journals and anthologies.

GENINT 711.341
An Exploration into the Evolution of Consciousness with Pierre Teilhard de Chardin
This course follows the evolution of consciousness, according to three contemporary theories, with special attention to Teilhard de Chardin’s The Phenomenon of Man. Teilhard takes a scientific-philosophical approach that is truly unique and centers on energy—from a detailed study of matter to the birth of thought, culminating in a bold and compelling synthesis. "A most extraordinary book, of far-reaching significance for the understanding of man’s place in the universe." - Abraham J. Heschel

Reg# 361908
Fee: $80
Classroom
8 mtgs
Wednesday, 1-3pm, June 27-Aug. 22
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting July 4.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 6.
Note: The instructor has a service dog that will be present during class.
Vincent Coppola, PhD in Philosophy, Pontifical Gregorian University, NFA in Film and Theater Arts, UCLA

GENINT 711.229
Current Events: Understanding Our World
The discussion group focuses on the news of the week. Participants share articles and opinions that pertain to what is happening both in the United States and internationally, and particularly to introduce diverse views. Many of the pundits we analyze write for The New York Times, the Wall Street Journal, the Washington Post, and the Los Angeles Times. These include such political writers as David Brooks, Thomas Friedman, Paul Krug- man, Ross Douthat, Fared Zakaria, John Bolton, Poggy Noonan, Maureen Dowd, and many more whom the class may wish to cover. We also examine such magazines as The New Yorker, The Atlantic, The New Republic, and other journals that give in-depth coverage of current topics. This is your chance to listen and to be heard on the events of the day.

Reg# 361732
Fee: $80
Classroom
8 mtgs
Thursday, 10am-12pm, June 26-Aug. 16
UCLA Extension Lindbrook Center:
1020 Lindbrook Dr.
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted. No refund after July 6.
Amparo Vanni, accomplished Spanish interpreter for government, business, and entertainment sectors

GENINT 711.250
Real Life Spanish Conversation II
This Spanish conversation course builds upon what was learned in the first Real Life Spanish Conversation course. The emphasis is on practicing the language in a relaxed and enjoyable atmosphere. Students use their knowledge of the language in conversations initiated by themselves about general topics under the instructor's supervision.

Reg# 361436
Fee: $80
Classroom
8 mtgs
Thursday, 1-3pm, June 28-Aug. 16
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted. No refund after July 6.
Amparo Vanni, accomplished Spanish interpreter for government, business, and entertainment sectors

GENINT 711.333
The Poetry of Resistance
Poets are among the finest citizens to be arrested by dictators who seize power, because their poetry speaks truth to power. Today's poetry of resistance is flourishing at home and abroad. Some of these contemporary poets will be guest speakers. We also study poems by Walt Whitman and Emily Dickinson, as well as poems written during the Civil War, World War I and II, the Northern Ireland conflict known as The Troubles, and the sixties.

Reg# 362114
Fee: $80
Classroom
5 mtgs
Friday, 10am-12pm, June 29-July 27
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 9.
Keven Bellows, MFA, author of two books of poetry: Taking Your Own True Name and The Blue Darter. She teaches poem-making, journal writing, writing as therapy for family members of people with Alzheimer's, and story writing at the Veterans Administration.

 GENINT 771.334
Knowing Ourselves Through Our Dreams: An Introduction to Dream Work
C.G. Jung regarded dreams to be a gift our psyche affords us, opening the door to the world of the unconscious and teaching us what we do not know about ourselves, our lives, and our relationships. In this course, we learn to connect with and understand our dreams and make sense of their symbols and imagery in order to find guidance in our daily life. In the process of sharing and working through our dream material, we discuss Jung’s ideas on dreams— their source and function, the structure of the psyche and how it is expressed in dreams, the differences between the personal and collective unconscious, and how they are represented in dream imagery.

Reg# 361749
Fee: $80
Classroom
6 mtgs
Friday, 10am-12pm, Aug. 3-Sept. 7
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after Aug. 13.

Reg# 361816
Fee: $80
Classroom
8 mtgs
Monday, 1-3pm, June 25-July 30
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 3.

Reg# 361779
Fee: $80
Classroom
8 mtgs
Monday, 10:15-11:15am, June 25-Aug. 13
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 3.

Mona Wells, Hatha yoga teacher in Los Angeles and New York for more than 15 years.

Creativity & Movement

GENINT 771.335
Meditation and Gentle Stretch
Improve your well-being with breath awareness, visualization, and gentle movement (in a chair and/or in a seated position) to cultivate an open mind, a loving heart, and lightness of being. Patience, generosity, and a sense of humor is encouraged to embrace the fullness of our experience in a wholehearted way.

Reg# 361977
Fee: $80
Classroom
8 mtgs
Monday, 10:15-11:15am, June 25-Aug. 13
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 3.

Ruth Anne Gooley, PhD in French and Francophone Studies, UCLA

Enroll at uclaextension.edu or call (800) 825-9971

Visitors not permitted. No refund after July 3.

Vincent Coppola, PhD in Philosophy, Pontifical Gregorian University, NFA in Film and Theater Arts, UCLA.

Reg# 361816
Fee: $80
Classroom
5 mtgs
Monday, 1-4pm, July 30-Aug. 27
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after Aug. 7.
Note: The instructor has a service dog that will be present during class.

Amparo Vanni, accomplished Spanish interpreter for government, business, and entertainment sectors

Visitors not permitted. No refund after Aug. 7.

The Poetry of Resistance
Poets are among the finest citizens to be arrested by dictators who seize power, because their poetry speaks truth to power. Today’s poetry of resistance is flourishing at home and abroad. Some of these contemporary poets will be guest speakers. We also study poems by Walt Whitman and Emily Dickinson, as well as poems written during the Civil War, World War I and II, the Northern Ireland conflict known as The Troubles, and the sixties.

Reg# 362114
Fee: $80
Classroom
5 mtgs
Friday, 10am-12pm, June 29-July 27
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course. Visitors not permitted. No refund after July 9.

Keven Bellows, MFA, author of two books of poetry: Taking Your Own True Name and The Blue Darter. She teaches poem-making, journal writing, writing as therapy for family members of people with Alzheimer’s, and story writing at the Veterans Administration.
GENINT 711.329
Smart Phone Photography Workshop
Smart phones are constantly improving the quality of photos. Now you can instantly edit (exposure, color correct, crop, etc.) your photos before you send them along. In this course we discuss how to consistently obtain sharp, well exposed photos. Composition, lighting and other techniques using apps can turn ordinary photos into works of art. There will be weekly assignments and critiques of your work.
Reg# 361063
Fee: $80
❖ Classroom
4 mtgs
Tuesday, 10am-12pm, June 26-July 17
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course.
Visitors not permitted. No refund after July 5.
Ellen Demsky, award winning, event and portrait photographer in the Los Angeles area. She has taught digital photography for 15 years at the Learning Tree University, Pierce College (Oasis program), and privately.

GENINT 711.338
True Stories Told Live
Come write and tell stories! True ones or false ones, good ones or bad ones, happy or sad ones (even stories about online dating at 80!) As you travel life’s path, your stories are the most precious gifts you can give to your loved ones. In this course students create a 5-8-page story, and then share it during the last class, either by reading it, or by playing the part of a story teller and acting the story out it.
Reg# 361823
Fee: $80
❖ Classroom
8 mtgs
Wednesday, 10am-12pm, June 27-Aug. 22
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting July 4.
Plus members pay only $40 for this course.
Visitors not permitted. No refund after July 6.
Shelley R. Bonus, award winning writer, astronomical historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

GENINT 741.600
Tai Chi: The Art of Effortless Movement
Recent research shows that tai chi offers many health benefits, especially for seniors. These benefits accrue from living and moving in accord with tai chi principles. In this course, we explore how these principles impact our daily lives and learn to embody them through a short tai chi form. Through understanding the orienting contexts of presence, inner awareness, relaxation, and elasticity, we explore how these principles may transform and integrate spirit, mind, inner being, and the bodily. By applying them, we can alleviate stress, develop peace of mind, encourage emotional well-being, and increase our energy, as well as enhance bodily strength, balance, and efficiency.
Reg# 361821
Fee: $80
❖ Classroom
8 mtgs
Wednesday, 1-3pm, June 27-Aug. 22
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
No meeting July 4.
Plus members pay only $40 for this course.
Bob Tajima, practitioner of tai chi since 1978 and instructor since 1998. He started his studies with Tung Kai-ying, continued with and was certified to teach by Bruce Frantzis, and currently studies with fan Yuan-hua and Ho Nan-je.

GENINT 741.303
Gentle Yoga
A gentle and slow approach to a meditative flowing Hatha yoga class. Mindful stretches are designed to make you feel good in your body, connect with your soul, and create space for more openness and well-being.
Reg# 361061
Fee: $80
❖ Classroom
10 mtgs
Thursday, 6:30-8pm, June 28-Aug. 30
UCLA Extension Gayley Center:
1145 Gayley Ave.
Mats are required unless participants elect to use a chair instead of a mat. Participants are required to sign a waiver form which will be provided. Plus members pay only $40 for this course.
No refund after July 6.
Mona Wells. Hatha yoga teacher in Los Angeles and New York for more than 15 years.

GENINT 731.271
Drawing Is a Feeling
1.6 CEUs
This course allows the discovery of line, space, and shape through drawing and mixed media experimentation. Finding inspiration from the earliest known drawings, as well as contemporary artists’ exploratory drawings, we learn techniques designed to expand mark-making skills. We explore 4th Century CE drawings uncovered in the Buddha caves of Dunhuang, China, and contemporary artists’ drawings that explore a myriad of materials to explore their ideas. Field trips include an outdoor drawing field trip and a gallery/museum visit. Please note: Students will be asked to purchase a reasonably-priced beginning drawing kit from their local art store.
Reg# 361992
Fee: $80
❖ Classroom
8 mtgs
Thursday, 1-3pm, July 5-Aug. 23
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Plus members pay only $40 for this course.
Deborah Cohen, MA in Culture and Performance, UCLA; PhD in Culture and Performance, UCLA.
**Wine Education & Management Certificate**

The Wine Education and Management Certificate (formerly Vintage) is intended for those who are serious about wine education. The certificate provides you with a comprehensive understanding of where, why, and how wine is made and appreciated all over the world.

Due to wine tastings, students must be 21 years of age or older for all courses except The Business of Wine Management.

5 Required Courses

- ENOLGY X 480 Vintage I
- ENOLGY X 481 Vintage II
- ENOLGY X 482 Vintage III
- ENOLGY X 407A The Business of Wine Management
- ENOLGY X 444 The Wines of Bordeaux

Program Prerequisite

- ENOLGY X 485 An Introduction to Wine

Ethics Requirement

- MGMT 891.02 Business Ethics

For More Information

(310) 206-2714 | uclaextension.edu/hospitality

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**A Class of Beer**

An Overview of the Craft Brewing Renaissance

Explore the history of brewing as well as the origin of the U.S. craft beer revolution, which has influenced beer making worldwide and is still ongoing.

From tasting and judging beer to food pairings and sensory training to brewing science, barrel-aging, and the business of beer—including starting and running a brewery, opening a beer bar or bottle shop, distribution, and marketing—this course is a primer on all things craft beer.

Don't miss out on our exciting course!

Note: Students must be 21 years of age or older.

Page 118.

For More Information

industrysegmentprograms@unex.ucla.edu | (310) 206-2714

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**Wine Education**

ENOLGY X 485

An Introduction to Wine

2.0 units

This course presents an introduction to intermediate wine information, highlighting key wine topics, including how to taste wine, how to read a wine label, food and wine pairing, basics of grape growing, and winemaking. The course incorporates a wide variety of multimedia materials and focuses on international grape varieties and the major wine making regions of the world.

Reg# 362045

Fee: $595

- Classroom
  - 5 mtgs
  - Tuesday, 6:30-9:30pm, July 31-Sept. 4
  - UCLA Extension Gayley Center: 1145 Gayley Ave.

Enrollment limited. Enrollment deadline: July 26. $30 nonrefundable until July 19; $130 nonrefundable until July 5; no refund thereafter.

Paul Sherman, advanced sommelier, International Court of Master Sommeliers

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**Wine Education**

ENOLGY X 488

The Wines of Bordeaux

1.4 units

This intermediate course takes a detailed look at wines from the Bordeaux region of France. Topics include terroir, appellations, grape varieties, viticultural techniques, winemaking methods, historical significance, the merchant system, futures, and wine classification systems. Prerequisite(s): X 485 An Introduction to Wine; X 481 Vintage II is highly recommended.

Reg# 362011

Fee: $515

- Classroom
  - 5 mtgs
  - Tuesday, 6:30-9:30pm, July 26-July 24

Enrollment limited. Enrollment deadline: July 18. $30 nonrefundable until June 21; $130 nonrefundable until July 5; no refund thereafter.

Danielle Fourrier, advanced sommelier

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**Wine Education**

ENOLGY X 444

The Wines of Bordeaux

4.0 units

This course builds on the basics learned in Vintage I and goes on the road, visiting the classic winemaking areas of the world. It begins with the countries of France, Italy, and Spain, and covers each of their major winemaking areas. These areas are examined in detail for their contribution in the production of quality wines for world consumption. Prerequisite(s): X 480 Vintage I.

Reg# 362046

Fee: $850

- Classroom
  - 11 mtgs
  - Thursday, 6:30-9:30pm, June 28-Sept. 6
  - UCLA Extension Gayley Center: 1145 Gayley Ave.

Enrollment limited. Enrollment deadline: July 5. $30 nonrefundable until June 21; $130 nonrefundable until July 5; no refund thereafter.

Paul Sherman, advanced sommelier, International Court of Master Sommeliers

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**Wine Education**

ENOLGY X 407A

The Business of Wine Management

2.0 units

This course covers the business aspects of wine. Topics include production, the business of growing grapes, making wine, and getting the product to market; importing and distributing; getting the wine into the country and/or distributing it to retailers and restaurants; retailing: getting wine to end users while observing the complicated legal issues surrounding the three-tiered alcoholic distribution system in the United States; and the restaurant: dealing with purveyors, inventory, price controls, storage, constructing a wine list, creating a by-the-glass program, serving techniques, glassware, and basic service through full service.

Reg# 362047

Fee: $495

- Classroom
  - 6 mtgs
  - Tuesday, 6:30-9:30pm, July 31-Sept. 4
  - UCLA Extension Gayley Center: 1145 Gayley Ave.

Enrollment deadline: Aug. 7. No refund after Aug. 7.

Patrick Comiskey, editor/tasting coordinator, Wine & Spirits Magazine
Summer Pricing

For the Summer Quarter, Extension courses numbered 1-199 are priced in concert with offerings of UCLA Summer Sessions. For further information about UCLA Summer Sessions, see www.summer.ucla.edu.

Biology

For more information call (310) 825-7093.

LIFE SCI XL 4
Genetics
5.0 units
This course covers the principles of Mendelian inheritance and the chromosomal basis of heredity in prokaryotes and eukaryotes, recombination, biochemical genetics, mutation, DNA, the genetic code, gene regulation, and gene distribution in populations.

Prerequisite(s): Life Sciences XL 3 Introduction to Molecular Biology.

Reg# 361963
 Fee: $1,755
 Classroom
 20 mtgs
 Lecture
 Tuesday, Thursday, 7-9:30pm, June 26-Aug, 30
 UCLA: Young Hall
 Lecture only.
 Visitors not permitted. Enrollment deadline: June 29.
 No refund after July 3.
 Michael Dowicki, PhD

LIFE SCI XL 7A
Cell and Molecular Biology
5.0 units
Introduction to basic principles of cell structure and cell biology, biochemistry, and molecular biology. P/NP or letter grading.

Reg# 361941
 Fee: $1,755
 Classroom
 20 mtgs
 Lecture
 Monday, 7-10pm, June 25-Aug, 27
 UCLA: Geology
 Discussion
 Wednesday, 7-8:15pm, June 27-Aug, 29
 UCLA: Geology
 Final Exam
 Wednesday, 7-10pm, Sept 5
 UCLA: Geology
 The textbook and iClicker will be used throughout LIFE SCI XL 7A, 7B, and 7C. Students can purchase either iClicker 2 or iClicker + for this course.
 Lecture only. Visitors not permitted. Enrollment deadline: June 29. No refund after July 2.

Instructor to be announced

Reg# 361942
 Fee: $1,755
 Classroom
 21 mtgs
 Lecture
 Tuesday, 7-10pm, June 26-Aug, 28
 UCLA Extension Woodland Hills:
 21650 Oxnard Street
 Discussion
 Thursday, 7-8:15pm, June 28-Aug, 30
 UCLA Extension Woodland Hills:
 21650 Oxnard Street
 Final Exam
 Tuesday, 7-10pm, Sept 4
 UCLA Extension Woodland Hills:
 21650 Oxnard Street
 The textbook and iClicker will be used throughout LIFE SCI XL 7A, 7B, and 7C. Students can purchase either iClicker 2 or iClicker + for this course.
 Lecture only. Visitors not permitted. Enrollment deadline: June 29. No refund after July 3.

Michael Abdelsayed, PhD

WHAT OUR STUDENTS SAY

“General Botany for Gardeners’ instructor Valerie Wong, PhD, was a delight! She was patient with her approach and empowered us to engage and ask questions. I will admit, the class was challenging, but it paid off because I actually learned a lot about plants, which was exactly what I wanted!”

— Sophie Tong-Try, Horticulture & Gardening Program Student
Histology for the Health Sciences

Organ Systems
Offered Online

All body organs are made up of combinations of the 4 basic tissues: epithelium, connective tissue, muscle, and nervous tissue. In this course, students apply the knowledge they have gained in prerequisite life science courses to examine the histological structure and cellular specializations of organs and organ systems in the body.

This curriculum in histology is typical of what students study in any medical, dental, and allied health course at universities throughout the world. What makes this course unique is the opportunity for students to become engaged with learning resources that utilize a number of interactive tools presented within an online learning platform, coupled with modern online pedagogy. Another exciting feature is the ability to view histological sections of body tissues and organs using innovative virtual microscopy tools.

Instructor:
Geoffrey Meyer, PhD; professor, University of Western Australia

Page 121

LIFESCI XL 7B
Genetics, Evolution, and Ecology
5.0 units
Principles of Mendelian inheritance and population genetics. Introduction to principles and mechanisms of evolution by natural selection, population, behavioral, and community ecology, and biodiversity, including major taxa and their evolutionary, ecological, and physiological relationships. Letter grading.
Prerequisite(s): LIFESCI XL 7A - Cell and Molecular Biology

Reg# 361967
Fee: $1,755
❖ Classroom
21 mtgs
Lecture
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: Geology
Discussion
Thursday, 6:30-9:30pm, June 28-Aug. 30
UCLA: Geology
Lecture only. The textbook and iClicker will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase either iClicker 2 or iClicker + for this course. Class limited to 40 students. Visitors not permitted. Enrollment deadline: June 29. No refund after July 2. Jana Johnson, MS, PhD

LIFESCI XL 7C
Physiology and Human Biology
5.0 units
Organization of cells into tissues and organs and principles of physiology of organ systems. Introduction to human genetics and genomics. Letter grading.
Prerequisite(s): LIFESCI XL 7B - Genetics, Evolution, and Ecology

Reg# 361948
Fee: $1,755
❖ Classroom
20 mtgs
Lecture
Monday, 6:30-9:30pm, June 25-Aug. 27
UCLA: Haines Hall
Discussion
Wednesday, 6:30-7:45pm, June 27-Aug. 29
UCLA: Haines Hall
Final Exam
Wednesday, 6:30-9:30pm, Sept. 5
UCLA: Haines Hall
Lecture only. The textbook and iClicker will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase either iClicker 2 or iClicker + for this course. Class limited to 40 students. Visitors not permitted. Enrollment deadline: June 29. No refund after July 2. Jana Johnson, MS, PhD

LIFESCI XL 23L
Introduction to Laboratory and Scientific Methodology
3.0 units
Introductory life sciences laboratory designed for undergraduate students. Opportunity to conduct wet-laboratory cutting-edge bioinformatics laboratory experiments. Students work in groups of three conducting experiments in areas of physiology, metabolism, cell biology, molecular biology, genotyping, and bioinformatics. Letter grading.
Prerequisite(s): Life Sciences XL 2 or XL 7B. Recommended to be taken concurrently with Life Sciences XL 3, XL 4, or XL 7C.

Reg# 361966
Fee: $1,053
❖ Classroom
10 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA: Geology
Lecture only. If students require a microbiology laboratory course, please refer to MIMG XL 100L (offered in fall and spring quarters). Visitors not permitted. Enrollment deadline: July 5. No refund after July 12. Rishab Gupta, PhD
**Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine**

**Offered Online**

Over generations, variations in human DNA result in evolution and beneficial adaptations. However, some changes in human DNA result in genetic disorders. The field of molecular diagnostics focuses on the development of tests that predict disease risk and aid in the diagnosis and prognosis of disease.

The emerging field of pharmacogenetics aims at predicting drug response based on an individual's genetic profile, thus helping clinicians tailor effective treatments.

This course overviews the basic principles of molecular diagnostics and pharmacogenetics including the application of emerging technologies in personalized medicine. Students learn about the clinical applications of molecular diagnostics in patients with cancer, inherited disease, and infectious disease. The course concludes with detailed discussions on personalized medicine and the benefits, ethics, challenges, strategies, and public policy related to this emerging field.

**Instructor:** Durga P. Cherukuri, PhD, DABMG; associate director, Clinical Genomics, Genoptix Medical Laboratory.

**Fee:** $785

**Enrollment/class participation contingent on signing a liability waiver form.**

**Recommended course:** Life Sciences 2.

**PATH X 406**

**Histology for the Health Sciences: Organ Systems**

4.0 units

All body organs are made up of combinations of the four basic tissues: epithelial, connective tissue, muscle, and nervous tissue. In this course, students apply the knowledge gained in prerequisite life science courses to examine the histological structure and cellular specializations of organs and organ systems of the body. This curriculum in histology is typical of what students study in any medical, dental, and allied health course at universities throughout the world. What makes this course unique is the opportunity for students to become engaged with innovative learning resources through a number of interactive tools presented within an online learning platform, coupled with modern online pedagogy. Another exciting feature is being able to view histological sections of body tissues and organs using innovative virtual microscopy tools.

**Prerequisite(s):** Introductory courses in Molecular Biology, Genetics, and Biochemistry, or equivalent coursework.

**Reg# 361476**

**Fee:** $785

- **Online**

  June 25-Sept. 9

  Enrollment limited to 30 students; early enrollment recommended. Enrollment deadline: June 29. No refund after June 29.

- **Classroom**

  Monday, Wednesday, 7-10pm, June 25-Aug. 1

  UCLA: Plato Hall

  Tuesday, 7-10pm, June 26, July 10

  UCLA Extension Lindbrook Center: 10020 Lindbrook Dr.

  Tuesday, 7-10pm, July 3 & 17-24

  UCLA: Life Sciences

  Final Exam Wednesday, 6:30-9:30pm, Sept. 5

  UCLA: Boehler Hall

  Fulfills in part the UCLA General Education requirement for Life Sciences. Not open for credit to Physiological Science majors.

  **Enrollment/class participation contingent on signing a liability waiver form.**

  **Enrollment limited to 21 students. Visitors not permitted.**

  **Instructor to be announced.**

- **Classroom**

  Monday, 6:30-9:30pm, June 25-Aug. 1

  UCLA: Boehler Hall

  Discussion Tuesday, 6:30-9:30pm, June 26-Sept. 4

  UCLA: Life Sciences

  Final Exam Wednesday, 6:30-9:30pm, Sept. 5

  UCLA: Boehler Hall

  Fulfills in part the UCLA General Education requirement for Life Sciences. Not open for credit to Physiological Science majors.

  **Enrollment/class participation contingent on signing a liability waiver form.**

  **Optional fee: $45.**

  **Enrollment limited to 23 students. Visitors not permitted.**

  **Instructor to be announced.**

**Reg# 361977**

**Fee:** $1,755

- **Classroom**

  22 mtgs

  Lecture Monday, 6:30-9:30pm, June 25-Aug. 27

  UCLA: Boehler Hall

  Discussion Tuesday, 6:30-9:30pm, June 26-Sept. 4

  UCLA: Life Sciences

  Final Exam Wednesday, 6:30-9:30pm, Sept. 5

  UCLA: Boehler Hall

  Fulfills in part the UCLA General Education requirement for Life Sciences. Not open for credit to Physiological Science majors.

  **Enrollment/class participation contingent on signing a liability waiver form.**

  **Enrollment limited to 23 students. Visitors not permitted.**

  **Instructor to be announced.**

**Transfer Credit Psychology Courses**

**Offered This Quarter**

**Introductory Psychology**

**Abnormal Psychology**

**Developmental Psychology**

Courses begin on page 110.

**ONLINE COURSE, page 4.**

**HYBRID COURSE, page 4.**

**WEB ENHANCED COURSE, page 4.**

**ON-GROUND COURSE, page 4.**

**TEXTBOOK REQUIRED**

**UC CREDIT, page 5.**


**PHYSCI X 401 Fundamentals of Human Physiology**

This course presents the biochemical and biophysical principles underlying the physiological processes of the human body. Lectures cover cell structure, molecular movement and control mechanisms, energy and metabolism, neural control and sensory systems, enzyme function, endocrinology, muscle physiology, control of body movement, circulation, respiration, immunity, kidney function, digestion, and metabolic regulation. Laboratories emphasize practical application of theory reviewed in lectures. Special emphasis is placed on pathological conditions and their treatments.

Prerequisites: Basic college-level chemistry, biology, and human anatomy are strongly recommended.

Reg# 361486

Fee: $995

Classroom

22 mtgs

Tuesday, Thursday, 7-10pm, June 26-Sept. 6

UCLA: Humanities Bldg.

Enrollment and class participation are contingent on signing a liability waiver. Students must attend both laboratory and lecture sessions to receive credit.

Enrollment limited to 21 students. Visitors not permitted. Enrollment deadline: June 28. No refund after July 3. 

Jack Haas, MS

**PHYSCI X 408 Pathophysiology of Cardiovascular Disease**

4.0 units

Explore how the cardiovascular system functions and how cardiovascular disease develops during the lifespan. Instruction emphasizes the molecular and cellular mechanisms that mediate such chronic diseases as atherosclerosis, hypertension, diabetes, obesity, and the metabolic syndrome. Current clinical interventions for treating and preventing cardiovascular disease focusing on lifestyle modifications are a major component of the course.

Prerequisites: One year college-level biology.

Reg# 361485

Fee: $855

Online

June 25-Sept. 9

Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.

Enrollment deadline: June 29. No refund after June 29. 

Joseph Esdin, PhD

**PHYSCI X 459.10 Introduction to Pathophysiology: Disease States in the Human Body**

4.0 units

This course is designed to overview the mechanisms and consequences of disease, based on physiological dysfunction in the major organ systems. Each organ system is introduced by a brief and basic review covering normal structure and function, followed by the pathology and some common disorders of each system. Discussion includes common clinical presentations of disease and the mechanisms underlying signs and symptoms. Diseases covered include cardiovascular, cancer, Parkinson’s, Alzheimer’s, hepatitis, infections and diseases of the kidney and cardiovascular system (some topics may vary by quarter). Basic college-level chemistry and biology and a human physiology course are strongly recommended.

Reg# 361480

Fee: $855

Online

June 25-Sept. 9

Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.

Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited to 30 students. Enrollment deadline: June 29. No refund after June 29. 

Dr. Judith H. Halle, PhD, RN, professor; research faculty; Doctorate of Executive Leadership Program, Mountain State University; former dean of health sciences and nursing, Mountain State University.
Pre-Med, Dental, Nursing, or Pre-Vet?

Our degree-credit courses are an easy way to get the math and science background you need to prepare for a career as a health professional, fill in missing science classes necessary for professional schools, or brush up on your math skills.

Consider the Advantages:
- Courses conveniently held evenings and weekends
- Credit transfers to all UC campuses and many other universities

Look for this icon 🝐 that identifies degree-credit courses and enroll today!
For more information on degree-credit courses, see page 5 or visit uclaextension.edu/degreecredit.

For More Information uclaextension.edu/premedcert

Chemistry XL 14C
Structure of Organic Molecules
4.0 units
This course presents continuing studies in the structure of organic molecules, with emphasis on biological applications. Topics include resonance, stereochemistry, conjugation, and aromaticity; spectroscopy (NMR, IR, and mass spectrometry); introduction to effects of structure on physical and chemical properties; and survey of biomolecular structure. 🝐
Prerequisite(s): Chemistry 14C with a grade of C- or better.
Reg# 361628
Fee: $1,404
❖ Classroom
10 mtgs
Tuesday, 6-10pm, June 26-Aug. 28
UCLA Extension DTLA: 261 S. Figueroa St.
No open for credit to students with credit for Chemistry 14D.
Visitors not permitted. Enrollment deadline: July 3.
No refund after July 10. 🝐
Ochan Otim, PhD, BCES, winner of the 2017 UCLA Extension Distinguished Instructor Award
Reg# 361581
Fee: $1,404
❖ Classroom
10 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA: Young Hall
No meeting Sept. 1.
Not open for credit to students with credit for Chemistry 14D.
Visitors not permitted. Enrollment deadline: July 7.
No refund after July 14. 🝐
Karen Lohnes, PhD, Biochemistry

Chemistry XL 14CL
General and Organic Chemistry Laboratory II
4.0 units
This laboratory class covers the synthesis and analysis of compounds; purification by extraction, chromatography, recrystallization, and sublimation; characterization by mass spectroscopy, UV, NMR, and IR spectroscopy; optical activity; electrochemistry; and pH titration. 🝐
Prerequisite(s): Chemistry 14B, Chemistry 14BL, and Chemistry 14C with grades of C- or better.
Reg# 361629
Fee: $2,733
❖ Classroom
20 mtgs
Friday, 6:30-9:30pm, June 29-Aug. 24; Sept. 7
Santa Monica College: Science Building
Saturday, 9am-1pm, June 30-Sept. 8
Santa Monica College: Science Building
No meetings Aug. 31 and Sept. 7.
Course fee includes laboratory usage fee, breakage fee, all equipment, chemicals, supplies, and student parking on the SMC campus. Students are responsible for purchasing an approved flame-resistant lab coat and safety goggles.
Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: June 20. $280 nonrefundable. No refund after July 3. 🝐
Wei-Hao Huang, PhD

Chemistry XL 14D
Organic Reactions and Pharmaceuticals
4.0 units
This course covers organic reactions; nucleophilic and electrophilic substitutions and additions; electrophilic aromatic substitutions; carbonyl reactions, and catalysis. Instruction also covers the molecular basis of drug action and the organic chemistry of pharmaceuticals. 🝐
Prerequisite(s): Chemistry 14C with a grade of C- or better.
Reg# 361630
Fee: $1,404
❖ Classroom
10 mtgs
Saturday, 9am-1pm, June 30-Sept. 8
UCLA: Boelter Hall
No meeting Sept. 1.
Not open for credit to students with credit for Chemistry 14D or 14E.
Visitors not permitted. Enrollment deadline: July 7.
No refund after July 14. 🝐
Kevin Barnese, PhD

Chemistry XL 153A
Biochemistry: Introduction to Structure, Enzymes, and Metabolism
4.0 units
This course covers structure of proteins, carbohydrates, and lipids; enzyme catalysis and principles of metabolism, including glycolysis, citric acid cycle; and oxidative phosphorylation. 🝐
Prerequisite(s): Life Science 2 and Life Science 3 (or Life Science 7A, 7B, and 7C), Life Science 23L, and Chemistry 14D with grades of C- or better.
Reg# 361631
Fee: $1,404
❖ Classroom
12 mtgs
Tuesday, 6-9:30pm, June 26-Sept. 4
UCLA: Bunche Hall
Wednesday, 6:30-9:30pm, Aug. 22
UCLA: Bunche Hall
Shakir Sayani, PhD
Reg# 361633
Fee: $1,404
❖ Classroom
10 mtgs
Tuesday, 6-9:45pm, June 26-Aug. 28
UCLA Edthenon Woodlands Hills: 21650 Oxenard Street
Karen Lohnes, PhD, Biochemistry

Chemistry XL 153B
Biochemistry: DNA, RNA, and Protein Synthesis
4.0 units
This course covers nucleotide metabolism, DNA replication and repair, transcription machinery, regulation of transcription, RNA structure and processing, and protein synthesis and processing. 🝐
Prerequisite(s): Life Science 2 and Life Science 3 (or Life Science 7A, 7B, and 7C), Life Science 23L, and Chemistry 153A with a grade of C or better.
Reg# 361632
Fee: $1,404
❖ Classroom
12 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA Extension DTLA: 261 S. Figueroa St.
Saturday, 2-5pm, Aug. 25
UCLA Extension DTLA: 261 S. Figueroa St.
Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: July 5. No refund after July 12. 🝐
Shakir Sayani, PhD

Our 12-course certificate provides a basic grounding in science for pre-med students, as well as for students interested in nursing, dentistry, veterinary studies, and physician assistant training, and is approved for federal financial aid. Please visit uclaextension.edu/premedcert.

The Certificate consists of 9 courses from the core disciplines of biology, chemistry, life sciences, mathematics, and physics; the remaining 3 electives can be chosen from other science disciplines, humanities, or social sciences.

- Credit transfers to all UC campuses and many other universities and colleges (visit uclaextension.edu/degreecredit)
- Convenient evening and weekend options
- Weekday UCLA concurrent enrollment (based on space availability and departmental approval; visit uclaextension.edu/concurrent)

For financial aid eligibility requirements, call the UCLA Extension Financial Aid Office at (310) 825-4246.
Horticulture Certificate

Designed specifically for professionals currently working in the field or individuals pursuing a new professional career in the landscape industry. Courses are taught by accomplished academics and working industry professionals.

Certificate Specifics

Take the first step in your new career, enroll today!

• 26 units
• Completion time: 1 year (2 courses per quarter)
• Students pay for courses on a per course basis

All courses are open enrollment courses, students do not need to be part of the certificate program to take a course.

For More Information
Visit uclaextension.edu or call the Horticulture & Gardening program office at (310) 825-9414.
Horticulture Electives

Some Landscape Architecture courses count toward elective requirements in the Horticulture Certificate.

To view Landscape Architecture courses visit page 18.

Gardening Specialization

Take your love of plants to the next level with the new Gardening Specialization. Designed for gardening enthusiasts, students will learn the fundamentals of gardening via lecture, hands on practice, and field trips to unique garden destinations in and around the Los Angeles area.

Individuals who desire the knowledge to successfully grow and maintain plants should sign up today.

Required Courses

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Horticulture and Irrigation Management</td>
<td>Gardening Practices and Techniques</td>
<td>Introduction to Horticulture</td>
<td>Soils and Plant Nutrition</td>
</tr>
</tbody>
</table>

All courses are open enrollment, students can start the program any quarter. Courses begin on page 124.

For More Information

Visit uclaextension.edu or call the Horticulture & Gardening program office at (310) 825-9414.

Horticulture Electives

BIOLGY X 499

Plant Materials for Landscape Use

This course presents the characteristics of up to 150 plants selected for their garden use and seasonal interest in the Southern California area. Topics include trees, shrubs, ground covers, vines, and herbaceous plants, emphasizing their landscape use, appropriate placement, horticultural care, and ornamental features. The first class is held on campus, followed by field trips by itinerary. A course project is required for all credit students.

Prerequisite(s): X 494.2 General Botany for Gardeners or X 494 Introduction to Horticulture.

Reg# 361358

Fee: $625

❖ Classroom
8 mtgs
Sunday, 12-5:30pm, July 8; Sept. 9
UCLA Extension 1010 Westwood
1010 Westwood Blvd.
Field Trips
Sunday, 12-30-5:30pm, July 15-29
Sunday, 12-30-4:30pm, Aug. 12-19
Sunday, 12-30-5:30pm, Aug. 26
No meeting July 1; Aug. 5; Sept. 2.
Core course in Horticulture Certificate.
Visitors not permitted. No refund after July 6.

Joshua Rosen, a licensed landscape architect who is passionate about the use of a diverse, climatically-appropriate plant palette. He has worked in Los Angeles on a wide range of landscape project types for nearly 15 years, serves on the Santa Monica Architectural Review board, and is the founder of Airplantman, a tilandsia display company.

Reg# 361367

Fee: $625

❖ Classroom
10 mtgs
Tuesday, 6:30-9pm, June 26, July 10-Aug. 14
Location to be announced.
Field Trips
Saturday, 9-11:30am, July 7
Saturday, 9am-12pm, Aug. 11-18
Core course in the Gardening Specialization.
Visitors not permitted. No refund after July 6.

Nancy Harrington, teacher and landscape contractor with 37 years of experience. In addition to working in the field, she has taught for more than 30 years on almost every aspect of gardening and horticulture. Ms. Harrington has been an instructor with UCLA Extension since 2001.

BIOLGY X 498.10

Greener Gardens: Sustainable Garden Practice

4.0 units
Sustainability is today’s buzzword and many people seek to create a lifestyle with a more favorable impact on the environment. From home and school gardens, to commercial sites, our gardens present the perfect place to start. Designed for horticulture students, gardening professionals, educators, and home gardeners, this course focuses on turning your green thumb into a “greener” garden. Topics include composting, irrigation, water harvesting, water-wise plants, eating and growing local produce, recycling, and moving away from a consumptive, non-sustainable lifestyle when choosing materials and tools. Includes weekend field trips to the Los Angeles River to see our relationship with water in the L.A. basin, as well as the Rancho Santa Ana Botanical Garden, focusing not only on California native plants but also on water-conserving planting design. Students also visit the John T. Lyle Center for Regenerative Studies at Cal Poly Pomona, which advances the principles of environmentally sustainable living through education, research, demonstration, and community outreach.

Reg# 361356

Fee: $625

❖ Classroom
12 mtgs
Thursday, 6:30-9:30pm, June 28-Aug. 16
UCLA Extension Gayley Center:
1145 Gayley Ave.
Field Trips
Saturday, 1:30-4:30pm, July 7 & 28;
Aug. 11 & 23
Visitors not permitted. No refund after July 4.

Orchid Black, owner, Pitcher Sage Design, a sustainable garden business with an emphasis on native plants and water conservation

David King, gardener for more than 50 years, specializing in edible plants. A long-standing member of Seed Savers Exchange and the American Community Gardening Association (former board member), he is the founding chair of the Seed Library of Los Angeles.

BIOLGY X 497.30

The Art and Practice of Pruning

2.0 units
Learn how to maintain the artistry and integrity of good landscape design through a variety of pruning practices. This hands-on course explores the fundamentals of trimming small trees, shrubs, roses, and vines, as well as perennials, annuals, and ground covers. Field trips to local residential gardens allow students to gain valuable practical experience in pruning a variety of plants for overall health and vigor. With a few basic tools, students learn the best timing and frequency for dead-heading flowers, cutting back, thinning, corrective pruning, training espaliers, topiaries, and more.

Free Information Session!

The Horticulture Certificate Program

Saturday, August 11, 12:30-2pm, 1010 Westwood Blvd.

The certificate program is designed for aspiring horticulturists as well as current industry professionals looking for more formal education.

Attend our informative Open House to learn more about the curriculum, career opportunities, and the benefits of enrollment in our certificate. Speakers include program director, program instructor, and current and former students.

Course Discount

Each new program student who attends the Open House receives a 15% discount on the following courses:

- Biolgy X 498.2 Horticulture Pest Management
- Biolgy X 496.2 General Botany

For More Information

horticulture@uclaextension.edu | (310) 825-9414

Free Information Session!

The Horticulture Certificate Program

Saturday, August 11, 12:30-2pm, 1010 Westwood Blvd.

The certificate program is designed for aspiring horticulturists as well as current industry professionals looking for more formal education.

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Each new program student who attends the Open House receives a 15% discount on the following courses:

- Biolgy X 498.2 Horticulture Pest Management
- Biolgy X 496.2 General Botany

For More Information

horticulture@uclaextension.edu | (310) 825-9414
Study Science & Math
Online

PHYSCI X 400.6 Human Anatomy and Physiology
Page 104.
PHYSCI X 449 The Human Body: How it Functions
Page 104.
PHYSCI X 450 Exercise Physiology
Page 104.
PHYSCI X 451 Introduction to Human Nutrition
Page 104.
PHYSCI X 452 Applied Anatomy and Biomechanics
Page 104.
COM HLTr X 421 Biomechanics: Analysis of Human Movement
Page 104.
PATH X 401 Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine
Page 121.
PATH X 406 Histology for the Health Sciences: Organ Systems
Page 121.

PHYSCI X 408 Pathophysiology of Cardiovascular Disease
Page 122.
PHYSCI X 410 Pulmonary Physiology
Page 122.
PHYSCI X 435 Neurophysiology: How the Brain Thinks
Page 122.
PHYSCI X 452.6 Foundations in Human Physiology
Page 122.
MATH X 402.1 Introduction to Calculus
Page 126.
STATS X 402 Introduction to Statistics and Quantitative Methods
Page 128.
STATS X 402.1 Advanced Statistics and Quantitative Methods
Page 128.
NURSING X 400 Medical Terminology
Page 128.
NURSING X 456.1 Pediatric Genetics: Teratology, Dysmorphology, and Developmental Delay
Page 128.

Math and Statistics
For more information call (310) 825-7003.

Mathematics
MATH XL 1
Precalculus
4.0 units
This course covers function concept; linear and polynomial functions and their graphs; applications to optimization; inverse, exponential, and logarithmic functions; and trigonometric functions. Prerequisite(s): Math 903 Intermediate Algebra for College Students with a grade of C or better, or two-and-a-half years of high school mathematics.

Reg# 361408
Fee: $1,404
❖ Classroom
20 mtgs
Monday, Wednesday, 6:30-9pm, June 25-Sept. 5
UCLA: Beyster Hall
All students must take the placement exam given at the first class. Students who are not qualified to take this course should enroll in 903 Intermediate Algebra for College Students. Visitors not permitted. Enrollment deadline: June 27. No refund after July 2. ◆ Shanna Nicole Dobson, MS

Reg# 361500
Fee: $1,404
❖ Classroom
20 mtgs
Tuesday, Thursday, 6:30-9pm, June 26-Aug. 30
UCLA Extension Woodland Hills:
21650 Oxard Street
Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: July 28. No refund after July 3. ◆ Shanna Nicole Dobson, MS

MATH XL 31A
Differential and Integral Calculus
4.0 units
This course covers differential calculus and applications and the introduction to integration. Prerequisite(s): Math 1 Precalculus with a grade of C- or better, or three-and-a-half years of high school mathematics, including some coordinate geometry and trigonometry.

Reg# 361491
Fee: $1,404
❖ Classroom
14 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S Figueroa St.
Online sessions
July 2, 16 & 30
All students must take the placement exam given at the first class. Students who are not qualified to take this course should enroll in XL 1 Precalculus. Visitors not permitted. Enrollment deadline: July 3. No refund after July 10. ◆ Ryan Valles, MS

Reg# 361495
Fee: $1,404
❖ Classroom
14 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA: Math Sciences
Saturday, 1:30-4:30pm, June 30; July 14; Aug. 11
UCLA: Math Sciences
All students must take the placement exam given at the first class. Students who are not qualified to take this course should enroll in XL 1 Precalculus. Visitors not permitted. Enrollment deadline: June 30. No refund after July 3. ◆ Anait Barsegian, MS

Reg# 361702
Fee: $1,404
❖ Classroom
11 mtgs
Thursday, 6-10pm, June 28-Aug. 30
UCLA Extension Woodland Hills:
21650 Oxard Street
Online session
Aug. 25
All students must take the placement exam given at the first class. Students who are not qualified to take this course should enroll in XL 1 Precalculus. Visitors not permitted. Enrollment deadline: July 3. No refund after July 10. ◆ Instructor to be announced

MATH XL 31B
Integration and Infinite Series
4.0 units
This course covers transcendental functions, methods, applications of integration, sequences, and series. Prerequisite(s): Math 31A with a grade of C- or better.

Reg# 361360
Fee: $1,404
❖ Classroom
12 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA: Beyster Hall
Online session
July 9
Visitors not permitted. Enrollment deadline: July 5. No refund after July 12. ◆ Ryan Valles, MS

MATH X 402.1
Introduction to Calculus
4.0 units
This course covers differential calculus and integral calculus. Major topics covered in differential calculus include optimization; applications of the first and second derivatives that will find the optimized and inflection values of various functions; integral calculus, and procedures for finding either area under one curve or between two curves. Students are expected to apply the relevant techniques from differential and integral calculus in a wide variety of real-world contexts that are related to the problem-solving needs of public and private sector organizations. Upon completing this course, students should be able to take first derivatives of functions to find minimum and maximum values and take second derivatives to find inflection points of a function. Students are expected to understand the fundamental theorem of calculus and its implications for applied real-world problems. Prerequisite(s): Math 303 Intermediate Algebra for College Students or equivalent.

Reg# 361592
Fee: $995
❖ Online
June 25-Sept. 9
Coursework must be submitted as Microsoft Word or Excel attachments.
Enrollment limited; early enrollment advised. Enrollment deadline: June 28. No refund after June 28. ◆ Matin Lackpour, MBA, EdD, PhD, mechanical engineer; Los Angeles Department of Water and Power (retired).
Medical Terminology

This course highlights key principles of medical terminologies through word roots, medical abbreviations, and related body systems. Students develop medical vocabulary applicable to various specialties of medicine and a basic understanding of anatomy and major body systems. The use of medical dictionaries, internet sites, and other modern technologies are introduced for support.

Page 128.

For More Information
health.uclaextension.edu/post-bacc

Mathematics

MATH 903
Intermediate Algebra for College Students
0.0 units
Designed for students who require a review of intermediate algebra, this course covers polynomials, rational expressions, linear and quadratic equations and inequalities, coordinate geometry, systems of equations, and theory of equations.

Prerequisite(s): Math 902 Beginning Algebra for College Students or equivalent.

Reg# 361572
Fee: $532
Classroom
12 mtgs
Tuesday, Thursday, 6:30-9:30pm, June 26-Sept. 5
UCLA: Math Sciences

All students must take the placement exam given at the first class.

Students who are not qualified to take this course should enroll in 902 Beginning Algebra for College Students (offered every Spring and Fall Quarter).

Visitors not permitted. Enrollment deadline: June 27.

No refund after July 2.

Anait Barsegyan, MS

Statistics

STATS XL 10
Introduction to Statistical Reasoning
5.0 units
This course provides an introduction to statistical thinking and understanding, including strengths and limitations of basic experimental designs, graphical and numerical summaries of data, inference, and regression as descriptive tool.

Not open for credit to students with credit for Economics 40.

Fulfills in part the UCLA General Education requirement for Life or Physical Sciences.

Prerequisite(s): Math 903 Intermediate Algebra for College Students or three years of high school mathematics.

Reg# 361037
Fee: $1,755
Classroom
11 mtgs
Tuesday, 6:30-9:30pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.

Jaime Vallejo Valadez, MS

Becoming a Doctor

Becoming a Doctor: The Medical School Application Process

New Seminar for Pre-Meds
Wednesday, August 8 at Woodland Hills, DTLA & Westwood locations

Interested in a career in medicine? This seminar teaches prospective physicians about pre-medical course requirements, the MCAT exam, the AMCAS application, and different types of medical schools (MD, DO, and foreign schools).

This seminar is strongly recommended for students in the Pre-medical & General Science Studies Certificate program.

Page 128.

For More Information
health.uclaextension.edu/premed-seminar

Pediatric Medicine Specialization

New Specialization

This specialization is designed for students who want to explore the specialty of pediatric medicine. This program is perfect for pre-medical and pre-health students, as well as professionals already working in health care who are seeking more knowledge in the field of pediatrics.

This fully online specialization consists of only 2 courses and is open to all students.

Required Courses
NURSING X 456.1 Pediatric Genetics: Teratology, Dysmorphology, and Developmental Delay

Page 128.

HLT POL X 456 Introduction to Pediatrics and Child Health
(Offered Spring 2019)

For More Information
humsci@uclaextension.edu | (310) 825-7093 | health.uclaextension.edu/pediatric
Enrollment deadline: June 28. No refund after July 12.

Prerequisite(s): Two years of high school mathematics, including algebra.

Reg# 361975
Fee: $1,404

Classroom
11 mtgs
Thursday, 7-10pm, June 28–Sept. 6
UCLA: Physics & Astronomy Bldg.

For more information call (310) 825-7003.

PHYSICS XL 10
4.0 units
This course covers planetary motion; Newton’s laws; gravitation, electricity, and magnetism; wave motion, light, sound, and heat; relativity; quantum mechanics; atoms; subatomic particles; and the development of physical ideas in their cultural and historical perspective.

Prerequisite(s): This course is intended for students preparing for graduate work in the field of quantum mechanics. Students in this remote classroom connect to their instructor and peers through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience.

Reg# 361956
Fee: $65

SMART Network Remote Classroom
1 mtg
Wednesday, 1-4pm, Aug. 8
UCLA Extension Bldg.: 10995 Le Conte Ave.

Students in this remote classroom connect to their instructor and peers through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience. Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Aug. 7. No refund after Aug. 7.

Claudia Mikail, MD, MPH, who is a clinical geneticist and author of Public Health Genomics: The Essentials. As a medical school admissions consultant, she helps students achieve their best. She received her BA at Princeton, MD at Mt. Sinai School of Medicine, MPH at Columbia, and fellowship at UCLA.

PHYSICS
Enrollment deadline: June 28. No refund after Aug. 7.


Cynthia Chambers, RDHAP, MS

NURSING X 456.1
Pediatric Genetics: Teratology, Dysmorphology, and Developmental Delay
4.0 units
This course introduces students to the major genetic syndromes that appear in childhood, from their molecular, physical, and behavioral underpinnings to their risk factors, epidemiology, and public health implications. Students also learn basic principles of clinical diagnosis in pediatric genetics, such as taking a specialized history and physical, constructing a pedigree, exploring genetic testing options, and providing genetic counseling.

The course is intended for students preparing for a career in the health professions (e.g., medicine, dentistry, nursing, genetic counseling, psychology, public health) or for anyone with interest in the field.

Prerequisite(s): HLT POL X 456 Introduction to Pediatrics and Child Health, or HLT POL X 452 Introduction to Clinical Medicine, or HLT POL X 450 Clinical Genetics - Medical and Public Health Perspectives, or any general biology course.

Reg# 361641
Fee: $780

Online
June 25–Sept. 9

Enrollment limited; early enrollment advised. Enrollment deadline: June 28. No refund after June 28.

Cynthia Chambers, RDHAP, MS

Sciences
For more information call (310) 825-7003.

HLT POL 804
Becoming a Doctor: The Medical School Application Process
0.3 CEUs
Interested in a career in medicine? This seminar will teach prospective physicians about pre-medical course requirements, the MCAT exam, the AMCAS application, and different types of medical schools (MD, DO, and foreign schools).

Reg# 361950
Fee: $65

SMART Network Instructor Classroom
1 mtg
Wednesday, 1-4pm, Aug. 8
UCLA Extension Woodland Hills:
21650 Oxnard Street

The instructor and students in this room connect to a remote classroom through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience.

Reg# 361956
Fee: $65

SMART Network Remote Classroom
1 mtg
Wednesday, 1-4pm, Aug. 8
UCLA Extension DTLA: 261 S. Figueroa St.

Students in this remote classroom connect to their instructor and peers through web-conferencing technology for live, synchronous learning. All courses are recorded for student convenience.


Claudia Mikail, MD, MPH, who is a clinical geneticist and author of Public Health Genomics: The Essentials. As a medical school admissions consultant, she helps students achieve their best. She received her BA at Princeton, MD at Mt. Sinai School of Medicine, MPH at Columbia, and fellowship at UCLA.

Statistics
For more information call (310) 825-7003.

STATS X 402
Introduction to Statistics and Quantitative Methods
4.0 units
This introductory statistics course emphasizes practical application of the statistical analysis. The introduction covers the role of statistics in research; understanding statistical terminology; the use of appropriate statistical techniques; and interpreting findings in the fields of science, economics, nursing, business, and medical research.

Topics include graphing and tabulation of data, central tendency measures, dispersion, probability theory, probability distribution, sampling techniques, confidence interval, and hypothesis testing.

Reg# 361353
Fee: $865

Online
June 25–Sept. 9

It is recommended that students have the latest anti-virus, word processing, and spreadsheet software. Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited; early enrollment advised. Enrollment deadline: June 28. No refund after June 28.

Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

STATS X 402.1
Advanced Statistics and Quantitative Methods
4.0 units
This advanced course in inferential statistics emphasizes the practical application of statistical analysis. Instruction includes an examination of the role of statistics in research; understanding statistical terminology; use of appropriate statistical techniques; and interpretation of findings in the fields of economics, business, nursing, and medical research.

Topics include graphing and tabulation of data; hypothesis testing for small and large samples; chi-squared; statistical quality control; analysis of variance (ANOVA); regression; correlation; and decision making under uncertainty.

Prerequisite(s): Statistics X 402.

Reg# 361352
Fee: $865

Online
June 25–Sept. 9

Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited; early enrollment advised. Enrollment deadline: June 28. No refund after June 28.

Matin Lackpour, MBA, EdD, PhD, mechanical engineer, Los Angeles Department of Water and Power (retired)
Environmental Studies Certificate

New

“When the last tree has been cut down, the last river poisoned, the last fish caught, only then will we realize, we can't eat money.”
— Cree Indian Proverb

This certificate will provide you with a strong foundation for understanding the complex relationship between humans and the environment. You will gain a multidisciplinary perspective on a variety of environmental issues including:

- Air and Water Pollution
- Population Growth and Distribution
- Global Climate Changes
- Ecosystems and Evolution
- Agriculture and Food Resources
- Renewable and Nonrenewable Energy

Issues are addressed from a local, national, and international perspective as well as from a human and physical perspective, giving you the comprehensive knowledge base necessary for career enhancement and/or graduate school.

This certificate consists of only 4 online courses and is open to all students.

Required Courses

- Earth's Physical Environment
- People and the Earth's Ecosystems
- Climate Change, Energy & the Environment
- The Ocean Environment: An Ecosystem Perspective

Electives

For More Information
sustainability@unex.ucla.edu | (310) 825-7093 | uclaextension.edu/EnviStudCert

Stay connected!
Follow us on Facebook
@ExtensionEnvironmentalStudies

For More Information
sustainability@unex.ucla.edu | (310) 825-7093 | uclaextension.edu/sustainability

Stay connected!
Follow us on Facebook
@ExtensionSustainability

Sustainability Certificate

Make an Important Difference in the World, Your Career, and Your Organization

Rise to the challenge and establish yourself as a leader in this important movement. Sustainable initiatives have become a driving force in the economy, and demand is growing for knowledgeable professionals in renewable energies and sustainable practices. The 20-unit Sustainability Certificate is perfect if you're interested in combining academic excellence and real-world experience. Designed with the needs of working professionals in mind, the program can be completed in person or online in as little as two quarters!

The Curriculum

The Sustainability Certificate is comprised of 3 required courses (12 units) and 2 electives (8 units) drawn from various fields. An internship course and new capstone course are also available!

Required Courses

- Principles of Sustainability I: Introduction
- Principles of Sustainability II: Current Issues and Case Studies
- Principles of Sustainability III: Stakeholders and Engaging Communities

Electives

- PUB PLC X 495 Sustainability Internship
- PUB PLC X 478 Sustainable Food and Agriculture
- PUB PLC X 461 Climate Change, Energy, and the Environment
- BIOLGY X 498.10 Greener Gardens: Sustainable Garden Practice

For More Information
sustainability@unex.ucla.edu | (310) 825-7093 | uclaextension.edu/sustainability

Stay connected!
Follow us on Facebook
@ExtensionSustainability
Sustainable Business & Management Specialization

“"If you really think the environment is less important than the economy, try holding your breath while you count your money.""
— Dr. Guy McPherson

This specialization is designed for those who want to dive deeper into the business and management subfield of sustainability by integrating sustainable growth with business management strategies. It provides a condensed overview of sustainable business and management, all while allowing the student to work alongside established instructors to focus on particular topics of interest via class projects and discussions.

Sooner rather than later, doing business sustainably will be the only way to do business. This specialization allows the student to become a leader in this ever growing field.

This specialization consists of only 3 courses and is open to all students; certificate candidacy is not required.

Required Courses

Global Business Practices in Sustainability
Organizational Change for Sustainability
Renewable Energy Economics and Policy

All three required courses are also electives for the Sustainability Certificate; these courses can be used toward completing both programs!

Food Studies Certificate

“Combat food issues. Empower our communities.”

Food is integral in multiple aspects of life and plays a role in the operation of societies. With food security and environmental sustainability becoming increasing global concerns, there is an urgency to empower our communities with the ability to tackle these growing issues.

This multidisciplinary certificate is designed to give students the opportunity to investigate food issues and prepare them to address complex topics spanning food cultures and histories, nutrition and public health, food policy and food justice, urban planning, and agrifood systems and the environment.

This certificate consists of only 4 courses and is open to all students. You are immersed with UCLA graduate students in the required course, URBN PL XLC 216!

Required Course

URBN PL XLC 216 Food Studies Graduate Certificate Colloquium

Elective Courses (choose 3 of the following)

ANTHRO XL 133F Anthropology of Food
+ PHYSCI X 451 Introduction to Human Nutrition
  Page 104.
+ PUB PLC X 478 Sustainable Food and Agriculture
  Page 151.

PUB PLC X 477 Food Justice

Two of the five courses are an XL course and are transferable to the UCLA main campus, as well as other UC and Cal State schools.

+ Offered this quarter.

For More Information
sustainability@unex.ucla.edu | (310) 825-7093
calaextension.edu/sustainableBusMgmtCert

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For More Information
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Sustainability & Environmental Studies
For more information call (310) 825-7093 or visit uclaextension.edu/sustainability.

ENVRON X 400 Principles of Sustainability I: Introduction 4.0 units
This introductory survey lays the foundation for the study of global sustainability. With universal principles as a broad framework, the course provides a basic understanding of environmental systems and the inter-relationship and effect of humans upon the environment. Topics include a historical overview of sustainability and the current problems and issues, an overview of earth’s physical and biological systems and the impact of environmental issues like climate change on these systems, an examination of environmental and urban issues and strategies, and tools to investigate and analyze sustainable environmental practices.

Reg# 361652
Fee: $715
Online
June 25-Sept. 9
Required course in Sustainability Certificate
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

Reg# 361658
Fee: $715
SMART Network Remote Classroom 11 mtgs
Tuesday, 6-9pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
Required course in Sustainability Certificate
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

MGMT X 401 Principles of Sustainability II: Current Issues and Case Studies 4.0 units
Gain a broad exposure and intimate knowledge of the business aspects of sustainability through real-world business case studies. Key elements of this course include identifying practical tools, measuring performance, and reviewing best practices. Upon completion, you’ll have a better understanding of the challenges and often competing interests between businesses, regulatory, social, and technological efforts occurring globally.
Prerequisite(s): X 400 Principles of Sustainability I: Introduction

Reg# 361647
Fee: $715
Online
June 25-Sept. 9
Required course in Sustainability Certificate
Restrictive course. Web enrollments automatically generate a “Permission to Enroll” request.

PUB PLC X 461 Climate Change, Energy, and the Environment 4.0 units
The course provides a better understanding of how future energy solutions, including both power and transportation, will address climate change and environmental protection from a policy standpoint. Instructors broadly discuss climate change, including greenhouse gas emissions and their impacts and policy actions to reduce such impacts. The course also briefly discusses interrelationships among greenhouse gases, environmental quality, public health, energy security, and long-term sustainability. Upon successful completion of the course, students should be able to better analyze, plan, and advise on future actions in response to new and evolving federal, state, and local programs and policies in this area.

Reg# 361646
Fee: $715
Online
June 25-Sept. 9
Elective course in Sustainability Certificate
Required course in Environmental Studies Certificate
Elective course in Sustainability Certificate
Required course in Environmental Studies Certificate
36 hours of CM credit for AICP certified planners.
Michael Smith, PhD

PUB PLC X 478 Sustainable Food and Agriculture 4.0 units
This course examines the concepts, practices, and policies of sustainable food and agriculture. Students begin by surveying the environmental, economic, and social foundations of the field in the U.S. and globally. Topics include a systems approach to sustainable agriculture; the relationship of farming to water, energy, air, and soil; field crops and animal production practices in sustainable agriculture; sustainable horticulture; organic agriculture; sustainable seafood and aquaculture; economic, social, and political context of sustainable food and agriculture; and sustainability in the culinary arts. The course also considers the impacts of agricultural industrialization and potential opportunities for the future of sustainable agriculture, including identifying practical tools, measuring performance, and reviewing best practices. Guest speakers and field trips are scheduled in the public and private sectors.

Reg# 361693
Fee: $715
Classroom 11 mtgs
Thursday, 7-10pm, June 26-Sept. 4
UCLA: Royce Hall
Elective course in Sustainability Certificate
36 hours of CM credit for AICP certified planners.
James Bassett, PhD, senior member, Environmental Affairs Committee, Santa Monica Chamber of Commerce

David Pedersen, MBA, independent consultant.

Reg# 361650
Fee: $715
Classroom 11 mtgs
Thursday, 6:30-9:30pm, June 28-Sept. 6
UCLA Extension Gayley Center: 1145 Gayley Ave.
Required course in Sustainability Certificate
Restrictive course. Web enrollments automatically generate a “Permission to Enroll” request.

UCLA Extension DTLA: 261 S. Figueroa St.
1145 Gayley Ave.
Tuesday, 6-9pm, June 26-Sept. 4
Fee: $715
SMART Network Classroom 11 mtgs
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

Reg# 361652
Fee: $715
Online
June 25-Sept. 9
Required course in Sustainability Certificate
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

Reg# 361658
Fee: $715
SMART Network Remote Classroom 11 mtgs
Tuesday, 6-9pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
Required course in Sustainability Certificate
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

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UCLA Extension Woodland Hills is now open for enrollment.
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WRITING, JOURNALISM & LITERATURE

WRITERS’ PROGRAM

CREATIVE WRITING
132 Basics of Writing
132 Special Topics for All Writers

FICTION
134 Beginning Fiction
134 Intermediate Fiction
134 Advanced Fiction

CREATIVE NONFICTION
135 Beginning Creative Nonfiction
136 Intermediate Creative Nonfiction
136 Advanced Creative Nonfiction

WRITING FOR YOUNG READERS
137 Writing Picture Books
137 Writing for Kids and Middle Grade Readers

JOURNALISM & LITERATURE
137 Poetry
137 Editing & Publishing
138 Special Topics for Film & Television Writers
140 Beginning Feature Film
141 Intermediate Feature Film
141 Advanced Feature Film
142 Beginning Television
142 Intermediate Television
143 Advanced Television
143 Journalism

POETRY

EDITING & PUBLISHING
138 Editing & Publishing

SCREENWRITING
139 Special Topics for Film & Television Writers

FEATURE FILM
140 Beginning Feature Film
141 Intermediate Feature Film
141 Advanced Feature Film

TELEVISION
142 Beginning Television
142 Intermediate Television
143 Advanced Television

WHAT OUR STUDENTS SAY

“A great mix of instructors, all with tons of experience, wisdom, and insight into the art and craft of screenwriting, made my courses very valuable and enjoyable.”

— David Taylor, former feature film certificate student

WRITERS’ PROGRAM

Creative Writing

For help in choosing a course or determining if a course fulfills certificate requirements, contact the Writers’ Program at (310) 825-9415.

Basics of Writing

These basic creative writing courses are for students with no prior writing experience. Instruction is exercise-driven; the process of workshopping—in which students are asked to share and offer feedback on each other’s work with guidance from the instructor—is introduced. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

WRITING X 410 Fiction: Essential Beginnings
2.0 units
Do you aspire to write creatively but don’t know where to start? This supportive workshop provides you with many techniques to motivate and guide you. You learn how to transform observation and personal experience into imaginative prose, create dynamic characters and dialogue, and write from different points of view. By the end of the course, you will have in hand a series of short sketches or a draft of a short story and key tools you need to write creatively.

Reg# 361289
Fee: $468
Online July 25–Sept. 4 Enrollment limited to 15 students. No refund after July 31.

Michael Buckley, MFA, award-winning author and short fiction writer whose work has appeared in numerous anthologies. Michael’s debut collection is Miniature Men, and his stories have appeared in The Alaska Quarterly Review, Clarkesworld, and Daily Science Fiction, among others.

WRITING X 402 Finding Your Voice
2.0 units
You’ve lived, listened, seen, had a childhood—there’s your raw material. Now it’s a question of channeling and shaping that experience with the tools of literary craft. In this beginner’s course, you explore the basics of the three major genres—fiction, nonfiction, and poetry—reading and practicing within those areas of expression to help you find the modes that best fit your story and your voice. Each week you turn in short writing assignments that help you get your feet wet with craft aspects like description, character, dialogue, etc. These assignments culminate in a finished very short story or essay or poem that you present on the last day of class to a supportive workshop.

Reg# 361819
Fee: $342
Classroom 6 mtgs Thursday, 7-10pm, July 26-Aug. 30 UCLA, School of Public Affairs Bldg. Enrollment limited to 20 students. No refund after July 30.

Nancy Spiller, author of the memoir Compromise Cake and Endearing Disasters: A Novel (with Recipes). Ms. Spiller was an editor at the Los Angeles Times Syndicate, and her articles and essays have appeared in such publications as Los Angeles Review of Books, Los Angeles Times Sunday Magazine, and Salon.com.

WRITING X 420 Nonfiction: Essential Beginnings
2.0 units
Sometimes the best stories are true. To help you turn your personal experiences, anecdotes from everyday life, and family stories into compelling narratives, this workshop teaches beginning writers the basic elements of good storytelling. You learn how to excavate memories and discover fresh or unexpected facets of your life stories. Through weekly exercises, you generate new material and learn an array of fictional techniques to tell your nonfiction story, including how to play with voice, focus on a small unit of time, and describe landscape and character. By the course’s completion, you will have in hand a series of short sketches or a draft of a nonfiction piece.

Reg# 360972
Fee: $342
Classroom 6 mtgs Wednesday, 7-10pm, July 11–Aug. 15 UCLA Extension Woodland Hills: 21650 Oxnard Street Enrollment limited to 20 students. No refund after July 13.

Roberta Wax, freelance writer; former reporter, United Press International; former president, Society of Professional Journalists, Los Angeles Chapter. Ms. Wax is a contributor to many magazines and newspapers, including the Los Angeles Times, Westways, Emmy, and Animation, among others.

Special Topics for All Writers

Courses in this section are open to students who want a deeper understanding of a specific craft issue or area of study. These courses fulfill the elective requirement for creative writing certificates. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

WRITING 760.1 Writing Retreat at Lake Arrowhead
Give yourself the gift of time to write away from the demands of your daily life. Join a small group of committed writers for four full days of uninterrupted writing time at UCLA's beautiful conference center on Lake Arrowhead. Participants will enjoy private bedrooms, private baths, and three gourmet meals each day, along with complimentary beverages all day long. The Writers’ Program will coordinate some structured activities, including informal craft talks, pre-dinner social hours, and nightly open mic events, but your time will ultimately be yours to plan and enjoy.

Reg# 358943
6 mtgs Sunday–Friday, Sept. 9–14 Lake Arrowhead Enrollment limited to 15 students. To register, click “Add to Cart” to pay the $25 nonrefundable application fee through UCLA Extension. Upon receipt of your fee, we will email you the itinerary and link to submit your $1,599 fee directly to the UCLA Conference Center at Lake Arrowhead. Mar 9: Last day to cancel registration for full refund. July 1: Last day to cancel registration for a 50% refund. For more information, call (310) 825-9415 or email writers@uclaextension.edu.

For help in choosing a course or determining if a course fulfills certificate requirements, contact the Writers’ Program at (310) 825-9415.

WHAT OUR STUDENTS SAY

“A great mix of instructors, all with tons of experience, wisdom, and insight into the art and craft of screenwriting, made my courses very valuable and enjoyable.”

— David Taylor, former feature film certificate student

Enroll at uclaextension.edu or call (800) 825-9971
Million Writers Award. The Elizabeth Bruss Prize, and the PANK, and The Journal. She was a Van Sickle Fellow Copper Nickel, Baltimore Review, anthologies including Wendy Oleson, MFA, PhD, fiction writer, poet, and essayist whose work has appeared in journals and anthologies including Copper Nickel, Baltimore Review, PANK, and The Journal. She was a Van Sickle Fellow and a recipient of a Washington Square Review Fiction Award, the Elizabeth Bruss Prize, and the South Million Writers Award.

WRITING X 461.1E
Don’t Stop Writing!
2.0 units
This intermediate workshop is designed for writers who have begun the writing process but need a safe environment to continue their creative growth. Focusing on in-class writing exercises that encourage creative expression and experimentation, the course highlights important story elements such as 3-dimensional character arcs, alternating aspects of emotion, classic story structure, and the art of revision. The final goal is the continuation and refining of each writer’s stories along with critical strategies to keep you writing for the rest of your life.

Reg# 361286
Fee: $342
 Classroom
6 mths
Thursday, Friday, 11am-2pm, July 26-Aug. 16
UCLA Extension 1010 Westwood: 1010 Westwood Blvd.
Enrollment limited to 20 students. No refund after July 30.
Steven Wolfson, MFA, award-winning playwright, and founding member of The Mark Taper Forum’s Mentor Playwrights Project. A WGA member, Mr. Wolfson is the recipient of two UCLA Extension Outstanding Instructor Awards in Creative Writing and Screenwriting.

WRITING X 471.1
Video Game Writing I
3.0 units
Videogame players demand deep stories with rich characters, as hits such as Fallout 4, The Witcher 3: Wild Hunt, and The Last of Us prove. Further, the rise of touch-screen devices of all sizes opens up exciting new innovations for storytelling techniques. In this course, you tackle all the key elements of narrative design and game writing, learning how to generate a winning concept, develop characters, integrate gameplay and story, and, most importantly, collaborate with a game’s development team. To make sure you know what it takes to work on a project and target possible employment and freelance opportunities, you survey the business side of videogames. You will learn the basics of designing your own independent project. The course goal is to develop a polished portfolio, including an interactive choose-your-own-adventure game.

Reg# 361275
Fee: $690
 Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.
Toiya Kristen Finley, PhD, author of Narrative Design and Game Writing for Mobile Games: Pocket-Sized Storytelling. Ms. Finley is a narrative designer and game writer, and an Executive Board member of the Game Writing Special Interest Group, International Game Developers Association.

WRITING X 461.1E
Emotion Into Art:
Infusing Your Writing with Feeling
2.0 units
How do writers make you laugh and cry? This course is designed for beginners and those who want to juice up their writing and gain mastery to do both. You begin by exploring emotion-packed fiction, short prose, and poems to discover tips, tricks, and strategies to make readers ache, cheer characters on, or hold their sides with laughter. You also learn about gesture, pacing, tone, juxtaposition, hyperbole, personification, double entendres, and more. Through stimulating writing exercises, you are encouraged to find your own voice and create short writing (poems or proems) about yourself and/or fictional characters that can attract the attention of readers and editors.

Reg# 361287
Fee: $468
 Online
July 25-Sept. 4
Enrollment limited to 15 students. No refund after July 31.
Rochelle J. Shapiro, author of Miriam the Medium and Kaylee’s Ghost. Ms. Shapiro’s essays have been published in The New York Times and Newsweek. Her short stories and poems have been published in many anthologies and literary magazines, such as The Iowa Review, Sedge, and Moment.

WRITING X 413.9E
Speculative Fiction and Magical Realism
3.0 units
Reality is frequently inaccurate. Why not accurately depict that? This workshop is dedicated to kick-starting your imagination with the help of visualization and acting exercises, Oulipo writing prompts, and other creative techniques. We will take a leap beyond the ordinary with examples on how to craft an engaging alternate reality, flesh out an enthralling non-human character, or dream up an unforgettable story line in space. At the end of 10 weeks, you’ll have a better grip on how to apply creative writing techniques designed to help you think outside the box for your own speculative fiction story.

Reg# 361286
Fee: $690
 Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.
Ploy Pirapokin, MFA, fiction writer whose work is featured in Tor.com, The Bellingham Review, Fiction International, and more. Ms. Pirapokin has taught as a creative writing lecturer for San Francisco State University and is currently a 2017-2018 Headlands Center for the Arts Affiliate Artist.

WRITING X 413.12E
Writing Experimental Fiction
3.0 units
Designed for writers well-versed in the elements of traditional literary fiction, this course focuses on creating a new generation of innovative fiction by showing you how to subvert every craft strategy and practice you’ve learned—and thereby opening up a vast number of bold and exciting directions your work can take. You learn to question conventional definitions of plot structure, character, use of language, placement of text on the page, and even how to construct your own author bio. Through this process, your own prose, mainstream or not, is infused with your own authentic voice and originality of vision, and by the end of the course, you have several pieces of experimental fiction, and if appropriate, you revise and revise your own work. Readings include selections by masters of experimental fiction, including Italo Calvino and Kyle Munz, and opportunities to engage with the experimental community and publications.

Reg# 361865
Fee: $900
 Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.
Tantara Bansko, MFA, fiction writer, poet, and award-winning author with hundreds of publications including four chapbooks, one novella, and two full-length fiction books. A graduate of the Iowa Writers’ Workshop, Ms. Bansko has a psychological suspense series, The Agents of the Nevermind.

25th Annual Writers’ Program Publication Party
A Free Event!
Tuesday, June 5, 7-9:30pm
Doors open at 7pm; readings begin at 7:30pm
New Venue Moss Theater*, 3131 Olympic Blvd., Santa Monica

The featured readers are Writers’ Program instructors who have published work within the past year.

Featured Readers
Noel Alumit
Robert Anasi
Laurel Ann Bogen
Jennifer Caloyeras
Nan Cohen
Antonia Crane
Tony DuShane
Beverly Gray
Daniel M. Jaffe
Lou Mathews
Adam McOmber
Maureen Murdock
Wendy Oleson
Judith Prager
Mark Sarvas
Dan Vining
Ian Randall Wilson
Harry Youtt

UCLA Extension Writers’ Program students and friends are cordially invited to attend our 25th annual Publication Party. Join us for spirited readings, book signings, refreshments, and the opportunity to meet fellow writers.
Parking at the Moss Theater is free.

*Please note the new location on the campus of New Roads School.

Please R.S.V.P.
writers@uclaextension.edu | (310) 825-9415

Course Icons
Provide Information At-a-Glance

ONLINE COURSE
Technical requirements, page 4
HYBRID COURSE, page 4
WEB-ENHANCED COURSE, page 4
ON-GROUND COURSE, page 4
TEXTBOOK REQUIRED
Visit our website for textbook information.

UC CREDIT
May be transferable to other colleges and universities, page 5
Fiction

Beginning Fiction Writing

Courses in this section are recommended for students with some prior writing experience. Instruction is a mix of lecture and workshop. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of their work. Those new to writing should consider courses in the Basics of Writing section. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

WRITING X 412.1 Short Story I

3.0 units

It is said that all of us have locked inside at least one good story to tell. Through lectures on craft, short writing exercises, assignments, and discussion, you learn how to tell yours. Topics include plot, point-of-view, setting, description, conflict, characterization, dialogue, tension, rewriting, and submission strategies. The course goal is to draft and revise at least one short story. This course is a prerequisite for students who are continuing in the short-fiction sequence.

Reg# 361342
Fee: $570
Online
Classroom
10 mtgs
Tuesday, 7-10pm, June 26-Aug. 28
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after June 28.

Ron Darian, author and writer/producer whose fiction has appeared in Fiction International, Inkwells, and The MacGuffin, among many others. Mr. Darian is also a WGA member whose television credits include Frasier, Mad About You, and 7th Heaven. He was recently nominated for a Pushcart Prize.

WRITING X 411.1 Novel I

3.0 units

That novel is inside you waiting to emerge, but knowing how and where to start can be daunting. This course provides you with weekly assignments, group interaction, and instructor feedback to help you explore various methods of writing your first novel while learning the key craft points of plot, structure, characterization, point-of-view, sense of place, and voice. The goal is to complete the first chapter of your novel by establishing an intimacy with your characters as you actually shape their journey, and to develop an overall concept to guide you through your story. Required for students considering the long-fiction sequence.

Reg# 361346
Fee: $570
Online
Classroom
10 mtgs
Thursday, 7-10pm, July 5-Sept. 6
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after June 28.


Intermediate Fiction Writing

These courses are designed for students who have fulfilled the prerequisites stated in each description. Instruction includes lectures as appropriate, but the focus is on workshopping. Students continue to share and offer feedback in a supportive environment. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

WRITING X 412.2 Short Story II

3.0 units

Focusing on close textual analysis and intensive writing practice, you create two short stories and revise one in this 10-week workshop. Weekly lectures on technique, analysis of published stories, and in-depth instructor and peer critique develop and deepen your understanding of the art and craft of short story writing. Strategies for approaching the marketplace are also discussed.

Reg# 361290
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Charles Wyatt, MFA, MM, author, whose short fiction has appeared in American Literary Review and New American Writing, among others. Mr. Wyatt is the author of Listening to Mozart twinner of the John Simmons Award, and the novella The Spirit Autobiography of S. N. Jones.

WRITING X 413.1E Story Structure for the Novel

3.0 units

Many aspiring novelists write with the hope that inspiration will come. The result is time wasted on a flabby novel with no clear shape and a sagging pace. On the other hand, story structure gives your novel a skeleton; it forms the bones of your story. And just as adding flesh and clothing to a body makes that body more unique, so does any creative addition the writer makes to his or her basic structure. This course teaches you how to build that skeleton, from a solid premise line to building the moral argument of your novel. You ensure that your novel has what story structure guru John Truby calls the “Seven Key Steps,” and you learn how reversals and reveals, as well as character wants and needs, can drive your story to a satisfying conclusion. Exercises focus on structural elements such as character ghosts, story view and more, and by the end of the course, you have in-hand a six-page synopsis that works. In addition, for most weeks, you submit six pages of writing that relate to a particular structural element.

Reg# 361311
Fee: $590
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.


WRITING X 411.2 Novel II

3.0 units

Armed with your overall concept and first chapter, you continue to develop your knowledge of craft by writing scenes using characters and situations from the projected novel and workshopping your in-progress work. Mini-lectures on the art of the novel, intuitive creative process, and conventional vs. non-conventional approaches to novel structure are also covered. The goal is to complete 50 pages of your novel.

Reg# 361291
Fee: $590
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Paul Witcover, MA, author of six novels, including The War of the Charmingly, and a collection of short stories. His critical essays and book reviews have appeared in Locus, Realms of Fantasy, and The New York Review of Science Fiction. With editor Elizabeth Hand, he co-created and co-wrote the DC Comics series Animia.

Advanced Fiction Writing

Advanced-level courses are primarily workshop-driven and are designed for students who are well into their projects. Admission is by submission only and the selection process is competitive. It is recommended that students take intermediate-level courses prior to submitting their work. For instructions on submitting work, contact the Writers’ Program at (310) 825-9415 or go to writers.ucla.edu/submissions/continuing-students.

The submission deadline for summer is June 4 at 9am (PST). Visitors are not permitted in advanced-level courses.

WRITING X 412.3 Short Story III

3.0 units

The short story, one of the most challenging of all literary forms, requires the precision and imaginative integrity of both plot and character development. This workshop helps you to realize your fictional intentions through detailed written critiques and to prepare your stories for publication in targeted markets. The course goal is to complete two new stories and one revision.

Reg# 361312
Fee: $780
Online
June 27-Sept. 4
Enrollment limited to 12 students. No refund after June 20.

Submission Requirements: A single short story sample (maximum 3,000 words). Adam Prince, MFA, fiction writer whose short story collection, The Beautiful Wishes of Ugly Men, was published by Black Lawrence Press. His work has appeared in The Southern Review and Missouri Review, among others. He is a Pushcart Prize nominee and a Tinkerer Fellow at the Gilman School in Baltimore.

WRITING X 411.4 Novel IV

3.0 units

For students with at least 100 pages of a novel, this advanced workshop focuses on elements of technique and vision necessary for a work to be considered complete. You receive intensive instructor and peer critiques of manuscript chapters and their relation to the overall work, including a review as needed of the effective use of voice, tone, mood, imagery, and metaphor. A major goal of this course is to give you the self-editing skills to polish and revise your entire novel within and beyond the course itself. Please prepare a one-page, double-spaced synopsis and your novel's first five pages for the first week of class.

Reg# 361316
Fee: $780
Online
June 27-Sept. 4
Enrollment limited to 12 students. No refund after June 20.

Submission Requirements: A two-page synopsis and the first 20 pages of your work-in-progress. Lynn Hightower, nationally and internationally best-selling novelist with 14 books in print. Ms. Hightower’s books have appeared on The New York Times “Notable” list, The London Times best seller list, and have been selections of The Literary Guild and The Mystery Guild. She also is a recipient of the Shamir Award.

NEW WRITING X 413.13 Advanced Workshop in Revising the Novel

3.0 units

For writers who have completed a draft of their novel, or have found themselves mired in the vast middle, uncertain of direction, this advanced workshop focuses on techniques in revision applied to the first 60 pages of your manuscript. To paraphrase the great Billy Wilder, there are no third act problems, only first act problems. Novels fly or flop based on the elaborate architecture of language, character, and plot developed in the first 50 pages of the story. Through the close reading of your work, the study of techniques in revising extended narratives, and above all by rewriting, this workshop will guide you through a revision of the first act of your novel, and examine the dramatic implications of the first act through to the end.

Reg# 361387
Fee: $780
Online
June 27-Sept. 4
Submission Requirements: Please submit a statement detailing where you are in the writing or revision process, whether you’ve finished a draft or are stuck somewhere in the middle. Attach to this statement a two-page synopsis and the first 20 pages of your work-in-progress. Enrollment limited to 12 students. $100 nonrefundable; No refund after June 20.

Robert Eversz, MFA, author of the novels Zero to the Eleven and Dancing James Dean, Burning Garbo, Killing Paparazzi, Gypsy Hearts, and Shooting Elvis. Mr. Eversz’s novels have been translated into 15 languages. He has been the finalist judge for the AWP Award Series in the Novel.
Beginning Creative Nonfiction Writing

Courses in this section are recommended for students with some prior writing experience. Instruction is a mix of lecture and workshopping. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of their work. Those new to writing should consider courses in the Basics of Writing section. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

NEW

WRITING X 424.15E
Writing the Thinkpiece
2.0 units
Perhaps no genre is more shared, read, and critiqued than the online thinkpiece. As much as these essays capture and analyze the current cultural landscape, they are often misunderstood as quick, cheap, or reactionary. The truth is that the genre is malleable enough for any writer to find their footing and to craft their voice within its limits. Together, we define what a thinkpiece is and is not by reading some of its most well-known writers, including Roxane Gay, Kiese Laymon, and Rebecca Solnit. Then, we work on honing your voice, researching your argument and giving structure to your ideas. Participants walk away from the course with several pieces of polished work.

Reg# 361058
Fee: $342
❖ Classroom
6 mts
Thursday, 7-10pm, Aug. 2-Sept. 6
UCLA: Humanities Bldg.
Enrollment limited to 20 students. No refund after Aug. 6.
❖ Matthew Rodriguez, MA, contributing editor for the anthology Modern Loss: Candid Conversations about Grief. Mr. Rodriguez is a staff writer at INTO, an LGBTQ digital magazine, as well as an essayist whose work has appeared in Slate, the Village Voice, and Mic. He hosts a podcast, Slayers 98, about Buffy the Vampire Slayer.

NEW

WRITING X 424.16E
Personal Essay Intensive: A Two-Weekend Workshop
3.0 units
The personal essay inspires both readers and writers and is and is not by reading some of its most well-known writers, including Roxane Gay, Kiese Laymon, and Rebecca Solnit. Then, we work on honing your voice, researching your argument and giving structure to your ideas. Participants walk away from the course with several pieces of polished work.

Reg# 361629
Fee: $660
❖ Classroom
4 mts
Saturday, Sunday, 9am-5pm, July 28-29
UCLA: School of Public Affairs Bldg.
Saturday, Sunday, 9am-5pm, Aug. 25-26
UCLA: School of Public Affairs Bldg.
Enrollment limited to 15 students. No refund after July 27.
❖ Antonia Crane, MFA, author of the memoir Spent and senior editor of The Citron Review and Word Rde. Ms. Crane’s writing has appeared in The New York Times, Playboy and Salon, among others. She is a two-time winner of The Moth Slam, and has appeared on This Is Life with Lisa Ling and WFT with Marc Maron.

WRITING X 424.14E
Flash Forward: Writing Microfiction and Nonfiction
2.0 units
It should come as no surprise that in our fast-paced, Twitter-dominated society, micro stories/flash essays/short-shorts are in demand by publishers. For creative writers, flash prose is often a rewarding form to write. Generally under 1,000 words, and often under 500, flash prose pieces can provide a welcome break from longer projects while keeping our writing muscles active. In addition, producing material appropriate for publication in a relatively short time can foster a sense of tangible accomplishment. In this workshop, you learn how to craft short prose (nonfiction and/or fiction) for maximum effect through the use of helpful prompts; exchange critiques to help you polish your flash stories and essays for potential publication; and read examples of effective flash prose for class discussion about the craft elements that make them successful. Expect to produce several flash stories and/or essays in this class and have a lot of fun!

Reg# 361050
Fee: $468
❖ Online
July 25-Sept. 5
Enrollment limited to 15 students. No refund after July 31.
❖ Mieke Eriksen, MFA, author of All Ships Follow Me: A Family’s Inheritance of War, forthcoming from Picador. Ms. Eriksen’s works have appeared in publications such as Creative Nonfiction and Best Travel Writing 2011, among others. She has received distinguished fellowships at VCCA and the James Merrill House.

WRITING X 424.6E
Memoir and Personal Essay Weekend Workshop
1.5 units
Everyone has a story (and often many stories) to tell, whether your life has been a wild ride or a quiet stroll. This course is designed for those interested in learning more about the similarities and differences between the two forms and how to explore and shape your stories. Through exercises, prompts, and workshop, you begin work on several stories; you may develop some of these into longer pieces, while others may simply get your creative juices flowing. Because both personal essay and memoir call upon the writer to dig deep and hover patiently over the material of memory, this weekend’s worth of writing and exploration gives you tools for staying the course long after the actual class has finished.

Reg# 361051
Fee: $266
❖ Classroom
2 mts
Saturday, Sunday, 9:30am-5pm, July 28 & 29
UCLA Extension 1010 Westwood:
1010 Westwood Blvd.
Enrollment limited to 20 students. No refund after July 27.
❖ Amy Friedman, MA, author of four memoirs including Desperado’s Wife, and One Soufflé at a Time: A Memoir of Food and France (with Anne Willian). Ms. Friedman has also written several children’s books, and thousands of essays and stories. She is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

Learn the Art & Business of Entertainment
Top Hollywood professionals teach:
Acting
Business & Management of Entertainment
Cinematography
Directing
Entertainment Development
Post-Production
Producing
Film Scoring
Music Business
Music Production
Courses start on page 27.
Intermediate Creative Nonfiction Writing

These courses are designed for students who have fulfilled the prerequisites stated in each description. Instruction includes lectures as appropriate, but the focus is on workshopping. Students continue to share and offer feedback in a supportive environment. Please call an advisor at (310) 825-9451 to determine which course will best help you reach your writing goals.

**WRITING X 421.1 Creative Nonfiction I**

3.0 units

**WRITING X 423.1 Memoir I**

3.0 units

**Creative Alchemy: Finding and Writing Life Stories You Were Meant to Tell**

3.0 units

This course is for anyone who has a story from “real life” that needs to be told. Sometimes your story is about a person, place, thing, or some concealled part of yourself, a remembered time or event, or even something that will happen as you give account to its unfolding. Over the span of this course, you identify this element of your story’s core fascination and acquire the skills to tell it, including researching and interviewing techniques, cultivating your own unique writing voice, and constructing your story into a combination of episodes that advance and present it to best dramatic and imaginative effect. Finally, you investigate possible venues where each story might most effectively be presented.

**Reg# 361020**

Fee: $570

- Online

June 27-Sept. 4

Enrollment limited to 15 students. No refund after July 3.

**Harry Yount**, fiction writer and Pushcart Prize-nominated poet whose recent collections include *I’ll Always Be from Learin and Oubound for Elsewhere*. Mr. Yount is a co-recipient of the UCLA Extension Outstanding Distinguished Instructor Award and the UCLA Extension Instructor Award in Creative Writing.

**Judith Prager**, PhD, fiction and nonfiction writer whose works include *The Newman Factor*, *Verbal First Aid and The Worst Is Over: What to Say When Every Moment Counts*. She is a co-recipient of the UCLA Extension Outstanding Distinguished Instructor Award and the UCLA Extension Outstanding Instructor Award in Creative Writing.

**Antonia Crane**, MFA, author of the memoir *Spent and* senior editor of *The Citron Review* and *Word Root*. Ms. Crane’s writing has appeared in *The New York Times*, *Playboy*, and *Salon*, among others. She is a two-time winner of *The Moth* Slam, and has appeared on *This Is Life* with *Lisa Ling* and *WFF* with Marc Maron.

**Reg# 361023**

Fee: $690

- Online

June 27-Sept. 4

Enrollment limited to 15 students. No refund after July 3.

**Yelizaveta Renfro**, MFA, PhD, short story writer whose collection, *A Catalogue of Everything in the World*, won the St. Lawrence Book Award. Ms. Renfro’s essay collection, *Xylophone*, was published in the University of New Mexico Press. A Pushcart Prize nominee, she is the editor of *Keeping Track: Fiction of Lists*.

**Reg# 361026**

Fee: $960

- Online

June 27-Sept. 4

Enrollment limited to 15 students. No refund after July 3.


**Intermediate Creative Nonfiction Writing**

3.0 units

Designed for those who have already begun to explore memoir or other narrative nonfiction genres, this workshop guides you to take your skills to the next level by focusing on a collection of essays, a single project, or other types of nonfiction prose; works-in-progress are welcome. Every week, you read several short, stylistically adventurous pieces to expand your repertoire and post a new installment of your own project for feedback from your instructor and peers. The goal is to create two new essay-length works of creative nonfiction and polish your skills for publication.

**Reg# 361025**

Fee: $690

- Online

June 27-Sept. 4

Enrollment limited to 15 students. No refund after July 3.

**Victoria Zackheim**, MA, editor of six anthologies of personal essays including *The Other Woman*; *For Keeps; The Face in the Mirror*; and *The Florida Review*, among others.

**WRITING X 423.2 Memoir II**

3.0 units

Designed for the serious writer committed to participating in a structured writing regimen as well as engaging in ongoing critiques and craft discussions, this course guides you to examine key issues in your work, create an involving storyline out of your life experience, and cast yourself as a compelling character readers want to follow. You also develop the self-editing skills you need to polish and revise your material at a level appropriate to submit to publishers. Includes discussion of current marketplace. The course goal is to complete 50 well-crafted pages of your project.

**Reg# 361029**

Fee: $680

- Classroom

10 mtgs

Tuesday, 7-10pm, July 3-Sept. 4

UCLA: Humanities Bldg.

Enrollment limited to 15 students. No refund after July 5.


**Advanced Creative Nonfiction Writing**

Advanced-level courses are primarily workshop-driven and are designed for students who are well into their projects. Admission is by submission only and the selection process is competitive. It is recommended that students take intermediate-level courses prior to submitting their work. For instructions on submitting work, contact the Writers’ Program at (310) 825-9415 or go to writers.uclaextension.edu/continuing-students. The submission deadline for summer is June 4 at 9am (PST). Visitors are not permitted in advanced-level courses.

**WRITING X 423.3 Memoir III**

3.0 units

Designed for serious writers who seek to refine their manuscripts into polished memoirs, this intensive workshop offers a structured writing regimen and ongoing critique. Issues of structure, theme, and honing the author’s unique voice are emphasized. You also develop and perform self-editing techniques. The course goal is to write or revise two chapters or essays and increase mastery over this artistic form.

**Reg# 361052**

Fee: $780

- Online

June 27-Sept. 4

Enrollment limited to 12 students. $100 nonrefundable; No refund after July 3.

**Submission Requirements:**

A 3-page writing sample and 1 paragraph of your project summary/overview or chapter-by-chapter outline for entire book project.

Writing for Young Readers

Courses in this section offer opportunities for writers to study in the full array of books for children, including picture books, easy readers, chapter books, middle grade novels, and young adult novels. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

Writing Picture Books

NEW

WRITING 741.1E
Writing a Picture Book and Getting it Published

You have the dream—I’ve always wanted to write a children’s picture book. But... how? This inspiring class offers you practical tools to help you realize that dream. It includes writing exercises, examples of current and classic picture books (and why they are classics), behind-the-scenes stories from award-winning writers, practical tips on the business of writing for children and how to make inroads in this field. By the end of the day you’ll have effective tools to guide you to your next step in this vibrant field.

Reg# 361060
Fee: $155
❖ Classroom
1 mtg
9:30am-12:30pm, July 14
1010 Westwood Blvd.
Enrollment limited to 100 students. No refund after July 12.

April Halprin Wayland, author of seven picture books, including New Year at the Pier: A Rosh Hashanah Story, named Best Jewish Picture Book. She won the Myra Cohn Livingston Award for Girl Coming In for a Landing: A Novel in Poems, and a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

Alexis O’Neill, PhD, author of the picture books The Recess Queen, a Los Angeles Times bestseller and children’s choice book in 12 states; Loud Emily, Estela’s Swap (Lee & Low); and The Kite That Bridged Two Nations. Dr. O’Neill’s work also has been published in Cobblestone, Calliope, Faces, Odyssey, Spider, and Cricket.

Barney Saltzberg, multiple-award-winning writer and illustrator of more than 30 books for children, including Crazy Hair Day, adapted into an animated DVD by Scholastic Books; and Cornelius P. Mud, Are You Ready for Baby?. Mr. Saltzberg also has recorded four albums for children and his music has been used on PBS’s Arthur.

NEW

WRITING X 445.2
Young Adult Novel II

3.0 units
Readers of young adult novels demand immediate action, fascinating characters, interesting situations, realistic dialogue, and unique, yet somehow familiar settings—all at the same time! Crafting all of these elements, while also developing a distinctive voice, can be quite tricky. This course helps you take your young adult novel—either a work-in-progress or a completed draft—to the next level by exploring the nuance of the young adult novel; diving deeper into elements like character, voice, plot, dialogue, and description; and by supportively critiquing each other’s work. By the end, you will have completed approximately 30 to 50 pages of a young adult novel and have a workable plan for finishing the draft.

Reg# 361053
Fee: $690
❖ Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Kelly Barson, MFA, author of the novels 45 Pounds and Charlotte Cuts It Out. Ms. Barson has published articles in Highlights for Children Magazine, Hunger Mountain Literary Journal, and other local family magazines. She is a panelist and speaker at many library events and conferences.

Poetry

These workshops are tailored to students with specific levels of experience in poetry writing. Please review course descriptions carefully or call an advisor to determine which course will best help you reach your writing goals. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

NEW

WRITING X 432.2E
Poetry of Witness

2.0 units
For those with an interest in poetry and social justice, this workshop will help students generate new work in response to current dark times. In this course, we will read and analyze contemporary witness and social justice poetry with the purpose of finding strategies for writing new poetry that is both personal and political. With a focus on experimentation and exercise, students will play with new forms while reaching for higher meaning and a wider audience, culminating in a small portfolio of work ready to be submitted to literary journals of varying size and aesthetics.

Reg# 361042
Fee: $468
❖ Online
Aug. 1-Sept. 5
Enrollment limited to 20 students. No refund after Aug. 7.

Xochitl-Julisa Bermejo, MFA, author of the poetry collection Passada: Offerings of Witness and Refuge. Ms. Bermejo has taught courses on social justice poetry, literary communities of Los Angeles, and literary submission strategies. Her work is published in Acentos Review, CALYX, and Crazyhorse among others.

For advisement on courses or to learn about our certificates or specializations call (310) 825-9415 or email writers@uclaextension.edu.
Courses in Editing and Publishing

Whether you’re a writer or are considering a career in publishing as an editor or literary agent, it’s important to know how a project goes from finished manuscript to published book. Learn the roles of editors, as well as essential editing, proofreading, and fact-checking skills with these spring courses in editing and publishing.

New
Editor Consultation: One Day Workshop (UCLA Campus)
David Groff
Page 138.

New
Freelancing for Editors
Jeanne De Vita
Page 138.

New
Editorial Management I: Acquisition to Publication
Julia Callahan
Page 138.

WRITING X 432.5E
Spoken Word Intensive
3.0 units
This intensive workshop offers support, structure, and guidance for anyone who has a message to deliver. Be it traditional spoken word poetry, speech or sermon delivery, songwriting, or solo performance art, this intensive workshop helps students create material worth standing for, and then helps them raise their voices to meet the moment. The first weekend offers generative writing exercises, small group shares and discussions, lectures on craft, reading aloud of newly-generated writing, and preparation of their performance through memorization and delivery, songwriting, or solo performance art. This intensive workshop offers support, structure, and feedback to those who either have never written as well as those with some experience who seek new direction and feedback.

Reg# 361045
Fee: $660
Classroom
4 mtgs
Saturday, Sunday, 9am-5pm, Aug. 4 & 5; Aug. 5 & 26
UCLA Extension DTLA: 261 S. Figueroa St.
Enrollment limited to 15 students. No refund after Aug. 3.

Rachel Kann, MFA, author of the collection 10 for Everything. Ms. Kann is an award-winning poet whose work has appeared in various anthologies, including Word Warriors: 35 Women Leaders in the Spoken Word Revolution. She is the recipient of the UCLA Extension Outstanding Instructor Award for Creative Writing.

WRITING X 431.1
Poetry I
3.0 units
What is a poem and how does it differ from prose? What sources can you, the beginning poet, look to for ideas and inspiration? How can you encourage a raw, unfitted poem to become a thing of power and beauty? This course provides a series of enjoyable and illuminating exercises to expand your imagination and introduce you to the complex issues of craft and revision in an accessible way. Of value to those who have never written as well as those with some experience who seek new direction and feedback.

Reg# 361044
Fee: $570
Classroom
10 mtgs
Thursday, 7-10pm, July 5-Sept. 6
UCLA: Humanities Bldg.
Enrollment limited to 20 students. No refund after July 9.

Suzanne Lummis, poet, author of Open 24 Hours, and editor of Wide Awake: Poets of Los Angeles and Beyond. Ms. Lummis’s work has appeared in The New Yorker, Ploughshares, and The Hudson Review among others. She is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

Editing and Publishing

These courses are designed for writers who want to improve their editing skills or develop competencies toward a career in editing and publishing. Some courses help advanced writing students prepare and submit their work for publication. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

NEW
WRITING 752.1E
From Writer to Author: A Roadmap to Publication
This seminar, led by a longtime independent book editor, helps you transition from being a prose writer or poet who is publishing individual works to becoming the author of a book. You explore the vast changes occurring in the publishing business and how, as a proactive writer, you can make them work for you; how to answer the five questions every publishing professional will ask about your book; how the practice of literary citizenship can benefit your book project, your career, and the overall culture; and how you can chart your own path to getting your words between covers and into the hands of readers.

Reg# 361070
Fee: $75
Classroom
1 mtg
Saturday, 10am-1pm, Sept. 8
UCLA: Haines Hall
Enrollment limited to 100 students. No refund after July 3.


WRITING 752.2E
Editor Consultation with David Groff
Only for Attendees of Writing 752.1E From Writer to Author: A Roadmap to Publication.
“From Writer to Author” attendees can pay an additional fee to send 10 sample pages of their writing and a 1-page pitch or query in advance of the workshop. Instructor David Groff will schedule a 30-minute consultation following his class to discuss the strengths and opportunities for revision in each student’s submission.

Reg# 361071
Fee: $110
Classroom
1 mtg
Saturday, 2-5pm, Sept. 8
UCLA: Haines Hall
Limit of 6 students. No refund after Sept. 7.


WRITING X 452.3
Freelancing for Editors
3.0 units
Editors who want to work outside of big publishing houses can find success in freelance editing. Freelance editors must learn to balance projects, find and bid on new work, and maintain client relationships over time. This course will provide students an overview of the skills necessary to pursue freelance editing work and to operate a business with one employee: yourself. By the end of the course, students will have the knowledge to structure and maintain a freelance editing practice.

Reg# 361056
Fee: $990
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Jeanne De Vita, MFA, award-winning author, and editor with an extensive background in publishing. Ms. De Vita is currently a Developmental Editor for Waterhouse Press, and previously worked as both an Acquisitions Editor and a Managing Editor. She counts several New York Times best-selling authors among her clients.

WRITING X 452.1
Editorial Management I: Acquisition to Publication
3.0 units
The process from written manuscript to published book is more complicated than most authors and newer publishing professionals expect. From what to look for in acquisitions to how to use metadata to your advantage to booking a successful author tour, this course covers everything that an author and publisher should expect from reading manuscripts to the actual publication date. By the end of the course, you understand how an editor turns an author’s manuscript into a saleable product.

Reg# 361049
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Julia Callahan, acquisitions editor and director of sales and marketing for Rare Bird Books, a literary publicity and events firm. Ms. Callahan is also the fiction editor of The Wall Street Journal’s literary journal. She helped run the events department at Book Soup for four years.

WRITING X 455.1
Introduction to Literary Agenting
3.0 units
Literary agents are uniquely positioned in the publishing world to have their hands in many facets of the book process, from a book’s inception through to finished copies and publicity. This course begins with an overview of the Agency Agreement, the contract that binds an author with an agent. Students analyze the contract in order to gain a general understanding of the role and responsibilities of an agent and how they go about shepherding authors and their work. This course also unravels the mysteries of book Publishing Agreements and provides a step-by-step guide to understanding the legal language; recognizing which subsidiary rights can (and should) be negotiated; and the differences between a good deal and bad deal—it isn’t always money. Students leave the course with a general knowledge of what it takes to foster a book project from query to signed contracts.

Reg# 361048
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Christopher Rhodes, literary agent with The Stuart Agency in New York, specializing in well-crafted debut fiction and platform driven nonfiction. Prior to joining The Stuart Agency, Mr. Rhodes was an agent at The James Fitzgerald Agency and worked in the sales and marketing departments at Simon and Schuster.
Enrollment limited to 15 students. No refund after July 3.

A glance at movie listings or network, cable, and streaming offerings will indicate that adaptations are the basis of the contemporary industry. This is the continuation of a course created and designed for students who want to focus on adapting literary, theatrical, graphic novel, and fact-based material into films and long form television. Participants can start or continue projects based on public domain material and develop short films or complete full length scripts. The goal is the development of an adaptation and the writer’s unique voice and style. The students’ major project will be a completed and polished, camera ready script for the short film—22 pages maximum—began in Adaptation 1 or a rough draft for a full length screenplay. Prerequisite(s): FILM TV X 450.1 Adaptation for Screenwriters I

Reg#: 361586
Fee: $660
Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4.
No refund after June 29.
Warren Lewis, MFA, screenwriter/producer and WGA member who wrote Black Rain, directed by Ridley Scott, and The 13th Warrior, starring Antonio Banderas. He has also sold and developed both features and pilots for Warner Bros., FOX, Paramount, Ensemble Entertainment, and Sony Pictures, among many others.

FILM TV X 433.59
Adapting Literature for TV: The Pitch
2.0 units
This course is designed for students interested in adapting literature for television, a trend in Hollywood only growing in popularity. You look at how to transfer and restructure the world of the book—its characters, setting, plot, and themes—into a compelling and commercial television series while maintaining the heart and soul of the original work. You alone hone your show’s concept; develop character descriptions, which may include generating composite characters; and create short pitches for the pilot episode, the season, and future episodes. The goal of this four-week course is to develop an initial pitch for your adaptation.

Reg#: 361957
Fee: $396
Classroom
6 mtgs
Monday, 7-10pm, July 9-Aug. 13
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after July 11.

Jacqueline Heinz, MFA, author, screenwriter, and playwright who has written for the Lifetime Network, Oprah Winfrey’s Oxygen Network and Jarrett Creative. Ms. Heinz was a former editor for Scholastic, Inc., and has won The Agnes Nixon Playwriting Award.

FILM TV X 431.77
Screenwriter’s Lab: The New Method
3.0 units
Beau Willimon (creator and show runner, House of Cards), Aaron Sorkin (Steve Jobs, The Social Network), and Sheila Callaghan (writer and producer, Shameless) are among countless television and film writers who got their start in the theatre, and who continue to work in both disciplines. Agents and producers often read plays with the goal of finding a writer who excels at character-driven storytelling—which is at the heart of theatre. In this course, you learn tools to deepen your characters, expand on new plot ideas, and most importantly, find your unique voice as a writer. You first explore the fundamentals of play construction and writing techniques, writing frequently to master the art and craft of playwriting, culminating in a one-act play or one act of a play. You then learn to apply your new-found skills to your own film or TV script, and have the best 10 pages ready to be performed by actors in the final requirement.

Reg#: 362064
Fee: $660
Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: Humanities Bldg.
Enrollment limited to 15 students. No refund after June 29.

Leon Martell, MFA, playwright, actor, and director, whose plays include STEEL; John Henry and the Shamrock, winner of two 2002 Ovation Awards, and who directed String of Pearls at Carnegie Hall. He is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

If you have the talent, passion, and determination necessary to produce professional-quality work, apply for 1 of 3 master classes or pro-series offered this fall for 6-9 months. Each of these advanced workshops is limited to 8 writers and requires submission of a complete novel, feature-length screenplay, or television script.

In addition to instruction, each master class or pro-series participant receives written feedback from a reputable agent, discounted certificate enrollment fees, and more.

The deadline to apply is at 4pm on August 27.

John Henry and the Shamrock
2018-2019 Master Class and Pro-Series Workshops

Master Class in Novel Writing
(Online/Low Residency)
A 9-month course.
Instructor: Alyx Dellamonica
Designed for novelists committed to revising their projects to a publishable level and includes a 4-day residency at UCLA.

Pro-Series in Feature Film Writing
(Online/Low Residency)
A 9-month course.
Instructor: Diane Drake
Designed for screenwriters committed to beginning a new screenplay and seeing it through to the final polish. Includes a 4-day residency at UCLA.

Pro-Series in Television Pilot Writing
(Onsite)
A 6-month course.
Instructor: Phil Kellard
Designed for those interested in taking their idea for a 1-hour or half-hour television pilot from beginning to rewrite.

For More Information
(310) 825-9415 | writers.uclaextension.edu/courses/master-classes
Feature Film

Beginning Feature Film Writing

Recommended for beginning students, these courses build on one another in a four-part sequence. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of the work. By the end of the sequence, students have a completed draft of their first feature film script.

FILM TV X 440A Writing the First Screenplay I

3.0 units

The first in a four-part sequence designed to take you through the full process of writing a feature film screenplay, this course grounds you in the key craft elements of story structure, plot, scene development, character, and drive a screenplay's action; see what constitutes compelling plots and subplots; and learn how to construct a scene. Throughout the course, you complete a series of exercises which serve as the basis for your script outline, a prose description of your screenplay. The course goal is to learn how to write effective, compelling scenes and to create a four-to-five-page outline that clearly delineates your script's beginning, middle, and end. The ability to write an effective outline is a critical skill for the professional screenwriter, serves as the basis for most pitches, and is required for admission into X 440B Writing the First Screenplay II. This course counts toward the 4-course Writing and Directing Short Films Specialization.

Reg# 361089
Fee: $570
❖ Classroom
10 mtgs
Monday, 7-10pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after June 27.

Ben van der Ven, screenwriter, WGA member who wrote the Steven Soderbergh film Che. He has written and is currently developing projects for Terrence Malick, Julian Schnabel, Rober De Niro, Keanu Reeves, Don Cheadle, Bruce Willis, and Arnold Schwarzenegger as well as for Amazon Studios and Regency.

Reg# 361432
Fee: $570
❖ Classroom
10 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 28.

Andrew Knauer, MFA, screenwriter and WGA member who wrote The Last Stand, starring Arnold Schwarzenegger, and Ghost Team One (Paramount Pictures). He also wrote a sci-fi/Action feature for Universal Pictures and is currently adapting the comic book, 5 Days to Die, for Circle of Confusion.

Reg# 361097
Fee: $570
❖ Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 29.

William Hasley, screenwriter and WGA member who has sold features to 20th Century Fox, Universal, and Warner Bros. His TV credits include Swift Justice; Ghost Stories; Murder, She Wrote; Kung Fu; Young Riders; and Highway to Heaven and has also written for Castle Rock, Columbia, and Warner Bros.

FILM TV X 440B Writing the First Screenplay II

3.0 units

This second in a four-part sequence in writing a feature film script has you hit the ground running. You begin by pitching your story based on your outline and revising it to make sure the premise can carry the entire movie. Armed with a workable outline, you then flesh it out into either a beat sheet or treatment (at the instructor’s discretion) and begin writing your screenplay. Personalized feedback along with mini-lectures on key craft points, including character development, story structure, and conflict, help you to meet the course goal, which is to write Act I (approximately 30 pages). May be repeated for credit. This course counts toward the 4-course Writing and Directing Short Films Specialization.

Reg# 361440
Writing the First Screenplay I

FILM TV X 440A Writing the First Screenplay I

The first in a four-part sequence designed to take you through the full process of writing a feature film screenplay, this course grounds you in the key craft elements of story structure, plot, scene development, character, and drive a screenplay's action; see what constitutes compelling plots and subplots; and learn how to construct a scene. Throughout the course, you complete a series of exercises which serve as the basis for your script outline, a prose description of your screenplay. The course goal is to learn how to write effective, compelling scenes and to create a four-to-five-page outline that clearly delineates your script's beginning, middle, and end. The ability to write an effective outline is a critical skill for the professional screenwriter, serves as the basis for most pitches, and is required for admission into X 440B Writing the First Screenplay II. This course counts toward the 4-course Writing and Directing Short Films Specialization.

Reg# 361089
Fee: $570
❖ Classroom
10 mtgs
Monday, 7-10pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after June 27.

Ben van der Ven, screenwriter, WGA member who wrote the Steven Soderbergh film Che. He has written and is currently developing projects for Terrence Malick, Julian Schnabel, Rober De Niro, Keanu Reeves, Don Cheadle, Bruce Willis, and Arnold Schwarzenegger as well as for Amazon Studios and Regency.

Reg# 361432
Fee: $570
❖ Classroom
10 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 28.

Andrew Knauer, MFA, screenwriter and WGA member who wrote The Last Stand, starring Arnold Schwarzenegger, and Ghost Team One (Paramount Pictures). He also wrote a sci-fi/Action feature for Universal Pictures and is currently adapting the comic book, 5 Days to Die, for Circle of Confusion.

Reg# 361097
Fee: $570
❖ Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 29.

William Hasley, screenwriter and WGA member who has sold features to 20th Century Fox, Universal, and Warner Bros. His TV credits include Swift Justice; Ghost Stories; Murder, She Wrote; Kung Fu; Young Riders; and Highway to Heaven and has also written for Castle Rock, Columbia, and Warner Bros.

FILM TV X 440A Writing the First Screenplay I

The first in a four-part sequence designed to take you through the full process of writing a feature film screenplay, this course grounds you in the key craft elements of story structure, plot, scene development, character, and drive a screenplay's action; see what constitutes compelling plots and subplots; and learn how to construct a scene. Throughout the course, you complete a series of exercises which serve as the basis for your script outline, a prose description of your screenplay. The course goal is to learn how to write effective, compelling scenes and to create a four-to-five-page outline that clearly delineates your script's beginning, middle, and end. The ability to write an effective outline is a critical skill for the professional screenwriter, serves as the basis for most pitches, and is required for admission into X 440B Writing the First Screenplay II. This course counts toward the 4-course Writing and Directing Short Films Specialization.

Reg# 361089
Fee: $570
❖ Classroom
10 mtgs
Monday, 7-10pm, June 25-Aug. 27
UCLA: School of Public Affairs Bldg.
Enrollment limited to 20 students. No refund after June 27.

Ben van der Ven, screenwriter, WGA member who wrote the Steven Soderbergh film Che. He has written and is currently developing projects for Terrence Malick, Julian Schnabel, Rober De Niro, Keanu Reeves, Don Cheadle, Bruce Willis, and Arnold Schwarzenegger as well as for Amazon Studios and Regency.

Reg# 361432
Fee: $570
❖ Classroom
10 mtgs
Tuesday, 7-10pm, June 26-Sept. 4
UCLA Extension DTLA: 261 S. Figueroa St.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 28.

Andrew Knauer, MFA, screenwriter and WGA member who wrote The Last Stand, starring Arnold Schwarzenegger, and Ghost Team One (Paramount Pictures). He also wrote a sci-fi/Action feature for Universal Pictures and is currently adapting the comic book, 5 Days to Die, for Circle of Confusion.

Reg# 361097
Fee: $570
❖ Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 3.
Enrollment limited to 20 students. No refund after June 29.

William Hasley, screenwriter and WGA member who has sold features to 20th Century Fox, Universal, and Warner Bros. His TV credits include Swift Justice; Ghost Stories; Murder, She Wrote; Kung Fu; Young Riders; and Highway to Heaven and has also written for Castle Rock, Columbia, and Warner Bros.
June 29.

No meeting July 4.

June 29.

No meeting July 4.

Steven Schwartz, screenwriter/producer, WGA member, Spirit Award nominee for his screenplay for the Sidney Lumet-directed movie, Critical Care. His TV credits include The Practice and 100 Centre Street. He has written scripts and pilots for Fox, ABC, FX, Disney, NBC, Universal, Lionsgate, HBO, and many others.

Michael Jann, Emmy-nominated television writer and WGA member who served 22 years as a comedy monologue writer for The Tonight Show with Jay Leno. Mr. Jann most recently served as a comedy writer for The Tonight Show Starring Jimmy Fallon and has written features and TV pilots for major studios.

FILM TV X 440C
Writing the First Screenplay III
3.0 units
The third in a four-part sequence in writing a feature film screenplay, this course focuses on the greatest challenge facing screenwriters: writing the next act. As you write these crucial 60 pages, you refine your story outline; flesh out main and secondary characters; and continue to develop the art of the scene as it pertains to type, choice, structure, and placement; and begin to discover each character's unique voice. You also learn the habits you need to sustain the work of writing a screenplay. The goal is to write Act II. May be repeated for credit.
Prerequisite(s): X 440A Writing the First Screenplay I and X 440B Writing the First Screenplay II. Students must bring their beat sheets or treatments and Act I to the first class meeting and be prepared to write.
Reg# 361820
Fee: $660
Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4.
Enrollment limited to 15 students. No refund after July 3.
Cynthia Riddle, writer and producer who has worked with CBS, Lifetime, Showtime, Nickelodeon, and PBS. Her work includes the award-winning CBS/Hallmark Hall of Fame film, Crossroads. She was a finalist in the Sundance Episodic Story Lab 2015 and an honoree of the 2014 WGA’s TV Writer Access Project.
Reg# 361828
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after June 29.
Andrew Osborne, MA, screenwriter and WGA member who has written film credits include On Line, The F Word, and Apocalypsis Rsp. Mr. Osborne received an Emmy Award for the Discovery Channel program, Cash Cab. He has developed projects for Warner Bros., HBO, MTV, and Orion.

FILM TV X 440D
Writing the First Screenplay IV
3.0 units
In the last of a four-part sequence in writing a feature film screenplay, you reach FADE OUT. In the process of writing Act III, you home in on structuring conversations, explore how to maximize your story’s visual implications, deepen scene writing skills, assemble scenes to form powerful sequences, ensure your script’s central conflict is resolved, and work on theme and imagery. Also covered are revision techniques and the business aspects of feature film writing. The goal is to complete writing your first feature film script.
Prerequisite(s): X 440A Writing the First Screenplay I, X 440B Writing the First Screenplay II, and X 440C Writing the First Screenplay III. Students must bring their beat sheets or treatments and Acts I and II to the first class meeting and be prepared to write.
Reg# 361834
Fee: $660
Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4.
Enrollment limited to 15 students. No refund after June 29.
Donald H. Hewitt, screenwriter and WGA member whose feature film credits include the English-language screenplay for Hayao Miyazaki’s Oscar-winning film, Spirited Away, My Neighbor Totoro, and the Oscar-nominated He’s Moving Castle. Mr. Hewitt has written for Pixar, Miramax, New Line, and Disney.
Reg# 361837
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.
Ernie Contreras, screenwriter and WGA member whose credits include the HBO drama Workout, and the feature films, Fairy Tale: A True Story and The Page-master. Mr. Contreras has written and developed scripts for Walt Disney, Sony, Universal, Fox Searchlight, Paramount, DreamWorks, TNT, and STAR/Encore.

Intermediate Feature
Film Writing
Courses in this section are for students who have completed at least one screenplay. A new project is begun with an emphasis on craft issues such as structure, character development, and emotional content. Self-editing techniques are introduced.
FILM TV X 431.102
Feature Film Writing Workshop: Act II and III
3.0 units
This workshop guides you to complete your current project. You focus on developing a successful second and third act, with special attention given to structure, character development, emotional content, and cinematic style. You also acquire self-editing techniques essential for the professional writer. This is not a rewrite course, you must be working toward the completion of a feature-length script and have your outline and Act I of your script in hand.
Prerequisite(s): X 430.101 Feature Film Writing Workshop: Outline and Act I, or equivalent, or consent of instructor.
Reg# 361850
Fee: $690
Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.
Michael Barlow, producer, screenwriter, and WGA member who, as an executive at Paramount Classics, oversaw Black Snake Moan and Mad Hot Ballroom. He was vice-president of production at various major studios, including Orion Pictures. His writing credits include the miniseries Kidnapped and the ABC drama Family.

A 1-on-1 Approach to Your Writing Education
Full-length courses not your thing? Then take your project to the next level through our unique mentorship and consultation services, in which you work 1-on-1 with a published or produced writer.
Mentorships: Appropriate for novelists who have a complete manuscript or screenwriters who have written at least 1 screenplay, you communicate with the instructor via email Monday-Friday for 4 full weeks.
Consultations: Submit your work for careful review by an instructor who sends you a written evaluation. You then meet with the instructor in person, over the phone, via email, or via video conferencing to discuss your work.

For More Information
(310) 825-9415 | writers.uclaextension.edu

Advanced Feature Film Writing
Advanced-level courses are primarily workshop-driven and are designed for students who are well into their projects. Admission is by submission only and the selection process is competitive. It is recommended that students take intermediate-level courses prior to submitting their work. For instructions on submitting work, contact the Writers’ Program at (310) 825-9415 or go to writers.uclaextension.edu/continuing-students. The submission deadline for summer is June 4 at 9pm (PST). Visitors are not permitted in advanced-level courses.

NEW
FILM TV X 432.67
Next Draft, Best Draft: Advanced Screenwriting Workshop
3.0 units
Congratulations! You’ve blasted out the first draft of a screenplay. But now what? Because you’re serious about it, if you want to shine, you want to show it to industry professionals and enter screenplay competitions, you need to rewrite it. This advanced workshop provides the guidance, tools and group forum that can help you rewrite your script to take it to the next level. You’ll learn to analyze your current draft, then hone your premise, tighten your structure, pump up your characters and fine-tune your action, dialogue and tone. Along the way, you’ll receive personal feedback on your script, while providing insight to other students on their work. You’ll also get tips and advice on how to market your new draft once you’re done.
Reg# 361583
Fee: $780
Online
June 27-Sept. 4
Submission Requirements: The first 30 pages of the feature-length screenplay that you wish to rewrite in class. Enrollment limited to 12 students. $100 nonrefundable until June 30; No refund thereafter.
Michael Weiss, screenwriter, WGA member, former VP of production for Miramax Films whose credits include Journey to the Center of the Earth, The Scorpion King 4, and I’ll Always Know What You Did Last Summer. He is a recipient of the UCLA Extension Outstanding Instructor Award in Screenwriting.
Two Specializations
for Screenwriters!

Designed to give students a quick burst of knowledge on a specific topic, specializations carry many of the same benefits as certificates and require only a modest application fee.

Writing and Directing Short Films
This specialization gives aspiring filmmakers a quick route to go from concept to completion. Two courses in screenwriting teach you the basic skills you need to write your script, and two courses in directing set you on the path to making your cinematic vision a reality. This series is great for people completely new to filmmaking, or experienced artists in one area who want mentorship in the other.

Candidacy Fee: $50
Courses begin on page 140.

Television

Beginning Television Writing
Recommended for beginning students who are writing a spec script of an existing comedy or drama series. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of the work.

FILM TV X 430.4 Beginning Writing for the One-Hour Spec I
3.0 units
Modeled directly on how writers write in the real world of one-hour dramas, this course focuses on what is most central to creating a strong script as well as the largest piece (40%) of the writer’s deal with any show: the story and outline. You learn to choose the best story for your spec script, map it out from beginning to end, and write a strong outline in proper script format. In the process, you learn how to identify and capture the tone, characters, dialogue, and themes of any one-hour drama series—the key to breaking into the field. Also covered are the various genres (police procedurals, medical, legal) and their specific rules; what’s popular in the current marketplace; and how to work within the special requirements of timeslots, outlets, and styles. The course goal is to master the process of constructing an airlight story and detailed outline so you are ready to write a script for any current show as quickly and expertly as possible. All student projects must focus on current shows; no pilots. This course counts toward the 4-course Writer's Fellowship Prep Specialization.
Reg# 361893
Fee: $570  ❖  Classroom
10 mtgs
Tuesday, 7-10pm, June 27-Sept. 4
UCLA: School of Public Affairs Bldg.
No meeting July 3.

FILM TV X 431.4 Beginning Writing for the Half-Hour Spec I
3.0 units
This course teaches you to create an airlight story and outline—the critical first step in writing a strong half-hour comedy spec script and a process that makes writing your script much easier, faster, and more successful. You begin by learning how to pinpoint what makes any half-hour comedy show tick, studying the appeal and quirksiness of the main characters, and identifying the unique spin shows put on their stories. You then focus on your own script for a current show, finding the story and identifying the comedy in it, learning how to pitch it, and creating a workable outline from which to write. Instruction also covers the “need to know” business aspects of the half-hour show, such as the current use of spec scripts to get jobs and the basics of how a comedy writer works on staff, how a writing staff is structured, and how writers work collaboratively “in the room.” All student projects must focus on current shows from a list provided by the instructor; no pilots. This course counts toward the 4-course Writer’s Fellowship Prep Specialization.
Reg# 361903
Fee: $570  ❖  Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA
Enrollment limited to 20 students. No refund after June 29.

Eric Abrams, screenwriterproducer and WGA member, whose television credits include Liv & Maddie, Married with Children, Abby, among many others. Mr. Abrams co-wrote the feature film Crocodile Dundee in Los Angeles and has sold pilots to Fox, NBC, CBS and UPN.

Reg# 361908
Fee: $690  ❖  Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Claudia Grazioso, MFA, screenwriter and WGA member whose credits include Are We There Yet?, starring Ice Cube and Nia Long, Bring It On Again, and Christmas Bounty. Ms. Grazioso has written several pilots for ABC, Sony, Fox, HBO, Lifetime, and CBS, and television movies for ABC Family.

FILM TV X 430.4 Beginning Writing for the One-Hour Spec II
3.0 units
Mirroring the process that professionals undergo in current episodic series production, this course guides you to write a solid first draft of your script and work on polishing it. You begin by refining your story idea and outline as needed, and then write your script, focusing on capturing the essence of the show through its four-act structure, plot and story, multiple storylines, characters, scenes, and dialogue. On the business side, you learn how to develop your career game plan and hear from industry guest speakers on the business of the one-hour drama. Students must bring a complete outline to the first class. All student projects must focus on current shows; no pilots. This course counts toward the 4-course Writer’s Fellowship Prep Specialization.

Reg# 361903
Fee: $660  ❖  Classroom
10 mtgs
Wednesday, 7-10pm, June 27-Sept. 5
UCLA: School of Public Affairs Bldg.
No meeting July 4.
Enrollment limited to 15 students. No refund after June 29.

Lia Langworthy, MFA, TV writer, essayist, WGA member whose credits include Soul Food, The Shield, General Hospital and Media. Ms. Langworthy has written for FX, Showtime, ABC and Twitch. She’s also the recipient of the Television Writers Fellowship and the Fox Diversity TV Writing Fellowship.

Reg# 361905
Fee: $690  ❖  Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 3.

Erica Byrne, screenwriter and WGA member whose numerous credits include episodes of La Femme Nikita, Nothing Mur: Silk Stalkings; Hunter; Knots Landing; and Walker, Texas Ranger. She received the UCLA Extension Outstanding Instructor Award in Screenwriting.

FILM TV X 431.4 Beginning Writing for the Half-Hour Spec II
3.0 units
This workshop guides you to write a solid draft spec script from your half-hour comedy outline and move as far ahead as you can in polishing it. You begin by reworking your story idea and outline as needed, and then write your script, focusing on capturing the essence of the show through its four-act structure, plot and story, multiple storylines, characters, scenes, and dialogue. On the business side, you learn how to develop your career game plan and hear from industry guest speakers on the business of the half-hour drama.

Reg# 361913
Fee: $690  ❖  Online
June 27-Sept. 4
Enrollment limited to 15 students. No refund after July 2.

Joan Weiss, TV writerproducer, WGA member who served as a supervising producerwriter on White Collar, Unforgettable, and Journeyman. Ms. Weiss was a writerproducer on Eureka, Everwood, and Summerland. Her other credits include Gilmore Girls; Sabrina, the Teenage Witch; and Grace Under Fire.

Reg# 361912
Fee: $660  ❖  Classroom
10 mtgs
Thursday, 7-10pm, June 28-Aug. 30
UCLA: School of Public Affairs Bldg.
Enrollment limited to 15 students. No refund after July 2.

Greg Elliot, TV writer and WGA member whose credits include Star Trek: Voyager, for which he received a current comedy series marketplace and map out basic career building strategies. Students must bring a complete outline to the first class. All student projects must focus on current shows; no pilots. This course counts toward the 4-course Writer’s Fellowship Prep Specialization.

Enrollment limited to 15 students. No refund after July 2.

For More Information
(310) 825-9415 | writers.uclaextension.edu
Writing, Journalism & Literature

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**Enrollment limited to 15 students. No refund after written for** The Disney Channel, Showtime, and Syfy. He is an executive producer on consent of instructor. 431.7 Writing the Half-Hour Pilot I

3.0 units

Television executives and showrunners want to read original pilots that demonstrate your unique voice and comedic sensibilities. This workshop shows you how to take your original comedy idea and develop a strong story, wit with memorable characters and even funnier jokes. Breaking story in the style of a real writer’s room, you develop a compelling story, brainstorm, and support another’s vision. By the end of the course, you have strong acting breaks, a full beat outline, and a critique of the first 10 pages of your original half-hour pilot script. This course counts toward the 4-course Writer’s Fellowship Prep Specialization.

Prerequisite(s): X 430.6 Beginning Writing for the Half-Hour Spec I and X 431.6 Beginning Writing the Half-Hour Spec II, or equivalent, or consent of instructor.

**Reg# 361915**

| Fee: $660 |
| Classroom |
| 10 mtgs |
| Tuesday, 7-10pm, June 26-Sept. 4 |
| UCLA: Franz Hall |

No meeting July 3.

Enrollment limited to 15 students. No refund after June 28.

**Eunice Boone**, TV writer/executive producer and WGA member who created and exec-produced UPN comedy series One on One. She served as co-executive producer for My Wife and Kids and The Hughleys, and was a supervising producer on The Parent Hood, and a story editor/consultant on The Fresh Prince of Bel-Air.

**Reg# 361910**

| Fee: $680 |
| Classroom |
| 10 mtgs |
| Tuesday, 7-10pm, June 26-Sept. 4 |
| UCLA: Franz Hall |

No meeting July 3.

Enrollment limited to 15 students. No refund after June 28.

**Andrew Osborne**, MA, screenwriter and WGA member whose indie film credits include On, Line, The F Word, and Apocalypse Bop. Mr. Osborne received an Emmy for the Discovery Channel program, Cash Cab. He has developed projects for Warner Bros., HBO, MTV, and Orion.

**Reg# 361111**

| Fee: $690 |
| Online |
| June 27-Sept. 4 |

Enrollment limited to 15 students. No refund after July 3.

**Phil Kellard**, TV writer and WGA member who was an executive producer on The Wayans Brothers and Martin, and a creative consultant for The Inspectors. He has written for The Disney Channel, Showtime, and Syfy. He has received an Emmy Award and the UCLA Extension Outstanding Instructor Award in Screenwriting.

**Reg# 361924**

| Fee: $750 |
| Classroom |
| 10 mtgs |
| Thursday, 7-10pm, July 5-Sept. 6 |
| UCLA: School of Public Affairs Bldg. |

Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable until June 28; No refund thereafter.

**Phil Kellard**, TV writer and WGA member who was an executive producer on The Wayans Brothers and Martin, and a creative consultant for The Inspectors. He has written for The Disney Channel, Showtime, and Syfy. He has received an Emmy Award and the UCLA Extension Outstanding Instructor Award in Screenwriting.

**Reg# 361914**

| Fee: $660 |
| Classroom |
| 10 mtgs |
| Monday, 7-10pm, June 25-Aug. 27 |
| UCLA: School of Public Affairs Bldg. |

Enrollment limited to 15 students. No refund after June 27.

**Phil Kellard**, TV writer and WGA member who was an executive producer on The Wayans Brothers and Martin, and a creative consultant for The Inspectors. He has written for The Disney Channel, Showtime, and Syfy. He has received an Emmy Award and the UCLA Extension Outstanding Instructor Award in Screenwriting.

**Reg# 361921**

| Fee: $415 |
| Online |
| July 9-Aug. 20 |

Enrollment limited to 25 students. No refund after July 12.

**Darragh Worland**, MA, New York University, vice president, Digital Media, The News Literacy Project

**JOURN X 417**

**Journalism Internship**

3.0 units

Internships are an important first step in resume building, developing a professional network, and getting your foot in the door. The Journalism Internship offers certificate students in advanced standing an opportunity to acquire real-world experience, providing a crucial link between the classroom and the field. Interns work a minimum of 90 hours during one quarter and earn 3 units of elective credit toward the Journalism Certificate. An Internship Coordinator (a UCLA Extension journalism instructor) monitors the internship throughout to ensure a substantive learning experience. Students must earn a passing grade of “C” or better in order to receive credit. Most internships are unpaid; however, some offer a modest stipend and/ or flexible working hours. For more information and an application, email journalism@uclaextension.edu or call (310) 825-7093.

Prerequisite(s): Open to students who have established candidacy in a Journalism Certificate and have completed the courses below with a letter grade of “B” or better. JOURN X 432 Reporting and Writing I, JOURN X 452 Reporting for a Digital World, JOURN X 494 Investigative Reporting Techniques, JOURN X 462 Media Law and Ethics

**Reg# 361901**

| June 25-Sept. 9 |
| No refund after July 2 |


**JOURN X 432**

**Reporting and Writing I**

3.0 units

Both experienced journalists and novices gain skills in this course, which focuses on the foundation of writing a good publishable news story, feature, or profile. Exercises center on clean and tight writing, interviewing techniques; diverse leads; ethical issues; and other critical skills for careers or freelancers in public relations or broadcast, print, and online journalism. Students dissect stories in all different formats and learn how to find solid sources, get compelling quotes, and structure complex stories. Recommended to take as one of the initial Journalism courses.

Prerequisite(s): Proficiency in college-level writing.

**Reg# 361231**

| Fee: $573 |
| Online |
| July 2-Sept. 9 |


**Richard Hendrickson**, PhD, Communication Studies, Bowling Green State University; associate professor of communications and online journalism instructor for John Carroll University in Cleveland with 40 years of journalism experience.

**JOURN X 490**

**Master Class in Narrative Journalism: Turning Facts into Stories**

3.0 units

Call it what you like—narrative journalism, literary journalism, New Journalism—it all means the same thing: riveting, character-driven articles about the issues, pitfalls, and vicissitudes that affect individuals, groups, and sometimes the world. That can mean entering the mind of a serial killer or finding out what happens when you cast Lindsay Lohan in a movie—and you can write about any of these once you acquire the right tools and understanding of the form. Because powerful narrative journalism requires multiple revisions, you spend nine weeks reporting, writing, and revising just two articles, with the goal of making at least one of them ready for publication in a newspaper, magazine, journal, or website. Along the way, you deconstruct great works of narrative journalism, learn how to identify and develop story-worthy characters; optimize reporter-subject relationships; develop characters; recognize and humanize complicated topics and themes; employ structure and pacing; and write clearly, using one’s own voice.

Prerequisite(s): Proficiency in college-level writing. X 432 Reporting and Writing I or equivalent experience and consent of the instructor is strongly recommended.

**Reg# 361233**

| Fee: $573 |
| Online |
| June 25-Sept. 3 |

This course is suitable for advanced Journalism Certificate students, as well as those with prior professional writing experience.

Enrollment limited to 25 students. Enrollment deadline: June 29 No refund after June 29.

**Michael Fleeman**, MS, Columbia University, School of Journalism, book author, freelance editor-writer
### Academic Certificate Programs & Specializations

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#### Architecture & Interior Design

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<thead>
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</thead>
<tbody>
<tr>
<td>Specializations</td>
<td></td>
</tr>
<tr>
<td>Business for Interior Design</td>
<td></td>
</tr>
<tr>
<td>Digital Design Suite for Architects &amp; Interior Designers</td>
<td></td>
</tr>
<tr>
<td>History of Environmental Arts</td>
<td></td>
</tr>
</tbody>
</table>

**Design Communication Arts**

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<tr>
<th>Certificate</th>
<th>(310) 206-1422</th>
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<tbody>
<tr>
<td>Specializations</td>
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<tr>
<td>Digital Storytelling &amp; Multi-Platform Strategy</td>
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<tr>
<td>Marketing &amp; Management</td>
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#### Arts

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(310) 206-1422</th>
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<tr>
<td>Specializations</td>
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<tr>
<td>Business for Interior Design</td>
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<tr>
<td>Digital Design Suite for Architects &amp; Interior Designers</td>
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<tr>
<td>History of Environmental Arts</td>
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#### Business, Management & Legal

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(310) 206-1654; unless noted</th>
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<tr>
<td>Specializations</td>
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<tr>
<td>History of Environmental Arts</td>
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<tr>
<td>Advanced Leadership</td>
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<tr>
<td>Business Analysis (310) 794-5470</td>
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<tr>
<td>Business Communications</td>
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#### Computers & Information Systems

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(310) 825-4100</th>
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<tbody>
<tr>
<td>Specializations</td>
<td></td>
</tr>
<tr>
<td>Applications Programming</td>
<td></td>
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<tr>
<td>Applications Programming with Concentration in C# .NET</td>
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<tr>
<td>Cybersecurity</td>
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<tr>
<td>Database Management</td>
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<tr>
<td>Linux/Unix</td>
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<tr>
<td>Operating System Administration</td>
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<tr>
<td>Systems Analysis</td>
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#### Design Communication Arts

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<th>Certificate</th>
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<tr>
<td>Specializations</td>
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<tr>
<td>Digital Storytelling &amp; Multi-Platform Strategy</td>
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<td>Marketing &amp; Management</td>
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#### Education

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(310) 983-1181</th>
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<tr>
<td>Specializations</td>
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</tr>
<tr>
<td>Early Childhood Education: Basic Core Program</td>
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<tr>
<td>Early Childhood Education: Advanced Core Program</td>
<td></td>
</tr>
<tr>
<td>Teaching English as a Second or Foreign Language (TESL/TEFL)</td>
<td>(310) 206-5107</td>
</tr>
<tr>
<td>Teaching K-12 Subjects to English Learners (CTEL)</td>
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#### Engineering

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(310) 825-4100</th>
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<tbody>
<tr>
<td>Specializations</td>
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</tr>
<tr>
<td>Advanced Plumbing Systems Design</td>
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<tr>
<td>Astronautical Engineering</td>
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<tr>
<td>Biotechnology Engineering</td>
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<tr>
<td>Communications Systems</td>
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<tr>
<td>Construction Management</td>
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<tr>
<td>Digital Signal Processing</td>
<td></td>
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<tr>
<td>Manufacturing Engineering</td>
<td></td>
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<tr>
<td>Medical Device Engineering (310) 825-0213</td>
<td></td>
</tr>
<tr>
<td>Recycling and Solid Waste Management</td>
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</tbody>
</table>

#### Specializations

- Personal Financial Planning (Accelerated Online) Professional Selling and Sales Management
- Real Estate
- Real Estate with a Concentration in Investments Real Estate with a Concentration in Development Real Estate with a Concentration in Leasing/Brokerage Real Estate with a Concentration in Property Management
- Small Business Management and Technology Strategic Branding and Public Relations Strategic Branding and Public Relations with Concentration in Entertainment Public Relations
- Taxation
- Wine Education and Management

**Busy? Extension’s Specializations are tailored for quick, comprehensive instruction. These programs are:**
- Short and focused—many can be completed in just 3 quarters
- Focused, with information that prepares you for more advanced study
- Taught by the same outstanding instructors who teach our certificate programs

For complete information, visit uclaextension.edu/certificates.
Entertainment Studies
Certificates
(310) 825-9064
+ Acting
+ Business and Management of Entertainment
+ Cinematography
+ Directing
+ Entertainment Studies
+ Film & TV Development
+ Film Scoring
+ Independent Music Production
+ Independent Producing
+ Music Business
+ Producing
Specializations
Editing
Entertainment Industry Fundamentals
Music Supervision

Humanities, Media & Social Sciences
Certificates
(310) 825-7093
+ Legal Interpretation and Translation: Chinese/English
+ Legal Interpretation and Translation: Spanish/English
+ Journalism
+ UCLA Post-Baccalaureate Program in Classics
Specialization
+ Fundraising

Health Care & Counseling
Certificates
(310) 825-7093
+ Alcohol and Drug Abuse Counseling
+ Fitness Instruction
+ Health Care Management and Leadership
+ Health Coaching
+ Patient Advocacy
+ UCLA Health Medical Assistant Program
Specializations
Pediatric Medicine
Registered Nurse First Assistant Program

Landscape Architecture, Horticulture & Gardening
Certificates
(310) 825-9414
+ Horticulture and Gardening
+ Landscape Architecture
Specializations
Gardening
Plants for the Landscape

Science & Mathematics
Certificates
(310) 825-7093
GIS and Spatial Technology
(Previously Government Contract Management)
Geospatial Imagery Analysis
Web Mapping

Sustainability & Public Policy
Certificate
(310) 206-3041
Environmental Studies
Sustainability
Specialization
Sustainable Business and Management

Technical Management
Certificates
(310) 206-1548
+ Contract Management
+ Government Cost Estimating and Pricing
+ Information Technology Management
+ Project Management
+ Supply Chain Management
Specialization
Advanced Project Management

Writers’ Program
Certificates
+ Creative Nonfiction Writing
(Previously Government Contract Management)
+ Fiction Writing
+ Screenwriting: Film and TV Comprehensive
+ Television Writing: Comedy or Drama
Specializations
MFA Application Prep
Short Fiction
TV Writers Fellowship Prep
Writing and Directing Short Films

International Students
Programs listed with this symbol (+) are approved for students studying in the United States on F-1 visas. For specific entry quarters and requirements, please visit international.uclaextension.edu/list-of-certificate-programs-for-international-students.

Note: F-1 students are not eligible for federal financial aid programs. Programs offered entirely online do not qualify for F-1 students.

Veterans Educational Benefits
Veterans and their eligible dependents who enroll in certificates identified by this symbol (■) may be eligible to be considered for some Veterans Administration Education Benefits. UCLA Extension programs do not qualify for the V-RAP Program.

Students enrolling through UCLA Extension cannot use Cal-Vet tuition/fee exemptions; UCLA Extension fees and programs are not supported with state funds and not subject to the state law regarding Cal-Vet tuition/fee exemptions.

Online Programs
Programs identified by this symbol can be taken either entirely online or with a combination of online and classroom courses. Online programs are not eligible for federal financial aid or Extension Grants.

Federal Financial Aid
Only students who enroll in certificates identified by this symbol (■) may be eligible to be considered for Federal Direct Student Loans; online programs are not eligible. Students enrolled in the Pre-Medical and General Science Studies Certificate also may be eligible for Pell Grants. Courses that are not part of a certificate curriculum are not eligible for federal financial aid. For more information, see page 148.

For more information about our completion rates, the median debt of students who have completed these programs, and other important information, please visit these certificate websites:
- Paralegal Training Programs: uclaextension.edu/CE0471
- Post-Baccalaureate Program in Classics: uclaextension.edu/CE0321
- Landscape Architecture: uclaextension.edu/CE0594
- Pre-Medical and General Science Studies: uclaextension.edu/CE0075

Financial Assistance for Displaced Workers
Displaced workers who enroll in certificates identified by this symbol (■) may be eligible for financial assistance through the Workforce Investment Act and California’s Workforce Development system, which you can apply toward earning an approved UCLA Extension certificate. To begin the process, contact the Local Workforce Investment Area (LWIA) in your area to determine eligibility and receive authorization to attend. For more information visit uclaextension.edu/WIB. To locate a California One-Stop Career Center go to servicelocator.org and enter your ZIP code.

Private Educational Loans
Many leading institutions offer private loans for education. For more information on options for funding your education, see page 148.

Tax Deductibility of Fees
Current tax law permits deductions for certain educational expenses. For more information, see page 149.
HOW TO ENROLL

- Online Enrollment with Credit Card
  Available 24 hours a day at uclaextension.edu.
  American Express, Discover, JCB, MasterCard, and
  VISA are accepted.

- Phone and In-Person Enrollment
  Monday–Friday, 8am–5pm
  (800) 825-9971
  10995 Le Conte Ave., 1st Floor, Westwood, CA

- Mail Enrollment
  Complete the enrollment form on page 155.
  Note: Enrollment is based on space availability at the
time payment is received. Course pricing, including
discount eligibility, will be based on the postmark
date on the envelope.

- Wire Transfer Payments
  For more information on bank transfers, visit
  uclaextension.edu/pages/str/howtoreg.jsp.

- Corporate Purchase Orders
  For corporate purchase orders, email or fax the
  enrollment form on page 155 with the purchase order/authorizing document to
  po@uclaextension.edu or (310) 825-5688.

UCLA Extension offices are closed:
Wednesday, July 4
Monday, September 3

WAIT LISTS
Courses with enrollment limits that fill are closed to
enrollment. However, many of these courses
have wait lists. To be added to a wait list, on the
web, click “Join Wait List” and go to your shopping
cart to complete wait list registration or call UCLA
Extension Enrollment Services at (800) 825-9971.
You will not be charged.

As spaces open, wait-listed students are contacted by
phone or email, offered space, and provided
enrollment instructions. Priority is given to certificate
candidates who need to complete high-demand
sections for their programs.

PRICING & DISCOUNTS
Discounts, such as those provided by the UCLA
Alumni Association, must be claimed at the time of
enrollment. Enter your discount code on the web
when prompted to do so, or provide the code to the
enrollment specialist when enrolling by phone or
in person. When enrolling by mail, discounts are
applied based on the postmark date on the envelope.

If you qualify for more than one discount, choose
the discount that offers the greatest fee-waiver;
you cannot compound discounts.

UC ALUMNI AND STAFF DISCOUNT
Members of the UCLA Alumni Association, other UC
Alumni Associations, and UC staff are eligible for a
10% discount (up to $50 maximum) on Extension
instructor-led courses. To join the UCLA Alumni
Association and obtain benefit of membership call
(310) 825-2586 or (800) 825-2586.

SENIOR CITIZEN DISCOUNT
Senior citizens (65 or older) may enroll for a 25%
fee reduction (certain courses are exempt from the
fee discount, including those with enrollment limits,
online courses, and classes that bear unusual mate‑
rial costs). Provide proof of your age in person using
your driver’s license, birth certificate, or Medicare
card. Email your proof to enroll@uclaextension.edu.
An enrollment specialist will assist you in
applying your discount toward eligible courses.

RESTRICTIONS / PERMISSION TO ENROLL
Many of our courses and certificates are restricted,
requiring you to apply for admission and obtain
permission to enroll (PTE). The course description
usually describes the minimum requirements
for admission.

WHO CAN ENROLL?
As UCLA’s principal provider of continuing education,
the majority of UCLA Extension courses are designed
for the post-baccalaureate professional-level stu‑
dent. Enrollment is normally reserved for adult stu‑
dents 18 years of age and older. Extension may
counsel to enroll younger students based on special
academic competence and approval of the instruc‑
tor. Students must be 21 to enroll in viticulture,
entology, and other courses where wine or other
alcoholic beverages are studied and served.

SPECIAL REQUIREMENTS FOR TRAVEL STUDY
Minors may not enroll in travel study tours without
the consent of the department; students 18 years or
younger must be accompanied by parent or guardian.

SPECIAL REQUIREMENTS FOR COURSES
NUMBERED 1 TO 99, 100-199 & 900-999
In lower-division instruction (1-99), students must be
high school graduates with a B average or have one
year of college, or consent of instructor based on
special attainments (i.e., a superior high school
report, special competence in a particular subject
matter area, or other recognized criteria). In the
upper division (100 to 199), two years of college or
consent of instructor based on special attainments is
required. There are no age limitations or restrictions
in preparatory instruction (800 to 990).

VISITORS
You may attend, without charge, the first scheduled
classes in a course of six or more meetings—unless
otherwise stated and as space/enrollment limitations
permit. Before visiting, call (800) 825-9971 to
check if the course allows visitors. Visitors are not
permitted at single-admission, weekend, or online
courses. Visitors with disabilities should call our
office for Students with Disabilities at (310) 825-7861
for access and parking information.

PARKING
PURCHASING A PARKING PERMIT
Permits are available for purchase by phone, in‑person, or
online.

Phone and In-Person:
Monday–Friday, 8am–5pm
10995 Le Conte Ave, 1st Floor
Los Angeles, CA 90024
(800) 825-9971

Online:
Visit uclaextension.edu for information.

WHEN ENROLLING AT THE
UCLA EXTENSION BUILDING
Up to 30 minutes of free, convenient parking is avail‑
able for students while enrolling at the Extension
Building at 10995 Le Conte Ave. in Westwood.
Spaces are limited.

UCLA PARKING LOTS
• Single Entry: $12 per entry
  Single-entry permits are sold on a space-available
  basis at UCLA parking-information kiosks. Most
  parking areas are accessible by payment of the $12-per-entry
  fee. Hourly parking is available for purchase using
  the Parkmobile Pay by Phone app or Self-Service Pay
  Stations (available in some lots and structures). For
  information, visit transportation.ucla.edu.

• Structure 32 and Adjacent Lot 36/
  Westwood Village
  Structure 32 and lot 36 have special single-entry rates
  that are valid after 4:30pm Monday-Thursday,
  3pm Friday, and all day Saturday and Sunday.
  Single-entry daytime (prior to the times listed above)
  permits to Structure 32 may be purchased for $12
  on a space-available basis at the Westwood Plaza
  Kiosk.

  • Permits: Permits are valid in Structure SV and
    numbered lots and structures with the exception of
    1, 5, 8, 13, 17, 35, 37, 38, 39, Dickson Court (DC)
    and Luskin Conference Center (LCC). Structure 1
    is reserved for visitors to the Ronald Reagan UCLA
    Medical Center. Structure 5 is reserved for special
    events at Royce Hall. Permits are valid in “Blue,” “X,”
    and unmapped spaces. They are not valid in spaces
    marked “Reserved at all times for ‘X’ or ‘Designated
    Blue Permits’” or in designated pay-per-space stalls.
    Permits expire at the end of the current quarter.
    If your course meets beyond the permit expiration
date, you must pay $12 for each extra meeting.
    Permits may be purchased when you enroll online,
    by phone, or in person at the Extension Cashier’s
    Office. Subsequent to enrollment, permits are avail‑
    able for purchase by phone, in person, or by mail
    (use the enrollment form on page 179).

  • Weekend Parking Permit $111
    Valid after 12pm Friday and all day Saturday
    and Sunday except for structures and lots listed under
    “Permits.”

  • Evening & Weekend Permit $144
    Valid after 4:30pm Monday–Thursday, after 12pm
    Friday, and all day Saturday and Sunday except in the
    structures and lots listed under “Permits.”

  • Lost/Stolen Parking Permits: The University is
    not responsible for lost or stolen permits. Lost or
    stolen permits should be reported to Extension’s
    Cashier’s Office. A replacement permit may be
    purchased for $30.

  • Parking Permit Refund Policy: Parking permit refunds
    are granted in full through the third week of the quarter.
    With the exception of canceled or rescheduled courses,
    all refund requests after the refund deadline will be
    subject to a pro-rata refund calculation of $20 per
    week, beginning with the fourth week of the quarter.
    Permits purchased after the refund deadline will be
    subject to the standard pro-rata refund calculation.
    Parking permits must be returned to Extension’s
    Cashier Office: UCLA Extension, Department K, P.O. Box
    24901, Los Angeles, CA 90024.

WESTWOOD VILLAGE CENTERS
• UCLA Extension Building, 10995 Le Conte Ave.
• UCLA Extension 1010 Westwood Center,
  1010 Westwood Blvd.
• UCLA Extension Lindbrook Center,
  10920 Lindbrook Dr.
• UCLA Extension Gayley Center, 1145 Gayley Ave.

For daytime classes held Monday–Friday at any of our
Westwood Village Centers, we recommend the use of
corporate lots in the Village. For courses held after
4:30pm, permit parking is available for UCLA Lot 36
and Structure 32 (see single-entry information on
page 146). Commercial lots are also open at night.

UCLA EXTENSION DTLA
261 S. Figueroa St.
Downtown Los Angeles 90012
Purchasing permits is $13 per entry after 5:30pm on week‑
end and all day Saturday and Sunday. Ample addi‑
tional parking is available in nearby public parking
structures at a variety of rates. UCLA permits are
not valid at the Park at DTLA Parking Structure.

MAPS & LOCATIONS
For a map of the UCLA campus, see page 180. To
download maps, go to uclaextension.edu and click
on “Locations & Maps.” Access an interactive cam‑
pus map on your mobile phone: m.ucla.edu.

PUBLIC TRANSPORTATION
MTA/Metro: (800) 286-6883
Santa Monica Big Blue Bus: (310) 451-5444
Culver CityBus: (310) 253-6510

BICYCLE LOCKERS AND RACKS
Bicycle racks and lockers are available throughout
UCLA and in lot 36 adjacent to the Village. For addi‑
tional information, including bicycle parking space
locations, visit main.transportation.ucla.edu.

BOOKSTORES
UCLA STORE ONLINE
Often, the most convenient way to purchase text‑books
for UCLA Extension courses is online from the
UCLA Store. You can either (1) access your course
through uclaextension.edu, then scroll down to
Section Materials and click the link to purchase
books at the UCLA Store or (2) go directly to uclas‑
tore.com, click Textbooks and then UCLA Extension
under Others. Payment may be made with American
Express, Discover, MasterCard, or VISA.

UCLA STORE/LU VALLE COMMONS
Textbooks for many UCLA Extension courses are
stocked at the UCLA Store/Lu Valle Commons (in
the UCLA campus near the School of Law).
Reference books and school/computer supplies are
also available. Extended shopping hours are sched‑
uled during the first week of each quarter. For
more information, call (310) 825-7238 or email
luvalle@as.uccla.ucla.edu.

UCLA BOOKZONE
The UCLA BookZone is on the ground floor of
Ackerman Union. Special order and search services
are available. For more information, call (310) 206-4041.
• Upon payment of the application fee and application visit to North; Young Research Library: 280 Charles E. Young Drive
• To ensure currency and relevance of your program, most courses must be completed within the five (5) years prior to your award date. This means credit which you may have earned more than five years before your award date is part of your student record, but may have to be repeated even if earned with a passing grade.
• Most programs allow for a limited amount of advanced standing and the waiver of certain curricular requirements based on coursework completed at other accredited institutions; for details, contact the program representative. Each program's public contact is announced on the certificate page on the website or call (800) 825-9971 or email enroll@uclaextension.edu and ask to be referred to the program representative.
• Some of Extension's certificates and specializations have overlapping curricula. Individual courses may be counted toward multiple certificate programs, however at least 50% of the academic units applied to each certificate must be unique.
• Requesting the Award To monitor your progress toward completing your academic certificate program or specializations, use the My Certificates tab in Specializations Link at the website. When you have completed the full requirement, your counselor program representative will verify your information and post your award transcript. Your certificate (for academic certificate programs) or award of completion (for specializations) will be produced and mailed to you within two weeks of posting. Students who complete their academic certificate programs with a GPA of 3.5 or higher have the honor "Awarded with Distinction" cited on the certificate and posted to transcript. Awards are posted only after final grades have been recorded. Formal graduation exercises are conducted annually at the end of each spring.
• REPLACEMENT CERTIFICATES AND AWARDS OF COMPLETION The certificate or award of completion will be mailed to you upon completion of your program. Replacements for lost documents are available for a fee of $45. To purchase a replacement, log in at uclaextension.edu and navigate to the Special Request menu. Alternatively, you may call (800) 825-9971 to verify your award and make payment, or submit payment along with a brief note that includes your name as it was when you attended, the approximate dates of your attendance, your name as you would like it to appear, and the title of the certificate to P.O. Box 24901, Los Angeles, CA 90024-0901.
• BRUNICARDS FOR CERTIFICATE CANDIDATES UCLA Extension academic certificate candidates are eligible for Guest BrunCard identification cards for a $10 fee. The card is valid for the duration of your program. For convenience, our Guest BrunCard holders can deposit money on account with UCLA, then charge the card as a fee-free master card at the ASUCLA bookstore, campus food facilities, and various enterprises in Westwood Village. To simplify your commute, our Guest BruinCard holders may purchase discounted TAP cards valid on L.A. Metro buses, and Flash Passes valid on the University of California. Up to 36 units of credit earned in the X 1 to X 199 course series can be accepted for unit, subject, and grade credit toward the bachelor's degree at any campus of the California State University system (CSU). Course numbers 1 to 99 are considered lower division (freshman/sophomore); those numbered 100 to 199 are considered upper division (junior/senior).
CONCURRENT ENROLLMENT

Opportunities to take UCLA regular session daytime courses are available to the public in Fall, Winter, and Spring Quarters on a limited basis through UCLA Extension’s concurrent enrollment program. After all full-time matriculated UCLA students have been accommodated, Extension students may enroll if:

• space is available
• the Extension student submits proof that course prerequisites have been met
• the instructor determines the student is prepared for the course and provides his/her consent
• the Extension student has achieved a GPA of 2.0 or higher in baccalaureate-level degree credit classes already taken

Undergraduate classes (XLC 1 to XLC 199) are transferable for unit, subject credit, and grade point average (GPA) in the College of Letters and Sciences at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate and professional level courses. Units earned at the graduate or professional level through Concurrent Enrollment will not provide advanced standing to students who are subsequently admitted to higher degree programs through UCLA’s Graduate Division. (Certain course requirements for higher degrees may be waived, but only with the approval of the Graduate Division on the recommendation of the student’s department at the time of admission.)

XLC 500-series courses (doctoral-level seminars) are open to Concurrent Enrollment, but subject to various approvals. The process takes approximately eight weeks. For requirements, contact the Dean’s Office, UCLA Extension, 10995 Le Conte Ave., Room 770, Los Angeles, CA 90024-1333, or call (310) 825-2362.

Inquiries regarding UCLA admissions and transfer policies should be directed to the Undergraduate Admissions Office at UCLA, (310) 825-3101, or to the appropriate academic department on campus.

Petitions to enroll are explained in the brochure Concurrent Enrollment (available at uclaextension.edu/concurrent), which includes information on course fees, drop schedules, credit status, refunds, and withdrawals. Information also is available through UCLA Extension Enrollment Services at (800) 825-9971.

• Cross-Enrollment Program: Students with undergraduate standing who are enrolled at any California Community College or California State University may enroll in undergraduate-level courses on a concurrent basis for a maximum of one course per academic term—with a maximum of two courses per academic year—upon payment of a nonrefundable reduced cross-enrollment fee and after meeting certain requirements; contact your “home campus” Registrar for complete information.

• Cross-enrollment reduced fees are set to the equivalent of community college fees at $35 per quarter unit, which yields $140 for a typical four-unit course or $175 for a five-unit course.

SUMMER PRICING

For the Summer Quarter, Extension courses numbered 1 to 199 are required to be priced in concert with offerings of UCLA Summer Sessions and are therefore not eligible for discounts. For further information about UCLA Summer sessions, see www.summer.ucla.edu.

CREDITS, UNITS/CREDIT STATUS

Academic credit represents the measure of time students expend in coursework. To convert quarter units to the equivalent measure in semester units, multiply by 2/3. A variety of credit, grading, and recording options are available for Extension courses:

• For Credit—Letter Grade: Your work will be evaluated using letter grades, and the grade and the academic credit earned will appear on your transcript. This option is not available for 800-series courses.

• For Credit—Passed/Not Passed: Your work will be evaluated and either a Passed or Not Passed designation will appear on your transcript along with the credit units attempted. This option is not available for 800-series courses.

• Not For Credit/Noncredit or CEU: Your work will not be evaluated (you are not required to take exams or complete projects). If the course offers academic credit, your enrollment will be recorded on your transcript. If the course offers CEUs, they will be recorded on your transcript provided your instructor certifies your participation.

• Do Not Record: Your work will not be evaluated (you are not required to take exams or complete projects). Your transcript will not reflect your enrollment in the course. Not available for concurrent courses prefixed XLC.

The course syllabus will describe the default grading option. If you prefer to be graded by a different option, please contact UCLA Extension Enrollment Services by phone at (800) 825-9971, by fax at (310) 206-3458, or by emailing enroll@uclaextension.edu.

ONLINE TEST PROCTORING

Some courses for credit-bearing online courses in this catalog are listed with test indicating it will be proctored online. To learn more about how online test proctoring works, visit proctorton.com/uclaextension.

MINIMUM CONTINUING LEGAL EDUCATION (MCLE) CREDIT

UCLA Extension is a State Bar of California MCLE-approved provider. Consult individual course descriptions for credit hours and special requirement hours.

GRADING

GRADING SYSTEM

A — Excellent, Academic Credit earned
B — Good, Academic Credit earned
C — Fair, Academic Credit earned
D — Barely Passing, Academic Credit earned
F — Failure
P — Passed (C grade or better), Academic Credit earned
NP — Not Passed (less than C grade)
S — Satisfactory (B grade or better), Academic Credit earned
U — Unsatisfactory (less than B)
CEU — Continuing Education units earned
N — Course taken for no credit
I — Incomplete (work of passing quality but not yet complete)
DR — Deferred Report (see page 149 under Student Conduct)
IP — Course in Progress (grade pending, on transcript by request)
W — Withdrawal (not on transcript)
F — Failed, did not take the final (not on transcript)
FN — Failed, did not attend (not on transcript)
NR — Do not record (not on transcript)

All grades except Incomplete (I) are final when filed by the instructor in the Final Grade Report. In all courses in which grades are awarded, instructors may grant students up to one quarter to make up an I (Incomplete). After one quarter—or sooner if required by instructor—an I automatically lapses to an F. Grades A, B, C, and D may be modified by the suffixes + or –. The temporary grade of DR is posted if allegations of academic dishonesty are pending.

Important: Pass/Not Passed credit is not acceptable at the University of California for the following purposes:

• to make up a deficiency, such as grade-point average or subject credit
• as evidence of ability to study at university level
• to correct probationary or dismissal status
• to repeat a course in which a grade of D or F was received
• to fulfill prerequisite requirements, except as specifically authorized

GRADE REPORTS

If you have provided us with an email address, you can view your grades, request official transcripts, print a Confirmation of Acceptance and Registration, Confirmation of Completion, Statement of Grade, payment receipts, view your class schedule, and update your profile information at uclaextension.edu. You also may receive your grades in person at UCLA Extension Enrollment Services, 10995 Le Conte Ave., Suite 113, Westwood, or by calling (800) 825-9971.

WITHDRAWAL POLICY

Students must petition to withdraw from courses prior to the administration of the final exam. You may initiate a withdrawal at the Student Portal, uclaextension.edu, or by contacting Enrollment Services at (800) 825-9971, by fax at (310) 206-3458, or by emailing enroll@uclaextension.edu. Failure to attend classes or make complete payment does not constitute an official withdrawal.

The status of withdrawal or grade of W does not appear on official transcripts.

FINANCIAL AID/FUNDING OPTIONS

FINANCIAL AID OFFICE:
(310) 825-4246
uclaextension.edu/financialaid

EXTENSION GRANTS

A very limited number of Extension Grants are available each quarter for students who establish a financial need. Up to $400 in enrollment fees can be waived in no more than one limited-enrollment course and no more than two courses per quarter total. Extension Grants are not available for 800- or 900-series courses, XLC courses, online courses, or certificates eligible for federal financial aid (those marked with an arrow [ ›] on pages 144-145). For more information, visit uclaextension.edu or contact your current lender.

VETERANS EDUCATIONAL BENEFITS

Certain UCLA Extension certificates are approved under the Veterans’ educational benefits program (those marked with a plus sign [+] on pages 168-169). Those who are eligible should determine benefits and obtain authorization from the appropriate Veterans Administration Office prior to enrolling.

FINANCIAL ASSISTANCE FOR DISPLACED WORKERS

You may be eligible for financial assistance through the Workforce Innovation and Opportunity Act and California’s Workforce Development system, which you can apply toward earning an approved UCLA Extension certificate (those marked with a square [ ] on pages 144-145). Contact the Local Workforce Investment Area (LWIA) in your area to determine your eligibility and receive authorization to attend. For more information, visit uclaextension.edu/WWB. To locate a California One-Stop Career Center go to serviceca.org and enter your ZIP code.

AMERICORPS AWARDS

AmeriCorps alumni are eligible for education awards, which can be used for UCLA Extension programs or courses. For more information, visit AmeriCorps.gov.

SCHOLARSHIPS

GARY BERTISCH SCHOLARSHIP

Available to students in the Certificate in Construction Management or Certificate in Real Estate who have completed two courses in the program with a GPA of 3.0 or higher. To download an application, go to uclaextension.edu, click on Student Resources, select Financial Aid, and choose Endowed Scholarships. The filing period is April 30-May 15. Contact the Financial Aid Office at (310) 825-4246.

JOSEPH G. DEVANNEY SCHOLARSHIP

Available to students enrolled in the eight-course Certificate in Personal Financial Planning. For more information, call (310) 825-7728.

JAMES R. NORTHCUTT SCHOLARSHIP

Open to students in the Certificate in Interior Design: Foundation Level. For more information, call (310) 825-9061.

LAUREL HUMMEL SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Available to students who are citizens of a foreign country, studying with F-1 student status, and have completed at least 12 units in an approved certificate (those bulleted [+] on pages 144-145). For more information, visit international.uclaextension.edu.

INGRID SKULSTAD WILLIAMS SCHOLARSHIP FOR WOMEN

Available to women enrolled in certificates. For more information, call (310) 825-7728.

PHYLISS GEBAUER SCHOLARSHIP IN WRITING

Open to writers from diverse backgrounds and cultures who might otherwise not have the opportunity to study their craft in a supportive educational environment. For more information, call (310) 825-9415 or visit writers.uclaextension.edu.

CLARE CARMICHAEL SCHOLARSHIP IN NOVEL WRITING

Open to students who have completed at least one Writers’ Program course in novel writing within the past 18 months and have at least 10 pages of a novel-in-progress. For more information, call (310) 825-9415 or visit writers.uclaextension.edu.
ZAPPALA FAMILY SCHOLARSHIP
For new students registering and beginning the Alcohol and Drug Abuse Counseling Certificate in the Fall quarter. The scholarship award provides 50% of course registration fees (with the exception of the Study Skills one day course). For more information, call (310) 825-7728.

TAX INFORMATION
Under provisions of the Taxpayer Relief Act of 1997, you may be eligible for the Lifetime Learning Tax Credit or the American Opportunity Act Tax Credit if your adjusted gross income (AGI) is within current federal Service Revenue (IRS) specifications. See IRS publication 970: Tax Benefits for Education at irs.gov/pub/irs-pdf/i970.pdf for complete information about eligibility.

Records of fee payments made by certificate candidates will be reported by UCLA Extension to the IRS. Your Social Security number is required by federal law to enable the filing of information returns that will yield a form 1098-T. If you choose not to provide us with your Social Security number when you register, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payment that might entitle you to the tax credit. To provide UCLA Extension with your SSN, login at uclaextension.edu, navigate to My Profile to update your record with SSN; or print, complete, then mail an IRS Form W-9 to UCLA Extension Enrollment Services, 10995 Le Conte Ave., from 113, Los Angeles, CA 90024. We will provide a reminder to students whose records do not include a SSN each December. To view your payment history for the prior year, to print view or change the mailing address for your 1098-T, or to identify a parent who may claim you as a dependent, visit 1098t.com or call toll free: (877) 467-3821.

529 SAVINGS PLANS
Section 529 of the Internal Revenue Code allows taxpayers to establish accounts on behalf of a designated beneficiary (e.g., child, grandchild, spouse, niece, nephew, friend, or even himself or herself). Currently, earnings and qualified distributions from 529 savings plans are tax-free at both the state and federal level. Qualified distributions may be applied toward fees and required books and supplies for all courses, certificate candidacies, colloquia, independent studies, and internships offered through UCLA Extension. California has one of the most competitive IRS 529 Savings Plans: The Golden State ScholarShare Trust (ScholarShare). For more information, visit acholdschare.com. To learn more about 529 Savings Plans, visit savingforcollege.com.

TAX DEDUCTIONS
Even if you do not qualify for a tax credit, some educational expenses, including ancillary costs as books, meals, lodging, and travel might be tax deductible. To learn if your fee payments are deductible, consult with the relevant state or federal tax agency. Copies of your payment receipts can be printed from uclaextension.edu.

TAX DEDUCTIBLE GIFTS
UCLA Extension’s only income comes from enrollment fees, contracts, and gifts. Such gifts and bequests are tax deductible. As a nonprofit public service educational institution, UCLA Extension welcomes your direct support. For more information, contact the Director of Development/Fundraising. UCLA Extension, 10995 Le Conte Ave., Suite 770, Los Angeles, CA 90024-1333, (310) 206-5255.

STUDENTS WITH DISABILITIES
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include but are not limited to auxiliary aids/services, such as notetakers, audiotaping of courses, sign language interpreters, assistive-listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation.

Service Animals: Under ADA Revised Requirements of September 2010, only dogs can serve as service animals. Further, a service animal is a dog that is trained to perform special tasks for a person with a disability. They are working animals, not pets. A dog whose sole function is to provide comfort or emotional support will not qualify as a service animal under the ADA and will not be allowed in campus classrooms.

PROCESS FOR REQUESTING ACCOMMODATIONS
IMPORTANT: Requests for accommodations must be made at least five working days prior to the start of each academic quarter; requests for retroactive accommodations are not accepted. Requests are handled in confidence and only through the UCLA Extension Office of Disability Services: (310) 825-7851; access@uclaextension.edu; Suite 114, 10995 Le Conte Avenue in Westwood.

Every effort is made to locate and conduct courses that are structurally and programmatically accessible; however, prior arrangements may be necessary to provide access at Bunch Hall on the UCLA Campus. Please note that UCLA Extension instructors are prohibited from providing medical or other counsel to students regarding disability diagnoses. Direct any questions to the UCLA Extension Office of Disability Services at the contact information above.

CAREER SERVICES
HANDSHAKE ONLINE JOB BOARD
Students actively enrolled in a Certificate program with paid candidacy fee and Extension Alumni with an earned Gold Certification have online access to Handshake, the UCLA Career Center online job board where employers across industries post job and internship opportunities at all career levels. Visit careers.uclaextension.edu/resources for information on how to subscribe. Access to Handshake is available to Certificate students and alumni only.

CAREER COACHING
UCLA Extension offers individualized and customized online career coaching (ucla.insidetrack.com), powered by Inside/Track, in a joint partnership with the UCLA Alumni Association and the UCLA Career Center. Gain an edge with access to one-on-one meetings with a professional coach and templates and tools to help with a career search. This service is affordable: choose from three subscription options, including a base option. Visit ucla.insidetrack.com to learn more.

CAREER SERVICES WEBSITE
Visit careers.uclaextension.edu to find out more information on career resources including BruinView and InsideTrack, job and internship postings, articles and advice, events and workshops. Plus, subscribe to Career Services email alerts to receive updates tailored to your specific interests and check out the Career Community pages to stay connected to the latest news and career trends in your industry. For questions about career resources email careers@uclaextension.edu or call (310) 267-1317.

INTERNATIONAL STUDENTS
F-1 visa international students must be enrolled in at least 12 units of course work per quarter with an approved certificate (those bulleted [*] on pages 144-145). Programs offered entirely online do not qualify for F-1 status. For more information and an application, call (310) 825-9351, email iso@uclaextension.edu, or visit international.uclaextension.edu. For the Intensive English Language Studies Program, contact the Academic Language Center at (310) 825-9068, email alc@uclaextension.edu, or visit international.uclaextension.edu/alc.

STUDENT CONDUCT
Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to:

- All forms of academic misconduct including but not limited to cheating, multiple submissions, fabrication, plagiarism, or facilitating academic dishonesty;
- Knowingly furnishing false information to the University;
- Theft or misuse of the intellectual property of others, or violation of others’ copyrights;
- Coercion regarding grading or evaluation of coursework, threatening or interfering with personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student’s work by criteria not directly reflective of coursework;
- Forgery, alteration, or misuse of University documents, records, keys, or identifications;
- Theft of, damage to, or destruction of any property of the University or property of others while on University premises;
- Unauthorized entry to or use of University properties, equipment, or resources;
- Willful disruption of teaching, research, administration, or other University operations;
- Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct whenever it might occur;
- Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities;
- Physical abuse including but not limited to assault, sex offenses, other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person wherever it might occur;
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, wherever it may occur;
- Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or Extension instructor acting in the performance of his/her official capacity;
- Selling, preparing, or distributing for any commercial purpose lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course;
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in federal and state law or regulations, on University property or at official University functions;
- The use, possession, sale, distribution, or manufacture of alcohol on University properties or at official University functions, which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

If you have been awarded the grade of D (Deferred Report), contact the Department of Student and Alumni Services for assistance in obtaining a final grade at enroll@uclaextension.edu or contact your instructor and/or your program department for assistance in resolving the matter.

STUDENT ACADEMIC GRIEVANCE
Students have a right to grievance. UCLA Extension provides a procedure to ensure grievances are fairly heard. If you believe you were subject to an administrative or academic decision that is without foundation in law, University policy, or principles of fairness and equity, forward the original decision letter (if available) along with a written statement that explains the unique facts of your claim. Students or clients grieving an action or failure to act by the administration, not framed as a request or demand for refund (see below), will be heard by the administrative manager where the service failure was alleged to have occurred. In the case of academic issues (including grades), claims should be addressed to the Program Director in charge of the course in question. For more information on academic grievance procedure, please review Extension’s policy on Student and Instructor Grievance and Dispute Resolution: uclaextension.edu/page/str/unePolicy/A4106.jsp.

STUDENT HOUSING
Students who would like information on housing options while attending UCLA Extension courses should visit UCLA Extension at uclaextension.edu or UCLA Community Housing at www.cha.ucla.edu.

RECORDS SERVICE & TRANSCRIPTS
Information about you and grade records of your completed course work can be viewed online. Update your student profile by logging on to Student Portal at uclaextension.edu. To request changes to your record that only we can make (e.g., SSN and name), email enroll@uclaextension.edu or call (800) 825-9971. Name changes require legal name change documentation.

Request a transcript online at uclaextension.edu by logging into your profile and selecting Transcripts at the bottom of the page. Allow four weeks after completion of current coursework for final grades to be recorded. Expedited delivery is available. Unofficial and In-Progress transcripts are complimentary. Please send your request to enroll@uclaextension.edu. Transcripts held for pickup will be held for 60 days, then destroyed. For transcript delivery by mail, you have 60 days from the mail date to notify the Department of Student and Alumni Services that you have not received your transcript(s). In both cases, if you request a transcript reprint after 60 days, you will be required to pay the transcript fee again.

For more information, call (800) 825-9971.

General Information
SEXUAL VIOLENCE & SEXUAL HARASSMENT
The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”) that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Violence and Sexual Harassment. The full UC Policy on Sexual Violence and Sexual Harassment can be at policy.ucop.edu/ucop/4000385/SVSH.

SEXUAL VIOLENCE
If you are a UCLA Extension student and believe you are a victim of sexual violence and wish to report it:

If you are in danger and need help now: call 911.

If the incident occurred on or near the UCLA campus, report it to the UCLA Police Department: 601 Westwood Plaza; (310) 825-1491; info@ucpa.ucla.edu.

Otherwise, contact your local police department.

If you have been raped and want to report the crime, go to your nearest emergency room immediately for a medical examination and evidence preservation.

For further information about treatment and support, go directly to or call the Rape Treatment Center at the Santa Monica UCLA Medical Center: 1250 16th Street, Santa Monica, CA; (310) 544-4000.

If the accused is a UCLA or UCLA Extension student, or instructor, or staff member, please contact our Student Rights and Responsibilities team for additional support and assistance: studentsafety@uclaextension.edu; Suite 113, 10995 Le Conte Avenue in Westwood.

SEXUAL HARASSMENT
Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. If you believe you are experiencing sexual harassment and the accused is a UCLA or UCLA Extension student, instructor, or staff member, we are here to support your personal choice regarding next steps. Please contact our Student Rights and Responsibilities team for consultation, advice, and/or to file a report: studentsafety@uclaextension.edu; Suite 113, 10995 Le Conte Avenue in Westwood.

DOMESTIC/RELATIONSHIP VIOLENCE
If you believe you are a victim of domestic or relationship violence and wish to report it:

If you are in danger and need help now: call 911.

If the incident occurred on or near the UCLA campus, report it to the UCLA Police Department: 601 Westwood Plaza; (310) 825-1491, info@ucpa.ucla.edu.

If the accused is a UCLA or UCLA Extension student, instructor, or staff member, we are here to support your personal choice regarding next steps. Please contact our Student Rights and Responsibilities team for consultation: studentsafety@uclaextension.edu; Suite 113, 10995 Le Conte Avenue in Westwood. For additional support and other resources, visit: womenshealth.ucla.edu/domestic-violence-resources.

NONDISCRIMINATION POLICY
The University of California, in accordance with applicable federal and state laws and University policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy and childbirth), disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits its sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

DISCRIMINATION-BASED VIOLENCE
If you believe you have experienced discrimination-based violence and wish to report it:

• If you are in danger and need help now: call 911.

• If the incident occurred on or near the UCLA campus, report it to the UCLA Police Department: 601 Westwood Plaza; (310) 825-1491, info@ucpa.ucla.edu.

• Otherwise, contact your local police department.

If the accused is a UCLA or UCLA Extension student or instructor, please contact our Student Rights and Responsibilities team for additional support and assistance: (310) 794-6658; studentsafety@uclaextension.edu; Suite 113, 10995 Le Conte Avenue in Westwood.

DISCRIMINATION-BASED HARASSMENT
If you believe you are experiencing discrimination-based harassment, we are here to support your personal choice regarding next steps. Please contact our Student Rights and Responsibilities team for consultation, advice, and/or to file a report: studentsafety@uclaextension.edu; (310) 794-6658; Suite 113, 10995 Le Conte Avenue in Westwood.

PRIVACY NOTIFICATION
Furnishing all information required on forms presented by UCLA Extension is mandatory with the exception of Social Security number (SSN), date of birth, gender, educational level, and ethnic identity. Failure to provide required information will delay or may even prevent completion of the action for which the form is being filled out.

Information that is not required but which we ask you to volunteer (such as gender, educational level, and ethnic identity) will be used solely for statistical purposes to measure the diversity of the audience we serve.

• If you do not have or could not provide us with your SSN/TIN, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payments that might entitle you to tax credits provided under the Taxpayer Relief Act of 1997. Each year in December, UCLA Extension will conduct an annual solicitation of students whose records are subject to IRS reporting but where the SSN/TIN field remains blank, this to ensure that an oversight on your part can be addressed. You may append your record online at any time by logging in to the Student Portal, or submit IRS form W-SS by mail to UCLA Extension Enrollment Services, 10995 Le Conte Ave., Room 113, Los Angeles, CA 90024.

• UCLA Extension routinely reports its student census to the National Student Clearinghouse. Those seeking deferment for repayment of student loans may wish to provide their SSN to expedite the deferment process.

File complaints with the Department of Education regarding alleged violations of the rights accorded you by the federal act.

FERPA allows Universities to confirm attendance and publish directories of their students without their prior consent, but requires a procedure to be presented allowing you to opt out. Certain conferences and short courses are designed to support professional networking opportunities and will include provisions for nametags and the sharing of participant rosters. When planned with such support, notice will be provided in the course listing. Students may opt out of planned participant rosters by sending an e-mail to enroll@uclaextension.edu.

COMMUNITY SAFETY/FACILITIES
Visit uclaextension.edu/city to find crime statistics relating to the campus and our off-campus centers, along with security policies and other information as mandated by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For a hard copy of the most recent crime statistics report call the UCLA Police at (310) 825-1561.

Smoking and other uses of tobacco products are not permitted in UCLA Extension centers, or on the UCLA campus, including its buildings, parking structures, grounds, streets, and pedestrian walkways. For items lost or left at any center call (310) 825-1227 or visit lostandfound.ucla.edu.

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Index

Computer Science & Engineering, 75-93
concurrent enrollment, UCLA Extension, 148
construction
architecture, 10-16
building. See building
green, 123
interior design, 16
landscape architecture, 17-19
plumbing systems design, 75
project management, 79
real estate, 82-86
sustainable, 95
counseling
alcohol, 106-107
drug, 106-107
mental health professionals, 106-107, 108
alcohol, 106-107

cross enrollment, UCLA Extension, 148
creative writing, 132-133
CPAs, course(s) and course information
counseling
contract management, 90-92
drama
data science, 85, 86, 88
D
database management, 81-82
data science, 85, 86, 88
degree-credit courses, 4
designed
drafting. See AutoCAD
drama
early childhood education, 97-100
eco/eco. See environmental/e
education
advisory, 101, 102
early childhood, 97-100
education specialist added authorizations, 101, 102
health, 101. See also Health Care & Counseling reading, 104
teach, 103
TESL, 103
Education, 94-103
emergency information, UCLA Extension, 156
emergency preparedness, 56
endowments, UCLA Extension. See scholarships
ingeering
advanced plumbing systems design, 75
astronautical, 75
biotechnology, 77
communication systems, 79-80
construction management, 78-79
digital signal processing, 79
integrated circuit design, 80
manufacturing, 77
medical device, 77
recycling and solid waste management, 78, 79
See also Technical Management
Engineering, 75-80
English
American Language Center, 112
CLAD, 94
CTEL, 94
ESL, 112
grammar, 55, 112, 139
non-native speakers, for, 112
punctuation, 54, 55
teach, 103
TESL, 103
See also communication(s), education, Writers’ Program, writing/writers
English as a Second Language (ESL), 112
enrollment, UCLA Extension, 146
concurrent, 148
cross-enrollment, 148
Entrepreneurship Studies, 27-36
entrepreneurship, 36, 57-58
environmental
arts, history of, 16, 20
building, 78
design, 16, 76
energy, 78, 131
landscape architecture, 17-19
sustainability, 125, 130, 131
Sustainability Certificate, 129
waste management, 79
equestrian, 133
escort service, UCLA campus, 156
estate planning, 54
ethical/ethics
accounting, 43
business, 43, 50-51, 59, 63, 65
human resources, 59
personal financial planning, 52
exam preparation, See test/exam examination
exercise. See fitness instruction, health/healthy
figurante
figurante
film scoring, 33, 34
finance/financial, 49-55
college counseling, 95
estate planning, 54
fundraising, 58
investments, 51, 53
literacy, 51
math, 53
personal financial planning, 51-55
real estate, 69
financial aid/funding options, 148
college counseling, 95
See also scholarships
financial literacy, 51
fitness instruction, 104. See also Health Care & Counseling
free events, inside front cover
French
language, 116
wine, 116
fundraising, 58. See also nonprofit, public relations
furniture, 10
L

labor and employment law. See human resources management
Landscape Architecture, Horticulture & Gardening, 17-19. See also gardening/gardens, plants/planting
language(s), 111
American Language Center, 112
Spanish, 112
See also English as a Second Language (ESL), TEF, TESL
law
business, 62, 64, 93
contracts, government, 91, 92
human resources, 60
interior design, 16
international business, 62
MCLC credit, 148
music, publishing, 35
paralegal, 63, 64
real estate, 70
See also Business, Management & Legal, Sustainability & Public Policy
leadership and management, 63
Lean Six Sigma, 76-77
life sciences, 119-120
lighting
architecture, 14, 15
design, 14
photography, 37
Linux, 82
literacy. See book(s), financial literacy, reading, teaching
literature
children’s, 137
See also Writers’ Program, writing/writers
lost and found, 150
money, 50
personal financial planning, 51-55
project, 71-74, 79, 91, 92
public relations, 67-68
restaurant, 71
sales, 67
small business, 57-58
supply chain, 93
sustainable, 130, 131
technical, 90-93
theory, 63
waste, 78, 79
wine, 118
maps, campus/off-campus, 6, 7, 156
marketing/advertising, 54, 64-68
analytics. See digital analytics
digital, 66
film, 32
internship, 64
social media, 32, 54, 65, 66
web analytics. See digital analytics
writing for, 66
mathematics, 49, 101, 126-127
business, 49
MCLC credit, 148
memor, 135, 136
mental health professionals, continuing education for, 104, 106. See also Health Care & Counseling
microbiology, immunology, and molecular genetics, 120
Microsoft
SQL, 81, 82, 83, 84, 85
mobile application development, 89
molecular/molecules
cell and developmental biology, 121
chemistry, 122-123
genetics, immunology, microbiology, and, 120
money. See business, economics, finance/financial issues, financial literacy, investing/investments, management, personal financial planning
music, 33-36
business, 34
film scoring, 33-34
production, 35-36
songwriting, 36

N

network communications, 81
news. See journalism
nondiscrimination policy, UCLA Extension, 150
nonfiction
journalism, 143
memoir, 135, 136
personal essay, 135, 136
reporting, 143
writing, 132, 135-136
nonprofit
accounting, 42
fundraising, 58
management, 58
novels. See comparative literature, fiction, literature, writing/writers
nursing
RN First Assistant training programs, 105, 107
See also Health Care & Counseling
nutrition, 104, 130
See also health/healthy

O

office locations/hours, UCLA Extension, 146
OLU, 113-117
online courses, 4
online technical requirements, 4
open houses/information sessions, GIS & geospatial technology, 9
data science, 9
accounting and finance, 9
project management, 72
paralegal training program (PTP), 63
personal financial planning, 11
landscape architecture, 17
networking opportunities for entertainment studies certificate students, 28
technical management program, 9
Toastmasters at UCLA Extension, 9

P

painting, 21, 22, 25. See also art(s)
paralegal training, 63, 64
parking, UCLA/UCLA Extension/Centers, 146
patient advocacy, 108
personal financial planning, 51-55
Joseph G. Devanney Scholarship, 148
photography, 36-37
Photoshop, 11, 23, 37, 90
physics, 128
physiological/physiology
human, 104, 120, 121-122
neurophysiology, 122
plants/planting
landscape architecture, 124-125
horticulture and gardening, 124-125
plays/playwriting. See also drama
plumbing systems design, 75
poetry, 116, 117, 137-138
post-production, 30-31, 32
precalculus, 126. See also calculus
preschool. See early childhood education
privacy notification, UCLA Extension, 150
proctoring, 148
producing, 30-31, 32, 35-36
professional development, 101-102
project management, 71-74, 79, 91, 92
psychology, 106, 110. See also mental health professionals, continuing education for public health, 108. See also Health Care & Counseling
public relations, 67-68
public speaking, 47, 56
public transportation, 146
python, 86
Eligibility for discounts will be determined based on the postmark date on the envelope. If payment is due, please include a check or money order payable to: The Regents of UC.

NOTE: There is a $30 charge for returned checks. A $30 administrative fee is withheld from each course for which you request a refund unless the course is canceled, discontinued, rescheduled, or has a special refund policy.

** Parking permits are not mandatory. For single-entry parking options and parking permit details, see page 146. Include parking permit fee in enrollment check or money order. Allow 15 working days for permits requested by mail. A map with parking instructions is sent with permit.

Mail the enrollment form and payment to:
Department K
UCLA Extension
P.O. Box 24901
Los Angeles CA 90024-0901

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## Mail-In Enrollment Form for Check or Money Order

Please print clearly

<table>
<thead>
<tr>
<th>Reg#</th>
<th>COURSE TITLE AND NUMBER</th>
<th>CREDIT STATUS</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide 6 digit Reg#</td>
<td>(Please check appropriate box) Courses marked with a diamond may not be taken passed/not passed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. For Credit–Letter Grade</td>
<td>2. For Credit–Passed/Not Passed</td>
<td>3. Not For Credit</td>
<td>4. CEU</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**UCLA Quarterly Parking Permit Fee (optional)**

Weekend (Fri-Sun) $111
Evening & Weekend $144

TOTAL FEES $ 

Discount Code (if applicable): 

NAME (FIRST/MI/LAST)

*SOCIAL SECURITY NUMBER *BIRTHDATE (MO/DAY/YR) ☐ *MALE ☐ *FEMALE

MAILING ADDRESS

CITY/STATE/ZIP COUNTRY/POSTAL CODE

( )

DAYTIME PHONE: AREA CODE/PHONE NUMBER

EMAIL ADDRESS (REQUIRED)

☐ Check here to receive email notices of upcoming events and specials from UCLA Extension.

Your Social Security number is required by federal law to enable filing of information returns to the Internal Revenue Service (IRS). If you do not choose to provide us with your Social Security number, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payment that might entitle you to tax credits available under the Taxpayer Relief Act of 1997. UCLA Extension also routinely reports its student census to the National Student Clearinghouse. Those seeking deferments for repayment of student loans may wish to provide their Social Security number to expedite the deferment process. Date of birth and gender are also voluntary.

In order to provide you with a continually improving selection of courses, we ask for the following voluntary information. Data collected is known only to our staff in a summary statistical form.

### Highest Educational Level Attained:
(If your formal education was completed outside the U.S., please check the box that best describes equivalence.)

- High School in Progress
- High School Graduate/GED
- AA/Associate in Arts
- BA/BS/Other Bachelor's Degree
- MA/MS/Other Master's Degree
- JD/MD/Other Professional Degree
- PhD
- Other _____
- Decline to State

### Ethnicity/Race:

- Asian
- Black/African-American
- Caucasian/White
- Hispanic/Latino/Chicano
- Native American/Alaska Native
- Pacific Islander/Hawaiian
- 2 or More of the Categories Listed Here
- Decline to State
UCLA Campus & Westwood Village Centers

- Escort Service
  Escort service is available between dusk and 1 am for students who would like to be accompanied to and from their cars. Call (310) 794-WALK (949255 from campus phones) 15 minutes before needed to request an escort.

- Police/Fire/Ambulance: 911
  Call from any campus or pay phone—no money needed—or use the blue-hooded “Emergency UCLA Police” reporting stations on campus.

- UCLA Police: (310) 825-1491
  To report a crime or for emergency assistance.

Smoking and other uses of tobacco products are not permitted in UCLA Extension centers, or on the UCLA campus including its buildings, parking structures, grounds, streets and pedestrian walkways.
Go Further. Closer to Home.

If you’re looking to move your career forward, you don’t have far to go. Wherever you work or live, our downtown L.A. and Woodland Hills locations are both within easy reach.

Our downtown L.A. campus offers a variety of courses from accounting and paralegal training to landscape design, film, and more.

Our Woodland Hills campus offers a wide range of courses including marketing, real estate, project management, and acting.

Enroll early and save 10%.*
For a list of courses see pages 6 & 7.
* On most courses; cannot be combined with other discounts.

For More Information
DTLA: uclaextension.edu/DTLA; Woodland Hills: uclaextension.edu/WH
Kickstart Your Summer with a Course at UCLA Extension

Register Early and Save

Save up to 10% during early enrollment.*

Use discount code: EARLY

*Discount code available on most courses at least 30 days before course start date. Discounts cannot be combined. Discount code is case sensitive.