Quarter begins  
September 28, 2020
PARADIGM SHIFT

The paradigm for higher education, and indeed the world, has shifted.

As I deliver this message introducing our fall courses, certificates, and conferences via remote instruction, the global public health crisis advances, and our belief in current socio-economic conventions has been stripped away.

Against this backdrop, we are challenged to fundamentally rethink our past, present, but most importantly, our future. This shift is profound and historic.

The question before us is, “how can our organization provide greater access to a diverse community of adult learners in an equitable and inclusive way as we build and shape a better future?”

Our mission has never been more clear. We must find new ways to serve the needs of learners as they seek to retool for a post-pandemic economy, we must integrate equity, diversity, and inclusion in our daily work and curriculum, and we must actively fight racism in all of its forms. As one of the nation’s largest providers of continuing higher education, we are committed to creating new and innovative programs to help address the challenges facing society.

We are also an organization that listens. In my first message as Dean, I asked for your feedback, and I continue to encourage you to send your messages by email to DeansOffice@uclaextension.edu.

In this season of change and transition, we are inspired to develop new standards and pathways for access. Fall is the right season to reflect and view this paradigm shift as a new way forward.

My hope is you will join us for the journey for we all have more to learn.

Eric A. Bullard, PhD
Dean, Continuing Education and UCLA Extension
To help light the way forward and give back to those facing challenges in our communities, we are offering professional development and personal enrichment seminars this summer at no cost.

These programs, ranging from training in crisis management, to self-care, remote job searching, and more, give you the opportunity to learn from experts in their field and connect with others. For your convenience and safety, all programs are offered remotely.

Learn more at uclaextension.edu/LightTheWay
Explore UCLA Extension

Refer to the Master Index on pages 165-168 for detailed listings.

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UCLA EXTENSION

UCLA Extension reserves the right to cancel, reschedule, or combine courses; to alter and discontinue curricula; and to change instructors. Because Extension receives no state tax support, courses may be canceled if fewer than the required minimum number of students enroll. If a course is canceled or rescheduled, you may request a transfer to another available course or a refund.

As a service to students who are participating in UCLA Extension field study tours, UCLA Extension makes arrangements with appropriate commercial agents. However, UCLA Extension and the University of California assume no liability in connection with any tour arrangements other than the obligation to grant credit upon satisfactory completion of any credit component of the field study tour as well as completion of any credit course required to be taken in correlation with the tour. Neither the State of California nor the University of California nor UCLA Extension shall be liable under any circumstances for damages arising out of acts or omissions on the part of the officers, agents, employees, or affiliates of the tour agents. Discounts are not available for field study tours.

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Printed on recycled paper.
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

**No refund after 27 June.**

**Remote Instruction**

10 mtgs

**Wednesday, 7-10pm, June 21-Sept. 6**

Elective course in Entertainment Media Certificate.

Enrollment limited. Visitors not permitted.

**Lissa Sanders,** producer and former development executive on feature, network, and cable films and miniseries

---

**ACADEMIC CALENDAR**

**Fall Quarter 2020**

Classes begin September 28.

Enrollment begins August 3.

**Winter Quarter 2021**

Classes begin January 4.

Enrollment begins November 2.

**Spring Quarter 2021**

Classes begin March 29.

Enrollment begins February 1.

**Summer Quarter 2021**

Classes begin June 21.

Enrollment begins April 26.

**CONTACT US**

By Mail:

UCLA Extension

1145 Gayley Avenue

Los Angeles, CA 90024-3439

In Person:

UCLA Extension

1145 Gayley Avenue

Monday–Friday, 8am–5pm

(800) 825-9971

Learn more or enroll online:

[uclaextension.edu](http://uclaextension.edu)

For General Information, see page 160.
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

- **Landscape Architecture Free Information Session**
  - Saturday, August 8, 9:30–11:30am
  - RSVP by phone or email: (310) 825-9414; landscapearchitecture@uclaextension.edu

- **Horticulture & Gardening Free Information Session**
  - Saturday, August 8, 1–2:30pm
  - For more information: (310) 825-9414; horticulture@uclaextension.edu

- **Free Online GIS & Geospatial Technology Information Session**
  - September 28–January 3
  - Reg# 375199
  - For more information: (310) 818-3671, geospatial@ucla.edu, or uclaextension.edu/gis

### Special Events

- **The Young and the Restless: Writing for Teens Symposium**
  - Accessible from Saturday, August 29 to Saturday, September 5.
  - For more information and to register: writers.uclaextension.edu/events/ya-symposium; (800) 825-9971

- **Free Networking Opportunities for Entertainment Studies Certificate Students**
  - Online: September 6–December 20
  - Remote Networking Event to be announced!
  - For more information: (310) 825-9064; entertainment.uclaextension.edu/entertainment-studies-networking-events

- **36th Annual Tax Controversy Conference**
  - Tuesday, October 20
  - For more information: (310) 825-4938; uclaextension.edu/taxcon
Online Courses at UCLA Extension

For a full list of online courses and technical requirements visit uclaextension.edu/online.

Directory of Online Courses

Browse our catalog and look for the online course icon 📚.

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UCLA Extension’s Course Delivery Options

Online
Online courses are taught asynchronously (Canvas) and fully online, with the option for limited synchronous (Zoom) instruction.

Hybrid Course
Hybrid courses are taught using a combination of both asynchronous (Canvas) and synchronous (Zoom) instruction.

Remote Instruction
Remote courses are taught in real-time using Zoom. Class sessions are scheduled on specific day(s) and time(s). Students access course through Canvas and use integrated tools such as Zoom to join the live interactive classroom. Students may ask questions and interact in real-time with the instructor. The live sessions can be recorded so students may view them at a later time.

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

Course Schedules
Delivery format and/or ‘remote’ meeting times listed are subject to change. Please refer to the UCLA Extension website, uclaextension.edu, for up-to-date course information.

Asynchronous: students engage a variety of learning materials posted on Canvas (that may include lectures, interactive discussion boards and quizzes) and interact with the instructor and other students using messaging tools.

Synchronous: instruction occurs in real-time during a live, pre-scheduled Zoom session(s) where instructors and students interact.

For additional information visit uclaextension.edu/student-resources.
Graduate on time, earn credits toward your degree, or prepare for graduate and professional schools.

Transfer credit courses:

- Are equivalent to undergraduate courses offered by UCLA regular session and taught by experts in the field
- Provide unit/subject credit toward bachelor's degrees to UC and Cal State University, plus many universities nationwide*

Choose from:

DIGITAL TECHNOLOGY
- GIS & Geospatial Technology

ENVIRONMENTAL STUDIES & PUBLIC POLICY
- Sustainability & Environmental Studies

HUMANITIES & SOCIAL SCIENCES
- Anthropology
- Communication
- Comparative Literature
- Economics
- History
- Linguistics
- Philosophy, page III
- Psychology
- Sociology

LANGUAGES
- French
- Spanish

SCIENCES & MATH
- Biology
- Chemistry
- Math & Statistics

WRITING & JOURNALISM
- Beginning Fiction Writing
- Poetry

- 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 by enrolling 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 (800) 825-9971.

* 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 (800) 825-9971 or humsci@uclaextension.edu.
UCLA Extension Certificates

Advance in your career or start a new one with an academic certificate.

$15,459
reported average annual salary increase since starting a certificate*

85%
of graduates reported a certificate helped enhance their careers*

85%
orecommend a certificate to others*

50%
of graduates switched careers after completing a certificate*

What is a certificate?
UCLA Extension certificate programs offer in-depth study of a professional field through coursework that balances theory and practice to help transform your career in less time than many traditional postgraduate degrees.

Benefits of earning a certificate
• Increase your earning potential with a respected credential from UCLA
• Stay current with the latest trends and techniques in your industry
• Prepare for industry certifications, further graduate study, or a new career
• Complete them at your own pace while working full-time
• Access career resources, UCLA Alumni membership, and more

Most of our certificate programs are open enrollment and are shorter and lower cost than a graduate degree. Classes are taught by industry experts, working professionals, and academics.

Specializations
Busy? Learn in-demand skills in a focused area of study quickly through a specialization.

These programs are:
• Short and focused—most can be completed in just a few quarters
• Targeted, with in-depth training on a specific topic or skill
• Taught by the same outstanding instructors who teach our certificate programs

*2017 UCLA Extension Certificate Graduates Research Study
Academic Certificate Programs & Specializations

Enhance Your Knowledge & Résumé

For complete information, visit uclaextension.edu/certificates or call (800) 825-9971.

Accounting, Taxation & Internal Audit
(310) 206-7247

Certificates
- Accounting
- Accounting Fundamentals Certificate
- General Business Studies with Concentration in Accounting
- General Business Studies with Concentration in Taxation
- Internal Audit
- Taxation

Specializations
- Advanced Accounting
- Bookkeeping
- Enrolled Agent Program
- Focuses in Accounting
- Intermediate Accounting
- Taxation Planning for Entities
- Taxation Planning for Individuals

Architecture & Interior Design
(310) 825-9061

Certificate
- Interior Design: Foundation Level

Specializations
- Business for Interior Design
- Digital Design Suite for Architects & Interior Designers
- History of Environmental Arts

Business & Management
(310) 206-4271

Certificates
- Advanced Leadership
- Business Analysis
- Business Communications
- Business Fundamentals
- Emergency Management & Homeland Security
- Enterprise Risk Management
- General Business Studies
- General Business Studies with Concentration in Advertising
- General Business Studies with Concentration in Emergency Management & Homeland Security
- General Business Studies with Concentration in Entrepreneurship
- General Business Studies with Concentration in Human Resources Management
- General Business Studies with Concentration in International Trade and Commerce
- General Business Studies with Concentration in Leadership
- General Business Studies with Concentration in Marketing
- Human Resources Management
- International Trade and Commerce
- International Trade and Commerce, Financial Management Concentration
- International Trade and Commerce, Global Business Management Concentration
- International Trade and Commerce, Import/Export Operations Concentration
- Marketing
- Marketing with Concentration in Digital Marketing
- Professional Selling and Sales Management
- Pre-MBA Studies
- Project Management
- Small Business Management and Technology
- Strategic Branding and Public Relations
- Wine Education and Management

Specializations
- Agile Methodologies in Management
- Digital Storytelling and Multi-Platform Strategy
- Event Planning and Management
- Executive Assistance
- Fundraising
- Product Management

Design & Arts
(310) 206-1422

Certificates
- Advanced Design Communication Arts
- Design Communication Arts
- Photography
- User Experience

Digital Technology
(310) 206-6794

Certificates
- Applications Programming
- Cybersecurity
- Data Science
- Database Management
- GIS and Geospatial Technology
- Systems Analysis

Specializations
- Cybersecurity Boot Camp
- Embedded Software
- Full Stack Web Development Coding Boot Camp
- Java
- Python for Data Engineers

Education
(310) 825-4191

Certificates
- College Counseling
- Early Childhood Education, Advanced Core Program
- Early Childhood Education: Associate Teacher
- Early Childhood Education: Lead Teacher
- Teaching English to Learners of Other Languages (TESOL)

Specializations
- English Learner Added Authorization (CTEL/CLAD)
- Fundamentals of College Counseling
- Teacher Induction—California Clear Credential (School Mentor Track)
- Teacher Induction—California Clear Credential (University Mentor Track)

Engineering
(310) 825-4100

Certificates
- Advanced Plumbing Systems Design
- Biotechnology Engineering
- Communications Systems
- Construction Management
- Contract Management
- Government Cost Estimating and Pricing
- Medical Device Engineering
- Supply Chain Management

Specializations
- Construction Management Core
- Integrated Circuit Design
- Lean Six Sigma

Entertainment
(310) 825-9064

Certificates
- Acting
- Business and Management of Entertainment
- Cinematography
- Directing
- Entertainment Studies
- Film and TV Development
- Film Scoring
- Independent Music Production
- Independent Producing
- Music Business
- Producing

Specializations
- Film Editing
- Entertainment Industry Fundamentals
- Entertainment Project Management
- Music Supervision
Environmental Studies & Public Policy
(310) 825-7093
Certificates
Environmental Studies
Food Studies
Sustainability
Specialization
Sustainable Business and Management
Finance & Investments
(310) 206-7247
Certificates
- Credit Analysis and Management
- Finance
- Finance with Concentration in Corporate Finance
- Finance with Concentration in Credit Analysis and Management
- Finance with Concentration in Investment Management and Analysis
- Finance with Concentration in Real Estate Finance
- General Business Studies with Concentration in Credit Analysis and Management
- General Business Studies with Concentration in Finance
- General Business Studies with Concentration in Personal Financial Planning
- Personal Financial Planning
- Personal Financial Planning. Accelerated Online
Health Care & Counseling
(310) 825-7093
Certificates
- Alcohol and Drug Abuse Counseling
- Fitness Instruction
- Health Care Administration
- Health Coaching
- Patent Advocacy
- Pre-Medical and General Science Studies
- UCLA Health Medical Assistant Program
Specialization
Pediatric Medicine
Landscape Architecture & Horticulture
(310) 825-944
Certificates
- Horticulture
- Landscape Architecture
Specializations
Arboriculture
Gardening
Plants for the Landscape
Languages
(310) 825-7093
Certificates
- Legal Interpretation and Translation Chinese/English
- Legal Interpretation and Translation Spanish/English
- Post-Baccalaureate Program in Classics
Legal
(310) 825-0741
Certificates
- Legal Technology
- Paralegal Studies
- Paralegal Studies (Undergraduate)
Specialization
- Working in Contemporary Native Nations
Real Estate
(310) 825-2714
Certificates
- General Business Studies with Concentration in Real Estate
- Real Estate
- Real Estate with Concentration in Development
- Real Estate with Concentration in Investments
- Real Estate with Concentration in Leasing/Brokerage
- Real Estate with Concentration in Property Management
Writing & Journalism
Writers’ Program
(310) 825-9415
Certificates
- Creative Nonfiction Writing
- Editing and Publishing
- Feature Film Writing
- Fiction Writing
- Literary Representation
- Screenwriting: Film and TV Comprehensive
- Television Writing
Specializations
- Short Fiction
- TV Writers Fellowship Prep
- Writing and Directing Short Films
Journalism
(310) 825-7093
Certificate
- Journalism

- 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 uclaextension.edu/certificate-programs/international-students/browse-certificate-programs.
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 VRAP 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 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 162.
For more information about our completion rates, the median debt of students who have completed these programs, and other important information, please visit uclaextension.edu/financial-aid-scholarships-discounts/financial-aid.

- Financial Assistance for Disabled 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 serviceclolor.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 162.

Tax Deductibility of Fees
Current tax law permits deductions for certain educational expenses. For more information, see page 163.

Licensure and Certification Disclosures
University of California programs for professions that require licensure or certification are intended to prepare the student for California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with the University of California and licensure and certification requirements can change at any time. For more information see federal regulation 34 CFR §668.43(a)(5)(v) or visit UCOP.edu
Scholarships

For information about all of the scholarships listed below, see Financial Aid, Scholarships, and Discounts under Student Services on our website.

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 8–9).

Zappala Family Scholarship
Provides 50% of course registration fees (with the exception of the Study Skills one day course) to new students beginning the Alcohol and Drug Abuse Counseling Certificate in the Fall Quarter. For more information, call (310) 825-7728.

Vets Count Scholarship Fund
The scholarship pays the registration fees for any two standard-priced courses in the Financial Management Program area, taken within one calendar year and is available to active duty U.S. Military personnel and U.S. veterans, and their immediate families. For more information, call (310) 206-7247 or email impcertificate@uclaextension.edu.

Henri Bollinger Memorial Scholarship
Available to students in the Strategic Branding and Public Relations Certificate. For more information, call (310) 206-4271 or email bamcertificate@uclaextension.edu.

Ingrid Skulstad Williams Scholarship for Women
Available to women enrolled in certificates. For more information, call (310) 825-7728.

Movie Magic Scholarship
Available to students in the Producing or Independent Producing Certificates. This annual award provides outstanding students with a free Entertainment Studies course of their choosing. For more information, call (310) 825-9064.

BMI/Jerry Goldsmith Film Scoring Scholarship
Available to students in the Film Scoring Certificate. Annual award to help composers develop the specialized skills and essential contacts needed to pursue a successful film scoring career. For more information, call (310) 825-9064.

Independent Music Production Scholarship
Available to students in the Independent Music Production Certificate. This annual award provides outstanding students with a free Entertainment Studies course of their choosing. For more information, call (310) 825-9064.

Phyllis Gebauer Scholarship in Writing
Open to underprivileged writers from diverse backgrounds and cultures to study their craft in a supportive educational environment. For more information, call (310) 825-9415.

For more information about scholarships see pages 162 & 163.

Financial Aid/Funding Options

Financial Aid Office:
(800) 825-9971
uclaextension.edu/student-services/financial-aid-scholarships-discounts

Extension Grants
Limited Extension Grants are available each quarter for students with 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 8–9). For more information, see Financial Aid, Scholarships, and Discounts under Student Services on our website. The filing period is August 3–18, 2020.

Federal Loan & Grant Programs
You may be eligible for Federal Pell Grants and low-interest Federal Stafford Loans if you are enrolled in a qualified UCLA Extension certificate (those marked with an arrow [►] on pages 8–9; online programs are not eligible). The evaluation of applications can take up to four months.

Private Educational Loans
Many lending institutions offer private loans for education that have a processing period of approximately one month. For more information, contact your current lender or see Financial Aid, Scholarships, and Discounts under Student Services on our website.

Veterans Educational Benefits
Certain UCLA Extension certificates are approved under the Veterans’ educational benefits program (those marked with a plus sign [+ ] on pages 8–9). 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 a certificate (those marked with a square [■] on pages 8–9). 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/WIB. To locate a California One-Stop Career Center go to servicelocator.org and enter your ZIP code.

Americorps Awards
Americorps alumni are eligible for education awards. For more information, visit AmeriCorps.gov or see Financial Aid, Scholarships, and Discounts under Student Services on our website.

For more information about financial aid see page 162.
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 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 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.

Cover Artist

Masaki Koike / Phyx Design

Phyx design is an independent design studio run by Masaki Koike. His design discipline is a culmination of graphic design, graphic art, image making, and typography. This diverse approach to design is a continual growth fueled by curiosity and interest. With 20 plus years of experience in the field, his practice is a hybrid of being knowledgeable and naive. His projects range from corporate work to entertainment design. He also enjoys the gratification of working on his personal projects. His packaging work for the music industry has earned him a couple Grammy Awards and multiple Grammy nominations.

He currently resides in Pasadena, California, and balances his day between work, family, and yoga.

He is always on the hunt for followers on his Instagram feed: phyxdesign.

To see more work, please visit phyxdesign.com.
Internships

If you are in one of our certificate programs and are in job search mode, you should be talking to us about the various internship possibilities available to you. There is no better way to gain valuable experience, network, and market your skills.

MGMT X 423.42 Internships in Accounting, Internal Audit, and Taxation
Page 15.

MGMT X 430.136 Internship in Finance
Page 101.

If you are interested in exploring the possibility of one of our internships, please contact Greg Gonzalez at ggonzale@uclaextension.edu.

*Certificate students must complete a minimum of 5 courses before enrolling in an internship.
MGMT X 120A
Intermediate Accounting Theory and Practice
4.0 units
This is the first course in the three-course Intermediate Accounting sequence. MGMT 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): MGMT X 1A and MGMT X 1B Principles of Financial Accounting and MGMT X 422 Cost Accounting and Analysis, or consent of instructor.
Reg# 376213
Fee: $765
No refund after 2 Oct.
Online
Reg# 376212
Fee: $765
No refund after 2 Oct.
Online
Reg# 376214
Fee: $765
No refund after 31 Oct.
Hybrid
5 mtgs
Remote Instruction
Saturday, 9am-12pm, Nov. 7-21
Online
Dec. 5-12
No meeting Nov. 28.
Accelerated section. Read chapters 14-16 before the first class.
Mark Frohnauer, CPA, MBA, owner, Frohnauer & Associates

MGMT X 120B
Intermediate Accounting Theory and Practice
4.0 units
This is the second course in the three-course Intermediate Accounting sequence. MGMT 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): MGMT X 120A Intermediate Accounting Theory and Practice.
Reg# 376218
Fee: $765
No refund after 12 Oct.
Remote Instruction
11 mtgs
Monday, 6:30-8pm, Sept. 28-Dec. 7
Rodrick Fong, CPA, MBA, JD

MGMT X 120C
Intermediate Accounting Theory and Practice
4.0 units
This is the third course in the three-course Intermediate Accounting sequence. MGMT 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): MGMT X 120B Intermediate Accounting Theory and Practice or consent of instructor.
Reg# 376216
Fee: $765
No refund after 13 Oct.
Hybrid
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Kendall L. Simmonds, Sr. MBA

MGMT X 124A
Advanced Accounting Theory and Practice
4.0 units 3.6 CEUs
This course examines intercompany transactions, partially owned subsidiaries, and parent company vs. entity theory valuation of noncontrolling interest in subsidiaries. Topics include business combinations; accounting for mergers, consolidations, and acquisition of subsidiaries; cost vs. equity method of accounting for operations of subsidiaries; preparation of financial statements; and home office and branch office relationships.
Prerequisite(s): MGMT X 120A, B, and C Intermediate Accounting Theory and Practice and MGMT X 422 Cost Accounting and Analysis or consent of instructor.
Reg# 376401
Fee: $765
No refund after 13 Oct.
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Brandon Tran, CPA

Certificate Summary
9 Courses
MGMT X 120A Intermediate Accounting Theory and Practice
MGMT X 120B Intermediate Accounting Theory and Practice B
MGMT X 120C Intermediate Accounting Theory and Practice C
MGMT X 124A Advanced Accounting Theory and Practice A
MGMT X 124B Advanced Accounting Theory and Practice B
MGMT X 423 Advanced Accounting Theory and Practice
MGMT X 423.2 Internal Auditing
MGMT X 127 Federal Income Taxation
MGMT X 423.44 Ethics in Accounting

2½ years when taking one course a quarter
$200 Candidacy Fee*
$6,885 Tuition costs.

Certificate Summary
4 Courses
MGMT X 1A Principles of Financial Accounting
MGMT X 1B Principles of Financial Accounting
MGMT X 422 Cost Accounting and Analysis
MGMT X 423.44 Intermediate Accounting Practice and Principles

1 year when taking one course a quarter
$100 Candidacy Fee*
$3060 Tuition costs

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program. Internships are available to certificate students. Contact Greg Gonzalez at ggonzalez@uclaextension.edu.
Accounting for Nonprofit Professionals

Accounting skills in the nonprofit sector could never be more important. Take this opportunity to enhance your knowledge. Watch for this class offering in the Winter Quarter. Enrollments open on November 4, 2020, and the course start date will be January 6, 2021.

Vets Count Scholarship Fund

Open application. Scholarships awarded annually.

For active U.S. military personnel, veterans, and their immediate families who are interested in pursuing financial programs to assist them in achieving their educational and career goals.

The scholarship pays the registration fees for any two standard-priced courses in the Financial Management Program area, taken within one calendar year.

For more information about applying for or donating to the fund, contact us at vetscount@uclaextension.edu or call (310) 206-7247

Prepare for Accounting Licensing Exams

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

CMA Exam Review
These review courses provide an overview to assist you in preparing for the CMA Exam. Instruction utilizes the IMAs.

For More Information uclaextension.edu/accounting

MGMT X 124B
Advanced Accounting Theory and Practice
4.0 units 3.6 CEUs
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): MGMT X 124A Advanced Accounting Theory and Practice or consent of instructor.
Reg# 376296
Fee: $765
Online
Sept. 28-Dec. 7

Wendy Achilles, PhD, CPA

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 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): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor.
Reg# 376221
Fee: $765
Online
Sept. 28-Dec. 7

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, and pricing and/or purchasing.
Prerequisite(s): MGMT X 1B Principles of Financial Accounting II.
Reg# 376222
Fee: $765
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Lisa Maier, BA, CPA

MGMT X 423
Financial Auditing
4.0 units
This course examines the auditing principles governing the responsibilities of certified public accountants in their examination of clients’ financial statements. Professional ethics, legal liability, internal control, evaluation, sampling techniques, and audit reports, as well as a study of various standards issued by the American Institute of CPAs also are discussed. Instruction emphasizes verification of the major items reported in clients’ statements, audit programs, and case studies.
Prerequisite(s): MGMT X 120A, B, and C Intermediate Accounting Theory and Practice, or consent of instructor.
Reg# 376396
Fee: $765
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Rickey S. Manbahal, MBA

Reg# 376397
Fee: $765
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Maria Hernandez-Alamin, BA, CPA, CIA

Reg# 376224
Fee: $765
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Kurt Hull, MBA, CPA, consultant

Enroll at uclaextension.edu or call (800) 825-9971
Enrollment limited.

Business ethics through today's professional course begins with a study of the earliest models of the marketplace and governmental agencies. The conflicting role of "reporter" of financial information to both as "trusted advisor" to his/her client and the (often standards specific to the accounting profession are to be asked in everyday business practices. Key ethical ethics are and then identifying the questions that need the importance of ethical behavior in the accounting 4.0 units 3.3 CEUs

Ethics in Accounting

Prerequisite(s):

Sept. 21.

ship assignment and submit all required paperwork by a minimum of 120 hours and must secure their intern-
courses. Students intern with sponsoring companies for previously studied in your accounting or taxation ment and offers an opportunity to apply the material of accounting or taxation job functions within public
The internship provides practical experience in a variety Internships in Accounting, Internal MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. The transition from GAAP to IFRS, the ways different challenges faced by multinational enterprises, including enterprises engaged in international business, as well as governmental institutions and international organizations. Instruction covers a broad range of accounting instruction covers a broad range of accounting challenges faced by multinational enterprises, including the transition from GAAP to IFRS, the ways different countries perceive and interpret certain accounting 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): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor.

MGMT X 423.4 International Accounting

4.0 units

This course is designed for students of accounting 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. Instruction covers a broad range of accounting challenges faced by multinational enterprises, including the transition from GAAP to IFRS, the ways different countries perceive and interpret certain accounting 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): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or consent of instructor.

Reg# 376227

Fee: $765

No refund after 2 Oct.

Lee Krueger, MBA, senior finance manager, Walt Disney World Co.

Reg# 376819

Fee: $765

No refund after 14 Oct.

Gary Rolfes, SBA, MBA

MGMT X 423.42 Internships in Accounting, Internal Audit, and Taxation

4.0 units

The internship provides practical experience in a variety of accounting or taxation job functions within public accounting, private industry, or the nonprofit environment and offers an opportunity to apply the material previously studied in your accounting or taxation courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by Sept. 21.

Prerequisite(s): Restricted to students enrolled in the Accounting, Internal Audit, or Taxation Certificates and who have completed a minimum of five courses in those areas. International students must contact the International Student Office at (310) 825-9351 to confirm eligibility.

Reg# 376117

Fee: $765

No refund after 6 Oct. Independent Study/Internship

Enrollment limited. Deidra Duncan, MBA, CPA

MGMT X 423.42 Ethics in Accounting

4.0 units 3.3 CEUs

The business scandals of recent years have highlighted the importance of ethical behavior in the accounting profession. This course covers the elements necessary to make proper ethical decisions by first defining what ethics are and then identifying the questions that need to be asked in everyday business practices. Key ethical standards specific to the accounting profession are explored, highlighting the unique role of the accountant both as "trusted advisor" to his/her client and the (often conflicting) role of "reporter" of financial information to the marketplace and governmental agencies. The course begins with a study of the earliest professional requirements of the AICPA Code of Professional Conduct, the State Board of Accountancy, and other regulatory agencies. Instruction includes writing assignments, classroom lecture, and presentations based on assigned readings. Students leave this course with a better overall understanding of the challenges of ethical business practices. Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting and MGMT X 127 Federal Income Taxation or consent of instructor.

Reg# 376229

Fee: $765

No refund after 2 Oct.

Online.

Sept. 28-Dec. 7

Enrollment limited. Early enrollment is recommended. Deborah Watson, BA, CPA

Reg# 376228

Fee: $765

No refund after 2 Oct.

Online.

Sept. 28-Dec. 7

34 hours of MCLE credit available. David Reinaus, MBA, CPA, owner, David Reinaus, CPA

Reg# 376427

Fee: $765

No refund after 2 Oct.

Online.

Sept. 28-Dec. 7

34 hours of MCLE credit available. Instructor to be announced

MGMT X 429 Accounting for Non-Accountants

4.0 units 3.6 CEUs

This course is designed for non-accounting managers and personnel in organizations of all sizes who must work with and understand internal accounting/financial data—without overemphasizing the detailed mechanics and technical language of accounting. It is also appro- priate for entrepreneurs and business owners who desire a greater understanding of what accounting and financial information systems can and should be sup- plying 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# 376422

Fee: $765

No refund after 2 Oct.

Online.

Sept. 28-Dec. 7

Rebecca Evans, MSBE, BS

MGMT X 429.4 Financial Control of Operations

4.0 units

This course examines the techniques of interpreting and analyzing financial and accounting data for manage- ment control. The course covers topics such as financial information, cash flow statements, financial statement analysis, growth rate analysis, revenue recognition, earnings per share, fixed assets, inventory, financial instruments, and leases. Students develop an understand- ing of the financial and accounting information that is needed by management to assist in the control of operations. Prerequisite(s): MGMT X 120A, B, and C Intermediate Accounting Theory and Practice and MGMT X 422 Cost Accounting and Analysis, or equivalent experience and consent of instructor.

Reg# 376423

Fee: $765

No refund after 2 Oct.

Online.

Sept. 28-Dec. 7

Charles Yacoobian, BA, CPA

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

Accounting, Taxation & Internal Audit

Accounting Specializations

Stackable Accounting Specializations

There are three stackable accounting specializations which would allow students in the Accounting Fundamentals Certificate or students with some accounting experience to explore other aspects of accounting or continue on to gain the comprehensive knowledge needed to sit for the CPA Exam.

Focuses in Accounting Specialization Summary

4 Courses

MGMT X 423 Financial Auditing

MGMT X 423.2 Internal Auditing

MGMT X 127 Federal Income Taxation

MGMT X 423.4 International Accounting

I year when taking one course a quarter

$75 Candidacy Fee

$3,060 Tuition costs

Intermediate Accounting Specialization Summary

3 Courses

MGMT X 120A Intermediate Accounting Theory and Practice

MGMT X 120B Intermediate Accounting Theory and Practice B

MGMT X 120C Intermediate Accounting Theory and Practice C

3 quarters when taking one course a quarter

$75 Candidacy Fee

$2,995 Tuition costs

Advanced Accounting Specialization Summary

3 Courses

MGMT X 124A Advanced Accounting Theory and Practice A

MGMT X 124B Advanced Accounting Theory and Practice B

MGMT X 423.422 Ethics in Accounting

3 quarters when taking one course a quarter

$75 Candidacy Fee

$2,995 Tuition costs

You may also be interested in other stackable specializations such as International Finance, Internal Audit, or Taxation.

Students who complete a specialization receive an Award of Completion. They also qualify for an internship. Contact Greg Gonzalez at gggonzale@uclaextension.edu for more information.

The Benefits of Enrolling in a Certificate

The Certificate provides proof of training and skills in the job market from a known and respected source; UCLA Extension, which enhances your brand.

In some programs, such as the Financial Planning program, transcripts are sent automatically to the CFP board for those interested in taking the exam to earn the CFP credential.

You become a member of the UCLA Alumni Association.

* 50% discount only applies to students enrolled in Financial Management certificates (i.e. Accounting, Finance, Taxation, etc.).
Many businesses need assistance getting their books in order, managing invoices, and preparing and understanding reports. Learn the latest tools and techniques and expand your skills. This program is great for office managers and others looking for career opportunities in the field.

Specialization Summary

4 Courses
MGMT X 423.430 Bookkeeping and Accounting Essentials I

MGMT X 423.431 Bookkeeping and Accounting Essentials II

MGMT X 42713 Payroll Tax and Accounting

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

Pre-MBA Certificate

Designed to enhance advancement to a top-ranked university MBA program.

Our newest certificate was developed for individuals who have completed an undergraduate program in a non-business related field and are looking to apply to a top-tier graduate program in a non-business related field and are looking to apply to a top-tier university MBA program.

Certificate Features

• Personalized student counseling provided by highly-qualified college counselors who will help you assess, select, and apply to “best fit” MBA programs.

• Curriculum designed to build a strong academic foundation in the necessary business fields.

• Full-time program takes two quarters to complete.

• Part-time program can be spread out over a year (next program offering Summer 2021).

• Discounts available to UC Alumni.

For More Information  
jcaruso@uclaextension.edu | (310) 206-1708 | uclaextension.edu/pre-mba-studies

Course Icons Provide Information At-a-Glance

- ONLINE COURSE  
  Technical requirements, page 5.

- HYBRID COURSE, page 5.

- WEB-ENHANCED COURSE, page 5.

- REMOTE INSTRUCTION, page 5.

- TEXTBOOK REQUIRED  
  Visit our website for textbook information.

- UC CREDIT  
  May be transferable to other colleges and universities, page 6.

Artificial Intelligence (AI)
in Business and Finance

New!

Artificial Intelligence (AI) is a database driven technology, which along with data analysis, is going to impact the future of almost all industries.

Our two new courses were designed for people in business and finance who are not programmers, engineers, or data scientists in order to give them the understanding an end user needs to be able to effectively communicate and work with experts in this quickly emerging field.

MGMT 827.7A  
Wiley CPAexcel CPA Review Program—Gold

The Wiley CPAexcel Gold CPA Review Course is a complete solution for CPA Exam success. It features unlimited access until you pass with the highest quality online CPA review materials and an easy learning platform. With the Wiley CPAexcel Gold Review Course, you also get access to study guides, professor mentoring from expert instructors, and mobile app access. Features include 2,200+ pages of online study text, 140+ hours of video lecture instruction, 6,000+ multiple-choice questions (including AICPA released questions) with detailed explanations, 300+ task-based simulations, 40+ written communications, 5,000+ knowledge check questions (true/false), and 4,000+ digital Flash Cards.

Reg# 374720  
Fee: $1,400

No refund after enrollment.  
Independent Study/Internship  
Date and time to be arranged  
Uninstructed Lab

MGMT 827.7B  
Wiley CPAexcel CPA Review Program—Platinum

The Wiley CPAexcel Platinum CPA Review Course provides you with everything you need to pass the CPA Exam the first time. It features unlimited access until you pass, the highest-quality online study materials, an easy learning platform, and mobile access. With a bonus Test Bank, you’ll have access to 12,000+ multiple-choice questions (including actual AICPA released questions) and 500+ task-based simulations, more than any other course on the market. Features include 2,200+ pages of online study text, 140+ hours of video lecture instruction, 6,000+ multiple-choice questions (including AICPA released questions) with detailed explanations, 300+ task-based simulations, 40+ written communications, 5,000+ knowledge check questions (true/false), and 4,000+ digital Flash Cards.

Reg# 376593  
Fee: $1,800

No refund after enrollment.  
Independent Study/Internship  
Date and time to be arranged  
Uninstructed Lab

For More Information  
fmcertficate@uclaextension.edu | (310) 206-7247

Reg# 370061  
Fee: $765

No refund after 13 Oct.  
Remote Instruction  
11 mtgs  
Tuesday, 6:30-9:30pm,  
Sept. 29-Dec. 8  
Shael B. Jacobsen, CPA

MGMT X 423.430 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 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, and cash payments; and accounting for merchandise inventory using weighted average, FIFO, and LIFO methods.

Reg# 376081  
Fee: $1,400

No refund after enrollment.  
Independent Study/Internship  
Date and time to be arranged  
Uninstructed Lab

Reg# 376593  
Fee: $1,800

No refund after enrollment.  
Independent Study/Internship  
Date and time to be arranged  
Uninstructed Lab

For More Information  
fmcertficate@uclaextension.edu | (310) 206-7247
MGMT X 423.432
Accounting Using QuickBooks
4.0 units
This desktop and Windows-based course provides instruction on the objectives covered for the QuickBooks Certified User exam, covering both introductory and advanced aspects for using the program. Ideal for business owners, office managers, and bookkeepers, participants learn “hands-on” how to expertly navigate through QuickBooks using a combination of menu items, icons, and keyboard shortcuts. Participants have the opportunity to perform a number of day-to-day business transactions as well as view the reports that are available. This course also covers more advanced QuickBooks topics, including how to export existing items chart of accounts lists, how to use QuickBooks in multi-user mode, how to export reports to Excel, the workflow of the purchasing cycle in QuickBooks, setting up the payroll, and how to run a payroll cycle. Basic knowledge of bookkeeping is recommended and experience using QuickBooks is also helpful.
Reg# 376063
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Course utilizes PC-compatible QuickBooks software only. Students must purchase new textbook or e-book in order to receive complimentary access to the QuickBooks software.
Crystalynn Shelton, BA, CPA, author, QuickBooks Certified ProAdvisor Advanced Online.

Specifications

Enrolled Agent
MGMT 822.22D
Enrolled Agent Examination Preparation: Representation, Practice, and Procedures
1.2 CEUs
This section covers practice before the IRS, income tax preparers and penalties, representation, collection procedures, examination of returns, and the appeals process.
Reg# 375973
Fee: $245
No refund after 11 Dec.
Remote Instruction
3 mtgs
Wednesday, 6-10pm, Dec. 9-16
Saturday, 6:30am-12:30pm, Dec. 5
Charlotte Edginton, MA, appeals officer, Internal Revenue Service (retired)

MGMT 822.220
Enrolled Agent Examination Preparation: Representation, Practice, and Procedures
1.2 CEUs
This section covers practice before the IRS, income tax preparers and penalties, representation, collection procedures, examination of returns, and the appeals process.
Reg# 375973
Fee: $245
No refund after 11 Dec.
Remote Instruction
3 mtgs
Wednesday, 6-10pm, Dec. 9-16
Saturday, 6:30am-12:30pm, Dec. 5
Charlotte Edginton, MA, appeals officer, Internal Revenue Service (retired)
Flora Basa, BS, CPA, revenue agent, Internal Revenue Service (retired)

MGMT X 127
Federal Income Taxation
4.0 units 3.9 CEUs
This course explores individual income taxation issues, including tax determination; personal and dependent exemptions; concepts and inclusions of gross income; general deductions and losses; deduction of certain business expenses and losses; depreciation, cost recovery amortization, and depletion; deduction of employee expenses; itemized deductions and losses; passive activity losses; property transaction gains and losses; nontaxable exchanges; and capital gains and losses.
Prerequisites: MGMT X 1A and MGMT X 1B Principles of Accounting or consent of instructor.
Reg# 376064
Fee: $835
No refund after 13 Oct.
Remote Instruction
13 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 6
Two meetings to be arranged.
Nidal Ramadan, CPA, MBA, Internal Revenue agent

MGMT X 427.122
Taxation of Property Transactions
4.0 units 3.6 CEUs
This course is designed for attorneys, taxation professionals, and others actively working in the real estate industry who are interested in taxation issues associated with real estate transactions. The course builds on the basic tax principles learned by students in MGMT X 127 Federal Income Taxation and extends those principles to their application in the sale or other transfer of property. Students are provided with a detailed analysis of the federal income tax consequences resulting from sales, exchanges, and other dispositions of property, including such topics as determining the taxable event; ascertaining basis and amount realized, ascertaining gain or loss, limitations regarding the use of losses, including the at-risk and passive activity loss provisions; the importance of the distinction between capital and ordinary loss treatment; and the applicability of various non-recognition provisions, including like-kind exchanges and involuntary conversions.
Reg# 376087
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited. Steve Rubens, JD, MBA

Tuition

MGMT X 427.122
Federal Income Taxation
4.0 units 3.9 CEUs
This course explores individual income taxation issues, including tax determination; personal and dependent exemptions; concepts and inclusions of gross income; general deductions and losses; deduction of certain business expenses and losses; depreciation, cost recovery amortization, and depletion; deduction of employee expenses; itemized deductions and losses; passive activity losses; property transaction gains and losses; nontaxable exchanges; and capital gains and losses.
Prerequisites: MGMT X 1A and MGMT X 1B Principles of Accounting or consent of instructor.
Reg# 376064
Fee: $835
No refund after 13 Oct.
Remote Instruction
13 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 6
Two meetings to be arranged.
Nidal Ramadan, CPA, MBA, Internal Revenue agent

MGMT X 127
Federal Income Taxation
4.0 units 3.9 CEUs
This course explores individual income taxation issues, including tax determination; personal and dependent exemptions; concepts and inclusions of gross income; general deductions and losses; deduction of certain business expenses and losses; depreciation, cost recovery amortization, and depletion; deduction of employee expenses; itemized deductions and losses; passive activity losses; property transaction gains and losses; nontaxable exchanges; and capital gains and losses.
Prerequisites: MGMT X 1A and MGMT X 1B Principles of Accounting or consent of instructor.
Reg# 376064
Fee: $835
No refund after 13 Oct.
Remote Instruction
13 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 6
Two meetings to be arranged.
Ramadan, CPA, MBA, Internal Revenue agent

MGMT X 427.122
Taxation of Property Transactions
4.0 units 3.6 CEUs
This course is designed for attorneys, taxation professionals, and others actively working in the real estate industry who are interested in taxation issues associated with real estate transactions. The course builds on the basic tax principles learned by students in MGMT X 127 Federal Income Taxation and extends those principles to their application in the sale or other transfer of property. Students are provided with a detailed analysis of the federal income tax consequences resulting from sales, exchanges, and other dispositions of property, including such topics as determining the taxable event; ascertaining basis and amount realized, ascertaining gain or loss, limitations regarding the use of losses, including the at-risk and passive activity loss provisions; the importance of the distinction between capital and ordinary loss treatment; and the applicability of various non-recognition provisions, including like-kind exchanges and involuntary conversions.
Reg# 376087
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited. Steve Rubens, JD, MBA

For More Information
(310) 206-1654 | uclaextension.edu/taxation
Learn the latest trends on tax controversy
Specialization
Enrolled Agent
Controversy Conference
36th Annual Tax

Tuesday, October 20
Join us for one of the preeminent conferences in the United States exclusively dedicated to tax controversy and tax litigation.

- Learn the latest trends on tax controversy issues.
- Network with leading tax professionals and IRS representatives.

The Institute's continued success is structured around our mission to provide an open forum for distinguished presenters and panelists to discuss and debate sometimes sensitive tax practice issues with an engaged audience.

For More Information
(310) 206-1708 | uclaextension.edu/taxcon

Enrolled Agent
Specialization

The 4-course Enrolled Agent Specialization can be completed within 6 months and consists of a tax preparation foundation course and the Enrolled Agent (EA) 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.

EAs are the only federally licensed tax practitioners who specialize in taxation and also have unlimited rights to represent taxpayers before the IRS. They are also the only tax professionals licensed to practice and represent clients in all 50 states.

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

Required Courses:
- MGMT 822.12 Fundamentals of Tax Preparation
- MGMT 822.22A EA Exam Review: Individuals
- MGMT 822.22B EA Exam Review: Businesses
- MGMT 822.22D EA Exam Review: Representation, Practice, and Procedures

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

MGMT X 427.13 Payroll Tax and Accounting
4.0 units
This course provides a fundamental introduction to the complexities and responsibilities of payroll tax laws, forms, and accounting and is targeted to those who employ others, are responsible for complying with the various tax laws, or work in a payroll department. The course extends beyond learning the traditional payroll tax forms and is intended for employers and accountants who have multinational payroll responsibilities as well as for those who are preparing for the Certified Payroll Professional (CPP) Examination. After completion, students should have the skills to set up a rudimentary payroll tax system for a small office or business, as well as setting up and/or operating a payroll system within a larger corporation. The deposit requirements, penalties, and how these forms are to be used and filed are covered in addition to some exposure to tax treaties. Lectures include the use of workbook examples and the completion of tax forms required by the taxing authorities.

Reg# 376088
Fee: $765
No refund after 19 Oct.

Remote Instruction
10 mtgs
Monday, 6:15-9:30pm, Oct. 5-Dec. 7
Gabriel David Coen

MGMT X 427.8 Taxation of Corporations and Shareholders
4.0 units 3.6 CEUs
This course examines classification of corporations and associations, organization 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): MGMT X 127 Federal Income Taxation, equivalent experience, or consent of instructor.

Reg# 376095
Fee: $765
No refund after 2 Oct.

Online
Sept. 28-Dec. 7
Shafagh Ghaissi, JD, LLM

MGMT X 427.9 Partnership Taxation
4.0 units 3.6 CEUs
This course covers tax and legal aspects of forming, operating, and dissolving partnerships. Topics include the definition and conduct of a partnership; property, services, basis, and holding periods; interest and liabilities; operational and at-risk rules; allocation of distributive shares; transactions between partners; disposition of interest and property; distributions involving 751 assets; termination and 736 payments; death of partner; and setting up family and limited partnerships as an association for tax purposes.
Prerequisite(s): MGMT X 127 Federal Income Taxation or equivalent experience and consent of instructor.

Reg# 376099
Fee: $765
No refund after 2 Oct.

Online
Sept. 28-Dec. 7
Enrollment limited.
Edward Monsour, CPA, MBA, JD

Internal Audit

MGMT X 423.2 Internal Auditing
4.0 units
This course introduces students to the internal audit profession and the internal audit process and is designed for accounting, auditing, and business students; CPAs, CAs, and CMAs or candidates; controllers and internal auditors; financial and auditing managers; corporate executives; and federal and state auditors and managers. Topics include the definition of internal auditing, The IIA’s International Professional Practices Framework (IPPF), risk, governance and control issues, and conducting internal audit engagements, including report writing and interviewing skills. Additional topics include Internal Auditing (IA) standards; internal controls; managing the IA department; IA working papers, procedures, evidences, sampling, and flowcharting; 30 major areas of operational auditing, such as production, marketing, finances, EDP, purchasing, and personnel; fraud detection, including a discussion of the latest developments in financial crimes; major areas of management auditing; IA reports; and evaluation of the IA function.
Prerequisite(s): MGMT X 120A, B, and C Intermediate Accounting Theory and Practice or consent of instructor.

Reg# 376010
Fee: $765
No refund after 13 Oct.

Remote Instruction
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Enrollment limited.
Chen Chihwen, MBA, PhD, Value Analysis Coordinator, UCLA Health System

MGMT X 423.421 Financial Investigations and Forensic Accounting
4.0 units
This course is an introduction to the exciting field of forensic accounting and the role it plays in both preventing fraud from occurring and discovering fraud after it has occurred. Students are introduced to many opportunities in the field of accounting and fraud detection in the private sector, public accounting, and government. Topics include complex financial investigations, compliance and financial audits, money laundering, net worth analysis, the psychology of white collar crime, financial statement fraud, and more. Guest lecturers from diverse fields describe their careers in the field of accounting/forensic accounting by presenting real-world cases and investigations.
Prerequisite(s): MGMT X 423 Financial Auditing and MGMT X 423.2 Internal Auditing or consent of instructor.

Reg# 376012
Fee: $765
No refund after 2 Oct.

Online
Sept. 28-Dec. 7
Enrollment limited.
Daniel Ryan, MSA, BSBA, district director, U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau
Credentials such as CPA, CFP, and EA can significantly enhance your marketability within the field. Employers know you have learned a standard set of skills, have an understanding of those skills, and are driven enough to complete the work required to earn the credential. This makes you less of a hiring risk for the potential employer and separates you for other candidates for the job or promotion.

There are two different aspects of preparing for these exams:

- Having or obtaining the underlying knowledge and skills through a Certificate program or Specialization.
- Taking a review program to help you understand how the test questions are written, determine which portions of the content you have mastered and which portions need more work.

**Enrolled Agent (EA) Exam**

This taxation credential allows you to represent clients from all 50 states who are being audited in front of the IRS.

- MGMT 822.22B Enrolled Agent Examination Preparation: Business
- MGMT 822.22D Enrolled Agent Examination Preparation: Representation, Practice, and Procedures

**Certified Financial Planner (CFP) Exam**

Widely recognized within the Financial Planning and Investment Community. This credential separates financial planning knowledge, skills and abilities from the sales positions in investing and insurance.

- MGMT 833.374 Review Course for the CFP Examination

**Certified Public Accountant (CPA) Exam**

Widely recognized standard for Accountants verifying an understanding of GAAP guidelines, Accounting concepts, reporting and analysis.

- MGMT 8277A Wiley CPAexcel CPA Review Program—Gold
- MGMT 8277B Wiley CPAexcel CPA Review Program—Platinum

**Internal Audit Certificate**

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 MGMT X 120A, MGMT X 120B, and MGMT X 120C (or equivalent courses) prior to enrolling in the certificate.

**Required Core Courses**

- MGMT X 423 Financial (External) Auditing
- MGMT X 423.2 Internal Auditing
- MGMT X 423.42 Financial Investigations and Forensic Accounting
- MGMT X 423.426 Ethically Managing Organizational Structures, Procedures and Processes
- MGMT X 423.427 Information Technology (IT) Auditing
- MGMT X 423.429 Federal Contracts and (External) Auditing
- MGMT X 427 .123 Nonprofit Organizations: Tax Compliance and Governance
- MGMT X 423.2 Internal Auditing
- MGMT X 423.42 Financial Investigations and Forensic Accounting
- MGMT X 423.426 Ethically Managing Organizational Structures, Procedures and Processes
- MGMT X 423.427 Information Technology (IT) Auditing
- MGMT X 423.429 Federal Contracts and (External) Auditing
- MGMT X 427 .123 Nonprofit Organizations: Tax Compliance and Governance

**Elective Courses**

(Any 2 from the following)

- MGMT X 423.429 Federal Contracts and Grants
- MGMT X 109 Business Communications
- MGMT X 190 Management Theory, Policy and Practice
- MGMT X 403.31 The Business of Entertainment
- MGMT X 427123 Nonprofit Organizations: Tax Compliance and Governance

**Internship**

(May be used as one elective)

- MGMT X 423.42 Internships in Accounting, Internal Audit, and Taxation

**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.

**Candidacy Fee**

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee must be submitted to officially enroll in this program.

For More Information

(310) 206-1654 | uclaextension.edu/internalaudit
Interior Rendering Techniques Using 3ds Max and V-Ray

This course gives you the techniques to produce photorealistic interior renderings using 3ds Max and V-Ray rendering engines. Import your existing project models from Revit, SketchUp, and AutoCAD 3D, and see the photorealistic interior results. Throughout the quarter, you will use a 3D model of a project that you have previously drawn and modeled, and will learn to apply materials, lights, and cameras to create a photorealistic rendering.

Prerequisite: Foundation Level

These courses provide fundamental knowledge and skills in the field of interior design. For more information on the Master of Interior Architecture degree program, see page 25.

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content email arc_id@uclaextension.edu, or call (310) 825-9061.

For online course technical requirements see page 4.

Design Fundamentals

ARCH X 438
Fundamentals 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# 376293
Fee: $635
Remote Instruction
Monday, 6:30-9:30 pm, Sept. 28-Dec. 7
12 mtgs

Design Communication I

ARCH X 467.17A
Design Communication I
6.0 units

This beginning course focuses on basic freehand drawing and drafting. All the components essential to good drawing are presented and discussed. Working almost exclusively in black-and-white, students embark on a series of exercises that introduce important visual concepts—composition and design, contour and line, proportion and scale, plan and section, form and space, tone and shadows—and the ability to create drawings that are rich in both information and psychological content. This class is based on the U.S. standard measurements of feet and inches and not the international metric system. Media covered include a variety of sketching and drafting tools.

Reg# 376349
Fee: $799
No refund after 5 Oct.
Online
Sept. 26-Dec. 7
One meeting to be arranged.

Salvatore Leonard, BArch Polytechnic of Milan, Italy and MArch Polytechnic of Turin, Italy, graduate of the UCLA Extension Arc-ID Program. Mr. Leonard heads his own independent practice as a licensed architect specializing in interior architecture, surface materials, historic conservation, and industrial design.

Reg# 376351
Fee: $799
No refund after 6 Oct.
Remote Instruction
11 mtgs
Tuesday, 7–10pm, Sept. 29-Dec. 8
Mamun Hashem, BSc in architecture, The University of Texas at Arlington; Master of Interior Architecture, UCLA Extension–Cal Poly Pomona. Creator of Studio MAM; freelance design professional with extensive formal training and a broad portfolio of experience from Genesler, HOK, Westfield, and Studio MAI.

Reg# 376370
Fee: $799
No refund after 7 Oct.
Online
Sept. 30-Dec. 9

Lawrence Drain, BS, industrial designer who specializes in special effects; recipient of the UCLA Extension Department of the Arts Instructor of the Year Award, 2002 and 2009, and UCLA Extension Distinguished Instructor Award, 2010.

Reg# 376360
Fee: $799
No refund after 8 Oct.
Remote Instruction
11 mtgs
Thursday, 2:30–5:30 pm, Oct. 1-Dec. 17

Christopher Carr, CID, BS, Art Center College of Design, founding principal of Wielkie-Carr architecture. His experience in the interior design and architecture informs his teaching in many areas of design. Many of his projects have received national acknowledgment and design awards.
ARCH X 466E
Design Communication II
6.0 units
This course further introduces the student to the use of line drawings as a medium for communicating design concepts. Beginning with the connections of architectural plan, section, and elevation, the course proceeds to explore the full range of constructed line drawings, including axonometric, one-point perspective, and model-making. This course uses U.S. standard units of length (inch, foot, yard, etc.), not the international metric system. Two conceptual design projects help develop skills in communicating design ideas.
Prerequisite(s): ARCH X 467.17A Design Communication I. Enrollment limited.
Reg# 376342
Fee: $799
No refund after 5 Oct.
Online: Sept. 28-Dec. 7
One meeting to be arranged. ❖
Salvatore Leonardi, BArch Polytechnic of Milan, Italy, and MArch Polytechnic of Turin, Italy; graduate of the UCLA Extension Arc-Id Program. Mr. Leonardi heads his own independent practice as a licensed architect specializing in interior architecture, surface materials, historic conservation, and industrial design.

Reg# 376345
Fee: $799
No refund after 7 Oct.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
David Alvarez, BA in Architecture, Pratt Institute; Designer/Principal, Studio Alvarez. Mr. Alvarez specializes in high-end residential architecture and offers services in design, interiors, and construction administration.

Reg# 376346
Fee: $799
No refund after 7 Oct.
Remote Instruction 11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 17
Patrick Allen

ARCH X 466F
Design Communication III
6.0 units
This course helps students translate 2D floor plans into 3D space. Exercises, including the creation of quick-sketch vignettes, expand the student’s ability to visualize design concepts and communicate them rapidly and vividly.
Prerequisite(s): ARCH X 466E Design Communication II.
Reg# 376347
Fee: $799
No refund after 7 Oct.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16 ❖
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.
Reg# 376389
Fee: $799
No refund after 7 Oct.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16 ❖
Instructor to be announced

ARCH X 454A
Elements of Design I
4.0 units
An introduction to design fundamentals, including exercises in figure-ground relationships, color interaction, line, texture, shape, scale, balance, rhythm, emphasis, and organization of elements in the 2D plane, this course develops perceptual skills, sensitivity, creative awareness, and the technical ability necessary to handle a variety of design media.
Reg# 376338
Fee: $799
No refund after 4 Oct.
Online: Sept. 28-Dec. 7
Alvyn Lundgren, BFA, Art Center College of Design, founder of Alvyn Creative, a design practice focusing on visual branding and design for marketing. Her clients include CSUN, City of Los Angeles, Epson, Baxalta US, and Southern California Edison.

Reg# 376382
Fee: $799
No refund after 6 Oct.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8 ❖
Instructor to be announced

Reg# 376340
Fee: $799
No refund after 7 Oct.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16 ❖
Tatyana Zhukova, BS, MS, CIDD, Ms. Zhukova is the co-owner and interior designer for Interior At Design Inc. and has worked on residential and commercial projects in Russia, Ukraine, and United States. She teaches at California State University Northridge, Art Institutes of California, and has published articles relating to design for the elderly population and generative pattern design.

ARCH X 454B
Elements of Design II
4.0 units
A continuation of lectures, demonstrations, and exercises dealing with the understanding of design fundamentals, this course examines abstract structuring in 2D and 3D design, use of construction materials, and fundamentals of modular systems and their modifications and variations.
Prerequisite(s): ARCH X 454A Elements of Design I.
Reg# 376339
Fee: $799
No refund after 5 Oct.
Online: Sept. 28-Dec. 7 ❖
Alvyn Lundgren, BFA, Art Center College of Design, founder of Alvyn Creative, a design practice focusing on visual branding and design for marketing. Her clients include CSUN, City of Los Angeles, Epson, Baxalta US, and Southern California Edison.

Reg# 376341
Fee: $799
No refund after 5 Oct.
Online: Sept. 28-Dec. 7 ❖
Salvatore Leonardi, BArch Polytechnic of Milan, Italy, and MArch Polytechnic of Turin, Italy; graduate of the UCLA Extension Arc-Id Program. Mr. Leonardi heads his own independent practice as a licensed architect specializing in interior architecture, surface materials, historic conservation, and industrial design.

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 with an emphasis on 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): ARCH X 454A Elements of Design I or consent of program advisor.
Reg# 376338
Fee: $799
No refund after 5 Oct.
Remote Instruction 11 mtgs
Monday, 6:30-9:30pm, Sept. 28-Dec. 7 ❖
Mark Lewison, MS, University of Massachusetts; principal, Mark Lewison Design. Mr. Lewison designs and markets interior design-centered software (apps) for smart devices. He has utilized his professional background to teach lighting design, surface materials, specifications, and design studio courses since 2007.

Reg# 376331
Fee: $799
No refund after 6 Oct.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8 ❖
Klara Kanai, BA, Woodbury University; MA, Cal State LA; interior designer specializing in residential and commercial design; principal, Kanai & Associates, which offers a broad range of interior design services.
Design Software

CAD COURSE REQUIREMENTS

Prerequisite: All CAD courses assume knowledge of drafting principles and basic PC (Windows) computer skills. Advanced CAD courses assume knowledge of the application as defined in the introductory course.

Note: All computer courses are taught on a Windows platform in computer labs. Mac users may download Mac-compatible versions of AutoCAD, Photoshop, Illustrator, SketchUp/SketchUp Pro, and Podium for laptop or home use but will be responsible for learning mouse clicks or keyboard conversion independently. These cannot be installed on Mac. Multiple versions of Revit or 3ds Max Design. Mac users may work in a Windows partition using Parallels or other Windows emulation software. For more information call (310) 825-3061.

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.

FREE SOFTWARE AND SOFTWARE LICENSES

Students may download free student versions of Revit and AutoCAD upon proof of student status through the Autodesk Education Community website. Students also may be eligible for academic rates on other software for their own home computer. Prices and restrictions are subject to change by the software developers. Software versions should reflect the version used in class; an older version may not possess the same interface or tools demonstrated in class. It is each student’s responsibility to verify that his/her computer meets the software’s minimum system requirements. For more information call (310) 825-3061.

ARCH X 467.15 Lighting Design

This course covers basic lighting topics, including light and texture, light and color, focal lighting, light sources, fixture scheduling, switching patterns, and the required drawings used by designers in both residential and commercial spaces. Instruction includes lectures, research, and student projects.

Prerequisite(s): Course in the Interior Design Certificate through the fourth quarter (see curriculum sequence) or consent of program advisor.

Reg# 376348
Fee: $799
No refund after 5 Oct.
Remote Instruction
11 mts
Monday, 6:30-9:30pm, Sept. 28-Dec. 7

Kathy Pryzgoda

ARCH X 468.6B Advanced SketchUp

This advanced course pushes your basic SketchUp skills to the next level. You develop a model that includes interior and exterior spaces. This course is designed to provide the necessary skills to thoroughly develop a model for presentation and construction purposes. Such advanced topics as custom material creation; importing CAD files as background; creating custom furniture and fixture components, styles, and walk-throughs; and organizing a heavier model using working drawings and layers are covered in this course. SketchUp Layout, a fantastic tool for translating a model into working drawings, is also introduced. This course is ideal for the designer looking to maximize his or her skills with this powerful design communication software.

Prerequisite(s): ARCH X 468.6A SketchUp equivilar experience; a basic knowledge of SketchUp.

Reg# 376417
Fee: $625
No refund after 8 Nov.
Online
Nov. 2-Dec. 6

Software requirement: The most recent version of SketchUp.

Enrollment limited; early enrollment advised.

Orlando Flores, BArch, Catholic University of El Salvador; AS in interior design, College of the Canyons. His professional experience includes mixed-use development, affordable housing, hotels, high-end residences, and restaurants. He also consulted for Honda Performance Development and Cadillac Architects.

ARCH X 468.20 Digital Presentation I: Photoshop/Illustrator

This comprehensive hands-on workshop covers the basic 2D and 3D commands necessary to construct 3D objects and interiors using the award-winning SketchUp software. Developed for the conceptual stages of design, this “pencil of digital design” is powerful yet easy to learn. Students use an existing floor plan to design a project that incorporates 3D interiors and various types of renderings. Students learn advanced commands, such as modifying, editing, and offsetting 3D objects. Additional topics are the fundamentals of creating textures, defining materials, using architectural dimensioning, using perspective and isometric views, creating sections, and editing text.

Reg# 376416
Fee: $625
No refund after 4 Oct.
Online
Sept. 28-Nov. 1

Software requirement: The most recent version of SketchUp.

Enrollment limited; early enrollment advised.

Preston Craig, MFA, Academy of Arts. Mr. Craig is a graphic designer, illustrator, and artist with 30 years of work in entertainment, publishing, and multimedia industries. Awards include Adobe Design Achievement, Society of Illustration West and CA Art League. His clients include Disney and CBS Studios.

Reg# 376409
Fee: $935
No refund after 4 Oct.
Online
Sept. 29-Dec. 8

This course is equivalent to Cal Poly Pomona INA 550.

Enrollment limited; early enrollment advised.

Rachel Ribkin, MArch, University of Pennsylvania; owner of creative design firm Savaevich Studios. Ms. Ribkin provides middleware services to corporations and individuals and designs residential interiors, high-end retail, and mixed-use projects. She is an expert in presenting ideas through the use of 2D and 3D architecture technology programs.

Reg# 376408
Fee: $935
No refund after 4 Oct.
Online
Sept. 29-Dec. 8

This course is equivalent to Cal Poly Pomona INA 550.

Enrollment limited; early enrollment advised.

Patricia Chin, MA, BFA, New York Institute of Technology

Reg# 376407
Fee: $935
No refund after 4 Oct.
Remote Instruction
11 mts
Tuesday, 7-9pm, Sept. 29-Dec. 8

This course covers the basic AutoCAD commands used to create and edit 2D CAD drawings, as well as drawing setup, layer control, dimensioning, symbol libraries, display commands, external references, materials, dimensioning and exporting files between SketchUp and AutoCAD. Students prepare a basic set of construction documents that include floor plans, elevations, sections, and details.

Prerequisite(s): ARCH X 468.6B Digital Presentation I: Photoshop/Illustrator. Software requirement: The most recent version of AutoCAD. A student version of the AutoDesk software is provided for free upon proof of student status. Review CAD course requirements.

Reg# 376413
Fee: $935
No refund after 4 Oct.
Online
Oct. 1-Dec. 17

This course is equivalent to Cal Poly Pomona INA 551.

Enrollment limited; early enrollment advised.

Shane Bartley, BA, UCLA; manager, IT Training, Disney Imagining, where he oversees national training and development in 33 software curricula.

Reg# 376412
Fee: $935
No refund after 4 Oct.
Online
Oct. 1-Dec. 17

This course is equivalent to Cal Poly Pomona INA 551.

Enrollment limited; early enrollment advised.

Shane Bartley, BA, UCLA; manager, IT Training, Disney Imagining, where he oversees national training and development in 33 software curricula.
Design Studios

ARCH X 433 Interior Architecture Studio I

6.0 units

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 and accessibility 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 Communications I, II, and III with minimum of a B grade or consent of instructor.

Reg# 376335
Fee: $965
No refund after 7 Oct.
Remote Instruction
11 mtgs
Wednesday, 3-6:15pm, Sept. 30-Dec. 16
Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request. 

Joanne MacCallum, USC, University of Colorado; Arc.D Interior Design Certificate; UCLA Extension Dept. of the Arts Instructor of the Year, 2006. Ms. MacCallum is a certified interior designer and principal of JMD Design. Prior to studying design, she was a TV news correspondent and producer.

Reg# 376334
Fee: $995
No refund after 7 Oct.
Remote Instruction
11 mtgs
Wednesday, 6:45-10pm, Sept. 30-Dec. 16
Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request.

Ronald Goldstein, BFA in interior design, Pratt Institute, N.Y. who worked with SOM/V’Y & I.M. Pei & Partners. He was president of Interior Concepts Inc. designing corporate interiors, restaurants, and retail projects. Several featured in design publications. Recipient of UCLA Extension Dept. of the Arts Outstanding Teacher Award, 1991 and 1999.

Reg# 376360
Fee: $995
No refund after 6 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 17
Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request. 

Tatyana Zhukova, BS, MS, CCDC. Ms. Zhukova is the co-owner and interior designer for Interior AT Design Inc. and has worked on residential and commercial projects in Russia, Ukraine, and United States. She teaches at California State University Northridge, Art Institutes of California, and has published articles relating to design for the elderly population and generative pattern design.

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): ARCH X 433 Interior Architecture Studio I or consent of program advisor and SketchUp proficiency.

Reg# 376333
Fee: $995
No refund after 6 Oct.
Remote Instruction
11 mtgs
Tuesday, 6:45-10pm, Sept. 29-Dec. 8
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.

Reg# 376332
Fee: $995
No refund after 7 Oct.
Remote Instruction
11 mtgs
Wednesday, 6:45-10pm, Sept. 30-Dec. 16
Ellen Lanet. California licensed architect, BS in architecture from Cal Poly, San Luis Obispo. Ms. Lanet is the principal of a collaborative architectural design firm specializing in custom residential designs. Ms. Lanet has 25+ years of architectural and urban design practice in Los Angeles.

Interior Architecture

Studio I Registration

Restricted Course

Registration in Studio I requires students to request a permission to enroll (PTE) through the UCLA Extension website. Students’ successful request to enroll secures the order in which permissions are considered and processed. Students’ grades in prerequisite Design Communications I, II and III courses are reviewed before permissions are granted.

For More Information
(310) 825-9061

Course Icons Provide Information At-a-Glance

- ONLINE COURSE: Technical requirements, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE INSTRUCTION, page 5.
- TEXTBOOK REQUIRED: Visit our website for textbook information.
- UC CREDIT: May be transferable to other colleges and universities, page 6.
History of Design

ARCH X 427.8A
History of Environmental Arts: Part I
4.0 units
Part one of a four-part survey of environmental arts of the Western world. This course covers the architectural and arts history of the Aegean, Greek, Roman, early Christian, and Byzantine cultures, encompassing early Medieval, Romanesque, and Gothic periods. Instruction focuses on the man-built environment as influenced by geographical location, as well as the social, religious, economic, and political forces of each historical period. Topics include major monuments in terms of function, symbolism, methods of fabrication, stylistic, use of color, ornament, and as well as significance. The major artists, architects, and designers of the various periods are also introduced. Illustrated lectures, selected readings, and student projects develop an appreciation of the rich cultural heritage of the Western world, as well as the ability to utilize library and museum resources and recognize and evaluate significant environmental design movements. The course helps participants develop an understanding of the achievements of the past in order to more fully understand the present. This course is equivalent to Cal Poly Pomona INA 563.

Reg# 376175
Fee: $799
No refund after 4 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 10am-1pm, Sept. 29-Dec. 8
Enrollment limited.
Gray Adams, who has worked in the interior design field since 1976. He taught architectural history, decorative arts, and art history at various colleges in the Los Angeles area since 1979. He received multiple Outstanding Instructor of the Year awards at UCLA Extension and FIDM.

Henry Lien, JD, UCLA Law. Mr. Lien teaches law in the Architecture-Interior Design Department and was awarded Outstanding Instructor of the Year. He practiced as an attorney, served as the Glass Garage Gallery owner and as president of the West Hollywood Fine Art Gallery Association, and currently works as a private art dealer. Mr. Lien also teaches for the Writers’ Program. His Peasprout Chen middle grade fantasy series has received New York Times acclaim and starred reviews from Publishers Weekly, Kirkus, and Booklist.

Reg# 376176
Fee: $799
No refund after 4 Oct.
❖ Online
Sept. 30-Dec. 9
Keri Sussman-Shurtliff, MA, Dominican University of California. Ms. Sussman-Shurtliff has taught at various colleges in the Los Angeles area. She has acted as an academic editor of Janson’s Basic History of Western Art. She worked for the director and animator Chuck Jones, along with an art appraiser in San Francisco.

Professional Development

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content email arch.x@uclaextension.edu, visit arcx.uclaextension.edu, or call (310) 825-8067.

ARCH X 443.40
Accessories for Residential Interiors
2.0 units
This concentrated six-week course examines the appropriateness, timing, aesthetics, function, and availability of accessories in residential interior design through slide demonstrations, guest lectures, and field trips to the marketplace. Covers lamps and lighting, wall-hangings and art, area rugs and Oriental carpets, and antique accessories.

Reg# 376511
Fee: $449
No refund after 4 Oct.
❖ Remote Instruction
6 mtgs
Tuesday, 10am-1pm, Sept. 29-Nov. 3
Enrollment limited; early enrollment advised.

Nareh Sargsyan, BA, UCLA, AA Professional Designation, FIDM, owner/principal, N3 Design Studio, which specializes in high-end residential and commercial interiors. Ms. Sargsyan has a broad portfolio of experience, including art history, graphic design, and marketing expertise at leading L.A. art institutions.

ARCH X 443.45
Feng Shui for Designers and Architects
2.0 units
This course examines the principles and application of Feng Shui. Discussion explores the basic theories from which Feng Shui derives; how human physiology interacts with the surrounding environment; landscape evaluation and correction; the best orientations, layout, colors, and materials based on the occupant’s energy; how building orientation and layout impacts a building’s energy and occupants; and applying these principles in a building in varying stages of development.

Reg# 376512
Fee: $449
No refund after 4 Oct.
❖ Remote Instruction
6 mtgs
Wednesday, 7-10pm, Sept. 30-Nov. 4
Enrollment limited; early enrollment advised.

Dr. Simona Mainini, Darch, Polytechnic of Milan, Italy; author, Feng Shui for Architecture, Inc.; author, Feng Shui for Architect: How to Design, Build, and Remodel to Create a Healthy and Serene Home and Zen Workplace. How to Use Feng Shui to Reduce Office Stress.

ARCH X 458.10
Art-Retouched Portfolio Design and Graphic Storytelling
4.0 units
This course guides you through our written and graphic self representation. By the end of this course, you will have a personal portfolio design, resume, and sample works. The main focus of the class is to present presentations for studio projects, interviews, and client meetings. We investigate these through a combination of lectures, mock presentations, and workshops. This class is interactive and changes week to week.

Prerequisite(s): ARCH X 430A Interior Architecture Studio II.

Reg# 376420
Fee: $615
No refund after 4 Oct.
❖ Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 7
You must have completed ARCH X 430A Interior Architecture Studio II or have an existing project to bring to class. Enrollment limited; early enrollment advised.

Ric Walker, AIA, Syracuse University, MArch UCLA School of Architecture & Urban Design. Senior designer & workplace specialist specializing in commercial interiors and adaptive reuse in Downtown Los Angeles. Her personal research dissects the similarities between urban and workplace design through data collection and strategic graphic storytelling.

ARCH 703
Form Over Function: The Tension Between Striking Interior Design and Livability (Part I, Early 20th Century through Mid-Century Modern)

This course is an overview of the eternal tension between designs that make an aesthetic statement and designs that actually respect how they will be used by the people who have to live with them. The course is a humorous and entertaining stroll through the history of interior architecture, interior design, furnishings, and accessories that examines how the desire to make a statement often results in designs that are uncomfortable, unusable, or outright dangerous.

Reg# 376560
Fee: $0
❖ Remote Instruction
1 mtg
Saturday, 10-11:30am, Oct. 10
Free online seminar.
Gray Adams, who has worked in the interior design field since 1976. He taught architectural history, decorative arts, and art history at various colleges in the Los Angeles area since 1979. He received multiple Outstanding Instructor of the Year awards at UCLA Extension and FIDM.
Master of Interior Architecture

This course is an overview of the eternal tension between designs that make an aesthetic statement and designs that actually respect how they will be used by the people who have to live with them. The course is a humorous and entertaining stroll through the history of interior architecture, interior design, furnishings, and accessories; and applying these techniques in evolving residential spaces, such as home-office spaces and expanding households.

Reg# 376539
Fee: $3,000
Ram: Remote Instruction
11 mtgs
Monday, 7-10pm, Sept. 28-Nov. 30
Formerly titled Interior Architecture Studio III. This course is non-discountable.
Instructor to be announced

ARCH X 471.125 Concept Driven Design: Visual Seminar and Studio
4.0 units
This is the first in a four-course sequence that presents a comprehensive exploration of an architectural problem. A core learning object for the Master of Interior Architecture Program is that every designer needs to demonstrate a firm grasp of how an underlying concept inspires and guides a design project. A critical preparation for both studio work and the culminating thesis project, this seminar and studio course explores ideas, imagination, and inspirations behind design principles. These are comprised of cultural references, historic precedent, and prototypical models and paradigm. Students study creative areas influencing architecture and interior design, including cinema, animation, and video; photography; graphic design, and the fine arts; theatrical set and lighting design; fashion and fabric arts; science and nature; digital arts and technology; philosophy, and mythology. Additionally, the course includes weekly readings and viewing assignments. Students produce a design research project on a topic of their choice and one to two small conceptual projects.
Prerequisite(s): Design Communication I, II, and III; Interior Architecture Studio II; INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.
Reg# 376583
Fee: $2,000
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.
Instructor to be announced

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.

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>
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<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 550 (4 units)</td>
<td><strong>Digital Presentation I: Photoshop/Illustrator</strong>&lt;br&gt;ARCH X 468.20/INA 550 (4 units)</td>
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<tr>
<td><strong>Design Communication I</strong>&lt;br&gt;ARCH X 467.07A/INA 511 (6 units)</td>
<td><strong>Design Communication II</strong>&lt;br&gt;ARCH X 466/E/INA 512 (6 units)</td>
<td><strong>Design Communication III</strong>&lt;br&gt;ARCH X 466/E/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>
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<tr>
<td><strong>Digital Presentation II: 2D CAD/AutoCAD</strong>&lt;br&gt;ARCH X 468.5A/INA 551 (4 units)</td>
<td><strong>Digital Presentation III: 3D CAD/AutoCAD</strong>&lt;br&gt;ARCH X 468.5B/INA 554 (4 units)</td>
<td><strong>Lighting Design</strong>&lt;br&gt;ARCH X 467/INA 555 (4 units)</td>
</tr>
<tr>
<td>or <strong>Digital Presentation II: Revit Architecture I</strong>&lt;br&gt;ARCH X 468.15A/INA 552 (4 units)</td>
<td>or <strong>Digital Presentation III: Revit Architecture II</strong>&lt;br&gt;ARCH X 438.13B/INA 555 (4 units)</td>
<td><strong>Interior Architecture Studio II</strong>&lt;br&gt;Residential Design&lt;br&gt;ARCH X 430A/INA 506 (6 units)</td>
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<tr>
<td><strong>Surface Materials</strong>&lt;br&gt;ARCH X 427/E/INA 541 (4 units)</td>
<td><strong>Surface Materials</strong>&lt;br&gt;ARCH X 427/E/INA 541 (4 units)</td>
<td><strong>History of Environmental Arts: Part IV</strong>&lt;br&gt;ARCH X 427/INA 564 (4 units) Offered in Summer &amp; Winter only</td>
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<tr>
<td><strong>History of Environmental Arts: Part II</strong>&lt;br&gt;ARCH X 427/INA 562 (4 units) Offered in Summer &amp; Winter only</td>
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#### Master’s Program: Required Advanced Level Courses

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<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
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<tbody>
<tr>
<td><strong>Interior Architecture Studio A</strong>&lt;br&gt;Commercial Design&lt;br&gt;ARCH X 430C/INA 5110 (6 units) Not offered in Summer</td>
<td><strong>Interior Architecture Studio B</strong>&lt;br&gt;Special Topics&lt;br&gt;ARCH X 471.19/INA 5210 (6 units) Not offered in Fall</td>
<td><strong>Master’s Project: Interior Architecture Studio</strong>&lt;br&gt;ARCH X 498.1/INA 6940 (8 units)†</td>
<td><strong>Master’s Project: Interior Architecture Documents</strong>&lt;br&gt;ARCH X 498/INA 6950 (8 units)†</td>
</tr>
<tr>
<td><strong>Understanding Building Codes</strong>&lt;br&gt;ARCH X 472D/INA 5150 (3 units)† Not offered in Summer</td>
<td><strong>Research &amp; Programming Methodologies</strong>&lt;br&gt;ARCH X 497/INA 5220 (4 units)†</td>
<td><strong>Business Strategies for Interior Architects</strong>&lt;br&gt;ARCH X 497/INA 6120 (4 units)</td>
<td><strong>Project Management for Interior Architects</strong>&lt;br&gt;ARCH X 498.2/INA 6140 (4 units) Offered in Spring &amp; Fall only Electives or Internship*</td>
</tr>
<tr>
<td><strong>Concept Driven Design:</strong>&lt;br&gt;Visual Seminar and Studio&lt;br&gt;ARCH X 471.25S/INA 5120 (4 units)† Not offered in Summer Electives or Internship*</td>
<td><strong>Interior Architecture Studio I</strong>&lt;br&gt;Space Planning/Human Factors&lt;br&gt;ARCH X 453/INA 505 (6 units)</td>
<td><strong>Ecology of Design</strong>&lt;br&gt;ARCH X 467/INA 6150 (2 units) Offered in Spring &amp; Fall only Electives or Internship*</td>
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<td></td>
<td><strong>Interior Detailing &amp; Building Systems</strong>&lt;br&gt;ARCH X 467.27A/INA 5250 (6 units)† Electives or Internship*</td>
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#### Electives

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<tr>
<th>Professional Development</th>
<th>Decorating &amp; Design</th>
<th>Internship &amp; Independent Study</th>
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</thead>
<tbody>
<tr>
<td><strong>Photographing Architecture &amp; Interiors</strong>&lt;br&gt;ARCH X 467/E/INA 560 (4 units)</td>
<td><strong>Residential Remodeling</strong>&lt;br&gt;ARCH X 406.6/INA 558 (5.25 units)</td>
<td><strong>Professional Internship</strong>&lt;br&gt;ARCH X 473/INA 5410/6990 (2 units)</td>
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<tr>
<td><strong>SketchUp</strong>&lt;br&gt;ARCH X 468.6A (2 units)</td>
<td><strong>Accessories for Residential Interiors</strong>&lt;br&gt;ARCH X 443.40 (2 units)</td>
<td><strong>Independent Study</strong>&lt;br&gt;INA 591 (1-4 units)†</td>
</tr>
<tr>
<td><strong>Advanced SketchUp</strong>&lt;br&gt;ARCH X 468.6B (2 units)</td>
<td><strong>Feng Shui for Designers &amp; Architects</strong>&lt;br&gt;ARCH X 443.45 (2 units)</td>
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<tr>
<td><strong>Interior Design Law I</strong>&lt;br&gt;ARCH X 497/INA 5210 (2 units)</td>
<td><strong>Furniture Design</strong>&lt;br&gt;ARCH X 461.4/INA 539 (4 units)</td>
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<tr>
<td><strong>Interior Design Law II</strong>&lt;br&gt;ARCH X 497/INA 5210 (2 units)</td>
<td><strong>Contemporary Applications of Historical Design: Part I</strong>&lt;br&gt;ARCH X 443.17 (2 units)</td>
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<tr>
<td><strong>Advanced Portfolio and Presentation Techniques</strong>&lt;br&gt;ARCH X 498.10 (4 units)</td>
<td><strong>Contemporary Applications of Historical Design: Part II</strong>&lt;br&gt;ARCH X 443.18 (2 units)</td>
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<tr>
<td><strong>Interior Rendering Techniques Using 3ds Max and V-Ray</strong>&lt;br&gt;ARCH X 498.12 (4 units)</td>
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<tr>
<td><strong>Interior Design in Films</strong>&lt;br&gt;ARCH X 498.22 (2 units)</td>
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**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 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.
Prerequisite(s): ARCH X 427:20 Understanding Building Codes, ARCH X 430:3 Interior Architecture Studio A, ARCH X 471:125 Concept Driven Design, and ARCH X 467:27B Interior Detailing and Building Systems. Follow-on courses: ARCH X 498:1 Master’s Project Interior Architecture Studio and ARCH X 498:2 Master’s Project Interior Architecture Documents. INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 376354
Fee: $2,000
❖ Remote Instruction
11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.
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.
Prerequisite(s): ARCH X 498 Master’s Project Interior Architecture Documents and ARCH X 497 Research and Programming Methodologies. INA Graduate Standing, 3.0 GPA or higher, and GWT. INA 691 or INA 6940, and INA 590 or INA 5220. This is a required course in the Master of Interior Architecture degree program.

Reg# 376356
Fee: $4,000
❖ Remote Instruction
10 mtgs
Monday, 5-10pm, Sept. 28-Dec. 7
Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.
Luis de Moraes, AIA-ASID-LEED AP BD+C, principal, EnviroTechno Architecture Incorporated. A graduate of UCLA Extension’s Interior Design Program, Mr. de Moraes has been practicing for more than 30 years. His experience includes many well recognizable commercial, hospitality, and residential projects.

ARCH X 497.5 Business Strategies for Interior Architects 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, programming cost and fee structures, client agreements, client job files, and understanding overhead costs for a profitable business.
Prerequisite(s): ARCH X 430A Interior Architecture Studio I or consent of program advisor. INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 376355
Fee: $2,000
❖ No refund after 6 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 6-9:30pm, Sept. 29-Dec. 8
This class is nondiscourtable.
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 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), INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 376352
Fee: $3,000
❖ Remote Instruction
10 mtgs
Thursday, 6-9:30pm, Oct. 1-Dec. 10
Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.
Luis de Moraes, AIA-ASID-LEED AP BD+C, principal, EnviroTechno Architecture Incorporated. A graduate of UCLA Extension’s Interior Design Program, Mr. de Moraes has been practicing for more than 30 years. His experience includes many well recognizable commercial, hospitality, and residential projects.

Apply to the MIA Program

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 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
• Completed online application.
• Official transcripts from all college-level schools, including certificate coursework.
• English proficiency for those who have not completed secondary education where English is the principal language of instruction, regardless of citizenship. Minimum requirement: TOEFL score of 550 (paper-based), 213 (computer-based), or 80 (Internet) or IELTS band score of 6.5.
• Statement of purpose explaining your interests, motivations, and goals in pursuing a professional degree.
• Three recommendations from individuals in a position to assess your potential for either the interior design profession or a master’s level academic program.
• Portfolio of visual work illustrating your creative or analytical abilities in written, graphic, or mathematical form. The portfolio should be no larger than 15 megabytes.
• $55 filing fee (credit card or PayPal).

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

Course Icons
Provide Information At-a-Glance
❖ ONLINE COURSE Technical requirements, page 5.
❖ HYBRID COURSE, page 5.
❖ WEB-ENHANCED COURSE, page 5.
❖ REMOTE INSTRUCTION, page 5.
❖ TEXTBOOK REQUIRED Visit our website for textbook information.
❖ UC CREDIT May be transferable to other colleges and universities, page 6.
ARCH X 467.55
The Ecology of Design
2.0 units
This lecture/discussion course focuses on sustainable design and the processes and tools for implementing changes in the use of our planet’s limited resources. Instruction incorporates an overview and analysis of the latest green philosophies, systems, and building products and provides an extensive compilation of current green literature and resources. Guest lecturers are featured. This is a required course in the Masters of Interior Architecture degree program.
Prerequisite(s): INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.
Reg# 376362
Fee: $1,000
❖ Remote Instruction
6 mtgs
Thursday, 7-10pm, Oct. 1-Nov. 5
This class is nondiscountable. ☞
Kyle Moss, AIA LEED AP; MArch, UCLA; principal, Levitt + Moss Architects, specializing in custom residential and sustainable designs. Mr. Moss is currently designing three “LEED for Home” residences and was the design architect on three completed “LEED for Home” projects, including a LEEF Platinum home and a home in the original pilot program.

ARCH X 498.2
Project Management for Interior Architects
4.0 units
This course provides a detailed exploration of the various phases of an interior architecture project, distinguishing between residential and commercial projects, as well as differing methods relating to small and large offices. Starting with the designer/client contract, this course covers the construction/implementation process, estimating, scheduling, risk avoidance, and staffing issues. Students collaborate in teams and also work as individuals to create standard documents and checklists.
Prerequisite(s): Note: This course is restricted to students admitted to the Master of Interior Architecture program only; ARCH X 430C Interior Architecture Studio A or consent of program advisor: INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.
Reg# 376365
Fee: $2,000
❖ No refund after 6 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
This class is nondiscountable.
Barry Isakson, AIA, BArch, California Polytechnic State University, San Luis Obispo. As an architect, Mr. Isakson practiced as a project manager in several Southern California firms. Currently, Mr. Isakson provides project management consulting services and software tools to design professionals.

ARCH X 427.20
Understanding Building Codes
3.0 units
This introductory course to building and life-safety regulations is designed to make you code literate. Instruction covers several critical aspects of code compliance by phase of construction—from design development through construction administration. Topics include code analysis, interpretations, and special applications. Upon completion of the course, students should have a solid code vocabulary, as well as a working knowledge of their appropriate application.
Prerequisite(s): INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.
Reg# 376358
Fee: $1,500
❖ Remote Instruction
8 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 9
Course will not meet on two dates to be announced in class.
Restriction course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system. ☞
Andrew Ko, PE; BS in civil engineering, UC Davis. Mr. Ko is a registered engineer working for the City of Los Angeles Fire Department as a fire protection engineering associate.

ARCH X 473
Professional Interior Architecture Internship
2.0 units
This internship provides an opportunity for interior design students to acquire appropriate hands-on experience in the interior architecture field. Qualified students are placed in job settings for a minimum of 136 hours, in which they can apply the content of their courses and become familiar with the day-to-day operation of an interior design firm. Open only to qualified students enrolled in the MIA degree program. Students currently working in a design office may petition for work experience to be validated as an internship.
Prerequisite(s): INA Graduate Standing and Graduate Coordinator Permission.
Reg# 376353
Fee: $1,000
❖ No refund after 5 Oct.
Independent Study/Internship
Restricted course; call (310) 794-3747 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request. This course is nondiscountable.
Suzanne Sheppard, BA in education, UCLA; architecture and interior design program advisor; certified interior designer.

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 5.

Course Icons Provide Information At-a-Glance

❖ ONLINE COURSE
Technical requirements, page 5.
❖ HYBRID COURSE, page 5.
❖ WEB-ENHANCED COURSE, page 5.
❖ REMOTE INSTRUCTION, page 5.
❖ TEXTBOOK REQUIRED
Visit our website for textbook information.
❖ UC CREDIT
May be transferable to other colleges and universities, page 6.

Learn more at uclaextension.edu
BUSINESS & MANAGEMENT

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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 grads 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 UCLA Extension 1010 Westwood, Gayley Center, and Lindbrook Center in Westwood; UCLA Extension DTLA 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 are 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 30.

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.

Students interested in enrolling in or learning more about a certificate may set up an appointment with a student advisor.

For admissions and application information for business and management certificates, visit uclaextension.edu/BMLP.

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.

Related Fields of Study
12 Accounting, Taxation & Internal Audit
98 Finance & Investments
121 Legal Programs
128 Real Estate

For more information call (310) 206-4271.

WHAT OUR STUDENTS SAY

“My instructor opened my eyes to a whole new world and encouraged me to never be afraid to approach big business, which gave me the confidence to consider a career in advertising.”

– Krishn Ghiya, Business Communications student
Transfer Credit Courses

We offer courses on a wide variety of subjects that can help you fulfill graduate program prerequisites or earn credit towards a bachelor’s degree. Our transfer credit courses are directly transferable to all UC and Cal State Campuses.

Disclaimer: Some limitations on the number of courses which may be accepted may apply, so check with the receiving school prior to enrolling.

Internships

Broaden Your Skills with Real-World Experience

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

To request an application, email industrysegmentprograms@uclaextension.edu.

Emergency Management and Homeland Security
Page 33.

Enterprise Risk Management

International Trade and Commerce
Page 39.

Real Estate
Page 130.

To request an application, email bamcertificate@uclaextension.edu.

Human Resources Management
Page 38.

Marketing and Advertising
Page 41.

Public Relations
Page 44.

Internships are restricted to students enrolled in the corresponding certificate programs.

Legal Programs

of Interest for

Business Professionals

Interested in Legal Programs? Find our selection of law and legal related courses, including Business Law: Fundamentals and our ABA-Approved Paralegal Training Program beginning on page 121.

For More Information
legal@uclaextension.edu | (310) 825-0741

Advanced Leadership Certificate

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 team achievements (globally and locally), face-to-face and digital-team building, individual and group coaching, and building workforce cohesiveness in most every context.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

Group A: Core Courses
Students must complete all 3 required courses (12 units).

- MGMT X 493.11 Connective Leadership for the 21st Century (4 units)
- MGMT X 493.12 Leadership Behaviors, Diversity, and Cultures (4 units)
- MGMT X 493.13 Hot Groups and Hierarchies (4 units)

Group B: Elective Courses
Students must complete 2 elective courses (8 units).

- MGMT X 493.14 Crisis Leadership and Conflict Resolution (4 units)
- MGMT X 460.952 Doing Business in the U.S. (4 units)
- MGMT X 460.962 Iran: The New Emerging Market (4 units)
- MGMT X 460.987 Doing Business in Latin America (4 units)
- MGMT X 460.989 Doing Business in China (4 units)
- MGMT X 460.99 International Business Management (4 units)

For More Information
(310) 206-4271

Leadership & Management

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

Business Analysis

For more information call (310) 794-5470.

- MGMT X 430.711 Business Analysis Fundamentals

Business Analysis Fundamentals 4.0 units
This core class begins with a basic understanding of the functions and impact of the business analyst role, with a focus on business analysis functions related to the development of enterprise-wide solutions and the business analyst 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 are also 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# 376145
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited, early enrollment advised. Visitors not permitted.

Maureen McKey, CBAP

MGMT X 430.712 Business Analysis Planning and Monitoring Essentials

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” on 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 needed to perform
Our Courses, Your Career

Take the Next Step

Business Communications
Designed for working professionals wanting to improve their written, verbal, and digital-related communication skills.

Strategic Branding and Public Relations
These courses provide individuals with an up-to-date knowledge base in social media and brand management, as well as help individuals improve written, verbal, and digital communications skills.

Professional Selling and Sales Management
These courses are designed for those who sell products and services to build their personal or organization's brands, value propositions, and long-term customer relationships. It is also for those who want to "sell" their ideas, recommendations, and plans to internal audiences, funding resources, and other important stakeholders.

For More Information
(310) 206-4271

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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.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

Group A: Core Courses
Students must complete all 5 required courses (20 units) plus Ethics requirement

- MGMT X 430.711 Business Analysis Fundamentals (4 units)
- MGMT X 430.712 Business Analysis Planning and Monitoring Essentials (4 units)
- MGMT X 430.713 Requirements Elicitation and Analysis (4 units)
- MGMT X 430.714 Requirements Management and Communications (4 units)
- MGMT X 430.715 Solution Assessment, Validation and Implementation (4 units)
- MGMT 891.02 Business Ethics (1 unit)

Group B: Elective Courses
Students must complete 1 elective course (4 units)

- MGMT X 430.716 Data Analysis and Business Modeling with Microsoft® Excel® (4 units)
- MGMT X 430.812 Organizational Management (4 units)
- MGMT X 428.202 Organizational Communication (3 units)
- MGMT X 430.13 Finance for the Non-Financial Manager (3 units)
- COM SCI X 450.1 Introduction to Data Science (3 units)
- COM SCI X 450.2 Exploratory Data Analysis and Visualization (3 units)

Reg# 376169
Fee: $765
No refund after 2 Oct.
- Online
- Sept. 28-Dec. 7
Enrollment limited; early enrollment advised. Visitors not permitted.

Patsy Reece, Six Sigma Greenbelt, CSTE, CSQA, MS (education), MS (information technology)

Executive Assistance
For more information call (310) 794-5470.

MGMT X 430.716
Data Analysis and Business Modeling with Microsoft® Excel®

4.0 units

Market researchers, project managers, business analysts, economists, financial professionals, budgetors, venture capitalists, investment bankers, corporate treasurers, and operations heads are just a few examples of positions requiring a working knowledge of forecasting, evaluation, and analysis modeling. This course provides a thorough working knowledge of a “best practice” platform meeting many organizational and project analytical needs. Students learn business modeling and analysis techniques with Microsoft Excel 2013 with the ultimate objective of transforming data and modeling assumptions into key metrics as well as bottom-line results of forecasts, simulations, and sensitivity analyses. This course is hands-on, scenario-based, and involves relational data base construction and integration including use of Pivot Tables and Descriptive Statistics. Key tools included are trend analyses (i.e. multiple regression, exponential smoothing, etc.) as well as advanced Excel functions (i.e. OFFSET, INDIRECT, Power View, Solver, etc.).

Reg# 376151
Fee: $765
No refund after 2 Oct.
- Online
- Sept. 28-Dec. 7
Enrollment limited; early enrollment advised. Visitors not permitted.

Peter Lou, CFA, MBA, MA, CFA, senior manager, Wells Fargo Bank

Enroll at uclaextension.edu or call (800) 825-9971 Business & Management
**UCLA Extension Business Insights Podcast**

Keep up-to-date on current events and listen to Business, Management, and Legal Programs’ Director, Roger Torneden, as he discusses L.A.’s business and jobs forecast, hot topics, underlying economic trends useful to you, and more! We explore action plans that you can apply to improve your income, investments and career progression as well as give latest updates on how the pandemic is affecting our economy today. New episodes are released bi-weekly.

Find us on SoundCloud, Spotify, or Apple Podcasts by searching for UCLA Extension Business Insights!

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**Pre-MBA Certificate**

Designed to enhance advancement to a top-ranked university MBA program.

Our newest certificate was developed for individuals who have completed an undergraduate program in a non-business related field and are looking to apply to a top-tier MBA program.

**Certificate Features**

- Personalized student counseling provided by highly-qualified college counselors who will help you assess, select, and apply to “best fit” MBA programs.
- Curriculum designed to build a strong academic foundation in the necessary business fields.
- Full-time program takes two quarters to complete.
- Part-time program can be spread out over a year (next program offering Summer 2021).
- Discounts available to UC Alumni.

For More information: jcaruso@uclaextension.edu | (310) 206-1708 | uclaextension.edu/pre-mba-studies

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**Emergency Management & Homeland Security (EMHS) Certificate**

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.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

**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.*

* 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. CSULB will be the sole 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.

For Complete Details and Program Information: (310) 206-2714 | uclaextension.edu/homeland

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**Short on Time?**

**Select a Seminar or Short Course**

- Crisis Management and Communications:
  - Leading and Motivating Employees
  - Creating High-Performance Teams
  - Ethics for Human Resources Professionals
- Safeguarding Image and Viability
- Coaching and Mentoring Employees

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**Emergency Management & Homeland Security**

**For more information call (310) 794-5470.**

**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# 376144**

**Fee: $765**

- No refund after 2 Oct.
- Online
- Sept. 28-Dec. 7
- Enrollment limited; early enrollment advised. Visitors not permitted.  

**Tim Sullivan, MS, rear admiral, USCG (ret)**

**MGMT X 408.803**

**Human, Legal-Compliance, and Ethical Issues of Emergency and Risk Management**

4.0 units

This course provides training and education to effectively deal with the success or failure of every preparedness plan the human execution of best practices in a highly stressed environment. Learn how to increase plan effectiveness by working in advance to prepare others for the human, legal, and ethical issues that arise in any disaster.

**Reg# 376145**

**Fee: $765**

- No refund after 2 Oct.
- Online
- Sept. 28-Dec. 7
- Enrollment limited; early enrollment advised.

**Phillip Van Saun**, director of Risk, Security & Resilience, University of California, Office of the President, Risk Services
Enterprise Risk Management (ERM)

Our Enterprise Risk Management courses are 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 courses teach 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 Complete Details and Program Information
industrysegmentprograms@uclaextension.edu | (310) 206-2714
uclaextension.edu/risk

Enterprise Risk Management
For more information call (310) 206-4271 or email barm@risk.uclaextension.edu.

MGMT X 408.806
Internship in Emergency and Risk Management
4.0 units
The internship—which may be taken as a substitute for Building the Preparedness Plan—provides practical experience and application of the knowledge and skills learned in the previous courses. Emergency Management and Homeland Security Certificate students intern for a minimum of 120 hours with sponsoring companies, businesses, and organizations—who have no obligation to provide compensation. Internship projects may include, but are not limited to, assisting in preparingness plan development, client communications support, community preparedness, and research. Prerequisites: Students must be officially enrolled in the Homeland Security and Emergency Management Certificate and have successfully completed the other five required courses with a GPA of 3.0 or better. Reg# 376146 Fee: $765 No refund after 4 Oct. Independent Study/Internship Sept. 28-Dec. 20 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. Visitors not permitted. Restricted course.

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

Business Fundamentals Certificate
This flexible 36-unit certificate is designed to offer students who want a structured overview of management principles. Drawing on financial, economic, and organizational disciplines, the program provides students with a strong introduction to the business environment. This certificate is also ideal for pre-MBA students who want a solid foundation in quantitative methods and general business theory.

Candidacy Fee
All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

For More Information
uclaextension.edu/bfmp
and then analyze how these attributes can be accomplished to achieve desired results. Participants learn to assess their appreciation for the different ways people approach leadership. To develop this understanding, you must become change agents if they understand the role of leadership.

Classroom activities, this course offers key principles of leadership, research on leadership, and thought-stimulating exercises. Drawing on examples from your life and work experience, you learn innovative practices specifically geared to today's workplace. You also learn improved interpersonal relationships, team productivity, and overall management issues.

Ref# 375588
Fee: $765
No refund after 12 Oct.
Hybrid
11 mtgs
Tuesday, 6:30-8:30pm, Sept. 29-Dec. 8
Enrollment limited; early enrollment advised.
Dr. Mark Romeoja, EdD, business manager, Jet Propulsion Laboratory (JPL)

MGMT X 493.11
Connective Leadership for the 21st Century
4.0 units
There is a new wave of management development and leadership practices. The scientific, human relations, customer service, and business focus practices are already baked into today's practices, but the Internet, with its global connectivity, creates demands for substantially new leadership challenges. The world today is not only a global marketplace with diverse customers, vendors, and workers, but is largely defined by high technology manufacturing (including advanced robotics producing everything from almost invisible semi-conductors to automobiles and aircraft) and rapid movement to services economies. Information flows at the speed of light via fiber-optic cables and laser while artificial intelligence and related software immediately translates all communications into virtually any language or dialect. Product development teams may span multiple countries with many collaborators never meeting face to face. Collaborations can be very short term (project-by-project) or long-term (strategic planning) with employees connected on-line 24/7 operating outside traditional hierarchies. Organizations are lean, connected, competitive, and staffed by knowledge workers who have global instantaneous access to real-time news, data bases, and market related information. This course introduces the new leadership models needed to collaborate, coordinate, and make the most of our modern working environment and resources.

Ref# 375593
Fee: $765
No refund after 11 Oct.
Hybrid
11 mtgs
Monday, 6:30-8:30pm, Sept. 28-Dec. 7
Enrollment limited; early enrollment advised.

Mike Ikona, PsyD, FCC, PMP, RMP, ACP, partner, Sys- temic Consulting Group

Also offered online.

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.

MGMT X 497.610 Developing a Business Plan
Page 36.

MGMT X 497.615 Establishing a Successful Business
Page 36.

MGMT 859.16
Creating Quality Leadership
0.6 CEUs
What are the attributes of quality leadership? How do we lead so that our co-workers, supervisors, and customers will want to follow? Quality leaders create a compelling vision of the future and develop the strategies to achieve it. They lead with both emotional intelligence and brains to move their organizations forward. They are change creators and change managers. Drawing on examples from your life and work experience, research on leadership, and thought-stimulating classroom activities, this course offers key principles and proven strategies guaranteed to give participants the confidence and know-how to successfully practice the art and science of leadership.

Ref# 375585
Fee: $245
No refund after 1 Oct.
Hybrid
3 mtgs
Friday, 9-11am, Oct. 2, 9 & 16
Enrollment limited; early enrollment advised.
Christopher Babson, MBA, owner, Breakout Success

MGMT 859.4
Leading and Motivating Employees
0.6 CEUs
All supervisors and managers—especially those newly responsible for directing the work of others—can become change agents if they understand the role of the “leader.” To develop this understanding, you must start with an awareness of your own communication style and how it affects others, as well as develop an appreciation for the different ways people approach work and are motivated to achieve. This seminar focuses on leading as a means to affect change and accomplish desired results. Participants learn to assess and understand their individual styles and behaviors and then analyze how these attributes can be harnessed in a leadership role. The seminar also examines powerful methods for motivating employees.

Ref# 375587
Fee: $245
No refund after 3 Dec.
Remote Instruction
3 mtgs
Friday, 2-4pm, Dec. 4, 11 & 18
Enrollment limited; early enrollment advised.
Steve Keleman, EdD, performance improvement, Keleman & Associates

Communication Skills

For more information call (310) 206-2714 or email industrysegementprograms@uclaextension.edu.

MGMT X 109
Business Communications
4.0 units
Communication, whatever method used, needs to inform. In the business environment, writing clear, concise, and 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, correct grammar and punctuation, techniques for reducing writing time, and proofreading.

Ref# 375636
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Laura Jacobus, JD

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.
Business Communications Courses

The Business Communications courses are 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. These courses also help any individual who is seriously considering a new 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.

Our courses provide 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 area are writing, interpersonal communication, and cross-cultural communication skills.

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)
ENGL X 401.6 Intensive Grammar and Punctuation Review (4 units)
ENGL X 418I 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 417I Public Speaking for Professionals (4 units)

Reg# 375592
Fee: $765
No refund after 14 Oct.
Monday, 7-10pm, Sept. 28-Nov. 30
4.0 units
Steve Horowitz, PhD, management consultant, New Freedom Communications

Reg# 375593
Fee: $765
No refund after 14 Oct.
Monday, 7-10pm, Oct. 1-Dec. 10
4.0 units
Patricia Bravo, MBA, consultant, Bravo For You, LLC

Reg# 375594
Fee: $765
No refund after 14 Oct.
Monday, 1-4pm, Oct. 1-Dec. 10
4.0 units
Patricia Bravo, MBA, consultant, Bravo For You, LLC

Reg# 375595
Fee: $765
No refund after 14 Oct.
Wednesday, 4-7pm, Oct. 1-Dec. 10
4.0 units
Patricia Bravo, MBA, consultant, Bravo For You, LLC

Reg# 375596
Fee: $765
No refund after 14 Oct.
Wednesday, 4-7pm, Oct. 1-Dec. 10
4.0 units
Patricia Bravo, MBA, consultant, Bravo For You, LLC

Reg# 375597
Fee: $765
No refund after 14 Oct.
Wednesday, 4-7pm, Oct. 1-Dec. 10
4.0 units
Patricia Bravo, MBA, consultant, Bravo For You, LLC

Reg# 375598
Fee: $765
No refund after 14 Oct.
Monday, 7-10pm, Oct. 1-Dec. 10
4.0 units
Steve Horowitz, PhD, management consultant, New Freedom Communications

Reg# 375599
Fee: $765
No refund after 14 Oct.
Tuesday, 7-10pm, Oct. 1-Dec. 10
4.0 units
Steve Horowitz, PhD, management consultant, New Freedom Communications

Reg# 375600
Fee: $765
No refund after 14 Oct.
Tuesday, 7-10pm, Oct. 1-Dec. 10
4.0 units
Steve Horowitz, PhD, management consultant, New Freedom Communications

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

Small Business Management & Technology Courses

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

The Small Business Management and Technology courses are 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 courses.

Our courses would 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.

MGMT X 497.610 Developing a Business Plan (4 units)
MGMT X 497.611 Financial Tools for Business Growth (4 units)
MGMT X 497.612 Marketing and Sales Strategies for Entrepreneurial Business (4 units)
MGMT X 497.613 Fundamentals of Business Administration and Management (4 units)
MGMT X 497.614 Legal Compliance & Negotiating Skills (4 units)
MGMT X 497.615 Establishing a Successful Business (4 units)

Courses begin on page 36.

Reg# 375581
Fee: $765
No refund after 11 Oct.
Online
Sept. 28-Nov. 30
3.3 units
Myleen Yamamoto-Tansingo, MA, CEO, Cropsticks Inc., and CliqueNow LLC

SPEECH X 417.1
Public Speaking for Professionals

What you say is important, but how you say it often determines your effectiveness as a public speaker. This course helps participants to develop individual style, improve delivery, and respond to questions and interruptions. The course covers preparation and use of speech aids, body language/movement, and visual appearance.

Reg# 375637
Fee: $765
No refund after 11 Oct.
REMOTE INSTRUCTION
10 mtgs
Monday, 7-10pm, Sept. 28-Nov. 30
Pamela Kelly, MA, PK Communications Skills Training and Coaching

For More Information
(310) 206-1654

Enroll at uclaextension.edu or call (800) 825-9971
Entrepreneurship & Small Business Management

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

MGMT X 497.52
Entrepreneurship and New Venture Formation
4.0 units
This course surveys the factors essential for turning a “great idea” into a successful business and explores various benefits/costs of sole proprietorships, partnerships, corporations, and franchises. Topics include market surveys; site analysis; permits and licenses; patents and protection of ideas; risk management; legal requirements and regulations; capital requirements and financing sources; determining the costs and prices of goods and services; advertising and marketing; record keeping; and lines of credit and cash flow requirements.
Reg# 375611
Fee: $765
No refund after 11 Oct.
Monday, 6:30-9:30pm, Sept. 28-Dec. 7
Enrollment limited; early enrollment advised.
Edward Lee, MBA, founder, CEO, HelloAdvisor LLC

MGMT X 497.59
Creating a New Business
4.0 units
Designed for individuals or partners who are starting or have started a new business, this course teaches the realities of starting and managing a new business—from idea to operation. Through planning, research, testing of viability, problem solving, decision making, and operation, gain an understanding and appreciation for cooperation, common goal setting, negotiating, and the execution required of any business organization. Topics include identifying and qualifying a market opportunity, organizing a business model, guidelines for a business plan, legal aspects (including protecting the idea), selecting the best funding option, venture capital etiquette, and other useful tools and resources for creating and operating a successful business.
Reg# 375612
Fee: $765
No refund after 13 Oct.
Wednesday, 6:30-8:30pm, Sept. 30-Dec. 16
No meeting Nov. 11.
Enrollment limited; early enrollment advised.
James Goff, MBA; owner/president, Reliable Rainmaker.

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- ing 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# 375614
Fee: $765
No refund after 2 Oct.
Monday, 6:30-9:30pm, Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
Matthew Richter-Sand, MBA, CEO, Agile Startup

Human Resources Management

Preparation Course
Preparing for the Professional in Human Resources (PHR) & Senior Professional in Human Resources (SPHR) Exams

For More Information
(310) 825-2012

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

PHR & SPHR Exam

For preparing 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 36
Earn a Certificate in Human Resources Management no matter where you are! Currently enrolled students and those interested in enrolling have the option of completing the certificate in a fully online format, a traditional classroom format, or a combination of classroom and online format.

For More Information  
[Link to UCLA Extension website]

MGMT 859.50  
**Ethics for Human Resources Professionals**  
1.6 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#: 375594  
Fee: $415  
- No refund after 9 Oct.  
- Online Oct. 5–Nov. 15  
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).  
*Paola Amaro Alvarez*, MS, SPHR-CA, director of Human Resources, Esterline Control System Mason

MGMT X 450  
**Elements of Human Resources 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#: 375595  
Fee: $765  
- No refund after 11 Oct.  
- Hybrid 11 mtgs  
Monday, 6:30-8:30pm, Sept. 28–Dec. 7  
Enrollment limited; early enrollment advised.  
*Laura Small*, BA, Vice President, People Director, RPA

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) for which s/he is responsible. Other areas of study are HR metrics, budgeting, strategic planning, and the financial aspects of benefits and payroll.

Prerequisites:  
MGMT 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#: 375598  
Fee: $765  
- No refund after 13 Oct.  
- Hybrid 11 mtgs  
Wednesday, 6:30–8pm, Sept. 30–Dec. 16  
No meeting Nov. 11  
Enrollment limited; early enrollment advised.  
*Cindy Troianello*, BA, CPA, senior HR consultant; executive, career, and financial coach.

MGMT X 450.2 Talent Acquisition  
(4 units)  
MGMT X 450.31 Compensation Programs: Administration and Design  
(4 units)  
MGMT X 450.32 Benefits Programs: Administration and Design  
(4 units)  
MGMT X 450.34 Employee Relations and Legal Aspects of Human Resources Management  
(4 units)  
MGMT X 482.201 Human Resources Development  
(4 units)  
MGMT 859.50 Ethics for Human Resources Professionals  
(1.2 CEUs)

**Group A: Core Courses**  
Students must complete all seven required courses (28 units) plus Ethics requirement

**Group B: Elective Courses**  
Students must complete two elective courses (8 units)

Human Resources Management Certificate

A 36-unit program to develop skills and provide immediate applications in the workplace, UCLA Extension's Human Resources Management Certificate features current and comprehensive grounding for today's HR professional.

Taught by instructors who are leading practitioners in the field, course work emphasizes the business comprehension and skills needed for today's evolving HR industry. Courses are offered at UCLA and online.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

*For More Information*
[Link to UCLA Extension website]
International Trade & Commerce Certificate

The 36-unit 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. All courses to be applied toward this certificate must be taken for a letter grade.

Students must complete all 5 required courses (20 units) plus Ethics requirement.

**Group A: Core Courses**
- **MGMT X 460.902 Introduction to International Business (4 units)**
- **MGMT X 460.903 Fundamentals of International Trade (4 units)**
- **MGMT X 460.961 gobal Business Skills: Planning and Negotiation Strategies (4 units)**
- **MGMT X 460.99 International Business Management (4 units)**
- **MGMT X 460.95 International Business Policies and Strategies (4 units)**
- **MGMT 891.02 Business Ethics (0.6 CEUs)**

**Group B: Elective Courses**
- **Students must complete 4 elective courses (16 units)**
  - **MGMT X 460.91 Export Documentation, Traffic, and Banking (4 units)**
  - **MGMT X 460.91 Global Supply Chain Management (4 units)**
  - **MGMT X 460.93 Import Operations and Techniques (4 units)**
  - **MGMT X 460.94 Law in International Business (4 units)**
  - **MGMT X 460.951 Internship in International Trade and Commerce (4 units)**
  - **MGMT X 460.952 Doing Business in the U.S. (4 units)**
  - **MGMT X 460.987 Doing Business in Latin America (4 units)**
  - **MGMT X 460.98 Doing Business in China (4 units)**

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

- **MGMT X 450.2 Talent Acquisition (4 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): MGMT X 450 Elements of Human Resources Management or consent of instructor.

Reg# 375602
Fee: $765
No refund after 8 Oct.
Online
Oct. 5-Dec. 6
Enrollment limited; early enrollment advised.

**MGMT X 450.31 Compensation Programs: Administration and Design (4 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 factors 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; major laws and regulations that apply to compensation; and the way compensation programs are designed for specific job families, units/functions, and levels of organization.

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

Reg# 375601
Fee: $765
No refund after 9 Oct.
Online
Oct. 5-Dec. 6
Enrollment limited; early enrollment advised.

**MGMT X 450.32 Benefits Programs: Administration and Design (4 units)**
Employee benefits are expensive and important to any organization, accounting for nearly 40 percent of total employee compensation. This comprehensive course provides essential information for evaluating and designing programs to meet corporate objectives. Technical jargon is demystified, and the interesting human side of employee benefits is examined. Instruction covers the most competitive benefits offered by employers and related administrative strategies, tools, and techniques; how to control cost and still attract and retain employees; basic methods of underwriting and financing group insurance plans, e.g., health care; an overview of popular 401(k) plans, similar retirement/saving plans, and regulatory compliance issues; COBRA and Protected Leave Administration; and practical application of managing an employee benefit program with a section 125 environment.

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

Reg# 375603
Fee: $765
No refund after 9 Oct.
Online
Oct. 5-Dec. 6
Enrollment limited; early enrollment advised.

**MGMT X 450.34 Employee Relations and Legal Aspects of Human Resources Management (4 units)**
Designed for 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): MGMT X 450 Elements of Human Resources Management or consent of instructor.

Reg# 375604
Fee: $765
No refund after 13 Oct.
Hybrid
11 mtgs.
Wednesday, 6:30-8:30pm, Sept. 30-Dec. 16
No Meeting Nov. 11.
Enrollment limited; early enrollment advised.

**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 business strategy 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): MGMT X 450 Elements of Human Resources Management or consent of instructor.

Reg# 375606
Fee: $765
No refund after 9 Oct.
Online
Oct. 5-Dec. 6
Enrollment limited; early enrollment advised.

**MGMT X 450.50 Internship in Human Resources Management (4.0 units)**
The internship course provides eligible students an opportunity to earn an 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 Resource 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# 375607
Fee: $765
No refund after 2 Oct.
Independent Study/Internship
Sept. 28-Dec. 13
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 which must be submitted one week before the quarter begins. An advisor will contact you after initial application review.

Discounts cannot be applied to fees for this course.
Visitors not permitted. Restricted course.

**MGMT X 450.65 International Human Resources Management (4.0 units)**
This course introduces the human resources practitioner and international line manager to the legal, practical, and successful human resource management conducted by international companies in today’s global economy. Topics include employment and staffing; compensation; benefits; labor laws; employment-related taxation; leadership, management, and supervisory practices among international corporations; immigration; permanent resident and temporary work visa status; and expatriate and repatriation policies and practices.
Enrollment limited.

Enrollment limited; early enrollment advised.

understanding of international business operations.
The course very useful in achieving a fundamental

and Commerce. Students in other programs also find
courses in the certificate program in International Trade

course provides a solid foundation for the subsequent

keting, and international economic concepts. This

perspectives. The wide range of international business

industrysegmentprograms@uclaextension.edu.

International Trade

Adams, Jr. PC.

Enrollment limited; early enrollment advised.

Hybrid

11 mtgs

Wednesday, 6:30-8:30pm, Sept. 30-Dec. 3

Enrollment limited; early enrollment advised. Instructor to be announced

Reg# 376010

Fee: $765

No refund after 12 Oct.

Hybrid

11 mtgs

Online, Oct. 5-Dec. 6

Enrollment limited; early enrollment advised.

James W. Adams, Jr. JD, attorney; director, James W. Adams, Jr. PC.

Certificates:

International Trade & Commerce
General Business Studies with Concentration in International Trade & Commerce
Business Administration with Concentration in International Trade & Commerce

International Trade & Commerce
For more information call (310) 206-2714 or email industryengagementprogram@uclaextension.edu.

Certificates:

International Trade & Commerce
General Business Studies with Concentration in International Trade & Commerce
Business Administration with Concentration in International Trade & Commerce

MGM X 460.903

Fundamentals of International Trade

4.0 units

This course covers the necessary procedures to start up 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 channels, 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 freighting: modes of transport, packaging, containerization, protection, and identification of merchandise and insurance.

Reg# 376019

Fee: $765

No refund after 5 Oct.

Remote Instruction

11 mtgs

Wednesday, 6:30-9:30pm, Sept. 29-Dec. 8

Enrollment limited.

Sarita Jackson, PhD, president and CEO, Global Research Institute of International Trade

MGM X 460.91

Export Documentation, Traffic, and Banking

4.0 units

Designed to provide hands-on working knowledge of export documentation and procedures, including banking, insurance, and traffic. This course covers the export transaction, from inception to receipt of payment. This course also broadens the base of knowledge for those already in international business and immerses the novice in international trade considerations. Topics include: export licensing, export documentation, banking, insurance, and traffic.

Reg# 376021

Fee: $765

No refund after 6 Oct.

Remote Instruction

11 mtgs

Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16

No meeting Oct. 8, 2019.

Michael Alan Baker, JD, attorney-at-law

MGM X 460.912

Global Supply Chain Management

4.0 units

This course covers the international transportation of goods by cost-effective methods through analysis of the structure of ocean and air transport systems in global distribution and single-factor pricing of combination carrier shipments. Other topics include costing of transport services; freight rate negotiation; rate bureaus, carrier associations, and conferences; prudent use of independent liners; analysis of landed cost competition; foreign government regulations; U.S. maritime law, policy, and antitrust provisions; ramifications of the Code of Liner Conduit and related bilateral trade agreements; international relationships of balance of payments and commodity movement; Export Trading Company Act of 1982; common vs. industrial carriers and trends in their use; and a comprehensive view of logistics in overseas marketing.

Prerequisite(s): MGM X 460.902 Introduction to International Business and MGM X 460.903 Fundamentals of International Trade.

Reg# 376022

Fee: $765

No refund after 7 Oct.

Remote Instruction

11 mtgs

Thursday, 6:30-9:30 pm, Oct. 1-Dec. 17

Laura Kovary, MS, consultant/principal, Environmental Maritime Consulting Services

MGM 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): MGM X 460.902 Introduction to International Business, MGM X 460.99 International Business Management, and two other international business courses, or consent of instructor.

Reg# 376024

Fee: $765

No refund after 11 Oct.

Remote Instruction

11 mtgs

Monday, 6-8pm, Sept. 28-Dec. 7

Christopher Li, MBA, co-founder, Bluestate Partners China

MGM X 460.951

Internship in International Trade and Commerce

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. This course is only available to International Trade and Commerce Certificate students who have completed a substantial portion (generally 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 Certificate students who have completed a minimum of 20 units in the corresponding area of study.

Reg# 376065

Fee: $765

No refund after 2 Oct.

Independent Study/Internship

Sept. 29-Dec. 14

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. Discounts cannot be applied to fees for this course.

Daniel Krasnosten, Director Asia Operations, Procon Pacific, LLC

MGM X 460.952

Doing Business in the U.S.

4.0 units

The United States is the largest consumer market in the world, yet it is significantly different and more challenging than any other marketplace, especially for those who are unfamiliar with American business practices. This course provides entrepreneurs, business managers, and international trade professionals with key business and cultural insights to do business within the mainstream U.S. market. Topics include a comprehensive view of the U.S. economy, regional and national demographics and cultural dynamics, business customs, framework of the U.S. legal system, marketing strategies, and negotiating tactics.

Reg# 376067

Fee: $765

No refund after 5 Oct.

Remote Instruction

11 mtgs

Tuesday, 1-4pm, Sept. 29-Dec. 8

Zeph Phillips, chief operations officer, EuroPacific Partners, Inc.

Marketing, Advertising & PR

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

Marketing & Advertising

For more information call (310) 825-4192 or email marco@uclaextension.edu.

Certiﬁcates:

Marketing
General Business Studies with Concentration in Marketing
Business Administration with Concentration in Marketing
General Business Studies with Concentration in Advertising
Business Administration with Concentration in Advertising

For more information call (310) 206-4271 or visit uclaextension.edu/bmtp.

MGM X 160

Marketing Principles and Practices

4.0 units

This course surveys marketing methods, practices, and institutions from the perspectives of manufacturers, distributors, and consumers. You examine marketing concepts, functions, operations, and organizations of retail and wholesale enterprises; distribution channels; market research; advertising; marketing costs; pricing; cooperative marketing; marketing legislation and regulations; and trends.

Prerequisite(s): If you are enrolling in this course to fulfill a UCLA Extension certificate program requirement, you must select the “for credit-letter grade” credit option during the checkout process. Additionally, if you are enrolling in this course to fulfill a requirement for a certification offered by an external governing body, it is recommended that you select the “for credit-letter grade” credit option.

Reg# 375647

Fee: $765

No refund after 22 Sept.

Hybrid

11 mtgs

Tuesday, 6-8pm, Sept. 29-Dec. 8

Cameron Andrews, MA, principal owner, Pier Communications

MGM X 163

Advertising Principles and Practices

4.0 units

This course takes a look at media advertising elements, including digital, mobile, and social networks while reinforcing the importance of traditional components—television, magazine, online, and outdoor advertising—with everyday applications. Discussion focuses on advertising initiatives featuring current campaigns, agency relationships, and media organizations. The course also explores target audience development, sales channels, 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, offsets, counter trade, barter, foreign currency exchanges, and contracts; and freighting: modes of transport, packaging, containerization, protection, and identification of merchandise and insurance.

Reg# 375648

Fee: $765

No refund after 7 Oct.

Remote Instruction

11 mtgs

Laura Kovary, MS, consultant/principal, Environmental Maritime Consulting Services

Maria Keller, MBA, director/consultant, Keller Group

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

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

<table>
<thead>
<tr>
<th>Group A: Core Courses</th>
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<tbody>
<tr>
<td>Students must complete all 5 required courses (20 units)</td>
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<tr>
<td>MGMT X 160 Marketing Principles and Practices (4 units)</td>
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<tr>
<td>MGMT X 460.41 Brand Management (4 units)</td>
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<td>MGMT X 460.52 Integrated Marketing Communications (4 units)</td>
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<tr>
<td>MGMT X 466 Consumer Market Research (4 units)</td>
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<tr>
<th>Group B: Elective Courses</th>
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<tbody>
<tr>
<td>Students must complete elective course (4 units)</td>
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<tr>
<td>MGMT X 460.35 Strategic Marketing (4 units)</td>
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</tr>
<tr>
<td>MGMT X 460.484 Internship in Marketing and Advertising (4 units)</td>
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</tbody>
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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
bamcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

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# 375648
Fee: $455
No refund after 20 Sept.
Hybrid 5 mtgs
Wednesday, 6:30-8:30pm, Sept. 30-Oct. 28
George Drucker

MGMT X 460.35 Strategic Marketing
0.4 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 help 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.

Preparation: MGMT X 160 Marketing Principles and Practices and MGMT X 466 Consumer Market Research or professionals with a minimum of two years' experience may enroll.

Reg# 375661
Fee: $765
No refund after 2 Oct.
Online Sept. 28-Dec. 20
Enrollment limited.
Robert Liljenwall, MBA, president, The Liljenwall Group; recipient of the UCLA Extension Distinguished Instructor Award, 2007.

MGMT X 460.394 Digital Marketing (formerly New Media Marketing) (4 units)

MGMT X 460.382 Personal Branding and Becoming an Influencer
2.0 units
Marketers are increasingly hiring influencers to generate greater impact in the market, from simply promoting a brand and spreading a message to attracting the influencers' personal followers. Those promotional opportunities—along with the accompanying fame and other rewards—have inspired thousands of people worldwide to become influencers themselves. At the same time, many professionals are looking to increase their personal influence to grow their own brands, careers, ventures, and overall efficacy. In this second part of a two-part course, students learn how to develop and manage personal brands to achieve true influence. This involves establishing credibility as an “expert” promoting that expertise through media and messages that match their talents and their market, building a genuine and significant following, and developing rewarding relationships with their community, including other influencers and potential sponsors.

Reg# 375653
Fee: $455
No refund after 28 Sept.
Hybrid 5 mtgs
Tuesday, 6:30-8 pm, Sept. 29-Oct. 27
Lia Haberman

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# 375652
Fee: $765
No refund after 14 Oct.
Hybrid 11 mtgs
Tuesday, 6:30-8:30 pm, Oct. 1-Dec. 17
Tito E Zamalloa, MBA

Salesforce CRM Essentials

Online September 28-December 7
Customer relationship management (CRM) is a major part of business. Whether your customers are internal organization contacts, external clients, or other key contacts/relationships, knowing how to utilize CRM software can be vital to the success of a business.

Our course utilizes the Salesforce.com Customer Relationship Management software and will prepare students to obtain substantial organization-specific benefits. It also teaches the student the power and applications of any comprehensive CRM system although it is Salesforce.com-specific.

This course is perfect for those employed in a rapidly growing small/medium sized business, a global organization, or those working with a non-profit with many individual relationships. Working professionals should significantly enhance their career prospects and day-to-day effectiveness.

For More Information
industrysegmentprograms@uclaextension.edu | (310) 206-2714
**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 international students studying here on an F1 visa.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

**Group A: Core Courses**

Students must complete all 5 required courses (20 units)

- MGMT X 160 Marketing Principles and Practices (4 units)
- MGMT X 460.41 Brand Management (4 units)
- MGMT X 460.52 Integrated Marketing Communications (4 units)
- MGMT X 460.39 Social Media Marketing (2 units)
- MGMT X 463.01 Advertising in the Digital Age (2 units)

**Group B: Elective Courses**

Students must complete 10 units.

- MGMT X 470.10 Digital Analytics (4 units)
- MGMT X 470.10 Social Media Marketing (2 units)
- MGMT X 471.10 Marketing with Google AdWords (2 units)
- MGMT X 460.84 Internship in Marketing and Advertising (4 units)
- MGMT X 474.20 Predictive Analytics for Marketing (4 units)
- MGMT X 460.38 Influencer Marketing: Employing Influencers (2 units)
- MGMT X 460.38 Personal Branding and Becoming an Influencer (2 units)

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**Learn the latest in digital marketing with our expert instructors!**

**For More Information**

bmcertificate@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing
Professional Selling and Sales Management Courses

In business, building your brand, developing relationships, and retaining customers are the keys to success.

Up-to-date and effective sales practices are stressed throughout the Professional Selling and Sales Management courses as falling global trade barriers, quick access to comprehensive data, immediate customer feedback, and extensive competition threaten the survival and growth of all organizations. Even non-profits, government agencies, and schools are not immune to new forms of competition as customers rely more and more on the flow of digital information, purchasing options, and relationship building.

The Professional Selling and Sales Management courses offer instruction by seasoned sales practitioners, "hands-on" exercises, comprehensive course materials, personalized instructor feedback, and informative case studies. A world-class Advisory Board experienced in face-to-face sales; TV infomercial sales; sales team management; best practice sales tools; and business sales experiences that support revenue growth, customer experience reliability, and customer appreciation develop the course content.*

Ideal For
• Sales people, sales managers, and sales directors
• Business professionals who want to improve their ability to "sell" their ideas, recommendations, and plans to a wide range of audiences
• Business owners who want to find new ways to attract customers and grow their companies

Required Courses
MGMT X 460.16 Principles of Professional Selling (4 units)
MGMT X 460.54 Sales Promotion Strategies (4 units)
MGMT X 460.55 Customer Research, Prospecting, and Planning (4 units)
MGMT X 460.494 New Business Development and Pitching the Perfect Presentation (4 units)
MGMT X 460.86 Customer Relationship Management (4 units)
MGMT X 460.45 Sales Management Strategies and Techniques (4 units)
MGMT 891.02 Business Ethics (0.6 CEUs)

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 used 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# 375665
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited.
David Morse, president/CEO, New American Dimensions, LLC

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 and tactical plans that lead to bottom-line success. This program delivers the latest strategies 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# 375667
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Emmanuel Probst, doctorate, business administration; director, Kantar Media.

MGMT X 470.20 Predictive Analytics for Marketing
4.0 units
Predictive analytics is a leading-edge, business intelligence technology that is based on classical statistical techniques. This course focuses on the marketing applications of predictive analytics, specifically focusing on how digital analytics and big data can be used for market predictions. Topics include data mining; tools for predictive analytics, such as Excel and R; linear regression; logistic regression; decision trees modeling; and data clustering. Students are expected to have a basic foundation in marketing, Excel, statistics, and analytics.

Reg# 375670
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Ash Pathwa, PhD, CEO, AssaySoft, Inc.

NEW
MGMT X 470.30 Search Engine Optimization for Marketing
2.0 units 3.3 CEUs
This course will provide insight about the tools, techniques, and strategies needed to develop content that draws in your target audience along their consumer journey, optimize your website architecture, and build inbound links to improve search rankings. Learn about the collection of marketing, site development, and public relations tactics that form a winning SEO strategy to meet your business goals and increase site traffic and sales from the organic search channel. Topics covered include content marketing, on-page optimization, and inbound link building.

Reg# 375671
Fee: $455
No refund after 7 Nov.
Hybrid
5 mtgs
Monday, 6:30-8:30pm, Nov. 2-30
Enrollment limited; early enrollment advised.
Jeff Ferguson

MGMT X 471.10 Marketing with Google Ads
2.0 units
This course focuses on how to create and manage a Google AdWords account and the ad creation and optimization process for maximum traffic generation. AdWords campaign management issues are explained, including strategies for selecting optimal keywords critical to the success of AdWords ads. Other topics include bidding strategies for keywords, quality score and click-thru rate (CTR) metrics, computing return on investments (ROI) as it pertains to AdWords advertising, analytics service in conjunction with AdWords, and Google Analytics and Google Website Optimizer for maximizing ad effectiveness.

Reg# 375672
Fee: $455
No refund after 4 Nov.
Remote Instruction
5 mtgs
Thursday, 6:30-9:30pm, Nov. 12-Oct.
Ruben Quinones

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

Reg# 375668
Fee: $765
No refund after 12 Oct.
Hybrid
11 mtgs
Tuesday, 5-7pm, Sept. 29-Dec. 8
Enrollment limited.
Ali Haeri

Reg# 375676
Fee: $455
No refund after 4 Nov.
Remote Instruction
5 mtgs
Thursday, 5-7pm, June 10, July 15-Aug.
Enrollment limited.
Tim Wieser

Reg# 375675
Fee: $455
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited.
Michael Royden

Reg# 375664
Fee: $525
No refund after 14 Oct.
Remote Instruction
11 mtgs
Monday, 6:30-9:30pm, Oct. 1-Dec. 17
Elton Drake, chief operating officer, Right Path CRM.

Reg# 375666
Fee: $525
No refund after 13 Oct.
Hybrid
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
Steve Lurie, CEO and founder, Social Media Academy, Inc.

Reg# 375669
Fee: $525
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited to 25 students.
Mindy Serin

Reg# 375668
Fee: $765
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited.
Ali Haeri

Reg# 375670
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 20
Ash Pathwa, PhD, CEO, AssaySoft, Inc.

NEW
MGMT X 470.30 Search Engine Optimization for Marketing
2.0 units 3.3 CEUs
This course will provide insight about the tools, techniques, and strategies needed to develop content that draws in your target audience along their consumer journey, optimize your website architecture, and build inbound links to improve search rankings. Learn about the collection of marketing, site development, and public relations tactics that form a winning SEO strategy to meet your business goals and increase site traffic and sales from the organic search channel. Topics covered include content marketing, on-page optimization, and inbound link building.

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Reg# 375672
Fee: $455
No refund after 4 Nov.
Remote Instruction
5 mtgs
Thursday, 6:30-9:30pm, Nov. 12-Oct.
Ruben Quinones
Professional Selling & Sales Management
For information call (310) 206-4271 or email bismc@certified@uclaextension.edu.

MGMT X 460.16 Principles of Professional Selling 4.0 units
This course emphasizes role-playing, sales presentation scripting techniques; public speaking; professionalism in sales; and 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; selling after the close; using telemarketing, marketing specialists, and networking to find prospects; the ethics of sales; and the legal pitfalls of selling.
Reg# 375619
Fee: $765
No refund after 2 Oct.
Hybrid
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Nance Rosen, MBA, author of Speak Up & Succeed

MGMT X 460.81 Customer Relationship Management 4.0 units
This course provides students with a working knowledge of the principles and best practices for managing customer relationships that result in unsolicited testimonials and relationship annuities. Students learn how to: quantify customer orientation and how to develop relationship-driven customer management systems based on the judicious use of resources born from a decisive strategic plan. Topics include customer profiling, market segmentation, customer service, retention, relational databases, and CRM software. Students are encouraged to participate in discussions on current and generally unpredictable trends, return on investment from sales and marketing expenditures, and how popular myths propel the uninformed to obsequity and extinction. The course is intended for students and business professionals who have taken one or more courses in personal selling, marketing, market research, product development, the physiology of why people buy, and advertising.
Reg# 375639
Fee: $765
No refund after 12 Oct.
Hybrid
11 mtgs
Tuesday, 6-30-9:30pm, Sept. 29-Dec. 8
Nance Rosen, MBA, author of Speak Up & Succeed

Salesforce CRM Essentials 4.0 units
Today’s professionals often have complex contact and follow-up requirements along with a continuously growing contact list itself. Customer relationship management in recent years for well over 100,000 companies has relied on Customer Relationship Management (CRM) software with Salesforce.com, the dominant CRM provider. Customers may be internal organization contacts of each senior executive as well as external clients, VIP’s, and other key contacts/relationships. Even if the organization employs an alternative to Salesforce.com, this course will prepare students to obtain substantial organization specific benefits and teaches the student the power and applications of any comprehensive CRM system although it is Salesforce.com-specific. For those students employed in a rapidly growing small/medium sized business, those employed by a global organization, or those working with a nonprofit with many individual relationships, a CRM system education and training will be crucial for both executive and marketing support. With this course, working professionals should significantly enhance their career prospects and day-to-day effectiveness.
Reg# 376314
Fee: $765
No refund after 2 Oct.
Online
11 mtgs
Sept. 28-Dec. 7
Enrollment limited; early enrollment advised. Visitors not permitted. Instructor to be announced

Public Relations
Courses are endorsed by the Greater Los Angeles Chapter of the Public Relations Society of America.

MGMT X 469.11 Fundamentals of Public Relations 4.0 units
This course is intended to provide an introduction to the basic history, theories, principles, and methods of public relations practice. The emphasis in this class is on problem solving and the tools and techniques of the trade as applied to real-life situations. The scope of the course is intended to present the social, behavioral, psychological, ethical, economical, and political foundations of public relations and the theories of public relations as a communications discipline. This course also examines the nature of various public relations audiences and the different channels used to reach them. The course offers insight and perspective in determining whether the public relations profession is the career path for you.
Reg# 375640
Fee: $765
No refund after 11 Oct.
Remote Instruction
11 mtgs
Monday, 6-30-9:30pm, Sept. 28-Dec. 7
Alan Caldwell

MGMT X 469.12 Writing for Public Relations 4.0 units
This course provides a detailed survey of professional public relations writing in its many forms. It is structured to illustrate both the style and content of corporate, agency, nonprofit, and special client writing tasks in today’s highly competitive public relations market. This class is directed to those already possessing well-honed writing skills. Students create their own examples of news releases, pitch letters, biographies, position papers, media advisories, feature writing, speeches, crisis communications, and other typical public relations writing as part of a strategic public relations campaign kit.
Reg# 375641
Fee: $765
No refund after 12 Oct.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Joann Kileen, APR, fellow, PRSA, president, Kileen Furtney Group, past national chair/CEO, Public Relations Society of America.

MGMT X 469.13 Working with the Media 4.0 units
This course explores the various media outlets—print, broadcast, and digital—for those working in a broad range of public relations fields and discusses the tricks of the trade on how to work with these outlets effectively. Case histories will be used to discuss the various media outlets and to illustrate creative and timely planting and servicing of stories. State-of-the-art media coverage techniques are discussed and participants have a chance to practice proven verbal pitch techniques.
Reg# 375642
Fee: $765
No refund after 21 Sept.
Online
Sept. 28-Dec. 20
Enrollment limited.

For more information
(310) 206-4271 | uclaextension.edu/publicrelations

Strategic Branding and Public Relations Courses
Stay up-to-date in key areas such as social media and brand management and improve your written, verbal, and digital communication skills.

These courses are 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 brand.

Courses begin on page 43.
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 injunctions such as the Certified Meeting Professional (CMP) and Certified Special Events Professional (CSEP).

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 have access to a list of firms with internship opportunities. This course is only available to Strategic Branding and Public Relations 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 through-out to ensure a substantive learning experience.

This course is focused on helping you develop a social media playbook filled with strategies and tactics that achieve core business goals. Learn how to apply core PR and marketing principals to social media, develop and syndicate content, work with online influencers and empowered consumers, employ basic search engine optimization, and develop a strategic social media plan.

UCLA Extension is an approved CFRE (Certified Fund Raising Executive) provider.

Participation in the UCLA Extension Fundraising Specialization may assist you in learning or reviewing concepts covered on the Certified Fund Raising Executive (CFRE) examination as detailed on the Test Content Outline provided by CFRE International. CFRE International does not sponsor or endorse any educational programs and the UCLA Extension Fundraising Specialization was not developed in conjunction with CFRE International.
Fundraising

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

PUBLPC X 431
Introduction to Fundraising
4.0 units
This course orientes students to the profession of fund-raising 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# 376195
Fee: $900
No refund after 23 June.
Online
June 30-Sept. 1
Visitors not permitted. Enrollment limited to 25 students.
Marissa Fullum-Campbell

PUBLPC X 432
Fundraising Strategy and Donors
4.0 units
Effective fundraising begins with a strategy that integrates an organization’s mission, work, and story while targeting specific types of donors and gifts. This course examines strategies for specific fundraising and donors. Donor prospecting is discussed in detail, with attention paid to research and database tools. The differences between individual and corporate donors, foundation grants, major gifts, and planned gifts are discussed.

Reg# 376197
Fee: $900
No refund after 14 Sept.
Online
Sept. 28-Dec. 7
Enrollment limited to 25 students. Visitors not permitted.
Kristi Bieber, who has nearly 20 years of experience in educational fundraising, including work with UCLA, Stanford, and Otis College of Art and Design. Ms. Bieber currently serves as regional director of development for LA/Ventura Counties at UC Riverside.

Project Management

Agile Project Management

MGMT X 446.1
Agile Methodologies with Scrum and Kanban
4.0 units 3.3 CEUs
The use of agile is quickly becoming the new norm. This course covers Scrum and Kanban as the most popular agile and lean processes for enabling fast delivery of projects while shifting culture to teamwork, collaboration, and continuous improvement. Students will gain the skills to apply the agile steps to their projects by practicing with iterative and incremental scheduling techniques and SPINNTS. Students explore how agile trends and emerging practices are different than predictive, waterfall scheduling models and traditional lifecycle development approaches. This course will meet the education training hours and will help you gain knowledge towards the PMI Agile Certified Practitioner (PMI-ACP®) certification. It also provides foundational knowledge for the Certified Scrum Professional—ScrumMaster (CSP-SM®) and Professional Scrum Master (PSM®) certifications.

Reg# 375334
Fee: $999
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6–9 pm, Oct. 1-Dec. 17
Enrollment limited; early enrollee advised.

Nareg Towmassian, Six Sigma Black/Green Belt holder, PMP, PMI-ACP®-director of Project Management Institute (PMI)-LA Chapter San Fernando Valley satellite.

MGMT X 446.2
Agile Frameworks including XP and Lean SD
4.0 units 3.3 CEUs
This course provides comprehensive instruction in the nine popular Agile methodologies for students to stay relevant and sought after. They will learn to compare traditional project management methodologies with benefits from agile approaches using agile frameworks such as: Extreme Programming (XP), Lean Software Development (Lean SD), Feature-driven Development (FDD), Scrum, Disciplined Agile Delivery (DAD), Dynamic System Development Method (DSDM), Crystal, Large-scaled Scrum (LeSS) and Scaled Agile Framework (SAFe). This course will concentrate on enabling fast iterative delivery, teamwork, collaboration and continuous improvement in software, product development, and high-tech projects. Students will work in teams to apply Agile methodologies through class exercises. This course will meet the education training hours and will help you gain knowledge towards the PMI Agile Certified Practitioner (PMI-ACP®) certification. It also provides foundational knowledge for the Certified Scrum Professional—ScrumMaster (CSP-SM®) and Professional Scrum Master (PSM®) certifications.

Reg# 375335
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollee advised.

Lori Garcia, EMBA, PMP; project manager, Medtronic.

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:

October 24–November 14
Saturday 8am–5pm
Location: Online
Instructor: Irfan Khan
Page 47.

For More Information ssussman@uclaextension.edu (310) 825-7942

MGMT X 443.6
Project Planning with Microsoft Project®
4.0 units 3.3 CEUs
Whether you’re managing a construction project, deploying new infrastructure, or launching a start-up, this learn-by-doing course will help you build and analyze schedules your team can rely on. You’ll learn to break down projects into manageable parts, structure the project outline, forecast the completion date, manage resources and assignments, and create professional status reports! Skills learned with this widely used application, Microsoft Project®, can be applied to a variety of other scheduling software in the project management field. Prerequisite(s): Proficiency in using computers with Windows operating system; working knowledge of MS Office® also is helpful.

Reg# 375543
Fee: $1,099
No refund after 12 Oct.
Online
Sept. 28–Dec. 20
Enrollment limited; early enrollee advised.

Jerry Reed, PMP, CSM, MCP

Tony Swaim, DBA, MBA, PMP, Certified Six Sigma Black Belt, principal, Tony Swaim & Associates.

Reg# 375471
Fee: $999
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6–9 pm, Oct. 1-Dec. 17
Enrollment limited; early enrollee advised.

Bill Hackenberg, MBA, PMP, CSM, CSSP, CSSGA; founder, ExecutiveToolShed.com.

MGMT X 444.4
Project Risk and Procurement Management
4.0 units 3.3 CEUs
Explore causes of risk on your projects and examine impacts by the triple constraint, workforce, and vendors. Learn to apply optimized risk response strategies for successful execution and completion of your projects. Minimize risk impacts from procurement processes and sharpen your negotiation tactics to ultimately sign win-win agreements with qualified contractors. This course will help you gain knowledge towards the PMP® Exam by PMI® and qualifies for the required 35 Contact Hours or PDUs to apply for or maintain an existing PMP® certification.

Reg# 375512
Fee: $999
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6–9 pm, Oct. 1-Dec. 17
Enrollment limited; early enrollee advised.

Irfan Khan, PMP, CHPS, Lean Six Sigma Black Belt

For More Information ssussman@uclaextension.edu (310) 825-7942

PUBLPC X 444.3
Project Management
4.0 units 3.3 CEUs
Balance the trade-off between scope, time, and cost to deliver your project on time and within budget. This course also covers the concept of earned value management to track schedule and cost performance on projects to optimize results. This course will help you gain knowledge towards the PMP® Exam by PMI® and qualifies for the required 35 Contact Hours or PDUs to apply for or maintain an existing PMP® certification.

Reg# 375476
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollee advised.

Kevyn Jones, MS, Acquisition and Contract Management

Reg# 375477
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollee advised.

Jerry Reed, PMP, CSM, MCP

Irfan Khan, PMP, CHPS, Lean Six Sigma Black Belt

Reg# 375471
Fee: $999
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6–9 pm, Oct. 1-Dec. 17
Enrollment limited; early enrollee advised.

Bill Hackenberg, MBA, PMP, CSM, CSSP, CSSGA; founder, ExecutiveToolShed.com.
Complete compliance with PMI® standards and in perfect alignment with the PMBOK Guide®, Sixth Edition

This 6 course (24-unit) certificate consists of 5 required and 1 elective course. Each one of our Project Management courses is 35 PDUs.

**Required Courses** (5 required courses)
Students must begin with the prerequisite MGMT X 444.1 Fundamentals of Project Management; remaining courses may be taken in any order, but the Capstone course should be taken last.

+ MGMT X 444.1 Fundamentals of Project Management
+ MGMT X 444.2 Project Schedule and Cost Management
+ MGMT X 444.3 Project Quality and Leadership
+ MGMT X 444.4 Project Risk and Procurement Management
+ MGMT X 444.6 Project Management Capstone

In addition, choose one elective course (4 units)—there are many options available to fit your professional goals.

**Elective** (Choose 1 course)

+ MGMT X 418.3IC Fundamentals of Agile Methodologies
+ MECH&AE X 428.69 Lean Six Sigma Green Belt
+ MGMT X 443.4 Leadership and the Human Element in Project Management
+ MGMT X 443.5 Managing Global Outsourced Projects
+ MGMT X 443.6 Project Planning with Microsoft Project®
+ MGMT X 443.8 Project Monitoring and Control

**Optional Non-Certificate** (PMI’s PMP® or CAPM® Exam Prep course)

MGMT 843.1 Project Management Professional (PMP)® Exam Preparation Course

**Project Management is rapidly growing in importance, globally.**

100% Online. No in-person classes Fall Quarter 2020.

This certificate provides educational development opportunities to learn in-depth processes in project management. If you are looking to develop a keen sense of adaptation and mindset to utilize the project management principles, our program prepares you with a strong foundation to walk in the steps of a project manager and be successful.

You can be assured to acquire knowledge, training and skills that are universal, customizable, and transferable to any industry globally including engineering, information technology, construction, health, banking, entertainment, and more.

**International Students**

This certificate is approved for International I-20/F1 Visa requirements with Full-Time enrollment. If you want to apply for OPT, you need to take one additional course in a third quarter.

**Masters in Project Management - Online**

Obtain an Online Master of Science in Project Management with UW-Platteville.

Completion of the UCLA Extension Project Management Certificate courses equates to 12 graduate credits that may be applied toward the UW-Platteville online Master of Science in Project Management. Visit their website at uclaextension.edu/uwplatt.

**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.
MGMT UL 743
Free Online Project Management Certificate Information

Interested in project management? This free online repository of information is provided to you to help you review aspects of UCLA Extension’s project management program at your own pace. Here you will learn the details and sequence of courses required to complete UCLA Extension’s gold-seal certificate in Project Management. You will also find information on our dedicated instructors and staff, as well as testimonials from past students. You will see videos of our instructors presenting about careers in project management. This session also provides a road map to the Project Management Professional (PMP)® certification, as well as a path to applying our courses to an online Master’s Degree (MS) in Project Management.

Reg# 375623
Fee: $0
No refund after 27 July.
Online
Aug, 3-Nov, 1
Live Virtual Q&A Session: Join Program Director, Vivian Tastakian, for an overview of the program and a demonstration of an actual course. Enroll to participate in either of these live sessions:
Thursday, 12-1pm, August 20 or September 10
Vivian Tastakian, MBA, MS, BSEE, PMP

MGMT X 444.1
Fundamentals of Project Management 4.0 units 3.3 CEUs
Learn the basics of Project Management—integrating theories with practical approaches to successfully fulfill projects from start to finish. Become a more effective project manager by influencing stakeholders and integrating all of the various processes using a standard framework throughout the lifecycle of your projects. This course will help you gain knowledge towards the PMP® Exam by PMI® and qualifies for the required 35 Contact Hours or PDUs to apply for or maintain an existing PMP® certification.

Reg# 375415
Fee: $999
No refund after 12 Oct.
Remote Instruction
11 mtgs
Monday, 6-9pm, Sept. 28-Dec. 14
Enrollment limited; early enrollment advised.
Artin Mgrtchian, MISAM, MPM, PMP, LEED GA, project manager, MedMedia Group

Reg# 375488
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Robert Stone, PMP, executive director, The Lastron Group

Reg# 375469
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Robert Stone, PMP, executive director, The Lastron Group

Reg# 375465
Fee: $999
No refund after 12 Oct.
Remote Instruction
11 mtgs
Tuesday, 6-9pm, Sept. 29-Dec. 8
Enrollment limited; early enrollment advised.
William Wherritt, MBA, West Region Vice President of Project Delivery and Controls for AECOM.

Reg# 375466
Fee: $999
No refund after 14 Oct.
Remote Instruction
12 mtgs
Wednesday, 6-9pm, Sept. 30-Dec. 16
Enrollment limited; early enrollment advised.
JM Gibbs, BA in English and a minor in Broadcast Journalism from the University of Rhode Island; she holds PMP and CSM certifications. Ms. Gibbs has experience in project, program, and portfolio management which spans over 20 years. Currently, she is the senior director of the Project Management Office in Enterprise Technologies at NBCUniversal. Previously held positions include senior director of the Enterprise Portfolio Management Office in Information Technology at NBCUniversal and director of the Project Management Office in Studio Operations at NBCUniversal. She has consulted for such companies as John Wiley & Sons and American Capital Strategies and was President of the PMI, Los Angeles Chapter in 2009.

MGMT X 443.4
Leadership and the Human Element in Project Management 4.0 units 3.3 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 leadership effectiveness. Course content covers project communication, motivation, conflict resolution, negotiation, stress management, and effective leadership in the context of project management. Participants identify the leadership challenges unique to the project environment, identify their 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 490.906 Leadership Communication Strategies.

Reg# 375536
Fee: $999
No refund after 12 Oct.
Remote Instruction
11 mtgs
Monday, 6-9pm, Sept. 28-Dec. 7
Enrollment limited; early enrollment advised.
Jerry Reed, PMP, CSM, MCP

Reg# 375537
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Margaret Meloni, PhD, MBA, PMP; recipient UCLA Extension Distinguished Instructor Award, 2012.

Reg# 374941
Fee: $999
No refund after 13 Oct.
Remote Instruction
Tuesday, 5-8-8:30pm, Sept. 29-Dec. 8
Elective course in Project Management Certificate. Elective course in Information Technology Management Certificate. LA Metro students only.
Margaret Meloni, PhD, MBA, PMP; recipient UCLA Extension Distinguished Instructor Award, 2012.

MGMT X 443.5
Managing Global Outsourced Projects 4.0 units 3.3 CEUs
Outsourcing has become a way of life in the 21st century. Much of the project work that used to be proposed, planned, implemented, and controlled inside an organization is now being partially or completely performed at domestic and foreign suppliers. Firms are transitioning from being “doers” of projects to “buyers” of project work. How can you be sure things are being done as you desire? This course is designed to help you increase your satisfaction levels with project outputs that enhance your effectiveness as a buyer and seller of products or services, especially for large contracts that include subcontractors and a supply chain of vendors. Instruction also covers decisions regarding make versus buy and the type of contract to use. Solicitation and source selection focuses on procurement and helps you understand the use of the statement of work, common solicitation documents, seller evaluation criteria, pricing, and contract law considerations. Additionally, the course covers the contract administration process, which addresses seller performance and payment on external procurements, and the closing process, which covers contract completion, termination, and disputes.

Reg# 375544
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD, USC, contracts lead, Boeing.

MGMT X 444.6
Project Management Capstone 4.0 units 3.3 CEUs
This course provides interactive training on the project management framework and foundation using a single project from start to finish spanning across all five phases in a project life-cycle. Students work in groups as consultants and apply hands on experience using a real life project starting from initial planning to project completion. This course qualifies for 35 PDUs and will help you gain knowledge towards the PMP® Exam by PMI®.

Reg# 375526
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Barry Molnaa, PMP, LEED AP, Risk and Profitability Lead, AECOM; recipient, UCLA Extension Distinguished Instructor Award, 2011.

Reg# 375524
Fee: $999
No refund after 13 Oct.
Remote Instruction
11 mtgs
Tuesday, 6-9pm, Sept. 29-Dec. 8
Enrollment limited; early enrollment advised.
Irfan Khan, PMP, CHPS, Lean Six Sigma Black Belt

MGMT X 843.1
Project Management Professional (PMP)® Exam Preparation 3.3 CEUs
Prepare for the popular PMP® examination with a concentrated and structured review of key topics and required knowledge to pass the exam. Administered by the Project Management Institute (PMI®), considered to be the leading professional association for project managers, the computer-based examination is designed to objectively assess and measure your project management knowledge. Individuals who pass the examination earn the profession’s most universally recognized and respected credential, the Project Management Professional (PMP)® certification. To be eligible for the PMP® certification, you must first meet specific requirements of experience and education and agree to adhere to a code of professional conduct. The final step in becoming a PMP® is passing the examination. This course will help you prepare for this rigorous test.

Reg# 368555
Fee: $1,350
No refund after 23 Oct.
Remote Instruction
4 mtgs
Saturday, 8-5pm, Oct. 24-Nov. 14
Enrollment limited; early enrollment advised. Visitors not permitted.

Irfan Khan, PMP, CHPS, Lean Six Sigma Black Belt

Reg# 375443
Fee: $999
No refund after 12 Oct.
Remote Instruction
11 mtgs
Monday, 6-9pm, Sept. 28-Dec. 7
Required course in Project Management Certificate. Enrollment limited to 25; early enrollment advised. Visitors not permitted.

Lori Garcia, EMBA, PMP, project manager, Medtronic.

Reg# 375483
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
John Sarakatsannis, MBA, MS, PMP, CPCM, CFCM

Reg# 375479
Fee: $999
No refund after 14 Oct.
Remote Instruction
Wednesday, 6-9pm, Sept. 30-Dec. 16
Enrollment limited; early enrollment advised.
John Sarakatsannis, MBA, MS, PMP, CPCM, CFCM

Reg# 374917
ONLINE COURSE, page 5.
HYBRID COURSE, page 5.
WEB-ENHANCED COURSE, page 5.
REMOTE INSTRUCTION, page 5.
TEXTBOOK REQUIRED.
UC CREDIT, page 6.
UX/Graphic 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 noncerti-ficate 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:

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

DESMA X 479.6A Design Fundamentals (4 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# 375913
Fee: $759
No refund after 6 Oct.
Online
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
- Fee does not include cost of art supplies.

Vesna Petrovic, Co-founder and partner at Picnic Design, a multi-disciplinary firm involved in creative projects for art and cultural organizations. Trained both as architect and graphic designer with the B.A./M. Arch degree from the University of Belgrade.

Reg# 375887
Fee: $759
No refund after 4 Oct.
Online
Sept. 30-Dec. 9
- Fee does not include cost of art supplies.

Michelle Constantine, BFA, Art Center College of Design; artist who works primarily in fabric, printmaking, and collage with the integration of digital tools. Ms. Constantine has shown in galleries throughout California, New York, and London. Recipient, UCLA Extension Outstanding Instructor Award, 2015.

Reg# 375823
Fee: $759
No refund after 8 Oct.
Online
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 17
- Fee does not include cost of art supplies.

Muriel Cooper, AIGA, graphic designer whose clients include marketing agencies, small businesses, and artists. She holds a particular interest in the intersection of art and technology, exploring the merge of hand crafting with digital tools in her work and design practice.

Descriptive Text

Design II: Collateral Communication (4 units)

This course introduces students to strategies in design and communication and covers utility of systems, programs, and graphic classifications, information hierarchies, and page layout. Projects explore the creative usage of letterforms as graphic and communication elements. Prerequisite(s): DESMA X 479.6A Design Fundamentals and DESMA X 481.99Z InDesign.

Reg# 375855
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Enrollment limited.

Deane Swick, MFA, graphic designer and artist

Reg# 375822
Fee: $759
No refund after 8 Oct.
Online
Oct. 1-Dec. 17
Enrollment limited.

Grace Magnus, graphic designer whose clients include marketing agencies, small businesses, and artists. She holds a particular interest in the intersection of art and technology, exploring the merge of hand crafting with digital tools in her work and design practice.

DESMA X 482.10 Color Methodologies (4 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# 375911
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
- Fee does not include cost of art supplies.

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.

Reg# 375837
Fee: $759
No refund after 7 Oct.
Online
Sept. 30-Dec. 16
- Fee does not include the cost of art supplies.

Michelle Constantine, BFA, Art Center College of Design; artist who works primarily in fabric, printmaking, and collage with the integration of digital tools. Ms. Constantine has shown in galleries throughout California, New York, and London. Recipient, UCLA Extension Outstanding Instructor Award, 2015.

DESMA X 479.4A Typography (4 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 include the examination of single letterforms, typographic classifications, information hierarchies, and page layout. Projects explore the creative usage of letterforms as graphic and communication elements. Prerequisite(s): DESMA X 479.6A Design Fundamentals and DESMA X 481.99Z InDesign.

Reg# 375855
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Enrollment limited.

Deane Swick, MFA, graphic designer and artist

Reg# 375822
Fee: $759
No refund after 8 Oct.
Online
Oct. 1-Dec. 17
Enrollment limited.

Grace Magnus, graphic designer whose clients include marketing agencies, small businesses, and artists. She holds a particular interest in the intersection of art and technology, exploring the merge of hand crafting with digital tools in her work and design practice.

DESMA X 479.6E Design II: Collateral Communication (4 units)

This course introduces students to strategies in design and communication and covers utility of systems, programs, and graphic classifications, information hierarchies, and page layout. Projects explore the creative usage of letterforms as graphic and communication elements. Prerequisite(s): DESMA X 479.6A Design Fundamentals and DESMA X 481.99Z InDesign.

Reg# 375823
Fee: $759
No refund after 8 Oct.
Online
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 17
- Fee does not include cost of art supplies.

Enrollment limited.

“Jag” Jeff Aguila, art director specializing in print campaigns who has worked with 20th Century Fox, Lionsgate Films, Universal, and more. Jag received The Hollywood Reporter Key Art Award for Home Entertainment—Special Recognition Print for his work on the DVD packaging for Saw: Uncut Edition.
Design Communication

Arts Certificate

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

This 13-course certificate is ideal for those who want to pursue a career in graphic design.

DCA Curriculum

II Required Courses

Design Toolkit

Students can either take stand-alone courses: Photoshop I, Illustrator I, and InDesign (12 units total) or our Design Software Intensive Bootcamp (8 units), which covers all 3.

Choose from

- Photoshop I
- Illustrator I
- InDesign

or

- Design Software Intensive Bootcamp (8 units)

Core Design Concepts

Design Fundamentals

Typography

Color Methodologies

Design II: Collateral Communication

Design III: Branding

Design History and Context

Design IV: Capstone

Portfolio

Courses begin on page 48.

2 Electives

Students choose 2 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 and internships also earn elective credit.

Course of Study

Students have the option of taking courses entirely online, through remote instruction, or both for added flexibility. Consult our Course Planning Guide on page 50.

Software Requirements

Students must have access to the current version of Adobe Creative Suite. Lab hours are not available.

Candidacy Benefits

Students who enroll in the 13-course certificate pay a $250 candidacy fee and receive the following:

- Priority on waitlist for full courses
- 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@uclaextension.edu.

Facebook:
fresh.uclaextension.edu

Twitter:
@UCLAxVisual

Website:
visual.uclaextension.edu
# Course Planning Guide for DCA Certificate Students

Use this guide to navigate the DCA certificate, but note that it can be altered for your convenience. There are 48 total required units if taking the Design Software Bootcamp, 52 if taking the stand-alone courses: Photoshop I, Illustrator I, and InDesign. Some courses are offered every quarter, others are scheduled on a rotating basis.

<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Software Intensive Bootcamp (8 units) or Photoshop I, Illustrator I, and InDesign (4 units each)</td>
<td>Typography (4 units)</td>
<td>Design III: Branding (4 units)</td>
<td>Design IV: Capstone (4 units)</td>
</tr>
<tr>
<td>Design Fundamentals (4 units)</td>
<td>Color Methodologies (4 units)</td>
<td>Design History and Context (4 units)</td>
<td>Portfolio (4 units)</td>
</tr>
<tr>
<td>Recommended: Design Your Career</td>
<td>Design II: Collateral Communication (4 units)</td>
<td>Elective (4 units)</td>
<td>Elective (4 units)</td>
</tr>
<tr>
<td></td>
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<td>Final Portfolio Review (After coursework has been completed)</td>
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## Advanced DCA Certificate

For DCA graduates or working designers, this advanced program’s goal is to deliver top-tier design solutions across a variety of outputs and mediums. Students may begin during any quarter and take required courses in any sequence.

### The 20-unit curriculum has 4 required courses and 1 elective.

### Required Courses

**DESM A X 479.8B Special Topics: Design Entrepreneurship**

Learn the business side of design. Position yourself, target your interests and strengths, and prepare your portfolio and communications toward select design markets.

**DESM A X 479.5B Special Topics: Cross-Disciplinary Design**

Take on projects that require cross-disciplinary design approaches, working with people in fields that touch design, but are separate.

**DESM A X 479.7B Special Topics: Digital and Analog Craft**

Gain the digital and hand skills necessary to move your design and portfolio to the necessary level to be noticed and to be exceptional. Page 51.

**DESM A X 479.4B Typography II**

Plus 1 elective of your choosing in design, photography, or UX.

### Elective Courses

**DESM A X 481.47 Illustrator I**

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# 375904

Fee: $759

No refund after 4 Oct.

Online

Sept. 30-Dec. 9

Students are required to have a copy of Adobe Illustrator CC to complete the course. Enrollment limited.

Lauren Cullen, graphic designer for UCLA’s Mobile Web Strategy group, where she designs mobile apps and responsive websites. An illustrator and fine artist, she creates graphics across all media. She received a BA from Wesleyan University and an Advanced Web and Interaction Design Certificate from UCLA Extension.

Reg# 375828

Fee: $759

No refund after 8 Oct.

Online

Oct. 1-Dec. 17

Students are required to have a copy of Adobe Illustrator CC to complete the course. Enrollment limited.

Grace Magnus, graphic designer whose clients include marketing agencies, small businesses, and artists. She holds a particular interest in the intersection of art and technology, exploring the merge of hand crafting with digital tools in her work and design practice.

Reg# 375883

Fee: $759

No refund after 4 Oct.

Online

Sept. 30-Dec. 9

Enrollment limited.

Tzeitel Sorrosa, creative director with extensive hands-on production and executive leadership who has led diverse teams of artists, brand managers, and marketing specialists, serving hospitality, personal care, and high-tech industries. She manages a team of designers and marketing managers at the American Diabetes Association’s MARCOM division. Adobe Certified for Photoshop cc 2018, Adobe Illustrator, and InDesign.

Reg# 375910

Fee: $759

No refund after 3 Oct.

Online

Sept. 29-Dec. 8

Students are required to have a copy of Adobe InDesign CC to complete the course.

Minal Nair, designer and educator based in Bombay, India. Her clients range from corporate to start-ups, where she works on designs that are unique to their values. She has apprenticed under and works closely with the acclaimed typographer, Tony DiSpigna. She also teaches typography and editorial design at Ecole Intuit. Lab, Mumbai and conducts lettering workshops locally and internationally. Minal has a master’s degree in communication design from Pratt Institute in New York.

**DESM A X 481.99Z InDesign**

4.0 units

This course provides an introduction to the functions and capabilities of Adobe InDesign. Students will be guided in establishing a professional workflow to design documents for print and digital distribution. Learn how to manipulate type and image and create multi-page documents through the use of styles, grids, and templates. Gain the skills and confidence to prepare your documents for print and communicate effectively with vendors. Combine these skills to design and professionally print a short book, gaining real world experience translating ideas from screen to printed object.

Prerequisite(s): Familiarity with Photoshop.

Reg# 375890

Fee: $759

No refund after 4 Oct.

Online

Sept. 30-Dec. 9

Students are required to have a copy of Adobe Indesign CC to complete the course.

Freevaal, designer and educator based in Bombay, India. Her clients range from corporate to start-ups, where she works on designs that are unique to their values. She has apprenticed under and works closely with the acclaimed typographer, Tony DiSpigna. She also teaches typography and editorial design at Ecole Intuit. Lab, Mumbai and conducts lettering workshops locally and internationally. Minal has a master’s degree in communication design from Pratt Institute in New York.

**DESM A X 481.99T Motion Graphics I**

4.0 units

Learn how to integrate digital artwork into After Effects. This course covers workflow strategies to ensure that artwork created in Photoshop or Illustrator maintains its integrity. Instruction also explores common resolutions, complex motion paths and masks, color modes, bit depths, frame and pixel aspect ratios, graphic and video file formats, and frame rates commonly used in motion graphics.

Prerequisite(s): Knowledge of Photoshop and Illustrator.

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What Our Students Say

“I learned a lot and enjoyed my time as a student and TA of the DCA program. I’m currently a senior designer at a creative agency called Wondros, and this wouldn’t have been possible had I not attended the DCA program!”

— Kevin Kwok

Remote Instruction

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

Design & Arts 51

Motion Graphics Sequence

Set Your Designs in Motion.

DESMA X 481.99QT Motion Graphics I

Learn how to integrate digital artwork into After Effects and put it in motion. Create stunning visual effects and exciting animated 3D typography.

DESMA X 481.99QV Motion Graphics II

Become a Motion Graphics artist in this advanced course. Create portfolio-worthy projects that will enhance your skills and help you stand out in the marketplace.

DESMA X 481.99QV Motion Graphics III

Build on the skills learned in Motion Graphics II to create work the same level as content coming out of top studios.

DESMA X 481.99QV Motion Graphics II

Learn how to integrate digital artwork into After Effects and put it in motion. Create portfolio-worthy projects that will enhance your skills and help you stand out in the marketplace.

DESMA X 481.99QV Motion Graphics III

Build on the skills learned in Motion Graphics II to create work the same level as content coming out of top studios.
UX (User Experience) Design

DESMA X 481.99AF User Experience I: Survey
4.0 units
This course provides an introduction to the concepts, practices, and processes of user experience. Topics include observational research and insight generation, developing user personas and scenarios, information architecture, user interface design, prototyping, and usability testing and analysis. Students complete hands-on assignments and leave the class with an understanding of user experience best practices and opportunities in the field and are prepared to take on more advanced studies.
Reg# 376054
Fee: $759
No refund after 5 Oct.
Remote Instruction
11 mtgs
Monday, 7-10pm, Sept. 28-Dec. 7

Musang Muthu, Technologist, creative thinker and business strategist reimagining the future of customer experience through business transformation for digital agency clients and Fortune 500 enterprise IT.

Reg# 375963
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Michelle Matthews, UX and product design leader with 10 years of experience designing mobile and responsive experiences, specializing in the mobile wellness space.

Reg# 376000
Fee: $759
No refund after 10 Oct.
Online
Oct. 6-Dec. 8
Hakon Engvig, BA in design with two advanced design certificates from UCLA Extension. A native-born Norwegian, Engvig’s domestic and international clients include UCLA Medical Center, Marcy Gray, Lifetimehouse, the Together Project (India), and OTE Historical Restoration Committee (Norway).

DESMA X 479.8K User Experience II: Iteration
4.0 units
Students with knowledge of the fundamentals of UX move on to iteration: rounds of work and experimentation to hone problem-solving skills. Instruction covers MVP builds, pattern libraries, design at scale, voice and gesture, and end-to-end projects. The spectrum of interface design standards is addressed, including e-commerce websites, service design, and physically based environments. Projects incorporate a variety of screen resolutions and device types. The course prepares students to recognize user experience design problems and iterate solution proposals.
Prerequisite(s): DESMA X 481.99AF User Experience I: Survey.

Reg# 376486
Fee: $759
No refund after 5 Oct.
Remote Instruction
11 mtgs
Monday, 7-10pm, Sept. 28-Dec. 7
Instructor to be announced

Reg# 376053
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8

Diana Barraza, UX and visual designer passionate about design thinking and human-centered design. With over 10 years of experience in technology, she specializes in mobile healthcare offerings for consumers and providers. She has worked as a senior UX/UI designer at Vested PetCars, an on-demand veterinary service provider, and aspired to elevate experiences in that sector. Notably, as the lead UX/UI designer at Heal—an in-home, doctor on-demand provider—she worked on the first third-party app integration of Apple’s HealthKit. Barraza also worked with companies such as Soothe (on-demand massage therapy) and Dependant Pictures (a cryptocurrency platform used to fund motion pictures). Her academic background is rooted in the social sciences, which prepared her to use research to validate design decisions.

DESMA X 489.5F User Experience III: Applied
5.0 units
In this course, students apply what they have learned to real world case studies and UX design challenges. Topics include research and observational techniques, the art of information gathering, prototyping, scope definition, journey mapping, and empathy maps. Students complete team projects and 360 reviews and practice remote working techniques, collaboration, and balancing multiple projects. Projects will be presented in common outputs such as web and mobile, similar to what would be produced in a professional design firm. The goal is for students to perform as they would in a real-world work environment.
Prerequisite(s): DESMA X 481.99AF User Experience I and DESMA X 479.8K User Experience II, or equivalent experience.
Reg# 375965
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Adam Fischbach, who has over ten years of experience working in the fields of UX and UI, Mr. Fischbach focuses on design systems, patterns, and thinking, with particular emphasis on human computer interaction and user-centered design.

DESMA X 499C User Experience IV: Capstone
4.0 units
This course serves as a thesis project, in which students build out their own viable user experience project for review and portfolio. Students complete a self-directed project and go through the professional steps of discovery, design, prototyping, testing, revising, iterating, and presenting for real-world consideration. The project moves through the steps a professional incubator would take, such as involving stakeholders and experiencing working with investors and VCs.
Reg# 375999
Fee: $759
No refund after 8 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 17
Thomas Dillmann, MBA, Pepperdine University; user experience architect with 15 years’ experience; former head of experience planning and lead information architect at MRM Worldwide, UnitedFuture, and Threadless Interactive. Clients include Microsoft, Sony, and more.

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 core tools of the trade: Sketch, Adobe XD, Figma and more for advanced prototyping; InVision, Principle, Axure; and UserTesting.com for user research and testing. Topics include essential UX software and their practical applications, development hand-off, design team collaboration, etc. as well as more theory-based topics, such as navigation and architecture, design patterns, and the latest design methodologies. Class projects include rapid low fidelity-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# 375964
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Students must own a computer and have Sketch, Adobe CC, or similar design software. Mac preferred but not required.

Jonathan Ramirez, a digital design lead who has worked with organizations such as Apple, Audible, Karma Automotive, Wantable, and two different design agencies.
Use this guide to plan your User Experience Certificate progress.

User Experience I, II, III and IV must be taken during consecutive quarters. User Experience Software and your elective may be taken during any quarter.

Move through the program at your own pace—it’s not mandatory to finish the program within four quarters.

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<tbody>
<tr>
<td>User Experience I</td>
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<td>User Experience III</td>
<td>User Experience IV</td>
</tr>
<tr>
<td>User Experience Software</td>
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<td>Elective</td>
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</tbody>
</table>

**DESMA X 485.99**

### Content Strategy for UX

**4.0 units**

Many websites and apps offer similar experiences and features. Content strategy helps differentiate products by communicating stories and information that engage users and create a meaningful digital experience. From product descriptions to error messages, content strategy turns predictable interactions into memorable ones. In this course, students will learn how to establish voice and personality when planning content for FAQs, chatbots, tutorials, search, voice UI, and more. Students will focus on content strategy made up of taxonomy, information architecture, UX writing, machine learning, and artificial intelligence. The class will demonstrate proven methods for user engagement, including how to create a strategic roadmap, conduct a workshop, and writing for evergreen digital experiences.

**Reg# 375831**

- **Fee:** $759
- **Remote Instruction**
- **11 mtgs**
- **Tuesday, 7:10pm, Sept. 29-Dec. 8**

**Chuck Griffith**, MA, Columbia University; user experience leader with 18 years’ experience; former head of digital experience at Salesforce and former senior director of strategy at Cisco; served as experience creative director at BBDO. Clients include Emirates Airlines, Allergan, Fox, Visa, Gillette, Amazon.

**DESMA X 479.7K**

### User Experience: Mobile First

**4.0 units**

User Experience Design is challenged and inspired by new developments in laptops, tablets, mobile devices, and wearables. This course introduces the concept of device-centric design. Topics include cultural anthropology, app design, cross-cultural preferences in device usage, cultural norms, screen dimensions, and input device preferences. Projects will involve creating mobile-specific environments, adaptive and responsive layouts, mobile-first philosophy, grid usage, predictive device changes, Android/iOS guidelines, and Microsoft.

**Prerequisite(s):** DESMA X 481.99AF User Experience I: Survey

**Reg# 375802**

- **Fee:** $759
- **No refund after 3 Oct.**
- **Online**
  - Sept. 29-Dec. 8

**Michelle Matthews**, UX and product design leader with 10 years of experience designing mobile and responsive experiences, specializing in the mobile wellness space.

**DESMA X 479.7K**

### Unity I: 3D Game Design and Game Engines

**4.0 units**

Jump in and create a 3D game experience using the world class game engine known as Unity. Students design environments of their creation, believable and/or fantastic other world realities. This class walks students through the powerhouse game engine Unity and covers the strategic skills necessary to create compelling world and game experiences, in a variety of applications. The class is designed to allow students to create a 3D experience by the end of class. In this intense but doable class, students rapidly build technical skills with the software, then build on this knowledge to create compelling and engaging experiences. There is an expectation that students will have at minimum 6 hours a week outside of class to work on projects. Basic code literacy and 3D knowledge helpful but not required.

**Reg# 375881**

- **Fee:** $759
- **No refund after 5 Oct.**
- **Online**
  - Oct. 1-Dec. 10

**John Selig**, John has taught students of all ages, from 6 to 65; everything from photography to programming to web design, and more. He’s got a passion for games of all kinds, and he specializes in getting new students excited about combining creativity with technology. In his free time, you can find him writing and performing rock music and working on indie games!

**DESMA X 479.7L**

### Unity II: Game Development with Unity and C#

**4.0 units [3.3 CEUs]**

Building on the foundation established in DESMA X 479.7K Unity I: 3D Game Design and Game Engines, students will dive in and create games, apps, and experiences with more depth and complexity. While the first course focused on the Unity editor and only touched upon programming, this course provides a full foundation for scripting in Unity with C#, and programming in general. Students will learn how to handle a plethora of interesting tasks in game development, including systems design (abilities, character progression, enemy AI), saving/loading player progress, and basic networking. We’ll also touch upon the latest and greatest Unity features, including Scriptable Render Pipelines, VFX Graph, Shader Graph, and more. Students will come away with a solid grasp of object-oriented programming principles, Unity specific design patterns, and a portfolio of small games and apps.

**Reg# 375886**

- **Fee:** $759
- **No refund after 5 Oct.**
- **Online**
  - Oct. 1-Dec. 10

**John Selig**, John has taught students of all ages, from 6 to 65; everything from photography to programming to web design, and more. He’s got a passion for games of all kinds, and he specializes in getting new students excited about combining creativity with technology. In his free time, you can find him writing and performing rock music and working on indie games!

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**Content Strategy for UX**

**New**

Design is only as useful as the user’s understanding. While designers aim for intuitive product, users do need guidance and direction in order to have a comprehensive and meaningful experience. Appropriate for designers, copywriters, content marketers, product managers and marketing managers, this course will help you establish voice and personality while planning content for FAQs, chatbots, tutorials, search, voice UI, and more.

Page 53.
Connect with Your Arts Community!

There are many ways to build relationships with your fellow students, instructors, advisors, and future collaborators. Join in the conversation online and stay connected!

Facebook: Facebook.com/UCLAxVisual
Twitter: Twitter.com/UCLAxVisual
Website: Visual.uclaextension.edu

And remember, you can always call or email us at (310) 206-1422 and visualarts@uclaextension.edu.

Modernism and Postmodernism in the Visual Arts

Journey chronologically through the landmark events, artists, and art movements of the last 100 years, examining a succession of political, philosophic, and aesthetic shifts, which together comprise a most complex and tumultuous period in cultural history.

Topics of discussion include the relationship between popular culture and fine art, the representation of gender and cultural identity, the evolving role of the museum and art market, and the impact of new technologies and media on art making and reception.

Page 54.

Did You Know?

Arts Courses Can Serve as DCA Electives

Many studio arts and photography courses can be taken as electives toward the Design Communication Arts Certificate with approval.

Instructor 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 Twentyfirst Century Art is part of the permanent collection of the Walker Art Center in Minneapolis.

To learn more about applying arts courses to the DCA Certificate, call (310) 206-1422.

What Our Students Say

“I really enjoyed the DCA program, from learning the various design tools of the trade to understanding the entire design process and expanding my creativity techniques and critical thinking skills. Also, the instructors bring tremendous real world experience to each class.”

– Stacy L Kupcheni

Art History, Studio Arts & Photography

Art History & Theory

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content/prerequisites call (310) 206-1422 or email visualarts@uclaextension.edu.

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 ideologica l and aesthetic divergences.

Reg# 375966
Fee: $350
No refund after 19 Oct.
Online
Oct. 15-Nov. 12
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 Twentyfirst Century Art is part of the permanent collection of the Walker Art Center in Minneapolis.

Reg# 375998
Fee: $649
No refund after 5 Oct.
Online
Oct. 1-Dec. 10
Stephanie Pryor, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

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

Did You Know?

Arts Courses Can Serve as DCA Electives

Many studio arts and photography courses can be taken as electives toward the Design Communication Arts Certificate with approval.

Did You Know?

Arts Courses Can Serve as DCA Electives

Many studio arts and photography courses can be taken as electives toward the Design Communication Arts Certificate with approval.
Chinese Brush Painting

Includes hands-on instruction in this lively style of painting. Subjects include floral, landscape, and animals. Topics include detailed instructions on appropriate use of rice paper, brushes, colors, and ink. For beginning to advanced students.

Taught by Mayee Futterman, award-winning artist specializing in Chinese Brush Painting.

ART X 427.22
Abstracting the Figure
3.0 units
The term “figurative abstraction” describes art that depicts the figure in a reductive manner, while keeping an allusion to the original subject. Encouraging students to see in new ways, this course focuses on translating the figure into abstract imagery. Focusing on the live model, students learn about anatomy, alignment, and proportion and how this can be used to change and abstract the figure. Students approach the fundamental methods and concepts of abstraction through drawing in charcoal, pencil, color, and water-based mediums. Various papers and surfaces also are explored. Suitable for all levels.
Reg# 375968
Fee: $649
No refund after 5 Oct.
Online
Oct. 1-Dec. 10
Enrollment limited.
Stephanie Pryor, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

ART X 421.11
Chinese Brush Painting Workshop
1.2 CEUs
In Chinese art and culture, a flower is never merely a flower nor scenery merely a place; each has its leg-ends, romantic stories, and symbolic spirituality. Explore the wonders of spontaneous-style Chinese Brush Painting during two full days of hands-on, step-by-step instruction. Founded on classical brush painting skills, techniques, philosophy, and subject matter, by the end of this course participants will learn the proper use of Chinese Brush Painting materials, develop fundamental brush skills, and apply Chinese Brush Painting techniques to produce finished compositions.
Reg# 375967
Fee: $324
No refund after 16 Oct.
Remote Instruction
2 mths
Saturday, 9am-5pm, Oct. 17
Sunday, 9am-5pm, Oct. 18
Estimated cost for supplies, excluding accessories, is $125; materials list sent via email prior to first class. Enrollment limited.
Mayee Futterman, who specializes in Chinese Brush Painting. A large selection of her work is in the collection of California Hospital Medical Center and permanently exhibited at the Los Angeles Center for Women’s Health, as well private collections internationally. She studied under professor and master brush artist, Dr. Ning Yeh.

Photography

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content call (310) 206-1422 or email photography@uclaextension.edu.

Suggested Tool Kit
The Photography Tool Kit is one of the suggested options available to students pursuing the Design Communication Arts Certificate. This tool kit offers a sequence of courses designed to provide a foundation in photography. These courses also are open to non-certificate students.

Elective Courses:
ART X 438.9  Photography I (4 units)
ART X 440.22 Lighting I (4 units)
ART X 439.90 Photography II (4 units)

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# 375969
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Enrollment limited.
Kenneth E. Wischmeyer, MA in instructional technologies, San Francisco State University; Adobe Certified Expert.

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

5 Required Courses
Photography I
Photography II
Lighting I
Portraiture
Portfolio Workshop

Plus 1 elective of your choosing from such areas as Photoshop, landscape, documentary, conceptual art photography, and more. 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).

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

For More Information
photography@uclaextension.edu | (310) 206-1422

Above: Photography students on a location shoot. Photo by Scott Stulberg.
Mr. Havens lives and works in Los Angeles and Berlin.

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.

Students will gain insights into approaching subject matter and concept development, professional photographic practices, history of photography, development of visual sensitivity and generating personal insights into individual experience with light through the medium of photography. Upon completion of the class, students will have full understanding of light and its application to the photographic practice.

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UCLA Extension’s Course Delivery Options

UCLA Extension offers a variety of course delivery options to meet the needs of our students.

❖ Online Courses

Online courses are taught asynchronously (Canvas) and fully online, with the option for limited synchronous (Zoom) instruction.

❖ Hybrid Course

Hybrid courses are taught using a combination of both asynchronous (Canvas) and synchronous (Zoom) instruction.

❖ Remote Instruction

Remote courses are taught in real-time using Zoom. Class sessions are scheduled on specific day(s) and time(s). Students access course through Canvas and use integrated tools such as Zoom to join the live interactive classroom. Students may ask questions and interact in real-time with the instructor. The live sessions can be recorded so students may view them at a later time.

❖ Web-Enhanced Course

Internet access required to retrieve course materials.

For extensive information visit uclaextension.edu/student-resources.

ART X 438.90
Photography II
5.0 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.

Prerequisite(s): ART X 438.9 Photography I or equivalent experience; an advanced knowledge of general photography.

Reg# 375994
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
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 439.90
Photography II
5.0 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.

Prerequisite(s): ART X 438.9 Photography I or equivalent experience; an advanced knowledge of general photography.

Reg# 375994
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
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 440.22
Photography 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# 378487
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Instructor to be announced

ART X 440.38
DSLR Video and Motion
4.0 units
This class helps photographers strengthen their visual storytelling by adding a time-based element to their work. Both technical and creative issues in DSLR filmmaking are addressed. Technical instruction covers camera settings, lighting, audio, post-production, and editing. Creatively, students complete projects that include creating a story, developing themes, interview style videos, stop motion, and mini-documentary. Class time is divided between classroom lectures, shooting sessions, and lab time.

Prerequisite(s): Basic camera and digital literacy, Familiarity with an editing software, such as Premier, Final Cut Pro, iMovie, and Avid Movie Maker. Students must provide their own DSLR cameras.

Reg# 376312
Fee: $759
No refund after 5 Oct.
Remote Instruction
11 mtgs
Monday, 7-10pm, Sept. 28-Dec. 7
Van Ditthavong, award-winning photographer and filmmaker

ART X 450.37
Photography Portfolio Workshop
4.0 units
Get personalized guidance and feedback on building a cohesive photographic portfolio. A series of class assignments are designed to teach advanced level students how to produce a unique personal photographic style. Instruction covers how to adapt your own personal style to any artistic or commercial assignment, the importance of professionally polished work, and how to skillfully present their craft. By the end of the class students will have created all the necessary elements to start a personal website portfolio, including a cohesive body of work, an artists statement, and a useful self-portrait.

Prerequisite(s): Advanced photographic experience required.

Reg# 375996
Fee: $759
No refund after 3 Oct.
Online
Sept. 29-Dec. 8
Natasha Rudenko, MFA; internationally-exhibited photographer whose work addresses issues of self-reflection and identity.
Data Analytics & Management

Data Science
57 Data Science
59 Database Management

Network and Infrastructure
59 Cybersecurity
60 Systems Analysis

Digital Technology

Programming
60 Applications Programming
62 Coding Boot Camp
63 Java Programming
64 Web Application Development
64 GIS (Geographic Information Systems)

Data Science Certificate

Two Paths Available!
The Data Science Certificate is offered as either a standard or intensive path.
The standard certificate 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 in real-life data science problems.

Prerequisite Course
Suggested for students without basic Python or statistics experience.
+ COM SCI X 450.00 Data Science Fundamentals

Required Courses
+ 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

Courses begin on page 58.
Approved for International Students (I-20/F1)

Data Science Intensive

Take the same core courses in less time.
In this intensive format, you can learn the tools and techniques to make powerful decisions with data in just 10 weeks! Stay up to date and join one of the most sought after fields in tech. Study part-time, 3 days a week.
+ 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

Courses begin on page 58.
Data Science Intensive courses are offered in classroom delivery only.
Approved for International Students (I-20/F1)

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology

Python Programming I
4.0 units 3.6 CEUs
Python is a high-level, dynamically typed, and portable programming language that excels when the cost of software development outweighs performance considerations—which is quite often in practice. Python covers similar territory as Perl and is similarly an open-source product, but it is considered easier to learn, write, and maintain. NASA, Industrial Light and Magic (ILM), Honeywell, and many other companies all use Python to handle jobs for which classical programming languages are not well-suited. This course introduces Python and its libraries as a general programming environment, then applies Python to real-world problems, such as website development, database access, text processing, XML editing, GUI development, and system administration.
Prerequisite(s): COM SCI X 414.20 Fundamentals of Software Development, programming experience, or consent of instructor.

Reg# 374910
Fee: $995
No refund after 14 Oct.
F: Remote Instruction
4 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Nov. 12
Enrollment limited. Enrollment deadline: Oct. 7.

Bianca Cung
Reg# 374911
Fee: $995
No refund after 5 Oct.
Online
Oct. 1-Dec. 3
Enrollment limited. Enrollment deadline: Oct. 7.

Bianca Cung

For more information call (310) 206-6794.
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 record 1.6 Zettabytes of data by 2025. Additionally, 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 will learn about Hadoop—its evolution from 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 work on designing a business solution to manage big data project using knowledge learned in the course.
Prerequisite(s): COM SCI X 450.1 Introduction to Data Science, or prior knowledge in R and Python recommended, or consent of instructor.
Reg# 374947
Fee: $995
No refund after 2 Oct.
Online
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4. 
All El-Annan

COM SCI 8003 Data Science Practicum
13.2 CEUs
This project-based Data Science Practicum provides students with the opportunity to gain real-world experience working with our industry partners. Each practicum cohort is sponsored by a company or organization. This collaboration allows students to work with partner companies/organizations to gain analytics experience and reconcile mathematical theory with business practice. Students are supervised by a UCLA Extension instructor and work with the Practicum company/organization to identify, define, scope, and analyze a business problem. Students work in groups to solve real-world data analysis problems and communicate their results. Innovation and clarity of presentation will be key elements of evaluation. It is assumed that students participating in this practicum have a thorough knowledge of basic machine learning concepts (classification, clustering, regression, dimensionality reduction, etc.) and are proficient in R or Python. Students work on a real-world data science project from Day 1 of this Data Science Practicum. Very little time is spent on lectures or introducing new machine learning concepts or explaining basic constructs of programming languages.
Prerequisite(s): For students without previous experience in data science, we recommend completing our Data Science certificate. The Data Science certificate can be completed in as little as 10 weeks in our 10-Week Intensive Data Science program. Click here for more information.
Reg# 374984
Fee: $995
No refund after 12 Oct.
Online
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4. 
Instructor to be announced

Bruce Huang

Digital Technology

Enroll at uclaextension.edu or call (800) 825-9971
Network & Infrastructure

Cybersecurity

COM SCI X 420.1 Fundamentals of Cybersecurity
4.0 units 3.6 CEUs
This course combines 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 System Security Professional (CISSP) certification exam’s Common Body of Knowledge (CBK).
Reg# 374924
Fee: $995
Online
No refund after 3 Oct.
Enrollment limited. Enrollment deadline:
Oct. 5.
Vincent LeVeque, MS, business information security officer, AIS

COM SCI X 420.9 Cybersecurity Lab
In addition, choose 20 units of electives. Any COM SCI X 400-level course offered by UCLA Extension may serve as an elective toward this certificate.

In addition, choose 20 units of electives. Any COM SCI X 400-level course offered by UCLA Extension may serve as an elective toward this certificate.
Hands-on workshops, meaningful discussions, and interactive problem-solving exercises build cybersecurity competencies and prepare senior business leaders to more effectively analyze risk and manage security issues within their organizations. These 2-day courses are designed for senior business and insurance executives, lawyers, and CISOs.

**Cybersecurity for Professionals**

**2020 Dates and Locations:**
- January 16–17: New York, NY
- February 20–21: Singapore, SG
- April 30–May 1: Los Angeles, CA
- June 4–5: New York, NY
- July 16–17: London, UK
- September 14–15: New York, NY
- October 12–13: Los Angeles, CA
- November 19–20: New York, NY

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology

**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
- + COM SCI X 420.1 Fundamentals of Cybersecurity

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 Complete Details
uclaextension.edu/digital-technology

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**Course Icons Provide Information At-a-Glance**

- ONLINE COURSE  
  Technical requirements, page 5.
- TEXTBOOK REQUIRED  
  Visit our website for textbook information.
- UC CREDIT  
  May be transferable to other colleges and universities, page 6.
- REMOTE INSTRUCTION  
  page 5.
Com SCI X 414.61
Introduction to SQL
4.0 units | 3.6 CEUs
Structured Query Language (SQL) is an American National Standards Institute (ANSI) standard computer language for accessing and manipulating database systems. SQL works with database programs such as Microsoft Access and SQL Server, DB2, Informix, Oracle, and Sybase. Designed for individuals with little or no SQL experience, this hands-on course covers basic SQL syntax. Instruction presents an overview of SQL and how to use SQL statements to retrieve and update data in a database. Students begin by creating basic select statements, which include using keywords such as SELECT, UPDATE, DELETE, INSERT, WHERE, HAVING, and others. The course also covers intermediate topics, such as table joins, sub-queries, aggregate functions, stored procedures, triggers, cursors and transactional processing, and much more. Prerequisite(s): Basic knowledge of Windows is recommended.

Reg# 374901
Fee: $995
No refund after 2 Oct.  
Online: Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4.

Erik Kellener, whose portfolio of businesses include Warner Bros, DreamworksSKG, 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.

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology
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 3-course (12-unit) series.

ENGR X 457.55 Embedded Software I
ENGR X 457.55A Embedded Software II
ENGR 457.55B Using FPGAs in Embedded Systems

+ Offered this quarter.

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology
Java Programming

Specialization

Learn to use Java to develop software for web services, mobile applications, and distributed enterprise systems in this new 3-course (12-unit) specialization.

Choose 3 of the courses below:

+ COM SCI X 418.85A Java Programming I
+ COM SCI X 418.100 Java Programming II
+ COM SCI X 418.85C Java Programming III
+ COM SCI X 418.104F Google Android Development

Courses begin on page 63.

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology

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 Java 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# 374919
Fee: $995
No refund after 2 Oct. 
Online
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4.
Amir Hallajpour, software consultant, AITech Defense Systems

Reg# 374921
Fee: $995
No refund after 11 Oct.
Remote Instruction
10 mtgs
Monday, 6:30-10pm, Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4.
Juan Moreno, software consultant, AITech Defense Systems

Java Programming II

COM SCI X 418.100
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): COM SCI X 418.85A Java Programming I.

Reg# 374906
Fee: $995
No refund after 2 Oct. 
Online
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4.
Juan Moreno

Java Programming III

COM SCI X 418.85C
4.0 units 3.6 CEUs
Java Programming III examines Java enterprise applications, Java Servlets and Java Server Pages, Session Management, Spring Framework, Web Services, Data Persistence, Hibernate ORM, and Security. Students develop and deploy server-side Java applications using Java EE Platform. On course completion, students are able to develop applications to solve various business problems, use Java Servlet and Java Server Page technology, develop Java web services with data persistence using Spring and Hibernate, and understand core security implementations.

Prerequisite(s): Java Programming I COM SCI X 418.85A; Java Programming II COM SCI X 418.100.

Reg# 374922
Fee: $995
No refund after 2 Oct. 
Online
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4.
Juan Moreno

Mobile App 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 418.104G Intermediate Google Android Development
+ COM SCI X 418.104F Google Android Development

Courses begin on page 63.

For More Information
dt@uclaextension.edu | (310) 206-6794 | uclaextension.edu/digital-technology

The Silicon Beach Innovation Lab

Join Today!

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.

Under the guidance of our world class advisory board of directors, we offer intensive learning programs that will enable companies and individuals, especially women and underrepresented minorities, to make greater contribution in the digital transformation of our society. Our focus areas include cybersecurity, data science, cloud computing, and the Internet of Things.

For More Information
dt@uclaextension.edu | (310) 825-7609

Course Icons Provide Information At-a-Glance

- ONLINE COURSE
Technical requirements, page 5.
- HYBRID COURSE
page 5.
- WEB-ENHANCED COURSE
page 5.
- REMOTE INSTRUCTION
page 5.
- UC CREDIT
May be transferable to other colleges and universities, page 6.
Web Application Development

COM SCI X 418.102A
Website Development with Adobe Software: Photoshop, Dreamweaver, and Animate
4.0 units 3.6 GEUs
This course provides a hands-on 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, spriters, comps, 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 Adding APIs, HTML5 video, forms, and more is 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 is discussed. No prerequisites or books required.

Reg# 374907
Fee: $995
No refund after 2 Oct.  
Online  
Sept. 28-Nov. 30
Enrollment limited. Enrollment deadline: Oct. 4. Adobe Photoshop, Dreamweaver, and Animate are required. If you do not have this set of software, you will have the option to purchase a 12-month Adobe Creative Cloud subscription during checkout. Visit helpx.adobe.com/photoshop/system-requirements.html for system requirements.

Sean Zhao, MS, University of Texas at Dallas, senior engineer, Fiserv Inc.
Reg# 374908
Fee: $995
No refund after 12 Oct.  
Remote Instruction  
10 mils  
Tuesday, 6:30-10pm, Sept. 29-Dec. 1
Enrollment limited. Enrollment deadline: Oct. 5. 
Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

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With UCLA Extension’s GIS & Geospatial Technology Certificate Program
With location-aware technologies becoming more prevalent in everyday life, the Geographical Information Systems (GIS) industry is growing and becoming more important than ever before.

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"The UCLA Extension GIS program has taught me extensive GIS knowledge and problem-solving skills with valuable hands-on experiences using powerful ArcGIS and QGIS software. The coursework is well organized and executed as an online program. I highly recommend it for any entry-level GIS professionals and enthusiasts."  
— Jae-il Shin, GIS and Geospatial Technology Student

Who Should Apply?
No prior GIS experience is required. The certificate program is ideal for both early-career and mid-career professionals. Courses equip students with the ability to leverage the power of GIS and geospatial technology in the workplace.

For More Information
geospatial@ucla.edu  | (310) 818-3671 | uclaextension.edu/GIS

COM SCI X 418.102AB
HTML and CSS
4.0 units 3.6 GEUs
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 and progressing 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# 374909
Fee: $995
No refund after 5 Oct.  
Online  
Oct. 7-Oct. 3
Enrollment limited. Enrollment deadline: Oct. 7. 
Gideon Aram

COM SCI X 418.88B
JavaScript
4.0 units 3.6 GEUs
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) and learn how to use Firefox and its free Firebug 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 headings, 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# 374923
Fee: $995
No refund after 4 Oct.  
Online  
Sept. 30-Oct. 2
Prentiss Knowlton, PhD, senior systems engineer, OSS

Course Icons
Provide Information At-a-Glance

ONLINE COURSE
Technical requirements, page 5.
HYBRID COURSE, page 5.
WEB-ENHANCED COURSE, page 5.
REMOTE INSTRUCTION, page 5.
TEXTBOOK REQUIRED
Visit our website for textbook information.
UC CREDIT
May be transferable to other colleges and universities, page 6.

GEOG XL 7
Introduction to Geographic Information Systems (GIS)
5.0 units
The purpose of this course is to introduce students to fundamental principles and concepts behind the use and application of geographic information systems (GIS). Students learn how to think spatially, become familiar with information technology, produce maps, communicate effectively using spatial information, and conduct data analysis with GIS. Instruction is technique-oriented, focusing heavily on practical applications of GIS methods and practices using the industry-standard ArcGIS software platform. All course exercises utilize GIS within both its practical and economic context. Key concepts and ideas are reinforced through practical assignments and activities involving the use of desktop GIS software.

Reg# 375251
Fee: $1,875
No refund after 12 Oct.  
Online  
Oct. 5-Dec. 20
Required course in the GIS & Geospatial Technology Certificate program. Students can choose to take GEOG XL 7 in one of two formats: self-paced or cohort-based. This is the cohort-based version (can you make cohort-based version bold please) of the course. Students enrolled in the cohort-based version of the course will take the course over a standard ten-week academic quarter, with weekly due dates for course activities providing structure. This option is best for students who are motivated by deadlines and enjoy being able to engage in discussion with classmates. Enrollment limited to 50 students; early enrollment recommended. Visitors not permitted. Enrollment deadline: Oct. 12. 
Nick Burkhart
Michael Shin
Reg# 376816
Fee: $1,875
No refund after 12 Oct.  
Online  
Oct. 5-Mar. 21, 2021
Required course in the GIS & Geospatial Technology Certificate program. Students can choose to take GEOG XL 7 in one of two formats: self-paced or cohort-based. This is the self-paced version of the course. Students enrolled in the self-paced version will have
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six months from the course’s scheduled start date (NOT from date of enrollment) to complete the course, and there are no scheduled due dates for course activities. This option is best for self-motivated students who wish to complete what is typically a ten week course either more quickly or over a longer period of time.

Students who enroll after the course’s scheduled start date should be aware that they will have less than the full six months to complete course activities. Any students who wish to take advantage of the full six-month time window should enroll in the subsequent quarter’s self-paced course in advance of the course’s start date.

Enrollment limited to 50 students; early enrollment recommended. Visitors not permitted. Enrollment deadline: Nov. 29. Nick Burkhart

GEOG XL 181A Intermediate Geographic Information Systems (GIS)

4.0 units

This course reinforces and introduces additional key geographic concepts and techniques related to the theory and application of geographic information systems (GIS). Topics such as geographic coordinate systems, automation, geoprocessing, raster data processing and management, vector digitizing, and various forms of spatial data management are given in-depth treatment during this intensive seminar. Spatial data literacy, data formats, and data manipulation practices are also emphasized. Students are trained in the use of both open-source (QGIS) and commercial (Esri’s ArcGIS for Desktop) GIS software platforms. In addition to exposing students to the variety of settings and situations in which GIS data management techniques are used, students also learn how to implement such techniques through completion of practical exercises.

Reg# 377014
Fee: $1,500
No refund after 12 Oct.
Online: Oct. 5-Dec. 20

Michael Shin

GEOG XL 181B Advanced Geographic Information Systems (GIS)

4.0 units

This course is a project-based exploration of advanced topics in GIS and geospatial technology, with a focus upon spatial data analysis and visualization techniques. Students complete a series of hands-on weekly projects, each of which focuses upon the use of a defined subset of spatial data analysis and visualization methods in addressing real-world problems and scenarios. Advanced spatial analysis methods covered in this course include network analysis, cost distance analysis, site selection and optimization, interpolation, multi-layer raster data analysis (map algebra), and other related techniques. Basic concepts and techniques associated with spatial statistics, including clustering and spatial dynamics, are also introduced in an applied context.

Reg# 377020
Fee: $1,500
No refund after 12 Oct.
Online: Oct. 5-Dec. 20

Michael Shin

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EDUC X 22
The Young Child in the Family and Community
4.5 units
This online early childhood development course focuses on the social and cultural dynamics among the young child, the family, and the community. Students develop communication skills between young children, peer groups, parents, and teachers. They investigate community resources and social services, including health care, welfare, and counseling. Students also explore culture, diversity, and equity within the classroom and the larger community. Students examine their own and others' understanding of social and cultural belonging. Instruction includes exploration of tools, classroom strategies, community resources, and advocacy for supporting family engagement and creating productive partnerships with children and families. Note that this is an intensive course, in which the work of a full academic quarter is offered in only 8 weeks. You may be required to interview people, observe children, or go into the community for this course, so plan ahead.
Reg# 375987
Fee: $527
No refund after 25 Sept.
Online
Sept. 21-Nov. 15  🅽  ☑️
Lillian Pimentel-Stratton, EdD, Walden University; faculty, Bakersfield College, early childhood education.

EDUC X 24
Introduction to Curriculum and Learning Environments
4.5 units
This online course covers early childhood, developmentally appropriate curriculum methods. Students will learn to design, equip, plan, and implement engaging learning environments for supporting developmental goals and knowledge. Learn to create optimal curricula and learning experiences based on theory, observation, and assessment within a context of relationships and play. Develop strategies for culturally-relevant curricula. Embed activities designed to establish children's positive attitudes and behaviors for learning, pro-social behavior, a strong sense of self, competence, and emotion regulation. Understand how the curriculum and learning environment can guide cognitive, social, and emotional development and mitigate challenging behaviors. Students are required to observe young children. This is a lower-division (entry level) college class. This is also an intensive class. We are completing a full course in only 8 weeks. Expect to spend around 12 hours per week to complete everything in each week's module. Before you take this course, we recommend you take the Child Development course and the course on Foundations of Early Care and Education, unless you have significant classroom experience with children already.
Reg# 378089
Fee: $527
No refund after 25 Sept.
Online
Sept. 21-Nov. 15  🅽  ☑️
Lillian Pimentel-Stratton, EdD, Walden University; faculty, Bakersfield College, early childhood education.

EDUC X 23
Foundations of Early Care and Education: an Introduction to Teaching Young Children
4.5 units
This course offers an introduction and practice on observation, documentation, assessment, and the skills needed to apply assessment findings to create an appropriate curriculum for young children in this course, students develop systematic and purposeful observation and interpretation of documentation for the creation of emergent curriculum and assessment of young children aged 0–5 years. Students learn the California guidelines for Early Childhood Education and Transitional Kindergarten. California ECE competencies and tools introduced in the course include the CA Preschool Curriculum Framework, California Preschool Learning Foundations, and Desired Results Developmental Profile (DRDP).
Reg# 376104
Fee: $498
No refund after 25 Sept.
Online
Sept. 21-Nov. 15  🅽
Please note that while late enrollment into a course is acceptable up to four days after the course start date, it is the responsibility of each student to acquire all required books and course materials by the time they are needed in the course.  ☑️
Kristin Sherman, MA in human development and social change; director, ECE program, New School West, Santa Monica, CA ECE Mentor Program.

EDUC X 321.26
Documentation, Observation, and Assessment of Young Children
4.5 units
This course fulfills the course requirement for the California Preschool License with the California Preschool Learning Foundations. Students also explore how the curriculum and learning environment can guide cognitive, social, and emotional development and mitigate challenging behaviors. Students are required to observe young children. This is a lower-division (entry level) college class. This is also an intensive class. We are completing a full course in only 8 weeks. Expect to spend around 12 hours per week to complete everything in each week's module. Before you take this course, we recommend you take the Child Development course and the course on Foundations of Early Care and Education, unless you have significant classroom experience with children already.
Reg# 378089
Fee: $527
No refund after 25 Sept.
Online
Sept. 21-Nov. 15  🅽  ☑️
Lillian Pimentel-Stratton, EdD, Walden University; faculty, Bakersfield College, early childhood education.

Early Childhood Educators
For more information call (310) 825-4191.

EDUCATION
ENROLL AT UCLAEXTENSION.EDU OR CALL (800) 825-9971

EDUCATION
ENROLL AT UCLAEXTENSION.EDU OR CALL (800) 825-9971
The Early Childhood Education Certificates

Programs for Teachers and Administrators of Children Ages 0–5

Early Childhood Education Associate Teacher Certificate
This online, 18-quarter-unit program prepares entry-level teachers to work in early care and education settings with young children.

*Total of 4 Courses*

<table>
<thead>
<tr>
<th>ECE Basic Core Required Course</th>
<th>New Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC X 121 Development in Early Childhood</td>
<td>EDUC X 21 Child Development</td>
</tr>
<tr>
<td>EDUC X 122 The Young Child in the Family and Community</td>
<td>EDUC X 22 The Young Child in the Family and Community</td>
</tr>
<tr>
<td>EDUC X 123 Introduction to Teaching Young Children</td>
<td>EDUC X 23 Foundations of Early Care and Education: an Introduction to Teaching Young Children</td>
</tr>
<tr>
<td>EDUC X 124 Curriculum Development and Classroom Management</td>
<td>EDUC X 24 Introduction to Curriculum and Learning Environments</td>
</tr>
<tr>
<td>EDUC X 125 The Role of Play in Early Childhood Education</td>
<td>EDUC X 25 Play and the Developing Brain in Early Childhood Education</td>
</tr>
</tbody>
</table>

Early Childhood Education Lead Teacher Advanced Courses Certificate
This online certificate program offers courses designed to meet California state guidelines for the Early Childhood Education classroom, master and mentor teachers, curriculum coordinators, and ECE consultants. Please note this certificate should be combined with the Early Childhood Education Associate Teacher Certificate to obtain 24 ECE/CD units.

*Total of 4 Courses*

<table>
<thead>
<tr>
<th>ECE Basic Core Required Course</th>
<th>New Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC X 321.26 Observation, Documentation and Assessment of Young Children</td>
<td>EDUC X 25 Play and the Developing Brain in Early Childhood Education</td>
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<td>EDUC X 25 Play and the Developing Brain in Early Childhood Education</td>
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</tbody>
</table>

Chose one infant/toddler course

<table>
<thead>
<tr>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC X 321.74 Developing an Infant and Toddler Child Care Program</td>
</tr>
<tr>
<td>EDUC X 321.71 Infant and Toddler Development and Care</td>
</tr>
</tbody>
</table>

Electives
Choose 2 electives (2 x 3 units or 1 x 4.5 units).

About ECE Courses
Our courses meet California State academic coursework requirements for Early Childhood Teaching and Administration Permits, CA teacher licensing requirements, and they offer preparation for family care providers.

Early Childhood Education Advanced Core Certificate
This online certificate program teaches the skills needed for an administrative or supervisory position in early care and education settings and meets the academic requirements for California Child Development Administrative Permits.

*Total of 6 Courses*

<table>
<thead>
<tr>
<th>Electives</th>
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</thead>
<tbody>
<tr>
<td>EDUC X 321.20 Home and School Cooperation for Administration of Early Childhood Centers</td>
</tr>
<tr>
<td>EDUC X 321.21 Supervision and Administration of Early Childhood Centers: Part 1</td>
</tr>
<tr>
<td>EDUC X 321.22 Supervision and Administration of Early Childhood Centers: Part 2</td>
</tr>
<tr>
<td>EDUC X 321.23 Adult Supervision in Early Childhood Programs</td>
</tr>
</tbody>
</table>

Prerequisites for Classes
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.

A letter grade of C or better in each course is required for California ECE Permits. A GPA of 2.0 or higher is required for successful completion of UCLA Extension certificates. Course grades of C- or lower do not qualify toward the certificate.

For More Information
eceonline@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education
EDUC X 25
Play and the Developing Brain in Early Childhood Education
4.5 units
This online course provides a contemporary, research-based perspective on learning and inquiry through play in early childhood settings and explains how play supports optimal brain development. Students will learn about historical and contemporary perspectives of the critical role of play in early learning and development. Students will explore the benefits of play as an optimal medium for social and cognitive learning, executive function skills, and brain development in the context of current developmental theory. Emphasis is placed on practical strategies for creating play-based learning environments, hands-on experiences, and multi-cultural inclusiveness. Students will observe, document, and explore ways to integrate play throughout the curriculum. Observations of young children are required.
Reg# 376090
Fee: $527
No refund after 25 Sept.
Online
Sept. 21-Nov. 15
Kristin Sherman, MA in human development and social change; director, ECE program, New School West, Santa Monica, CA; ECE Mentor Program.
Reg# 376092
Fee: $527
No refund after 23 Oct.
Online
Oct. 19-Dec. 13
Karen Fite, JD, MA, senior adjunct faculty, Pacific Oaks College; early childhood consultant.
EDUC X 321.21
Supervision and Administration of Early Childhood Centers: Part I
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# 376101
Fee: $424
No refund after 6 Nov.
Online
Nov. 2-Dec. 13
Ellen Kholka, MA, founder/director, The Growing Place Child Development Center, instructor, Santa Monica College.
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 and is a core required course for Advanced Core Certificate.
Reg# 376102
Fee: $424
No refund after 25 Sept.
Online
Sept. 21-Nov. 1
Terri Emberling, MA in counseling and clinical psychology; founder/director, Relationship Roots.
EDUC X 321.42
Techniques for Behavior Change in Young Children
3.0 units
Instruction covers assertive discipline, behavior modification, and other authoritative and egalitarian approaches to behavior change in young children. The advantages, disadvantages, and appropriate use of each approach are analyzed. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates. Letter grade of C or better required for California ECE Permits.
Reg# 376094
Fee: $373
No refund after 25 Sept.
Online
Sept. 21-Nov. 1
Robert Brin, MA, education consultant; recipient, UCLA Extension Distinguished Instructor Award, 2015.
EDUC X 321.44
Music and Movement in Early Childhood Education
3.0 units
Instruction covers how to plan and lead developmentally appropriate music and movement activities that enhance children’s participation in group “circle time” and independent music play experiences. Teaching strategies, environments, and material sources are explored through discussion and demonstration. Students may be required to observe young children. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates. Letter grade of C or better required for California ECE Permits.
Reg# 376106
Fee: $315
No refund after 6 Nov.
Online
Nov. 2-Dec. 13
Terri Sutc, MA, educational administration, CSU Northridge; counselor/adult education, parent educator, music school administrator at Geraint’s Guitars in Tarzana.
EDUC X 321.59
Health, Nutrition, and Safety in Early Childhood
3.0 units
This course covers guidelines for creating a safe and healthy environment for the young child, including emergency preparedness (fire, earthquake, first aid), health and public health-related issues, and the nutritional needs of children. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective for both Basic and/or Advanced Certificates Program.
Reg# 376109
Fee: $373
No refund after 6 Nov.
Online
Nov. 2-Dec. 13
Tamar D. Andrews, EdD., college instructor; director, ECE Temple Isaiah LA.
EDUC X 321.12
Introducción a la Enseñanza de Niños Pequeños (Introduction to Teaching Young Children)
4.5 units
En este curso se presenta un estudio de la filosofía, historia y desarrollo de los programas de la infancia temprana. Los estudiantes revisan tanto la manera en que los tipos de programas existentes satisfacen las necesidades de los niños y maestros de educación preescolar como los criterios para tener un entorno de aprendizaje de calidad. Las clases enfatizan las relaciones entre los maestros y los niños. Se incluyen observaciones de práctica. Este curso aplica hacia los requisitos del Título 22, Permisos de Desarrollo Infantil del Título 5, y sirve como curso electivo para los Progaramas Centrales Básicos.
Reg# 376097
Fee: $460
No refund after 30 Oct.
Remote Instruction
Oct. 24-Nov. 14
Antonieta Arends, Relaciones entre los Maestros y los Niños en Educación en la Infancia Temprana. Cupo limitado; se requiere inscribirse con anticipación. Libro de texto requerido: Trabajando con niños pequeños (2005 ed) por J. Herr. Los estudiantes que toman el curso para recibir crédito deben asistir a todas las sesiones; no se dará crédito si se falta a una sesión. Si desea inscribirse, llame al (310) 825-9971. Si desea informarse sobre este curso en español, llame al (310) 825-4900, deje un mensaje y una persona se comunicará con usted lo mas pronto posible. No se permiten visitantes. Visitantes no permitidos. Internet access required to retrieve course materials.
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# 376245
Fee: $795
No refund after 2 Oct.
Online
Sept. 28-Dec. 6
Alexandra Furgiuele, PPS, who has been working as a college counselor/consultant since 2009. Ms. Furgiuele has worked in both a public high school in the San Francisco Bay area and independently with students through her own consulting practice and through Study Point and College Connections.
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- Professionals looking for a career change

**Required Courses**

- EDUC X 414.81 Counseling the College-Bound Student
- EDUC X 414.82 The College Admission Process
- EDUC X 414.90 Testing/Career Assessment
- 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
onlineccc@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education

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**Course Icons Provide Information At-a-Glance**

- ONLINE COURSE, Technical requirements, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE INSTRUCTION, page 5.
- TEXTBOOK REQUIRED, Visit our website for textbook information.
- UC CREDIT, May be transferable to other colleges and universities, page 6.

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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# 376249
Fee: $550
No refund after 2 Oct.
Online
Sept. 28-Dec. 6
No transfer requests after Oct. 2.

John Shull, EdD, who has worked at six international schools during the past 30 years as a director of Counseling and Special Services and as a university counselor, John began his seventh international school experience in the 2017-18 school year at St. Stephen’s School in Rome, Italy as the director of University and College Counseling.
Reg# 376253
Fee: $550
No refund after 2 Oct.
Online
Sept. 28-Dec. 6
No transfer requests after Oct. 2.

EDUC X 414.98
College Counseling for International Students
4.5 units
The college admission process for international students is explored, with an emphasis on the special needs and requirements for international students applying to U.S. colleges and universities. This course explores the challenges of helping international students understand and navigate the unfamiliar landscape of the U.S. university system, while helping students and families understand the importance of fit vs. rankings. In addition, issues unique to international students such as testing, financial, and visa requirements; the ethics of working with agents; writing effective personal statements; and demonstrating interest from afar are also explored.
Recommended: Students who are enrolled in the college counseling certificate program may take the College Counseling for International Students course in place of the required Financial Aid Fundamentals course. When choosing this option, they would be required to take another elective course. Please notify us if you wish to choose this option by emailing onlinecc@uclaextension.edu.
Reg# 376295
Fee: $795
No refund after 2 Oct.
Online
Sept. 28-Dec. 6
No transfer requests after Oct. 2.

Megan Wang, JD, former associate director of Undergraduate Admission, International, University of Southern California. Possesses expert knowledge of U.S. admission practices and overseas educational trends. Coordinated and conducted all recruitment and enrollment efforts in Greater China region.
Reg# 376322
Fee: $550
No refund after 2 Oct.
Online
Sept. 28-Dec. 6
No transfer requests after Oct. 2.

Julia Varriale, MA, college counseling consultant, Recipient of the UCLA Extension Distinguished Instructor Award

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 structure, fee setting, contracts, creating 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# 376361
Fee: $568
No refund after 9 Oct.
Online
Oct. 5-Nov. 29
Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

EDUC X 425.05
TESOL Practicum Portfolio
2.0 units
Students must pass all four core courses with a C or better to be eligible for this course.
This is the culminating course in the TESOL Certificate. The TESOL Practicum Portfolio integrates prior learning, assignments, lesson plans, and observations from the TESOL courses and provides students the opportunity to reflect and refine their teaching practices. Participants create a professional digital portfolio that captures and highlights their best work from each course. The portfolio also includes the development of professional goals and a comprehensive teaching philosophy. A taped video lesson and classroom observation for each course is included in the final portfolio, providing detailed evidence of teaching strengths. The completed portfolio supports participants in job placement and interviews and tells the personal story of learning and growth throughout the TESOL program.
Reg# 376114
Fee: $230
No refund after 19 Nov.
Online
Nov. 16-Dec. 13
Students must pass all four core courses with a C or better, or be concurrently enrolled in the fourth core course, to be eligible for TESOL Practicum Portfolio.
Please note that while late enrollment into a course is acceptable up to four days after the course start date, it is the responsibility of each student to acquire all required books and course materials by the time they are needed in the course.

Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

Test Preparation
For more information about Test Preparation, call (310) 983-1181, email onlinecc@uclaextension.edu, or visit uclaextension.edu/education/higher-education-prep-ayukl-educating.

Students will receive course materials and the online account information from our online curriculum partners Educational Testing Consultants. Textbooks will be shipped to the address added to the student account.

Educational Testing Consultants (ETC) specializes in providing live-online test preparation courses for the SAT, ACT, GRE, LSAT, and GMAT with the assurance of quality. ETCs select staff of dedicated professionals who unparalleled experience working with students and professionals to assist each class participant in achieving their testing goals. Our classes are designed by current and former test item writers with years of experience—including experience writing questions for many of these same tests. No classes provide more insight into both the science and the art of test-taking than do test preparation classes available through ETC.

EDUC 745: GRE Preparation Course
Our GRE Test Prep course thoroughly covers the three sections of the exam: Analytical Writing, Verbal Reasoning, and Quantitative Reasoning. This course provides practice with sample test questions, access to practice exams, instruction in test-taking strategies, and support from professionals who care about your success. In our expertly designed program, you have access to the most current curriculum presented in a flexible online format that can be easily adapted to fit your schedule. Attend class live or watch the recordings later at your convenience! The course fee includes all course materials, access to online resources, and instruction from trained professionals, making this a great value and long term investment in your future.
Reg# 376125
Fee: $799
No refund after 28 Sept.
Online
Sept. 24-Oct. 20
Live-online on Tuesdays and Thursdays from 4-7pm
PT, Meeting dates: 9/24, 9/29, 10/1, 10/6, 10/8, 10/13, 10/15 & 10/20
ETC Educational Testing Consultants
Teacher Induction/Clear Credential Program

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
- 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. An early completion option is offered to newly credentialed teachers who have significant teaching experience from a United States public school. Candidates with teaching experience at a private school or at a school outside of the United States may submit documentation for review
- Program has 2 primary components:
  1) Four 16-week-long induction workshops, led by experienced instructors, focused 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 help for teaching challenges and ongoing coaching and resources to help new teachers meet their individual learning and growth plan goals

Spring application deadline: January II.

K-12 California Teacher Credentialing & Authorizations

EDUC 747
LSAT Preparation Course
Our LSAT Test Prep courses thoroughly cover the three sections of the exam: Logical Reasoning, Analytical Reasoning, and Reading Comprehension. Courses offer practice with real sample test questions, access to 20 released exams, instruction in test taking strategies, and support from professionals who care about your success. In our expertly designed program, you have access to the most current curriculum presented in a flexible online format that can be easily adapted to fit your schedule. Attend class live or watch the recordings later at your convenience! The course fee includes all course materials, access to online resources, and instruction from trained professionals, making this a great value and long term investment in your future.

Reg# 376238
Fee: $799
- No refund after 17 Sept.
  - Online
  - Sept. 13-Nov. 8
Live-online on Sundays from 3-6pm PT. Meeting dates: 10/13, 10/20, 10/27, 11/3, 11/10, 11/17 & 11/24.

ETC Educational Testing Consultants

EDUC 474
GMAT Preparation Course
Our GMAT Test Prep courses thoroughly cover all sections of the exam: Quantitative, Verbal, Integrated Reasoning, and Analytical Writing. Courses offer practice with real sample test questions, access to practice exams, instruction in test taking strategies, and support from professionals who care about your success. In our expertly designed program, you will have access to the most current curriculum presented in a flexible online format that can be easily adapted to fit your schedule. Attend class live or watch the recordings later at your convenience! The course fee includes all course materials, access to online resources, and instruction from trained professionals, making this a great value and long term investment in your future.

Reg# 376236
Fee: $799
- No refund after 27 Sept.
  - Online
  - Sept. 23-Oct. 21
Live-online on Mondays and Wednesdays from 6-9pm PT. Meeting dates: 9/22, 9/28, 10/5, 10/7, 10/14, 10/21, 10/28, 11/4 & 11/11.

ETC Educational Testing Consultants

EDUC 315A
Principles and Methods of Teaching Elementary Reading
4.5 units
Course fulfills California requirements for (a) a subject-specific pedagogy course for teaching reading in a Multiple Subject Credential program (CA Preliminary Multiple Subject Credential Program Standards), and (b) a course in developing English language skills for beginning readers for credentialled Single Subject teachers who want to add a multiple subject credential (CTC document CL-621A 4/2017). Topics include assessment and instruction of foundational reading skills in the early grades, strategies to develop reading and comprehension of narrative and informational text to build discipline-specific knowledge, methods of instruction that are sensitive and responsive to the individual needs of all students, and selection of appropriate instructional materials and assessments. In order to complete assignments, participants must have access to at least six learners in the same grade level (in a classroom, after-school program, or other setting).

Reg# 376241
Fee: $799
- No refund after 11 Oct.
  - Online
  - Oct. 7-Nov. 9
Live-online on Mondays and Wednesdays from 6-9pm PT. Meeting dates: 10/7, 10/12, 10/14, 10/19, 10/21, 10/26, 10/28, 11/4 & 11/9.

ETC Educational Testing Consultants

English Learner

Added Authorization

- Fully online course format offers flexibility and convenience
- Option to combine CTEL exams with coursework to receive English Learner (CTEL/CLAD) Added Authorization
- Program start dates at the beginning of each quarter allow educators to fit the CTC-approved coursework into their schedule
- Provides educators with knowledge of language systems, structures, forms, and functions, as well as methods for understanding and analyzing sociocultural and political factors that affect second-language development
- Academic credit that may be applied toward salary points through a school district

For More Information About These Programs
credentials@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education
Jennifer DaCosta
Preliminary Teaching Credential. Prerequisite(s):

- Effective practitioners who regularly engage in classroom grammar; speaking applications and visual media; and comprehension and literature; language applications; language arts, including the teaching of writing; reading the effective teaching of English/language arts. The candidates discuss, plan, implement, and assess the national standards of the Common Core. Teacher We explore a variety of teaching strategies for organizing to teach English/language arts to secondary students.

- In English, students in this course learn, practice, and settings. As candidates for the Single Subject Credential facilitating English/language arts instruction at the 4.0 units for Teaching English

- Candidates may 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 learn social studies. Prerequisite(s): Preliminary Teaching Credential. Reg# 376457 Fee: $725

- No refund after 2 Oct. Online Sept. 28-Nov. 22 Enrollment limited; early enrollment advised. Victoria Harvey, PhD, UC Santa Barbara

CLAD Through CTEL Certification

Enrollment in these courses 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.

EDUC 804.1 Introduction to the Study of Teaching English Language Learners (CLAD Through CTEL Certificate)

- 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 experiences. This orientation is a prerequisite for all other CLAD through CTEL courses and includes formal application to the UCLA Extension Program. Prerequisite(s): Payment of Certificate in Teaching English Language Learners candidacy fee (CF580). Reg# 376445 Fee: $255 No refund after 2 Oct. Online Sept. 28-Dec. 20

- Discounts cannot be applied to fees for this course.

- Lauren Flemming

EDUC X 426 Culture and Inclusion

- 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 for 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 learn social studies. Prerequisite(s): Preliminary Teaching Credential. Reg# 376463 Fee: $650

- No refund after 9 Oct. Online Oct. 5-Nov. 15 Marisela Limon Recendez, MS, University of California, Los Angeles, EdD, University of Southern California

EDUC X 426.1 Language and Language Development

- 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 for 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 learn social studies. Prerequisite(s): Preliminary Teaching Credential. Reg# 376465 Fee: $725

- No refund after 2 Oct. Online Sept. 28-Nov. 22 Allison Leggett, EdD

Course Icons

- ONLINE COURSE Technical requirements, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE INSTRUCTION, page 5.
- TEXTBOOK REQUIRED Visit our website for textbook information.
- UC CREDIT May be transferable to other colleges and universities, page 6.
K-12 Clear Teaching Credentials

For information about California clear credential programs and courses that satisfy CTC clear credential requirements, call (310) 825-4191, email credentials@extension.ucla.edu, or visit education.uclaextension.edu/credentials.

These courses are restricted to students admitted into the UCLA Extension Teacher Induction—California Clear Credential program; no public enrollment allowed.

EDUC 839 Teacher Induction Transition and the Individual Learning Plan

Upon entering the UCLA Extension Induction Program, each participating teacher works with his/her mentor to plan for the transition from a preliminary teacher credential program to this teacher induction program. After a review of the California Standards for the Teaching Profession (CSTP) and available evidence of teaching performance from the teacher’s preliminary credential program, the mentor guides the participating teacher to develop professional growth goals for an individual learning plan (ILP). The ILP is integrated into each induction program course and periodically updated throughout the program. The mentor and participating teacher discuss the methods and criteria that are used to measure ongoing growth in the CSTP and assess readiness to be recommended for the Clear Credential at the conclusion of the program.

Reg# 376447
Fee: $100
No refund after 18 Sept.
Online
Sept. 14-27
Elizabeth Chappelle, MEd, gifted education

EDUC 839.1 Teacher Induction Mentor Support A

A key component of the teacher induction program is its job-embedded system of mentoring support and professional learning. The UCLA Extension mentor that is assigned to each participating teacher is responsible for coordinating with the teacher, school site administrators, and program instructors to support the teacher’s planning and implementation of an individual learning plan and to provide coaching and ongoing support for improving instructional practices. Participating teachers receive an average of at least one hour per week of individualized support throughout each academic year during which they are enrolled in the Induction Program, and they maintain documentation of all support activities. Participating teachers who have been assigned a UCLA Extension mentor must be enrolled concurrently in this course while completing the other induction program coursework.

Reg# 376448
Fee: $725
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Elizabeth Chappelle, MEd, gifted education

EDUC 839.3 Teacher Induction Mentor Support C

A key component of the teacher induction program is its job-embedded system of mentoring support and professional learning. The UCLA Extension mentor that is assigned to each participating teacher is responsible for coordinating with the teacher, school site administrators, and program instructors to support the teacher’s planning and implementation of an individual learning plan, and to provide coaching and ongoing support for improving instructional practices. Participating teachers receive an average of at least one hour per week of individualized support throughout each academic year during which they are enrolled in the induction program, and they maintain documentation of all support activities. Participating teachers who have been assigned a UCLA Extension mentor must be enrolled concurrently in this course while completing the other induction program coursework.

Reg# 376450
Fee: $725
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Elizabeth Chappelle, MEd, gifted education

EDUC 839.4 Teacher Induction Mentor Support D

A key component of the teacher induction program is its job-embedded system of mentoring support and professional learning. The UCLA Extension mentor that is assigned to each participating teacher is responsible for coordinating with the teacher, school site administrators, and program instructors to support the teacher’s planning and implementation of an individual learning plan, and to provide coaching and ongoing support for improving instructional practices. Participating teachers receive an average of no less than one hour per week of individualized support throughout each academic year during which they are enrolled in the induction program, and they maintain documentation of all support activities. Participating teachers who have been assigned a UCLA Extension mentor must be enrolled concurrently in this course while completing the other induction program coursework.

Reg# 376451
Fee: $725
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Elizabeth Chappelle, MEd, gifted education

EDUC X 439.1 Teacher Induction A: Effective Learning Environments

6.0 units
5.0 CEUs

This is one of four required core courses in the UCLA Extension Teacher Induction Program, leading to a California Clear Credential (Multiple Subject, Single Subject, or Education Specialist). The essential question for this course is: Who are my students and how do I create an effective environment for learning for all students? This course is designed to support induction candidates in accomplishing several objectives in the context of (a) their own individual learning plan and the California Standards for the Teaching Profession (CSTP), (b) the support they receive from an induction mentor, and (c) the course’s essential question regarding knowing your students and creating effective learning environments for all students: a) In consultation with the assigned mentor, develop an individual learning plan (ILP) that identifies CSTP-related areas of need for professional growth and includes one or more goals that are connected to the course’s essential question; b) In consultation with the assigned mentor, develop an inquiry question and classroom-based action plan to examine an area of need identified in the ILP that focuses on improving an aspect of teaching practice that has an impact on student learning—the inquiry question should have a connection to the course’s essential question, and the action plan should allow for collection of evidence to assess effectiveness with students as well as evidence of teacher growth; c) In consultation with the assigned mentor, select and use relevant pathway-to-learning modules provided in this course, as well as other recommended resources, to build deeper understanding in the area of need that is the subject of the inquiry question and action plan; and d) use a plan-teach-reflect-apply approach to implement the action plan for the inquiry question. This approach includes collecting and analyzing sources of evidence for analysis and reflection that may include classroom video and artifacts of student learning, and includes mentor coaching with respect to identified areas for improvement of teaching practices. The implementation of the action plan culminates in reflection on how new knowledge and insights will be applied to ongoing practices to create an effective environment for learning for all students, as well as initial ideas for a capstone project that will be completed in the final course of the program.

Reg# 376469
Fee: $1,325
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Elizabeth Chappelle, MEd, gifted education

EDUC X 439.3 Teacher Induction C: Assessing Students’ Learning and Growth

6.0 units
6.0 CEUs

Teacher Induction C is one of four required core courses in the UCLA Extension Teacher Induction Program, leading to a California Clear Credential (Multiple Subject, Single Subject or Education Specialist). The essential question for this course is: How do I demonstrate my growth as a professional educator? This capstone course serves as the culmination of candidates’ learning, observations, and field experiences after completing three other courses in the Teacher Induction Program. The course has two main components: a) Collecting and reflecting on evidence of professional growth in the California Standards for the Teaching Profession; evidence is housed in an e-portfolio; and b) Developing a capstone—professional development plan to share knowledge within the teacher’s professional learning community. For the professional learning module, candidates select a topic area about which they have gained some expertise in the program. With input from the instructor, a mentor teacher, and the site administrator, candidates create a learning experience that contributes to the knowledge base of their peers, parents of their students, or others in the community in which they teach.

Reg# 376470
Fee: $1,325
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Virginia Tura

EDUC X 439.4 Teacher Induction D: Capstone

6.0 units

This is one of four required core courses in the UCLA Extension Teacher Induction Program, leading to a California Clear Credential (Multiple Subject, Single Subject, or Education Specialist). The essential question for this course is: How do I demonstrate my growth as a professional educator? This capstone course serves as the culmination of candidates’ learning, observations, and field experiences after completing three other courses in the Teacher Induction Program. The course has two main components: a) Collecting and reflecting on evidence of professional growth in the California Standards for the Teaching Profession; evidence is housed in an e-portfolio; and b) Developing a capstone—professional development plan to share knowledge within the teacher’s professional learning community. For the professional learning module, candidates select a topic area about which they have gained some expertise in the program. With input from the instructor, a mentor teacher, and the site administrator, candidates create a learning experience that contributes to the knowledge base of their peers, parents of their students, or others in the community in which they teach.

Reg# 376473
Fee: $1,325
No refund after 2 Oct.
Online
Sept. 28-Feb. 7, 2021
Elizabeth Chappelle, MEd, gifted education

Pathway

Specialization in Learning and Life Skills

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. Commuter options include access to all Pathway core courses, UCLA Extension elective courses, academic support, and social activities.

For More Information
pathway@uclaextension.edu | (310) 794-1235 | uclaextension.edu/pathway

Upcoming Program Tours

Discover the difference a high-quality education program can make. Virtual Tours take approximately 1 hour and are held online. RSVPs are available on our website.

Admissions for the 2021-2022 school year are open!
Vanessa Allwardt

“The courses enabled me to further hone my skills in order to successfully manage multimillion dollar research projects.”
— Vanessa Allwardt
MECH&AE X 400.17
Hospital and Laboratory Plumbing Systems Design
4.0 units 3.3 CEUs
Learn basic hospital and laboratory design from a plumbing design standpoint. The course covers hospital medical gas systems (piping, equipment valves, and alarms), as well as laboratory gas systems, (piping and storage systems). Instruction also provides an introduction to pure water systems, followed by laboratory waste systems.
Prerequisite(s): A good grasp of fundamental mathematics and completion of MECH&AE X 400.8 Plumbing Systems Design I with a grade of "C" or better.
Reg# 375290
Fee: $999
No refund after 12 Oct.
Online Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
Stephen Howe, PE, certified energy manager

Engineering Review Courses
C&EE 859
Contractors State License Board (CSLB) Exam Preparation
3.6 CEUs
Taught live by a qualified and experienced instructor, this course offers a comprehensive curriculum to prepare construction trade’s professionals to take the Contractors State License Board (CSLB) exam and become building contractors. The curriculum includes a complete coverage of the License Law, including ethics, contracts, labor, labor law, administrative law, business formation, as well as a complete review of construction math with practice questions and test taking skills. This course will also guide participants through their unique General Contractor, General Engineering, or “C” class trade categories. The instructor in this course will also coach participants through the application process. All students are required to purchase the common study guide book on License Law, and each student must purchase the specific trade study guide book unique to their own trade path.
Reg# 374143
Fee: $999
No refund after 3 Oct.
Remote Instruction 6 mtgs Saturday, 9am-4pm, Oct. 3-Nov. 7
Brian Nelson, BA, JD, Director of Building Trades Institute, Adjunct Professor for Fresno City College

HVAC
MECH&AE X 424.8
HVAC Central Plants
4.0 units 3.3 CEUs
This is the third course in HVAC. Large individual buildings and campuses usually rely on a central cooling and heating plant for their need of chilled water and hot water or steam. The design of a central plant requires knowledge of chillers, boilers, cooling towers, pumps, and water loops. Students go through the steps of designing a typical central plant. Major manufacturer and commercially available products are also introduced.
Reg# 375316
Fee: $999
No refund after 15 Oct.
Remote Instruction 11 mtgs Thursday, 6-9pm, Oct. 1-Dec. 10
Enrollment limited; early enrollment advised.
Amir Saadat, senior project manager, PE, building general contractor, ISO-9001 internal auditor, LEED

Lean Six Sigma
For a complete certificate description visit uclaextension.edu/engineering. For information call (310) 825-4100 or email et@uclaextension.edu.

MECH&AE X 428.69
Six Sigma Green Belt
4.0 units 3.3 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 students 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.
Reg# 375339
Fee: $999
No refund after 12 Oct.
Online Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
Dina Kaswani, senior vice president, Jones Lang LaSalle, adjunct faculty at the New York City University (NYC) and at Cornell.com.
Reg# 375338
Fee: $999
No refund after 13 Oct.
Remote Instruction Sept. 29-Dec. 8
Enrollment limited; early enrollment advised.
Naring Tewmssian, Six Sigma Black/Green Belt holder, PMP, PMI-ACP; director of Project Management Institute (PMI)—LA Chapter, and Fernande Valley satellite.

MECH&AE X 428.80
Lean Six Sigma Black Belt I
4.0 units 3.3 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 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 MECH&AE X 428.69 Six Sigma Green Belt, or a comparable Green Belt course from a recognized source and consent of instructor.
Reg# 375340
Fee: $999
No refund after 12 Oct.
Online Sept. 29-Dec. 13
Enrollment limited; early enrollment advised.
David Arvonio, DM, MBA, MPA, Lean Six Sigma Master Black Belt, Amazon.com, Inc.
Reg# 375341
Fee: $999
No refund after 12 Oct.
Online Sept. 29-Dec. 13
Enrollment limited; early enrollment advised.
David Arvonio, DM, MBA, MPA, Lean Six Sigma Master Black Belt, Amazon.com, Inc.

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 Systems ±
+ MECH&AE X 400.10 Plumbing Systems Design 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 one course from the following list)
+ C&EE X 438.8 Leadership in Energy and Environmental Design ±
+ EC ENGR X 425.10 The Solar Energy Solution ±
+ C&EE X 412.8 Construction Project Management Using MS Project ±
+ Offered this quarter. ± Offered online.

For Complete Details uclaextension.edu/engineering

LEADERSHIP
C&EE X 438.8 Leadership in Energy and Environmental Design
EC ENGR X 425.10 The Solar Energy Solution
C&EE X 412.8 Construction Project Management Using MS Project

MECH&AE X 428.90
Lean Six Sigma Black Belt II
4.0 units 3.3 CEUs
For decades, the Lean and Six Sigma methodologies have been helping organizations meet and exceed customer requirements while becoming more efficient and profitable. Lean and Six Sigma help organizations develop and deliver near-perfect products and services. Lean is a term developed by Toyota that focuses on the relentless pursuit of removing waste from business practices. The term “Sigma” is a statistical term that measures how far a given process deviates from perfection. The central idea behind Six Sigma is that if you can measure how many defects you have in a process, you can systematically determine how to eliminate them, getting as close to “zero defects” as possible. This course demonstrates advanced Lean and Six Sigma tools and techniques. Students learn to document enterprise-level processes, identify the steps necessary to implement a Lean Six Sigma system, as well as learn how to teach and mentor in the workplace.
Reg# 375341
Fee: $999
No refund after 12 Oct.
Online Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
David Arvonio, DM, MBA, MPA, Lean Six Sigma Master Black Belt, Amazon.com, Inc.
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.

For Complete Details uclaextension.edu/engineering

Bioengineering

Biotechnology Engineering

For a complete certificate description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email info@uclaextension.edu.

BIOENGR X 431.1 Fundamentals of Biotechnology Engineering
4.0 units 3.3 CEUs
This course provides an overview of central biotechnology engineering topics covering the various approaches on how to engineer products using genes and genome, recombinant DNA technology and genomics, microbiology, biotechnology, plant biotechnology, animal biotechnology, forensic analysis, and medical biotechnology. The course also covers biotechnology regulations, ethics, and biotechnology. Prerequisite(s): Knowledge of cell biology or molecular biology.

Reg# 375318
Fee: $999
No refund after 12 Oct.
- Online
- Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

Bill Tawil, PhD, director, Abbott Medical Laboratories (a St Jude Medical Company); adjunct professor, bioengineering, UCLA.

BIOENGR X 431.3 Process Development and Quality Systems for Biotechnology
4.0 units 3.3 CEUs
Overview of drug development from molecule to product, manufacture to regulatory, and product launch. Basic scientific principles in drug development are covered with an emphasis on quality management principles, focusing on GxPs, including GLP, GMP, GDP, GCP, and GxP. This course illustrates how the constraint is not an obstacle but an opportunity to compete on the basis of meaningful product features and reliability. Upon completing this course, the student gains a broad exposure to this industry and understands the special considerations regarding engineering for product safety in a regulated environment.

Reg# 375320
Fee: $999
No refund after 12 Oct.
- Online
- Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

David Deily, principal manufacturing engineer, Boston Scientific Neuromodulation

Elective

In addition, choose 2 elective courses (8 units).

Any Medical Device Engineering or Lean Six Sigma course can apply as an elective.

- Offered this quarter.

Medical Device Engineering

BIOENGR X 430.5 Medical Device Manufacturing: Processes, Equipment, and Techniques
4.0 units 3.3 CEUs
Today’s medical manufacturing environment requires state-of-the-art manufacturing processes to deliver the highest quality components for the lowest cost. This course focuses on manufacturing processes and techniques that are routinely used in the manufacturing of implantable medical devices. Instruction emphasizes understanding the capabilities of manufacturing processes and developing manufacturing strategies based on engineering requirements, product volume, and cost constraints.

Reg# 375321
Fee: $999
No refund after 12 Oct.
- Online
- Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

David Deily, principal manufacturing engineer, Boston Scientific Neuromodulation

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.

Required Courses

- **BIOENGR X 430.4 Biomedical Engineering and Biocompatibility**
- **BIOENGR X 430.5 Medical Device Manufacturing: Processes, Equipment, and Techniques**
- **BIOENGR X 431.2 Manufacturing Processes in Biotechnology**
- **BIOENGR X 431.3 Regulatory Affairs for Biotechnology**

In addition, choose 1 elective course (4 units). Any Biotechnology Engineering course can apply as an elective.

For More Information

et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

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 Fundamentals of Construction Management

4.0 units 3.3 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.

Reg# 375287

Fee: $999

- No refund after 14 Oct.
- Online
- 11 mtgs
- Sept. 29-Dec. 12
- Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Engineering and Management, USC; project manager, Morley Builders.

Reg# 375286

Fee: $999

- No refund after 14 Oct.
- Remote Instruction
- 11 mtgs
- Wednesday, 6-9pm, Sept. 30-Dec. 10
- Virtual Classroom
- Enrollment limited; early enrollment advised.

Salih Ergujo, Master of Construction Management, architect, UA (International Union of Architects); project manager, Swinerton Builders.

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; a complete list of electives is available online)

- C&EE X 412.8 Construction Project Management using MS Project
- C&EE X 412.9 Reading Construction Blueprints
- C&EE X 430.8 Leadership in Energy and Environmental Design (LEED)
- C&EE X 489.16 Introduction to Building Information Modeling
- MECH&A X 424.7 HVAC Design Fundamentals

In addition, all courses in the Advanced Plumbing Systems Design Certificate also qualify as electives.

Visit uclaextension.edu/engineering for a full list of electives.

For Complete Details

uwplatt.edu/distance-education/online-master-science-engineering
C&E X 407.2  Construction Technology
4.0 units  3.3 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; and plumbing, electrical, and mechanical systems. Instruction discusses current development in materials, systems, and construction techniques in light of changing factors of production, regulatory controls, and current trends.
Reg# 375392  Fee: $999
① Online  No refund after 12 Oct.
② Remote Instruction
11 mtgs  Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Enrollment limited; early enrollment advised.

C&E X 407.3  Construction Planning and Management Systems Using Primavera
4.0 units  3.3 CEUs
This course presents an in-depth study of the current systems and techniques applied in construction planning, scheduling, controlling, and delay impact analysis. Instruction emphasizes the Critical Path Method approach to developing baseline schedules, progress measurement, earned value, integrated management systems, and as-planned versus as-built analysis. The course also includes hands-on computerized scheduling using Primavera Systems software. The tools used in this course require a PC/Laptop with a Windows Operating System, and MAY NOT BE compatible with other operating systems.
Reg# 375674  Fee: $999
① Online  No refund after 14 Oct.
② Remote Instruction
Sept. 30-Dec. 9
Visitors not permitted.

Craig Warner, BS Architectural Engineering; 30 Years of experience; University of Colorado, OSHA.

C&E X 438.8  Leadership in Energy and Environmental Design
4.0 units  3.3 CEUs
Green buildings embody a design intent on balancing environmental responsiveness and responsibility, resource efficiency, and cultural and community sensitivity. The course primarily focuses on the LEED Rating System, currently the centerpiece of the most innovative, effective aspects of green design. The course covers both a comprehensive rating system administered by USGBC, LEED 2000, and LEED v4. Topics range from sustainable principles, current sustainable design, and building practices to specific elements of the LEED rating system. This course benefits individuals who are very hands-on in their role in the design and construction of a green building, as well as anyone with an interest in understanding the basic nuances of green building.
Reg# 375547  Fee: $999
① Online  No refund after 12 Oct.
② Remote Instruction
Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

Sahil Ergul, Master of Construction Management, architect, UIA (International Union of Architects); project manager, Swinerton Builders.

C&E X 438.9  Reading Construction Blueprints
4.0 units  3.3 CEUs
This is an introductory course in reading and analyzing architecture and construction technology documents, in which students acquire the theory and practice to read complete sets of drawings used in building design and building construction. Students explore all elements of architecture and construction technology document reading, from sheet characteristics and labeling symbols and reading specialty prints and construction specifications. Students develop skills in reading, visual perception, technical communication, and problem solving. Students are given a full set of construction project documents to work through typical problems commonly encountered by professionals. The course utilizes textbooks and software. Bluebeam Revu, to navigate the construction documents. The tools used in this course require a PC/Laptop with a Windows Operating System, and may not be compatible with other operating systems.
Reg# 375393  Fee: $1,299
① Online  No refund after 12 Oct.
② Remote Instruction
11 mtgs  Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Engineering and Management, USC; project manager, Morley Builders.

C&E X 489.14  Electrical Design and Construction
4.0 units  3.3 CEUs
As a specialty trade in the construction industry, electrical systems can be complex and confusing to the non-expert. Students learn the essentials of electrical systems for commercial construction with an overview of fundamentals, construction procedures, electrical equipment, electrical design, and regulatory requirements. Instruction emphasizes the integration of electrical systems with project site development and related construction trades. This course covers the current requirements of the California Electrical Code and other building and construction regulations, as well as applicability to green building design and sustainability development. Topics also include electrical plan reading, single-line diagram design, panel schedule design, and load calculations.
Reg# 375437  Fee: $999
① Online  No refund after 15 Oct.
② Remote Instruction
11 mtgs  Oct. 1-Dec. 10
Enrollment limited; early enrollment advised.

Ronald Takiguchi, PE, LEED AP, senior project manager, Swinerton Builders.

C&E X 489.15  Introduction to Civil Engineering for Horizontal Infrastructure
4.0 units  3.3 CEUs
An overview of the planning, design, construction, and project/cost management of horizontal infrastructure. Structure considered with this course are roads/highways, earthwork, domestic water distribution systems, sewer collection systems, and storm drain collection systems. The course and coursework follows a project from concept to completion. Topics include site considerations and evaluation, project planning, infrastructure design, construction and site safety, and project closeout.
Reg# 375434  Fee: $999
① Online  Sept. 29-Dec. 13
Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Enrollment limited; early enrollment advised.

C&E X 489.16  Introduction to Building Information Modeling (BIM)
4.0 units  3.3 CEUs
This introductory course in Building Information Modeling (BIM) focuses on Autodesk Revit Architecture as a platform for learning key techniques in the application of digital media in the design and documentation of building elements within a parametric environment. Fundamental training is provided to students so they can progress to more advanced design computation and its application in the construction industry. Through a series of lectures and exercises, this course explores basic BIM concepts that apply to all parametrically driven CAD systems. The tools used in this course require a PC/Laptop with a Windows Operating System and MAY NOT BE compatible with other operating systems.
Reg# 375435  Fee: $999
① Online  No refund after 12 Oct.
② Remote Instruction
Sept. 29-Dec. 13
Enrollment limited; early enrollment advised.

C&E X 490.1  Introduction to Civil Engineering for Horizontal Infrastructure
4.0 units  3.3 CEUs
This introductory course in Building Information Modeling (BIM) focuses on Autodesk Revit Architecture as a platform for learning key techniques in the application of digital media in the design and documentation of building elements within a parametric environment. Fundamental training is provided to students so they can progress to more advanced design computation and its application in the construction industry. Through a series of lectures and exercises, this course explores basic BIM concepts that apply to all parametrically driven CAD systems. The tools used in this course require a PC/Laptop with a Windows Operating System and MAY NOT BE compatible with other operating systems.
Reg# 375435  Fee: $999
① Online  No refund after 12 Oct.
② Remote Instruction
Sept. 29-Dec. 13
Enrollment limited; early enrollment advised.

C&E X 490.13  Solar Thermal Energy Solutions
4.0 units  3.3 CEUs
This course focuses on the application of solar heating systems in commercial and residential buildings, with an emphasis on solar-heated hydronic plumbing systems. Students learn how to assess a site's characteristics for potential solar applications, size the heating load, select the appropriate solar system configuration and associated equipment, and develop an economic analysis of a solar system's performance. Many of the principles and practices studied can also be applied to the assessment and development of utility-scale solar-thermal power plants, development of solar heating systems for single-family homes, and assessment of solar-photovoltaic applications. Also explored are solar heating methods, components, and system configurations that are proven and known to perform well over the long term, including more complex solar "combi-systems," which feature an economical combination of space heating, domestic hot water, and other heat sources and heat loads. Instruction covers the differences between the most popular types of solar collectors and the common types of solar heating systems, their components, and control strategies. Topics discussed include configuration selection, equipment sizing and specification of solar heating system collectors and other components, and their integration into typical hydronic heating systems.
Reg# 375427  Fee: $999
① Online  No refund after 12 Oct.
② Remote Instruction
11 mtgs  Sept. 28-Dec. 13
Visitors not permitted.

4.0 units  3.3 CEUs
This course helps individuals or organizations augment their home and/or business power requirements with solar energy. Students gain a general overview of the knowledge to choose and ultimately design an appropri- ate system and discuss the various forms of solar energy with a specific emphasis on solar electricity (i.e. how electricity can be generated, stored and utilized in the home and workplace through solar energy), installation techniques, methods of monitoring system performance, and proper maintenance procedures are also discussed. This class is primarily for anyone interested and concerned about the financial, environmental, and self-sufficient aspects of solar energy. While not a highly technical course, a basic electrical/mechanical educational background is helpful due to the technology covered in the class. Home and business owners, contractors, sales people, entrepreneurs seeking business opportunities, and those who have a keen interest in solar technology should derive significant benefits from participating in this course.
Reg# 375405  Fee: $999
① Online  No refund after 14 Oct.
② Remote Instruction
10 mtgs  Wednesday, 6:30-9:30pm, Sept. 30-Dec. 9
Visitors not permitted.

Rod Bergen, SEE, Registered Professional Engineer; President, Quantum Sciences, Inc.
Integrated Circuit Design

For a complete certificate description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email et@uclaextension.edu.

EC ENGR X 457.25 RF Integrated Circuit Design
4.0 units 3.3 CEUs
This course covers the design of radio-frequency integrated circuits (RFICs) used for wireless communications, and it focuses on theoretical and practical RF circuit design techniques from architecture down to transistor level circuit design. The course starts with fundamental concepts in RF design, harmonic distortion, noise, impedance transformation, Smith-Charts, and s-parameters, then introduces transceiver architectures and focuses on low noise amplifier design. Next, lectures cover RF power amplifiers, phase-locked loops, and oscillators. The course concludes with a design project in which a low noise amplifier is designed and characterized through simulations. Special emphasis is made throughout the course on understanding the device and interconnects parameters, the power distribution and signal impairment structures, the fabrication technology limitations, and the implementation of efficient techniques to mitigate these effects used for wireless communications, and it focuses on theoretical and practical RF circuit design techniques from architecture down to transistor level circuit design.

Reg# 375374
Fee: $999
No refund after 12 Oct.
Online
11 mtgs
Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
Chaiyuth Chansungsan, Founder, SIdoctor Technologies; PhD, electrical engineering, University of Washington.

EC ENGR X 457.36 Power Integrity and Noise Coupling in Integrated Circuits
4.0 units 3.3 CEUs
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 fabricated 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# 375377
Fee: $999
No refund after 12 Oct.
Online
11 mtgs
Sept. 28-Dec. 13
Enrollment limited; early enrollment advised.
Cosmin Iorga, PhD, founder and president, Noisecoupling.com

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.

+ EC ENGR X 457.25 RF Integrated Circuit Design
+ EC ENGR X 457.56 Power Integrity and Noise Coupling in Integrated Circuits
+ EC ENGR X 457.57 CMOS Analog Integrated Circuit Design
+ EC ENGR 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
Contract Management Certificate

Available Online
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 1% of executives earn more than $150,000.

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 \*L
+ MGMT X 408.7 Types, Applications, and Structuring of Contracts \*L
+ MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts \*L
+ MGMT X 408.61 International Business Contracting \*L

Elective Courses
In addition, choose 2 elective courses (8 units).

Commercial Track
+ MGMT X 408.66 Commercial Contracts: Bidding and Financial Management \*L
+ MGMT X 408.64 Technology Contracting \*L

or

Government Track
+ MGMT X 408.65 Government Contracts: Bidding and Financial Management \*L
+ MGMT X 408.4 Legal Aspects of Government Contracts and Subcontracts \*L
+ MGMT X 445.7 Federal Acquisition Regulations (FAR) \*L

+ Offered this quarter. \*L: Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Mechanical Engineering Review Exam Prep

Coming in 2021
This course reviews subjects covered in the California State Board Professional Exam (PE Exam) for Mechanical Engineers. Fundamentals of strength of materials, thermodynamics, fluid mechanics, heat transfer, dynamics, and engineering economics are considered when crafting solutions to problems.

For More Information
et@uclaextension.edu | (310) 825-4100


Offered Entirely Online

Estimators, project managers, pricers, 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 \*L
+ MGMT X 442.12 Proposal Planning \*L
+ MGMT X 442.13 Principles of Cost Estimating \*L
+ MGMT X 442.14 Cost/Price Analysis \*L
+ MGMT X 442.15 Compliance \*L
+ MGMT X 442.16 Pricing and Proposal Development \*L

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. \*L: Offered online.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering
Technical Management

For a complete certificate description visit uclaextension.edu/techmanagement. For more information email et@uclaextension.edu or call (310) 825-4100.

Contract Management

MGMT X 408.5 Negotiation Principles and Techniques
4.0 units 3.3 CEUs
This course provides a framework for analyzing how to approach the negotiation of a contract and dealing with the goals of the other party. Mock negotiations illustrate the principles and skills needed to achieve planned objectives. Topics include human behavior theories and their applications in negotiation; traits of the negotiator; planning the negotiation; plus techniques, tactics, strategies, and countermeasures.
Reg# 375315
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD; USC, contracts lead; Boeing.

MGMT X 408.61 International Business Contracting
4.0 units 3.3 CEUs
This course covers the economic, social, political, and business customs that affect contracting in the international environment. Topics covered include the influence of foreign commercial practice and government controls, as well as the financial and economic impact on the development and operation of various contractual forms. This course also includes a workshop on drafting and negotiating contracts with an emphasis on selection techniques covering standard and not-so-standard contractual provisions.
Reg# 375385
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

MGMT X 408.64 High-Tech Industry Contracts
4.0 units 3.3 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 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# 375387
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD; USC, contracts lead; Boeing.

Reg# 375315
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD; USC, contracts lead; Boeing.

Reg# 375385
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

Reg# 375387
Fee: $999
No refund after 12 Oct.
Online
Sept. 28-Dec. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD; USC, contracts lead; Boeing.

Technical Management Certificates

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 UCLA’s Anderson School of Management. Complete your certificate courses entirely online. Select courses are also offered in Westwood and Downtown Los Angeles.

Certificates
• Contract Management
• Government Cost Estimating and Pricing
• Project Management
• Supply Chain Management

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

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

Over 40+ specializations offered, including:
• Integrated Circuit Design
• Lean Six Sigma
• And many more

Learn more at uclaextension.edu
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 $230,000.

Required Courses

+ MGMT X 445 Fundamentals of Supply Chain Management
  Page 82.

+ MGMT X 445.66 Technology and Cost Management in the Supply Chain
  Page 82.

MGMT X 445.67 Logistics, Operations, Methods, and Systems

In addition, choose 2 elective courses (8 units).

MGMT X 443.5 Managing Global Outsourced Projects

MGMT X 445.5 Legal Aspects of Contracts & Subcontracts

(In addition, all courses in Contract Management also qualify as electives)

MGMT X 445.68 Supply Chain Inventory Management

MGMT X 445.7 Federal Acquisition Regulations (FAR)

For Complete Details
uclaextension.edu/engineering

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
uwplatt.edu/program/engineering-online

Technical Management Program

Sunday–Friday, March 22–27 at UCLA Extension

In just 5 days
- Gain leadership and enhance interpersonal skills
- Learn the latest business trends and paradigms
- Obtain a repertoire of methods to solve problems, plan strategies, and motivate colleagues
- Network with attendees from around the world

For Complete Details
uclaextension.edu/tmp

Government Cost Estimating & Pricing

MGMT X 442.12 Proposal Strategy for Government Contracting

4.0 units 3.3 CEUs

Through lectures, case studies, and classroom exercises, this course describes the contractor’s process for preparing a cost proposal from the initial planning stages through negotiations. Instruction emphasizes analyzing customer requirements as identified in the request for proposal; developing estimating prerequisites, including proposal ground rules and assumptions; work breakdown structure and dictionary; bills of material; proposal and program schedules; pricing instructions; developing a responsive cost proposal; and government analysis of the cost proposal and data used in this analysis.

Reg# 375312
Fee: $999
No refund after 12 Oct.
Online
Sept. 28–Dec. 20
Enrollment limited; early enrollment advised.

Marek Gwozdzowski, MBA

Supply Chain Management

MGMT X 445 Fundamentals of Supply Chain Management

4.0 units 3.3 CEUs

This course covers the domain of purchasing and the flow of purchasing tasks—from determining the requirements for goods and services through 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# 375408
Fee: $999
No refund after 12 Oct.
Online
Sept. 28–Dec. 20
Enrollment limited; early enrollment advised.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

For More Information
et@uclaextension.edu (310) 825-4100 uclaextension.edu/engineering
Get Credit for a Remote Internship

Receive internship credit from home! Due to COVID-19, the Entertainment Studies Internship Program is allowing certificate students to receive elective credit for work performed remotely with companies in the film, television, and entertainment media communities. Internships are an excellent way to obtain real-life work experience and make the vital connections necessary to a successful career in the entertainment industry.

Internships are restricted to candidates in certificate programs and only to those students who have completed a substantive portion of their course work (at least 12 units). If you are planning on doing an internship for academic credit, visit our website and take a moment to familiarize yourself with our policies. You must be enrolled in a certificate to receive internship credit.

For More Information
(310) 825-9064 | entertainment.uclaextension.edu/student-information/internships

Gain the Skills to Take Your Career to the Next Level

Interested in becoming a director? Want a career as a movie producer or executive? Interested in behind-the-scenes positions such as director of photography?

Enroll in one of our 8 Film & Television Certificates.

All of the Film & Television Certificates offer a broad overview of the industry, as well as targeted skills, training, and the contacts you need for success.

Film & Television Certificates

Directing
Acting
Film & TV Development
Producing
Cinematography
Newly Revised
Entertainment Studies
Business & Management of Entertainment
Independent Producing
Offered entirely online!

Are you looking for a shorter program?
Our specializations can be completed in as little as 2-3 quarters!

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.

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

Entertainment Project Management
This 3-course specialization provides opportunities to understand project management concepts and tools in the entertainment space, covering a wide range of industries, from Film and TV to Theme Parks and Gaming/Interactive.

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
Sneak Preview

Sneak Preview is going virtual for 2020, so grab your laptop, tablet or phone and log on to watch some of the Fall season’s most exciting movies from the comfort and safety of home!

This dynamic online class is your exclusive ticket to see the most highly anticipated new films prior to public release, specially selected for our Sneak Preview audience.

Our seasoned moderators lead engaging online Q&As with actors, directors, writers, and producers, giving you an intimate inside perspective on the making of each film.

Sneak Preview starts October 7 and presents 10 new films.

Past films and guests have included

- Clemency with actor Alfre Woodard
- Little Women with producer Amy Pascal
- Ford v Ferrari with director James Mangold
- Marriage Story with director Noah Baumbach
- The Two Popes with director Fernando Meirelles
- Dolemite Is My Name with screenwriters Scott Alexander and Larry Karaszewski

Above: Q&A with (left to right) moderator Anne Thompson, actor/producer Kevin Costner, and director Mike Binder at Sneak Preview.

For weekly updates, visit entertainment.uclaextension.edu/sneak-preview.

No-Cost Virtual Entertainment Studies Seminars

To support our student community during the ongoing COVID-19 pandemic, we are offering FREE virtual seminars for the Fall quarter! These free seminars offer a chance to learn, grow, and network while at home. The seminars will be conducted over Zoom and will be led by industry professionals.

For More Information entertainment.uclaextension.edu/free-seminars

Remote Instruction via Zoom!

Remote Instruction courses feature live meetings with your instructor, industry guest speakers, and fellow students connecting in real time on Zoom.

Benefits of Remote Instruction courses with UCLA Extension’s Entertainment Studies:

- Real-time instruction from professionals actively working in the entertainment industry
- Regular interaction with a variety of notable guest speakers
- Networking opportunities with filmmaking peers from Hollywood and around the globe

For More Information, Contact entertainmentsudies@uclaextension.edu | (310) 825-9064

Film & TV

For more information call (310) 825-9064, email entertainmentsudies@uclaextension.edu, or visit entertainment.uclaextension.edu.

FILM TV 804.2 Sneak Preview: Contemporary Films and Filmmakers 2.0 CEUs
Join us for an exclusive preview of new movies before their public release. Enjoy provocative commentary and in-depth discussions with invited guests after each screening. Guests include some of the most prestigious actors, filmmakers, and executives in the industry. Our moderators, who are international film festival correspondents and award season prognosticators, lead engaging Q&As that give you an insider’s perspective of the making of each film.

Reg# 376516
Fee: $299

❖ No refund after 30 Sept.
❖ Remote Instruction
  10 mtgs
  Wednesday, 7-10pm, Oct. 7-Dec. 9

No meetings Nov. 11 & 25.

The University is not responsible for lost or stolen quarterly film passes; there is a $50 charge per replacement pass.

Due to film piracy concerns, no cameras or recording devices are allowed inside the theater. Participants are subject to a security check, promotional photography, and audio and video recording. Enrollment limited; early enrollment advised. Visitors not permitted.

Anne Thompson, film columnist who has covered the Hollywood beat for over 25 years. She launched Indiewire’s daily film blog Thompson On Hollywood for Variety in 2007. Previously, she was West Coast Editor for Premiere, Empire, and Film Comment, and senior writer at Entertainment Weekly.

No meetings Nov. 11 & 25.

For More Information, Contact entertainmentsudies@uclaextension.edu | (310) 825-9064

Benefit of Remote Instruction:

- Networking opportunities with filmmaking peers from Hollywood and around the globe

For More Information, Contact entertainments@uclaextension.edu

For More Information, Contact entertainmentstudies@uclaextension.edu | (310) 825-9064

Uninstructed Lab

For More Information, Contact entertainments@uclaextension.edu

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

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

Studies Seminars

No-Cost Virtual

Entertainment

Sneak Preview

Seminars

Entertainment

No-Cost Virtual

Entertainment

Studies Seminars

To support our student community during the ongoing COVID-19 pandemic, we are offering FREE virtual seminars for the Fall quarter! These free seminars offer a chance to learn, grow, and network while at home. The seminars will be conducted over Zoom and will be led by industry professionals.

For More Information entertainment.uclaextension.edu/free-seminars

Remote Instruction via Zoom!

Remote Instruction courses feature live meetings with your instructor, industry guest speakers, and fellow students connecting in real time on Zoom.

Benefits of Remote Instruction courses with UCLA Extension’s Entertainment Studies:

- Real-time instruction from professionals actively working in the entertainment industry
- Regular interaction with a variety of notable guest speakers
- Networking opportunities with filmmaking peers from Hollywood and around the globe

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Uninstructed Lab

For More Information, Contact entertainments@uclaextension.edu

Enroll at uclaextension.edu or call (800) 825-9971
Business & Management of Entertainment

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, case studies, student presentations, and the professional experience of the instructor, students can gain valuable experience in the real world of entertainment. Instructor to be announced. A new introductory course for seniors, junior seniors and the graduate business school. This course requires registration for 4 terms. 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. A selection of case study opportunities include current projects in which the instructor is involved. By the end of the course, students should have an understanding of the opportunities available in the business of entertainment.

Reg# 375680
Fee: $699
No refund after 2 Oct. Online
Sept. 28-Dec. 13
Instructor to be announced

Reg# 375679
Fee: $699
No refund after 14 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 10
Online
Saturday, 10am-1pm, Nov. 7
11mtgs
No meeting Nov. 26.
Randy Greenberg, executive producer of The MEG and Cowboys & Aliens; founder of The Greenberg Group, a global entertainment investment and content strategy consultancy. He was previously the SVP/head of international and strategic marketing and distribution for Universal Pictures.

MGMT X 403.34
Entertainment Financing: From First $ to Distribution of Profits
4.0 units
This course covers the financial aspects of each step of the motion picture value chain (from development through profit participation) and considers the implications of financial choices. Designed to give you a general understanding of how financial deals are structured, topics include how film financing is secured, connecting the production budget to the financing, when a completion guarantee is required, and the various types of domestic and international distribution arrangements. You also learn about third-party profit participation agreements and the practical aspects and procedures that underlie them; terms and definitions that impact bottom line considerations, including contingent compensation; distribution fees and expenses; the producer’s share of profit; distinctions between production, distribution, and marketing costs; and how these costs may significantly impact recoupment and profits.

Reg# 375687
Fee: $699
No refund after 2 Oct. Online
Sept. 28-Dec. 13
Jeanette B. Milio, feature film and television producer and financier who ran a media fund that invested in the production, acquisition, and worldwide distribution of over 40 television and theatrical projects for HBO, Showtime, ABC, USA Network, Disney, Lionsgate, Sony Pictures, Warner Bros. and others.

Legal Primer for the Entertainment Business

MGMT X 403.01
Legal Primer for the Entertainment Business
4.0 units
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 literary 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.

Reg# 375691
Fee: $699
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Early enrollment advised.

David Wiener, talent lawyer at United Talent Agency. Before UTJ, Mr. Wiener practiced law at two top talent boutiques, where he represented Steven Spielberg and Madonna. He was named to Variety’s 2014 Legal Impact Report and is the author of several acclaimed books, including Making It on Broadway.

Marketing Entertainment: Strategies for the Global Marketplace

MGMT X 476.99
Marketing Entertainment: Strategies for the Global Marketplace
4.0 units
Today, marketing entertainment is a global enterprise, and motion pictures are the assets that drive expanding ancillary markets. How a movie is marketed determines its financial success and future. The instructor and a select number of the industry’s top marketing professionals address myriad issues on how feature films get marketed in today’s increasingly competitive market. Topics include creating brand-centric franchise-driven strategies; positioning an entertainment property as a brand in popular culture; marketing and distribution strategies in a converging marketplace; secrets to creating compelling film, video, web, and print advertising; the power of social media; the influence and use of research; and leveraging international strategies and new media promotional and licensing strategies to create valuable partnerships and revenue streams.

Reg# 375688
Fee: $699
No refund after 13 Oct.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 9
Online
Scott Edwards, Executive Vice President of Creative Advertising for Fox Entertainment, where he oversees advertising for countless television shows, including 9-1-1, BH 90210, Empire, Last Man Standing, and The Masked Singer. Mr. Edwards also helped launch the shows 24: Live Another Day, Gotham, and The X-Files.

Independent Film Financing

MGMT X 403.33
Independent Film Financing
4.0 units
In today’s ever-changing market, filmmakers need to have a working understanding of a wide variety of financial models in order to successfully fund the different phases of their entertainment projects. This course explores film finance methods, discusses the advantages and disadvantages of each, and provides sources for additional information. The goal is to become familiar with numerous ways to finance a feature or documentary film that may vary at different stages of your career. In addition, you are exposed to many different sources of additional information regarding film financing so that you may be confident with your choices relating to film finance. You also gain an awareness of the many film finance scams that exist in the marketplace so that you are in a better position to avoid such problems. Topics include gifts and grants, active and passive investor financing, federal and state securities law compliance, lender financing, studio/industry financing, and the broader film finance environment.

Reg# 376424
Fee: $699
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
John Comis, securities/entertainment attorney who advises independent feature film producers on matters relating to investor financing of feature films and entertainment projects. He has prepared or participated in over 250 business offerings for feature films, TV pilots, documentaries, and more.

Welcome to Hollywood! Understanding Entertainment Industries’ Project Driven Culture

MGMT X 452.1
Welcome to Hollywood! Understanding Entertainment Industries’ Project Driven Culture
4.0 units
This course provides an in-depth overview of entertainment project management roles, responsibilities, and functions. Explore the wide-ranging entertainment industries, including Film, Theater, Theme Parks, Themed Entertainment, Television, Gaming/Interactive, and Live Events. Learn about the people behind the entertainment and the techniques they employ to manage the ideas, budgets, and schedules. People who are new to this area will learn the basic concepts about how to manage entertainment projects, while working professionals will further refine their understanding of relevant concepts they use in their daily work used in this type of project management. Topics include the roles of project management, estimating, scope/statements of work, the overview of the life cycle, the creative development process, and more. The completion of this course will provide a great introduction to project management in entertainment and prepare students for the second and third courses.

Reg# 376441
Fee: $699
No refund after 14 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 10
Saturday, 2-5pm, Nov. 21
No meeting Nov. 26.
Instructor to be announced

For more Information
entertainment.uclaextension.edu/scholarships

Movie Magic Scholarship

The Movie Magic Scholarship is an annual award presented to a UCLA Extension student in the Entertainment Studies Producing or Independent Producing certificates. The scholarship is sponsored by Movie Magic, a software program for production professionals. This scholarship provides outstanding students with a free course of their choosing within UCLA Extension Entertainment Studies valued at $699 or less to be taken within one year of receiving the scholarship.

BMI/Jerry Goldsmith Film Scoring Scholarship

Named in honor of the late Oscar- and Emmy Award-winning film and television composer Jerry Goldsmith, the BMI/Jerry Goldsmith Film Scoring Scholarship is awarded annually to help partially underwrite study in the UCLA Extension Film Scoring program.

Independent Music Production Scholarship

The Independent Music Production Scholarship is an annual award presented to a UCLA Extension student in the Independent Music Production certificate.

This scholarship provides outstanding students with a free course of their choosing within UCLA Extension Entertainment Studies valued at $699 or less.

Visit our website for application details.
This 3-course specialization provides opportunities to understand project management concepts and tools in the entertainment space, covering a wide range of industries, from Film and TV to Theme Parks and Gaming/Interactive.

This program is suitable for the curious student, professionals interested in exploring a different field, and project management professionals.

- Learn key entertainment project management roles, responsibilities, and functions
- Explore the tools needed to successfully understand how projects are pitched as an idea and executed to completion
- Provide practical application of the material with multiple case studies, learning from real-life examples, and managing issues that arise every day

For More Information, Contact entertainmentschools@uclaextension.edu | (310) 825-9064

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**MGMT X 402.32**

**Starting Your Own Entertainment Production Company**
4.0 units

A practical primer on starting a business, staying in business, and thriving—whether in motion pictures, television, or another entertainment industry venture. This course addresses essential issues regarding the legal and business affairs basics, planning, implementation, and management. Guest speakers include industry experts in entertainment financing, intellectual property, union issues, distribution, film and television production, and other matters relating to managing and operating an independent production company.

Required Courses

**Offered This Quarter**

**MGMT X 452.1 Welcome to Hollywood! Understanding Entertainment Industries’ Project Driven Culture**
Page 85.

**MGMT X 452.2 Sold! Project Management Principles and Tools in the Entertainment Industry**

**Offered in Winter**

**MGMT X 452.3 It’s a Wrap! Deliver Your Project Successfully**

**Offered in Spring**

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**Acting**

**NEW**

**FILM TV X 407.51**

**Pitching For Impact: Coming Alive With Your Story of Who You Are & What You Do**
4.0 units

In the digital age, pitching is no longer solely the province of startup founders and entrepreneurs on Shark Tank. Artists also need to be able to powerfully communicate the essence of their work, what makes them different and their vision for the creation of not just a fan base, but also a reliable flow of customers eager to purchase what the artist is making. This course will provide a tangible approach for impactful communication. It will equip the artist with skills and strategies, while also building the participant’s self-awareness and confidence to express their strongest voice in the service of their business.
Reg#: 376107
Fee: $699
No refund after 3 Oct.
- Remote Instruction
  11 mtgs
  Tuesday, 7-10pm, Sept. 29-Dec. 8  Adam Lieblein, president for 16 years of Acme Talent & Literary, a bicoastal agency, who represented actors for film, television, commercials, print modeling, and voiceover work. After Acme’s several divisions were sold at the end of 2008, Mr. Lieblein returned to producing and teaching across the country.

THEATER X 438.B Delivering Memorable Auditions for Film and Television: A Workshop for Actors in Cold Reading and Interview Techniques

4.0 units
Become an actor who gets noticed! Delivering a memorable performance during an audition can be the key to getting parts and being called for future projects. Hone your craft and gain valuable information in this course, where you perform film and television scenes on camera for video playback and critique by the instructor. You learn to make better choices, trust yourself to make quicker choices, confront your fear of auditioning, create a good atmosphere in the auditioning room, and develop a winning audition work ethic. Cold reading techniques and exercises as well as the actor’s interview also are covered.

Reg#: 376118
Fee: $699
No refund after 2 Oct.
- Remote Instruction
  11 mtgs
  Monday, 7-10pm, Sept. 26-Dec. 7  Henry Led Bianco, actor whose TV credits include appearances on ER, 24, Everybody Loves Raymond, Law and Order, and Scrubs, and regular appearances on The Jay Leno Show and The Bold and the Beautiful. His film credits include lead roles in independent films, such as Antebellum, The Hit, and Fortune’s 500.

THEATER X 419.3 Playing the American: An Acting and Accent-Reduction Workshop

4.0 units
Participants who are not native speakers of American English hone their craft and learn to perform credibly in mainstream America. The ultimate objective is to achieve a seamless accent shift that does not call attention to itself or get in the way of the acting. Working in a safe, supportive environment, you learn to build confidence and trust in your creative process; modify voice, speech, and delivery; break through acting blocks and limitations; and develop tools for dealing with performance anxiety. Throughout the course, you perform monologues, scenes, cold reading, and improvisation.

Prerequisite(s): All participants must speak English fluently.

Reg#: 376431
Fee: $699
No refund after 5 Oct.
- Remote Instruction
  11 mtgs
  Thursday, 7-10pm, Oct. 1-Dec. 10  Cie Thompson, actor, director, jazz vocalist and educator with extensive experience in film and theater whose credits include the Off Broadway plays Stampin at the Savoy and Dunbar. Her film credits include Funny Valentines and The Cemetery Club.

THEATER X 433 Pursuing a Career in Voice Overs

4.0 units
Do people say you have a wonderful voice? Or are you an actor missing out on opportunities in this exciting field? Gain a comprehensive understanding of the tools needed to excel in TV and radio commercials, animation, narration for documentaries, and other areas of voice over work. Instruction includes breath and microphone technique, script analysis, finding characters spontaneously, and how to keep it fun—even when the pressure’s on. You also learn how to pursue a career in voice over.

Reg#: 376304
Fee: $699
No refund after 5 Oct.
- Remote Instruction
  11 mtgs
  Thursday, 7-10pm, Oct. 1-Dec. 10  Saturday, 2-5pm, Nov. 14
  No meeting Nov. 26. Students record voice over exercises directly onto their own recording devices. Janet Wilcox, writer, producer, and actor. Ms. Wilcox has written and produced promos for HBO, ABC, and The History Channel, among others. As a voiceover talent, she has been heard on Lifetime, HBO, E!, Cinemax, and AMC. She is the author of Voiceovers: Techniques and Tactics for Success.

Cinematography

FILM TV X 478.27A Introduction to Cinematography

4.0 units
An introduction to the fundamental tools and principles used by the cinematographer to create digital or film images generated from the context of the story. Curriculum covers visualization, the negative, digital manipulation, sensitometry, filters and lenses, lighting, color, laboratory procedures, camera systems, special effects, and image control—all illustrated through video clips and other media. You gain a solid foundation for applying the concepts presented, as well as prepare for subsequent cinematography workshops. Students must have access to a digital camera for assignments.

Prerequisite(s): Students will be required to complete camera assignments that will require both still and moving images. Student-provided equipment can be as simple as a smartphone camera or DSLR.

Reg#: 375976
Fee: $699
No refund after 13 Oct.
- Remote Instruction
  12 mtgs
  Wednesday, 7:30-10pm, Sept. 30-Dec. 16  Saturday, 10am-5pm, Nov. 14
  No meeting Nov. 25. Deland Nuse, cinematographer and director of independent films whose credits include the indie feature The Chilling and the documentary The Other Bridge. Mr. Nuse won the Triple Play Award for Cinematography at the 2006 Long Island Film/Video Expo for the film The Showdown.

FILM TV X 478.27B Visualization and Exposure

4.0 units
This course is designed to deepen the cinematographer’s understanding of the principles and methods of visualization on-set and in pre-production with particular emphasis on digital exposure and pre-visualizing lighting design and execution. Instruction covers pre-production tools and techniques for cinematographers with emphasis on lighting, lenses, cameras, camera movement, and color. Each week, you participate in exercises and workshops designed to help you master the skills used for visualizing the lighting, camera, and exposure of the scene. You also practice the techniques of composition and framing (interior and exterior). You learn how to design shots, achieve compositional balance, tracking, gear-heads, fluid heads, eye-lines, and two-shots.

Prerequisite(s): Successful completion of or concurrent enrollment in FILM TV X 478.27A Introduction to Cinematography.

Reg#: 375820
Fee: $699
No refund after 30 Oct.
- Hybrid
  7 mtgs
  Tuesday, 7-10pm, Oct. 27-Nov. 10  Saturday, Sunday, 10am-1pm, Oct. 31-Nov. 8
  Discounts cannot be applied to a portion of fees for this course.
  Enrollment limited; early enrollment advised. Lesley Elizondo, cinematographer, writer, and director for films, TV series, documentaries and music videos. Ms. Elizondo served on the lighting crew of Francis Ford Coppola’s “Live Cinema” production, Distant Vision. She is currently the director of photography on the shows Salem High, Fight Forward, and The Babys.

FILM TV X 478.301 The Role of the Digital Imaging Technician in Cinematography

4.0 units
With the prevalence of HD, 4K, and digital cinema technology, the digital imaging technician (DIT) has become crucial in helping the director of photography achieve and maintain the desired look of the picture. There are growing entry-level opportunities in this field, and the DIT is becoming a vital part of the camera department for all types of productions. The course is designed to train aspiring cinematographers on the tasks of the DIT including workflow, color management, LUTs, ACES, data management, dailies generation, and many other on-set tasks. Instruction also provides a basic introduction to the art and techniques of color correction and the digital intermediate, including tutorials on industry-leading color and look management software.

Prerequisite(s): Students will be assigned a color correction project and are expected to use some type of image manipulation software to work with the images. Cost-free options will be described in class, and the instructor will work with each student to make sure they have a usable software tool to complete the project.

Reg#: 375818
Fee: $699
No refund after 2 Oct.
- Online
  Sept. 28-Dec. 13  Jason Knutzen, cinematographer on more than 30 narrative and documentary projects, professional colorist, and expert in post-production workflows. Mr. Knutzen is currently an educational contributor to the Global Cinematography Institute in the areas of traditional, virtual, and digital cinematography.

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

The Cinematography Certificate can now be completed in just 3 quarters. It’s never been easier to get the training you need to start working in the field.

The Cinematography Certificate is designed for those who want to become cinematographers or camera operators. After taking a series of foundation courses, students gain skills in camera techniques and digital technologies while developing an individual aesthetic and artistic point of view.

Just getting started with the program? We recommend beginning with these courses (all offered this quarter):

FILM TV X 478.27A Introduction to Cinematography

Page 87.

FILM TV X 478.27B Visualization and Exposure

Page 87.

FILM TV X 476.58I The Language of Filmmaking

Page 88.

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

Entertainment 87
FILM TV X 476.282
The Craft of the Cinematographer
4.0 units
In this capstone course of the Cinematography Certificate program, apply your knowledge of the principles and elements of cinematography through several short filmmaking assignments. Lectures and discussion cover various advanced lighting and shooting techniques and the examination of film genres and visual styles. You are asked to flex your creativity and understanding of different cinematography concepts, techniques, and genres, presented by completing shooting exercises using your own camera outside of class. Student work is screened and critiqued in class. You must provide your own video camera, have access to editing equipment and software, and be able to output your assignments to various media sources. This course also provides a bridge to the professional world by discussing various paths of entry and employment opportunities into the cinematography field.
Prerequisite(s): Students must have access to a digital video camera and editing equipment and software. Success in completion of FILM TV X 476.27A Introduction to Cinematography and FILM TV X 476.283 Lighting for Emotional Impact is required.
Reg# 375950
Fee: $699
No refund after 11 Oct.
Remote Instruction
11 mtgs
Monday, 7:30pm, Sept. 28-Dec. 7
Enrollment limited; early enrollment advised.

FILM TV X 476.454
Directing Actors for the Screen
4.0 units
If directors are the architects of film, then actors are the artisans of a collaborative team working together to realize a singular vision. Through discussions, exercises, casting sessions, and the presentation of scenes, you analyze and apply the directorial skills required for a successful artistic collaboration with performers. You select one dramatic and one comedic scene, then cast, rehearse, and present the scenes in class. Topics include analyzing the script, the Method approach to acting, defining objectives, creating dramatic conflict, and the elements of characterization. Actors for class scenes are selected during in-class auditions, and final scenes are performed on camera.
Reg# 375801
Fee: $699
No refund after 11 Oct.
Remote Instruction
10 mtgs
Monday, 6:30-10pm, Sept. 28-Nov. 30
Students must have access to a camera and editing equipment.

FILM TV X 476.479
The Craft of the Director
4.0 units
A director must have the ability to interpret and translate the written ideas of the screenplay into cinematic form. This overview lecture course gives the aspiring director a comprehensive practical understanding of the film director’s craft—the language, grammar, and tools of the medium—from the first script reading to the last day of principal photography and into post-production. Lectures, discussions, screenings, assignments, and class projects guide you through the process of preparing a film for shooting. Topics include script analysis, casting, directing the actor, acting for the camera, collaborating with the creative team, camera blocking, planning the shot list, photographing the set, raw video, lighting, visual composition, role of the music, sound, and effects.
Reg# 375802
Fee: $699
No refund after 11 Oct.
Remote Instruction
11 mtgs
Monday, 7-10pm, Sept. 28-Dec. 7
David Martin-Porras, director and writer whose credits include the shorts Inside the Box, which was nominated for a Goya Award, La Vida (The Middle), for which he won the DGA Student Film Award, and Ida y Vueltas (Round Trip), which was a finalist for a Student Academy Award.

FILM TV X 476.94
Making Your First Short Film
4.0 units
Always wanted to make your own short film but thought you had no experience and no money? In this class for aspiring directors, writers, and producers, you use your own camera to learn how to write, produce, direct, and edit a three-to-five-minute short film. Emphasis is placed on maximizing the on-screen value of the project using available resources. The first part of the class is devoted to understanding the pre-production process, highlighting the role of the story, and providing an overview of affordable shooting equipment and editing technologies. Then you develop and write your project, which is filmed outside of class. Instruction includes a primer on the fundamentals of shooting and directing actors, as well as the basics of editing and outputting assignments. The completed films are screened and discussed during the last class.
Prerequisite(s): Students must have access to a digital video camera and editing equipment and software.
Reg# 375797
Fee: $699
No refund after 13 Oct.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
No meeting Nov. 25.

Navid Sinaki, an experimental filmmaker and artist whose works have screened at museums and art houses around the world, including Moderne Museet in Stockholm, Lincoln Center, British Film Institute, RED-CAT, and Cineoteca Nacional in Mexico.

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 treatment, first draft, and second draft. You gain an understanding of the basics of story structure and how the specific storytelling elements—theme, plot, characters, and dialogue—work in synergy toward the goal of an effective short story. Topics include character development, creating realistic dialogue, discovering what you are driven to say through your story’s theme, 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 will have a final short script or treatment ready for shooting.
Reg# 375525
Fee: $699
No refund after 12 Oct.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Faith Strongheart, award-winning writer and director with extensive feature credits as a production coordinator and assistant director. Prior to building her career as a writer/director of shorts and feature docs, Ms. Strongheart served as the production coordinator for Twilight, The Watch, 2 Guns and Cowboys & Aliens, among others.

FILM TV X 476.271
Production Sound for Directors
2.0 units
The importance of quality sound in a movie cannot be overstated. Of particular interest to directors and independent filmmakers who want to understand the production and post-production workflow, this overview course covers such topics as the nature of sound and its aesthetics, microphone characteristics, the sound recording chain, budgeting and scheduling, and what can be fixed in post versus what can only be done during production. Instruction includes equipment and listening demonstrations. Many of the practical techniques presented are suitable for student productions.
Reg# 376525
Fee: $499
No refund after 3 Oct.

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 complete four 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 composition, rhythm, and point-of-view; moving from black and white/silent compositions to the use of color, non-sync sound; and editing. Your work is screened and critiqued by the instructor and class.
Prerequisite(s): Students must provide their own digital video camera and have access to editing equipment and software.
Reg# 376371
Fee: $699
No refund after 2 Oct.
Online
Reg# 376372
Fee: $499
No refund after 2 Oct.
Online

Peter Rusell, story analyst, Imagine Films Entertainment, CBS, Anschutz Film Group (AFG and Walden Films), and Participant Productions; theater director whose credits include No Man’s Land (i.e., all of Shakespeare in the Park). Mr. Russell is a recipient of the Nick Adams Short Story Award.

Ashley Maria, production sound mixer whose many credits include the documentary Take Every Wave: The Life of Laird Hamilton and the short Night Shift, both of which were selected for Sundance, and a commercial for Reebok starring Ronda Rousey. She is the recipient of the DGA student minority award.

FILM TV X 476.27
Story Analysis for Film and Television
4.0 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, you 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, you 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, you will have written at least two pieces of full coverage that can be used as part of a professional portfolio or for auditioning as a reader or an assistant.
Prerequisite(s): Strong English composition skills.
Reg# 376373
Fee: $699
No refund after 2 Oct.
Online
Reg# 376374
No refund after 2 Oct.
Online

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

88 Entertainment
 них ожидает и ваша забота. Как вы можете видеть, успехами в киноиндустрии могут быть разные, но все они требуют тщательной подготовки.


Fee: $699

No refund after 2 Oct.

Remote Instruction

11 mtgs.

Monday, 7-10pm, Sept. 28-Dec. 7

Brooks Elms, writer and director who has written 20 scripts for companies such as Base FX and Broken Fence. He recently sold a thriller entitled

MGM T X 403.61 Marketing and Distributing Independent Films Across All Platforms

4.0 units

What are the considerations involved in financing, packaging, selling, or acquiring a financially viable film? Producers, filmmakers, and screenwriters learn what makes a project attractive to potential buyers, study a variety of deal structures, and learn how to structure and present them. Film producers will understand which literary properties sustain interest for season after season. Non-writing producers come to understand which literary properties hold the most promise for adaptation; while writer-producers gain invaluable experience, taking an idea from concept to industry-ready pitch, within the span of this course. Instruction covers the essentials of plotting over multiple episodes and even multiple seasons, including the importance of the meta-story, ongoing conflicts, and serial arcs; open versus closed-ended storylines, and the formats that support them. By the end of the course, you have a completed pitch for your original television series, including written pitch, supporting visual materials, a clear audience, and likely buyers.

Reg# 375877

Fee: $699

No refund after 11 Oct.

Remote Instruction

11 mtgs.

Tuesday, 7-10pm, Sept. 28-Nov. 23

Saturday, 10am-5pm, Oct. 24

No meeting Oct. 6; Nov. 3.

Kevin Mardesich, former head of the story department at Oliver Stone's development company,奋战。他目前

runs KevinMardesich.com, a communications practice specializing in written communications for film, television, and industry leaders.

Building an Online Audience

4.0 units

Producing

Preparing for the Internet age, uploading your work to YouTube or Vimeo is imperative, and successful producers/directors/actors can now demonstrate a growing online audience. This course shows you how to create a public face and promotional platform for your creative content. Using relevant video platforms, social media, and available website creation tools, learn to present and promote your work by body of work. Instruction emphasizes group discussion and interaction, as you are encouraged to use each other's sites and platforms in various assignments. Topics include identifying different audiences; basic video and audio production; mastering available video and audio; review of social media marketing; creating an individual brand and brand messages; understanding digital distribution; and relating to presentation; audience building tools such as fan pages; tweet marketing; cross-commenting strategies and "response-to" uploading; responding to audience; and professional interactions. The course goal is to create an individual presentation plan across chosen platforms that is critiqued by your peers.

Reg# 375627

Fee: $699

No refund after 13 Oct.

Remote Instruction

11 mtgs.

Wednesday, 7-10pm, Sept. 30-Dec. 9

Bridge Terry, award-winning producer and writer who's credits include Showtime film They, PBS documentary The Kennedys: America's Emerald Kings, and projects for Netflix and NBC-Universal. Ms. Terry formerly served as a showrunner at Showtime and is currently the owner of Chaise Lounge Productions.

Screenwriting Courses

The UCLA Extension Writers Program offers more than 200 screenwriting courses annually—onsite and online—and as well as certificates in Feature Film Writing, Television Writing, and Film TV Comprehensive; specializations in Television Writers Fellowship; Prep; Pro Series in Feature Film and Television Pilot Writing; script consultations; and 3 screenwriting competitions. This quarter’s screenwriting courses begin on page 151.

For more information call

Jeff Bonnett at (310) 206-1542.

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

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For more information call

Jeff Bonnett at (310) 206-1542.
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 provides an overview of the post-production pipeline from dailies through delivery. Class topics include a step-by-step overview of each stage of the process and building the post-production team: editors, audio mixers, composers, sound designers, visual effects artists, and post-production management. The latest trends in post-production are covered. Instruction may include guest speakers.

Reg# 375531
Fee: $699
No refund after 12 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 10

Richard Greenberg, Head of Post Production at Miramax, where he is responsible for defining workflow, scheduling, and guiding studio product through the post-production process from image capture, through picture editing, to visual effects and sound finishing. Over the years he has also written and produced post-production materials, sold new product-placement technologies, and been a senior executive at several prominent Hollywood post-production facilities.

FILM TV X 479.088

Movie Magic Budgeting

2.0 units

For production managers, producers, corporate finance personnel, and production accounting professionals, this course provides you with a practical understanding of the budgeting process, including how to use Movie Magic Budgeting, a budgeting software application. You prepare a movie-of-the-week budget based on information that typically would be available during pre-production, including a script, day-out-of-days, one line schedule, shooting schedule, departmental budgets, and other hypothetical parameters. This is not an introduction to production course. Prequisite(s): Students must purchase Movie Magic Budgeting 7. A discount code will be provided to enrolled students after the start of class.

Reg# 376508
Fee: $499
No refund after 2 Oct.
Online
Sept. 28-Nov. 8
Students enrolled in this section are eligible to purchase Remote Instruction at 7 when enrolling for Film and Television 7 at a discount. Enrollment limited; early enrollment advised.

Elia Urquiza, who has written, shot, and edited many films, often at the crossroads of documentary and fiction. As a producer, Ms. Urquiza has worked on a number of commercial, fiction, and nonfiction projects. Her recent documentary, Nost, has been screened at festivals around the world.

Instructor to be announced

FILM TV X 475

Producing Commercials for All Platforms: A Practical Workshop

4.0 units

From concept to completion, learn to produce commercials for TV as well as for all integrated marketing platforms (video games, cinema, Internet, TV, and cell phones). You break down storyboards; write specifications; create bids; estimate special FX, editorial, talent, and music; and prepare a final estimate and production schedule for presentation and critique in class. You also learn how to get the best prices, stay on budget and schedule, and use the tools of advanced media. Instructions include guest speakers with discussion and screenings of the best current spots.

Reg# 376398
Fee: $699
No refund after 13 Oct.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
Saturday, 2-5pm, Nov. 7
No meeting Nov. 11
Instructor to be announced
and proficiency in using a home studio with sequencing technology is required for completion of assignments. The course does not include instruction in any specific software. Participants must already have an understanding of music notation and be proficient in using a DAW (Digital Audio Workstation)."n

Reg# 376292

Fee: $699

- No refund after 14 Oct.
- Remote Instruction
- 11 mtgs
- Thursday, 3-6pm, Oct. 1-Dec. 17

No meeting Nov. 26.

Enrollment limited; early enrollment advised.

Fletcher Beasley, composer for film, television, commercials, video games, and interactive exhibits who recently released Fictional Radio, an album of cinematic electronic music. Mr. Beasley has worked with some of the top composers in the film and television world, contributing writing, orchestration, and programming.

MUSC X 449.41

Recording, Mixing, and Editing Techniques for Film Composers

4.0 units

Geared towards film composers, this course teaches you the basics of recording, mixing, and editing in the modern DAW environment. Topics include music pre-production, signal flow and signal processing, how to create realistic mock-ups, exploring the balance and context of a mix with special consideration given to genre-appropriate sound mixing, delivery specifications (including stem mixes and session interchange between DAWs), and the basics of music editing for a scored film and temp-tracked film project. By course end, students learn the complete production process from pre-production, recording, mixing, and editing music to picture. Prerequisite(s): Access to and proficiency in using a home studio with sequencing software, and samples are required for completion of assignments. The course does not include instruction in any specific software.

Reg# 375954

Fee: $699

- No refund after 16 Oct.
- Remote Instruction
- 10 mtgs
- Saturday, 9:30am-1pm, Oct. 3-Dec. 12

No meeting Nov. 28.

Enrollment limited; early enrollment advised.

Steve Kaplan, scoring engineer and mixer for film, television, and video games. His credits include games such as Star Wars: Battlefront II and the award-winning God of War. In the television and film genre he has worked on titles such as The Walking Dead, Outlander, River, The Revenant, Sicario, Prisoners, and Book of Eli.

MUSC X 483.2

Advanced Orchestration: Applied Techniques for the Studio and Scoring Stage

4.0 units

Building on what was learned in Instrumentation and Introduction to Orchestration, this course further explores the unique evocative capabilities of each musical instrument and examines their applications in regard to scoring to picture, considered from both the composer’s and orchestrator’s perspective. Examine examples of effective orchestration techniques using both classical score study and case studies from film scores. You also learn to work with different types of sketches to create a professional quality score. Apply techniques by composing two short pieces to be played in class: one incorporating instruments from the woodwind, brass, and percussion families and one incorporating instruments from the string family, including harp. Prerequisite(s): Knowledge of music notation and theory, experience in music composition, and MUSC X 483.43 Instrumentation and Introduction to Orchestration, or consent of instructor. 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# 376281

Fee: $1,999

- No refund after 8 Oct.
- Remote Instruction
- 10 mtgs
- Wednesday, 6:30-10pm, Sept. 30-Dec. 9

No meeting Nov. 25.

Discounts cannot be applied to a portion of fees for this course.

Enrollment limited; early enrollment advised.

Visitors not permitted.

Thom Sharp, Emmy Award-winning composer, arranger, orchestrator, and conductor whose composition credits include the television series Casper, Toonytropolis, The New Adventures of Winnie the Pooh, Aladdin, The Little Mermaid, and Bionicles; as well as such films as Return of Jafar and The Land Before Time.

MUSC X 448.171

The Business of Film Music

4.0 units

Focusing on the vital business skills needed to build and maintain your career as a film and television composer, this course features comprehensive coverage of current business and financial practices in the industry. You learn about the role of agents, managers, and attorneys; making the most advantageous deal; the responsibilities and procedures in collecting royalties for your work. You also gain an understanding of the difference in operating your business as a sole proprietor or as a corporation and in the legal issues surrounding composer contracts and liability. Brand-building is an important component of a successful career: you study the philosophy of building your own brand as a film composer or as an assistant for another composer, and you explore the role of social media in the promotion of your brand. Collaboration issues are also discussed and include building your team and managing the work of others, communicating with your directors and producers, and working with contractors. Industry guest speakers share their expertise in these various areas and supplement extensive discussions and exercises.

Reg# 375816

Fee: $699

- No refund after 13 Oct.
- Remote Instruction
- 11 mtgs
- Wednesday, 7-10pm, Sept. 30-Dec. 9

No meeting Nov. 25.

Fletcher Beasley, composer for film, television, commercials, video games, and interactive exhibits who recently released Fictional Radio, an album of cinematic electronic music. Mr. Beasley has worked with some of the top composers in the film and television world, contributing writing, orchestration, and programming.

Music Certificates & Specializations

Jump-Start Your Career in Music

Interested in a career in music business? Want to pursue film scoring or creating music independently?

Enroll in one of our Music Certificates.

Music Certificates

BMIm proudly supports UCLA Extension certificates.

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!
**MUSC X 498.1 Advanced Film Scoring Workshop**

4.0 units

This course will immerse you in the creative and logistical process of scoring a film. Topics include collaborating and communicating with directors, dealing with temp scores, learning how spotting sessions work, incorporating themes and variations, and overcoming creative roadblocks. In addition, you learn how to breathe life into your scores, how to find your voice, and how to communicate beyond the notes on the page when working with live ensembles. Instruction includes the opportunity to record your cues in a professional recording studio with live musicians.

Prequisites: MUSC X 440.41 Recording, Editing, and Mixing Techniques for Film Composers and MUSC X 483.1 Film Scoring on a Budget or consent of instructor.

Reg# 375818

**Fee:** $1,999

No refund after 8 Oct.

- Remote Instruction

11 mtgs

Sunday, 2-5pm, Oct. 4-Dec. 20

No meeting Nov. 28.

Discounts cannot be applied to a portion of fees for this course.

Enrollment limited; early enrollment advised. Visitors not permitted.

**Instructor to be announced**

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**MUSC X 485 Composing Music for Animation**

4.0 units

Composing music for animation places special demands on the composer. Musical jokes are more prevalent, there are quicker changes in style and mood, and the music is often “wall to wall.” This course addresses each of these characteristics in the following broad schools of animation: story-driven, action-oriented animation, and hip and quirky. You learn about the traditional and new approaches to composing for animation and how to build tempo maps, which in many cases is half the job. The differences and similarities between scoring an animated movie and scoring an animated TV show also are discussed. You compose, arrange, and orchestrate cues in your home studio for scenarios every week. Both peers and instructor critique each cue in class.

Prerequisites: One course in or demonstrated competence in harmony, composition, standard orchestration techniques, and proficiency in MIDI/sequencing. Students should have access to sequencing software (e.g. Logic, Cakewalk, Pro Tools) and a project studio to create music.

Reg# 375811

**Fee:** $699

No refund after 14 Oct.

- Remote Instruction

11 mtgs

Thursday, 7-10pm, Oct. 1-Dec. 17

No meeting Nov. 26.

Enrollment limited; early enrollment advised.

**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, Aladdin, Mermaid, and Robot Chicken, as well as many live and animated features.

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**MUSC X 478.52 Composing Music for Video Games**

4.0 units

Through weekly writing assignments, and audio-visual demonstrations, you gain an understanding of the composition techniques, organization, and delivery formats unique to the video game industry. Topics include in-game versus cinematic scoring, budgeting and project management, contracts, technology tools for asset creation and production, music engines and compositional techniques specific to video game music, electronic music creation versus using live musicians, mixing, composing for different game genres and audio formats, delivery of assets for different console formats, and pitching for projects. Weekly composition assignment focuses on writing original adaptive music similar to works created for current games.

Prerequisites: MUSC X 440.91 The Art and Craft of MIDI and/or equivalent experience in music composition is required. Students must have access to and working knowledge of a sequencing host software (Logic, Cubase, Pro Tools, etc.) and familiarity with how to export audio mixes of their compositions into different audio formats.

Reg# 375812

**Fee:** $699

No refund after 12 Oct.

- Remote Instruction

11 mtgs

Tuesday, 7-10pm, Sept. 29-Dec. 8

Enrollment limited; early enrollment advised.

**Nima Fakhrara**, composer and ethnomusicologist whose narrative film credits include Crypto, The Girl in Photographs, Consumed, The Signal, and Gatchaman. Mr. Fakhrara has composed for multiple video games, including Detroit Become Human, Resident Evil: Revelations 2, and the 2016 release 1979 Revolution.

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**Music Business**

MUSC X 448.80 Do-It-Yourself Music Marketing

4.0 units

Of interest to DIY musicians, producers, managers, startup record label personnel, and anyone interested in learning fundamental marketing concepts used by the most innovative companies today. You learn how to describe your vision; identify a market need; analyze your fans; learn from your competitors; demo your products and services, set your marketing plan goals; and be the perfect mix of new marketing strategies ranging from branding, product, price, placement, promotion, and marketing information systems. The Internet, word-of-mouth, guerilla marketing techniques, social media, mobile marketing, publicity, music licensing, live performing and touring, merchandising, face-to-face selling, sales promotions, radio, and sponsorships are all addressed in course lectures, reading assignments, and discussions with industry guests. You are provided with the opportunity to craft a customized, low-budget marketing plan of attack using step-by-step templates and to receive constructive criticism from the instructor and fellow students. At the end of the class, student teams are asked to solve real-world marketing problems by presenting innovative solutions before a small panel of guest judges.

Reg# 375977

**Fee:** $699

No refund after 12 Oct.

- Hybrid

8 mtgs

Sept. 29-Nov. 21

Tuesday, 7-10pm, Sept. 29-Nov. 17

Refer to course syllabus for online session details.

**Bobby Borg**, major label, international, and DIY recording/touring artist with more than 25 years of experience in the music business. He is a music business consultant, A&R advisor to music supervisors and independent labels, and the best-selling author of numerous music business books and articles.

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**MUSC X 448.17 Music Publishing: Law and Business**

4.0 units

This overview is designed for those interested in a career in music publishing as well as for business and personal managers and attorneys who desire a working knowledge of the music publishing industry. Topics include copyright basics; songwriter agreements; setting up domestic licensing for records, motion pictures, television, print, commercials, and other areas; aspects of foreign sub-publishing, including negotiating agreements and collection societies; and dealing with ASCAP, BMI, and SESAC. Detailed discussions also cover trends and revenue opportunities in the evolving digital marketplace. Guest speakers include music industry executives and attorneys.

Reg# 375898

**Fee:** $699

No refund after 14 Oct.

- Hybrid

10 mtgs

Thursday, 7-10pm, Oct. 1-Dec. 10

Dec. 11-17

No meeting Nov. 26.

Refer to course syllabus for online session details.

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

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**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.

Prerequisites: Basic computer skills and basic audio technology concepts. Students must have access to their own Mac or PC laptop with a minimum of 15 GB of free space, a power adapter, and Pro Tools 12 or 2018 (installed and fully updated), external hard drive/ audio interface/midi/keyboard are optional but recommended.

Reg# 375809

**Fee:** $699

No refund after 9 Oct.

- Online

11 mtgs

Tuesday, 7-10pm, Oct. 5-Dec. 13

Enrollment limited; early enrollment advised.

**Maurizio D'Otto De Togni**, composer for commercials and TV, music supervisor 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.

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**MUSC X 484.31 Music Supervision for Film and Television**

4.0 units

Defining the role of the music supervisor by drawing on the combined resources of the film and television communities to marry music and moving images, this course is for anyone interested in the business and art of film and television music. Lectures and discussion with guest speakers present the principles and procedures of music supervision. Past guest speakers have included composers, music supervisors, filmmakers, producers, music licensing representatives, and executives.

Reg# 375900

**Fee:** $699

No refund after 13 Oct.

- Remote Instruction

10 mtgs

Wednesday, 6:30-10pm, Sept. 30-Dec. 9

No meeting Nov. 25.

**Carrie de Boer**, music supervisor for film and television at Chick Chick Music and on the music marketing team at Netflix. Ms. de Boer’s background includes work in trailers and promos for companies like Twentieth Century Fox and SickKids hospital. She’s also a classically trained pianist and vocalist.

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**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. Prerequisites: Basic computer skills and basic audio technology concepts. Students must have access to their own Mac or PC laptop with a minimum of 15 GB of free space, a power adapter, and Pro Tools 12 or 2018 (installed and fully updated), external hard drive/ audio interface/midi/keyboard are optional but recommended.

Reg# 375809

**Fee:** $699

No refund after 9 Oct.

- Online

11 mtgs

Tuesday, 7-10pm, Oct. 5-Dec. 13

Enrollment limited; early enrollment advised.

**Maurizio D'Otto De Togni**, composer for commercials and TV, music supervisor 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.
Prerequisite(s): Basic computer skills and basic audio technology concepts. Students must have access to their own Mac computer with a minimum of 15 GB of free space, a power adapter, and Logic Pro X 10.4 and above (installed and fully updated); external hard drive/audio interface/mic/midi keyboard are optional but recommended.
Reg# 375815
Fee: $699
- No refund after 13 Oct.
- Remote Instruction
  11 mtgs
- Wednesday, 7-10pm, Sept. 30-Dec. 16
- No meeting Nov. 25.
- Enrollment limited; early enrollment advised. 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, Roxette, Kiss, Rush, Beck, Nikka Costa/Lenny Kravitz, John Cale, and many more.

MUSC X 448.14B
The Art and Craft of Music Mixing
4.0 units
Learn the art and craft of mixing music as it applies to the many creative and technical considerations involved in “record-mixing.” Each week, a new genre of music is mixed in class from start to finish. All aspects of mixing are covered, from root principles to specialized techniques of veteran mixers. Also covered are in-depth explorations of a myriad of plug-ins and outboard gear; sound-replacing, when and when not to replace sound; summing amps; tuning, tweaking, and nudging elements when needed; printing to analog vs. digital; and stem-mixing. Instruction also includes a field trip to a world-class mixing studio.
Reg# 376517
Fee: $699
- No refund after 12 Oct.
- Remote Instruction
  11 mtgs
- Tuesday, 7-10pm, Sept. 29-Dec. 8
- Enrollment limited; early enrollment advised. Instructor to be announced

MUSC X 441.3
Audio Recording Theory
4.0 units
Specifically tailored to independent artists, this course presents a practical and effective introduction to the theory, art, and craft of sound recording. Instruction covers the basics of audio, acoustics, and electronics, as well as the theory and operation of the most commonly used signal processors, audio consoles, monitor loudspeakers, and microphones and their application to the digital audio workstation production process.
Reg# 375808
Fee: $699
- No refund after 2 Oct.
- Online
  Oct. 5-Dec. 13
Michael Vail Blum, award-winning producer/music engineer. Mr. Blum engineered several LPs for Madonna and worked with artists such as Pink Floyd, Bryan Ferry, and Kenny Loggins. He produced platinum artist Anastacia in his own Titan Recording Studio and discovered, recorded, and produced Kelly Clarkson.

MUSC X 440
Create and Produce Your Own Music Project
4.0 units
Learn the ins and outs of the creative side of music production. Classes are hands-on, real-world, intensive, and cover such concepts as choosing musicians and finessing the best performance out of artists. In this workshop-style class, you are required to produce, mix, and master one music project—either a live band or a solo artist. Your project must incorporate live instruments as well as programmed instruments. The course is personalized to help each student explore the full potential of creating and producing their music. Topics include pre-production, recording using Pro Tools or Logic, getting great vocal performances through microphone techniques, recording and mixing techniques, mastering, and budgeting. Near the end of the course, your projects are played and critiqued in class.
Prerequisite(s): MUSC X 441.3 Audio Recording Theory. Students must have access to a Pro Tools or Logic system and must be proficient in either of these systems.

Learn more at uclaextension.edu

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

Over 40+ specializations offered, including:
- Entertainment Industry Fundamentals
- Film Editing
- Music Supervision
- And many more

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 5.
Sustainability & Environmental Studies

For more information call (310) 825-7093.

For more information call (310) 825-7093 or visit uclaextension.edu/sustainability.

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 2 quarters!

The Curriculum

The Sustainability Certificate is comprised of 3 required courses (12 units) and 2 electives (8 units) drawn from various fields.

Required Courses

+ ENVIRON X 400 Principles of Sustainability I: Introduction, page 94.
+ MGMT X 401 Principles of Sustainability II: Current Issues and Case Studies, page 94.
+ ENVIRON X 402 Principles of Sustainability III: Stakeholders and Engaging Communities, page 96.

Electives

Additional electives may be offered in other quarters.

+ ENVIRON X 405 Supply Chain Sustainability, page 96.
+ GEOG XL 5 People and the Earth’s Ecosystems, page 97.
+ PUB PLC X 495 Sustainability Internship, page 97.

+Offered this quarter, contingent on enrollments.

For More Information

sustainability@uclaextension.edu | (310) 825-7093 | uclaextension.edu/sustainability

Stay connected!
Follow us on Facebook
@UCLAExtensionSustainabilityCertificate
Environmental Studies Certificate

“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 provides you with a strong foundation for understanding the complex relationship between humans and the environment. You gain a multidisciplinary perspective on a variety of environmental issues, including

- Air and Water Pollution
- Population Growth and Distribution
- Global Climate Change
- 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG XL 1</td>
<td>Earth’s Physical Environment</td>
</tr>
<tr>
<td>GEOG XL 5</td>
<td>People and the Earth’s Ecosystems</td>
</tr>
<tr>
<td>PUB PLC X 461</td>
<td>Climate Change, Energy, and the Environment</td>
</tr>
<tr>
<td>ENVIRON X 14</td>
<td>The Ocean Environment: An Ecosystem Perspective</td>
</tr>
</tbody>
</table>

2 of the 4 courses are XL courses and may be transferable to UC and Cal State schools.

+Offered this quarter, contingent on enrollments.

For More Information
sustainability@uclaextension.edu | (310) 825-7093 | uclaextension.edu/EnvStudiesCert

Stay connected!
Follow us on Facebook
@UCLAExtensionEnvironmentalStudies

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 is open to all students; certificate candidacy is not required. Students must take 3 out of the 4 courses to complete the specialization.

**Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVIRON X 405</td>
<td>Supply Chain Sustainability</td>
</tr>
<tr>
<td>PUB PLC X 460.5</td>
<td>Renewable Energy Economics and Policy</td>
</tr>
<tr>
<td>MGMT X 403</td>
<td>Strategic Social Impact</td>
</tr>
<tr>
<td>MGMT X 481.5</td>
<td>Global Business Practices in Sustainability</td>
</tr>
</tbody>
</table>

All courses are also electives for the Sustainability Certificate; these courses can be used toward completing both programs!

+Offered this quarter, contingent on enrollments.

For More Information
sustainability@uclaextension.edu | (310) 825-7093 | uclaextension.edu/sustainableBusMgmtCert

Stay connected!
Follow us on Facebook
@UCLAExtensionSustainabilityCertificate
Food Studies Certificate

New

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.

Elective Courses (choose 4 of the following)

+ ANTHRO XL 133F Anthropology of Food
+ PHYSCI X 451 Introduction to Human Nutrition
+ PUB PLC X 478 Sustainable Food and Agriculture
+ PUB PLC X 477 Food Justice
+ URBN PL XLC 216 Food Studies Graduate Certificate Colloquium

2 of the 5 courses are an XL courses and are transferable to the UCLA main campus, as well as other UC and Cal State schools.

For More Information
sustainability@uclaextension.edu | (310) 825-7093
GEOG XL 5
People and the Earth’s Ecosystems
5.0 units
This course explores the ways in which human activity impacts the natural environment and how modification of environment can potentially have significant consequences for human activity. Topics include environmental challenges, such as air and water pollution, population growth and distribution, global atmospheric changes, ecosystems and evolution, agriculture and food resources, and renewable and nonrenewable energy resources. Includes case studies drawn from the local, national, and international levels.

Reg# 376132
Fee: $845
No refund after 2 Oct.
❖ Online
Sept. 28-Dec. 20


Chelsea Robinson, PhD, founder and executive director

PUB PLC X 460.5
Renewable Energy Economics and Policy
4.0 units
This rigorous course provides accelerated exposure to the real-world challenges and opportunities of implementing renewable energy projects. Participants are introduced to fundamental concepts, tools, and resources. Students then apply the course concepts in a facilitated learning environment, both qualitatively and quantitatively, to real case studies drawn from industry. Topics include large-scale wind energy projects, distributed solar projects, bioenergy, energy efficiency, clean tech commercialization, and climate change mitigation. Students will assess policy questions, evaluate economic opportunities, and develop meaningful recommendations regarding the case studies. After successfully completing this course, participants will be better equipped to evaluate policy alternatives, participate in public stakeholder processes, or make critical organizational decisions related to renewable energy. There are no prerequisites for this course. Internet access is required to access course materials, participate in discussion forums, and submit course requirements.

Reg# 376139
Fee: $715
No refund after 15 Oct.
❖ Hybrid
5 mtgs
Thursday, 6-9pm, Oct. 1-Nov. 12; Dec. 3
Oct. 8-14; Oct. 22-28; Nov. 5-11; Nov. 12-Dec. 2; Dec. 10-16


Yair Crane, corporate development consultant

PUB PLC X 495
Sustainability Internship
4.0 units
The internship provides students with a unique experiential learning opportunity related to environmental sustainability. The internship site is selected by the eligible student from among a variety of related disciplines, allowing the student to create a distinctive independent learning experience. The purpose is to apply the material learned in formal Sustainability Certificate academic courses to a workplace setting, acquiring valuable job skills. Students gain hands-on experience by working on real industry problems/projects in the private or public sector or in a nonprofit organization. Students intern for a minimum of 120 working hours. Throughout the internship, students communicate and work alongside an Extension instructor who will help guide them through the process. Students are required to complete a final report of their experience once they complete the internship.

Prerequisite(s): 50 percent of the program requirements (thus, three of the five courses) must be completed before taking the Internship course.

Reg# 376134
Fee: $810
No refund after 2 Oct.
Independent Study/Internship
Sept. 28-Dec. 20


Dan Beal, MPA, who has more than 35 years of experience developing, analyzing, and implementing legislation, advocacy efforts, and public policy and programs in sustainability. The internship site is selected by the student.

MGMT X 481.5
Global Business Practices in Sustainability
4.0 units
This course provides a broad overview of global business practices in sustainability, designed to help students develop a strong foundation in this complex subject. The primary focus is helping students understand the business rationale for sustainability. Students examine why and how a business is addressing environmental and sustainability issues across sectors and industries. Additionally, the course covers the various principles, models, methodologies, and indicators of sustainability to help students understand how global business awareness and practices in the field have evolved since the concept first emerged in the 1980s.

Reg# 376170
Fee: $765
No refund after 2 Oct.
❖ Online
Sept. 28-Dec. 7

Misha Kouzeh, MS, consultant, trainer, TEDx speaker

Land Use Law and Planning Conference

Millennium Biltmore Hotel in Downtown Los Angeles

UCLA Extension’s annual Land Use Law and Planning Conference is the leading source of information on California land use legislation, case law, and the emerging issues that frame land use and development practices in the nation’s most populous state.

Now in its 35th year, this conference offers a unique cross-disciplinary approach that explores the full range of perspectives drawn from land use planning, legal, development, and environmental communities and demonstrates how these factors influence the day-to-day work of planners, developers, environmental regulators, and attorneys.

Conference Chairs:
Matthew Burris, Deputy City Manager, City of Rancho Cucamonga
David Smith, Partner, Manatt, Phelps & Phillips LLP
Alisha Winterswyn, Partner, Best Best & Kreiger LLP

For More Information
publicpolicy@uclaextension.edu | (310) 825-7093

Above: The Millennium Biltmore Hotel.

COM HLT 812:
CEQA Updates: Issues and Trends in 2020
The California Environmental Quality Act (CEQA) is a complex and dynamic law that changes from year to year. Keeping abreast of the latest developments is essential for professionals involved in any aspect of environmental impact assessment. This 2018 update features the latest legislative amendments, proposed revisions to the CEQA Guidelines, and court decisions handed down in the past year. The course also includes key issues and trends in CEQA practice at the state and local levels.

Reg# 376312
Fee: $325
No refund after 11 Nov.
❖ Remote Instruction
1 mtg
Thursday, 9am-4:30pm, Nov. 12

6 hours of MICL credit. 6 hours of CM credit for AICP certified planners.
Fee includes course materials. Enrollment Limited: Visitors not permitted. Enrollment deadline: Nov. 11.

Terry Rivasplata, technical director with ICF International, a consulting firm specializing in environmental planning and natural resource management. Mr. Rivasplata specializes in CEQA compliance and general plan preparation.

Margaret M. Sohagi, JD; president, The Sohagi Law Group, PLC.
Internships

If you are in one of our Certificate Programs and are in the job search mode, you should be talking to us about the various internship possibilities available to you. There is no better way to gain valuable experience, network, and market your skills.

MGMT X 430.136 Internship in Finance
Page 101.

MGMT X 430.383 Internship in Personal Financial Planning
Page 104.

If you are interested in exploring the possibility of one of our internships, please contact Greg Gonzalez at ggonzale@uclaextension.edu.

*Certificate students must complete a minimum of 5 courses before enrolling in an internship.

Review Programs

Credentials such as CPA, CFP, and EA can significantly enhance your marketability within the field. Employers know you have learned a standard set of skills, have an understanding of those skills, and are driven enough to complete the work required to earn the credential. This makes you less of a hiring risk for the potential employer and separates you for other candidates for the job or promotion.

There are two different aspects of preparing for these exams:

• Having or obtaining the underlying knowledge and skills through a Certificate program or Specialization.

• Taking a review program to help you understand how the test questions are written, determine which portions of the content you have mastered, and which portions need more work.

Enrolled Agent (EA) Exam
This taxation credential allows you to represent clients from all 50 states who are being audited in front of the IRS.

MGMT 822.22D Enrolled Agent Examination Preparation: Representation, Practice, and Procedures

MGMT 822.22B Enrolled Agent Examination Preparation: Business

Certified Financial Planner (CFP) Exam
Widely recognized within the Financial Planning and Investment Community. This credential separates financial planning knowledge, skills, and abilities from the sales positions in investing and insurance.

MGMT 833.374 Review Course for the CFP Examination ⚫

Certified Public Accountant (CPA) Exam
Widely recognized standard for Accountants verifying an understanding of GAAP guidelines, Accounting concepts, reporting, and analysis.

MGMT 827.7A Wiley CPAexcel CPA Review Program—Gold

MGMT 827.7B Wiley CPAexcel CPA Review Program—Platinum

For More Information
fmpcertificate@uclaextension.edu | (310) 206-1654
Credit Analysis & Management Certificate

The Credit Analysis and Management Certificate is designed to provide a working knowledge of the fundamentals of modern credit analysis for today's business owners and managers as well as the applications for better consumer credit management. Candidates will learn today's credit “best practices” and analysis in practical, application-based courses that give instruction of how to understand and adopt current evaluation tools, write comprehensive credit analysis reports, manage a loan or loan portfolio, manage work-outs and business bankruptcies, and understand trade financing transactions and project financing needs.

Certificate Summary
7 Courses

Core Requirements
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
LAW X 420 Business Law: Fundamentals
MGMT X 891.02 Business Ethics

Electives
MGMT X 430.616 Managing a Loan Portfolio
MGMT X 430.132 Business Valuation
MGMT X 475.4 Real Estate Finance

1 year and 3 quarters when taking course per quarter
$200 Candidacy Fee
$6,040 Tuition costs

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

Pre-MBA Certificate

Designed to enhance advancement to a top-ranked university MBA program.
Our newest certificate was developed for individuals who have completed an undergraduate program in a non-business related field and are looking to apply to a top-tier MBA program.

Certificate Features
• Personalized student counseling provided by highly-qualified college counselors who will help you assess, select, and apply to “best fit” MBA programs.
• Curriculum designed to build a strong academic foundation in the necessary business fields.
• Full-time program takes two quarters to complete.
• Part-time program can be spread out over a year (next program offering Summer 2021).
• Discounts available to UC Alumni.

For More Information
jcaruso@uclaextension.edu | (310) 206-1708 | uclaextension.edu/pre-mba-studies

Legal Programs of Interest for Business Professionals

Interested in Legal Programs? Find our selection of law and legal related courses, including Business Law: Fundamentals and our ABA-Approved Paralegal Training Program beginning on page 121.

Offered This Quarter:
Business Law: Fundamentals
Paralegal Training Program
Legal Secretary Training Program

For More Information
legal@uclaextension.edu | (310) 825-0741

Vets Count Scholarship Fund

Open application. Scholarships awarded annually.

For active duty U.S. military personnel, veterans, and their immediate families who are interested in pursuing financial programs to assist them in achieving their educational and career goals.

The scholarship pays the registration fees for any two standard-priced courses in the Financial Management Program area, taken within one calendar year.

For more information about applying for or donating to the fund, contact us at vetscount@uclaextension.edu | (310) 206-7247
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 MGMT X 1A and MGMT X 1B Principles of Financial Accounting (or equivalent courses) prior to enrolling in the certificate.

Core Courses
All required.
- MGMT X 130A Applied 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 Applications of 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
All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted 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 an 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)

Finance
Those students planning to pursue a career as financial or investment professionals are advised to enroll in the Finance Certificate. Students are advised to complete MGMT X 1A and MGMT X 1B Principles of Financial Accounting (or equivalent courses) and MGMT X 422 Cost Accounting and Analysis before enrolling in the certificate, since these are prerequisites for many courses in the curriculum.

For more information call (310) 206-1689 or email cwillemes@uclaextension.edu.

MGMT X 130A Applied Managerial Finance
4.0 units
This course offers an introduction to some of the more important topics in Managerial Finance, with an emphasis on the methods and sources of financing for corporations. Topics include corporate financial analysis, financial planning procedures, present value and security valuation, capital budgeting, capital structure, and approaches to raising capital. The course also covers securities markets, factors, and models explaining security returns, as well as the concept of market efficiency. Financial calculator is required.
Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Accounting or equivalent or consent of instructor.
Reg# 376319
Fee: $765
- No refund after 12 Oct.
  - Hybrid
- Monday, 6:30-9:30pm, Sept. 28-Dec. 7
- Visitors not permitted.
  
  David E French, MBA, president, David French & Associates, LLC, a business strategy consultancy.

MGMT X 130B Advanced Applications of Managerial Finance
4.0 units
This course demonstrates the advanced implementation of corporate finance through the presentation of theories and their applications. 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): MGMT X 130A Basic Managerial Finance or consent of instructor.
Reg# 376279
Fee: $765
- No refund after 12 Oct.
  - Remote Instruction
- Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
- Enrollment limited.
  
  John Alexander, MBA, test preparation specialist.

MGMT X 430.131 Business Acquisitions: Strategy and Finance
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 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, case studies, and assigned practice questions. Participants leave the course with an understanding of how to put together a deal, minimize overpaying, and increase their chances of success in a business combination.
Prerequisite(s): MGMT X 130A Basic Managerial Finance or equivalent or the consent of the instructor.
Reg# 376300
Fee: $765
- No refund after 2 Oct.
  - Online
- Sept. 28-Dec. 7
- Enrollment limited.
  
  Peter Lou, CFA, MBA, MA, CFA, senior manager, Wells Fargo Bank.

MGMT X 430.132 Business Valuation
4.0 units
This course explores the basics of business valuation, including how businesses, equity, and enterprise are 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# 376320
Fee: $765
- No refund after 12 Oct.
  - Hybrid
- Monday, 6:30-8pm, Sept. 28-Dec. 7
- Visitors not permitted.

Joe EI Rady, MBA, The Wharton School; CEO, El Rady Group, a merchant bank and capital advisory firm; formerly with Houlihan Lokey.

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): MGMT X 1A and MGMT X 1B Principles of Accounting.
Reg# 376278
Fee: $765
- No refund after 14 Oct.
  - Hybrid
- Monday, 6:30-8pm, Sept. 28-Dec. 7
- Visitors not permitted.

Enrollment limited; early enrollment advised. Visitors not permitted.

For More Information
fmncertificate@uclaextension.edu | (310) 206-1654 | uclaextension.edu/fincert
Artificial Intelligence (AI) in Business and Finance

New!

Artificial Intelligence (AI) is a database driven technology, which along with data analysis, is going to impact the future of almost all industries.

Our two new courses were designed for people in business and finance who are not programmers, engineers, or data scientists in order to give them the understanding an end user needs to be able to effectively communicate and work with experts in this quickly emerging field.

For More Information
fmpcertificate@uclaextension.edu | (310) 206-7247

MGMT X 430.137
Behavioral Finance
4.0 units
This course is based on the fundamental principle that the first step to successfully investing your money is to not lose it. Covering the theory and practice of behavioral finance, including a history of financial bubbles, scars, and a study of the heuristics (rules of thumb) and biases that drive human behavior. Other topics in this course include prospect theory, common investment mistakes, the role of randomness in finance, retirement planning, and practical applications of behavioral finance. Also presented are basic principles of the theory of rational portfolio theory and behavioral finance research that suggests there are persistent market traits that can generate excess returns.
Reg# 376364
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Victor Dosti, BS, MBA, director of research, Whittier Trust

MGMT X 432.3
Financial Statement Analysis
4.0 units
This course is intended for financial and credit analysts, CPA or CFA candidates, investors, business managers, or individuals who are involved in equipment or real estate financing, 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): MGMT X 1A and MGMT X 1B Principles of Accounting or consent of instructor.
Reg# 376515
Fee: $765
No refund after 14 Oct.
♦️ Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
No meeting Nov. 11.
Visitors not permitted. ♦️ Michael Alan Baker, JD, attorney-at-law

MGMT X 460.988
Global Currency Management
4.0 units
Currency devaluations are a major cause of global economic chaos, thereby forcing multinational companies, as well as importers and exporters, to make long-term decisions that are undermined by daily trading occurrences. Currency traders, including hedgers, arbitrageurs, and even speculators now are challenged by 24-hour global currency trading with markets made for almost any currency. This course is designed to help students, managers, and aspiring traders meet the challenges of managing currency operations, capitalizing on opportunities, and reducing the risks of foreign exchange swings. Instruction identifies major areas of currency risks, strategies, and organizational structure requirements. Participants are provided a framework for analyzing the causes of expected exchange rate movements and how to deal with them. Students also review foreign currency events, both past and current, focusing on the implications of these events on future capital flows and growth.
Reg# 376706
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited. ♦️ Salman Sadig, BA, MBA, JD, attorney, financial industry regulatory authority

MGMT X 430.136
Internship in Finance
4.0 units
The internship provides practical experience in a variety of finance-related job functions within the private, public, or nonprofit sectors and is an opportunity to apply the material previously studied in your finance courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by Sept. 21.
Prerequisite(s): Restricted to students enrolled in the Finance Certificate and who have completed a minimum of five courses in the Finance Certificate program. International students must contact the International Student Office at (310) 825-9351 to confirm eligibility. Internet access required to retrieve course materials.
Reg# 376288
Fee: $765
No refund after 6 Oct.
Independent Study/Internship
Sept. 29-Dec. 7
Enrollment limited. ♦️ Charles E P Wood, MBA, president, C.E. Peterson & Company, lecturer in law, USC Gould School of Law

Women, Wealth, and Wisdom Seminar

Health & Wellness
Wednesday, Oct. 14, 6:30-8:30pm
Remote Instruction
Reg# 376553
Fee: $25
Page 101.

Financial Literacy

MGMT X 430.61
Fundamentals of Personal Finance
2.0 units
1.8 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# 376322
Fee: $380
No refund after 2 Oct.
Online
Sept. 28-Oct. 20
Britt Hansey, MS, MBA, vice chair, Business Administration Department, Los Angeles City College

MGMT 833.821G
Women, Wealth, and Wisdom: Health & Wellness
0.2 CEUs
No matter what nutritional or health related changes you want to make, understanding the change process is a key component to success. Beyond exercise, carbohydrates, proteins, and fats, your success is about making consistent and persistent changes in your behavioral patterns. Hear from Dietitian and UCLA Extension Instructor Suzanne Elizondo, MS, RD about taking steps to improve your health and wellness.
Reg# 376553
Fee: $25
No refund after 11 Oct.
Remote Instruction
1 mtg
Monday, 6-8pm, Oct. 12
Discounts cannot be applied to fees for this course. Instructor to be announced

For More Information
(310) 206-1689

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

Page 101.
Business Economics, Math & Statistics

For more information email office@extension.ucla.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 Applying Economics to Business Decisions 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# 376100
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited.
Britt Hastey, MS, MBA, vice chair, Business Administration Department, Los Angeles City College

MGMT X 110 Mathematical Solutions for Businesses 4.0 units
This course provides a fundamental background for administrators in the public and private economic sectors, as well as a solid review of pre-MBA mathematics. Topics include linear and matrix algebra (with special emphasis on demand/supply and cost/revenue analysis) and differential calculus. Students are encouraged to bring in examples of mathematical applications based on their professional experiences.

Reg# 376102
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Sharat Batra, MBA, mechanical engineer, Los Angeles Department of Water and Power

Reg# 376108
Fee: $765
No refund after 19 Oct.
Remote Instruction
10 mtgs
Monday, 6:15-9:50pm, Oct. 5-Dec. 7
Bijan Raphaela, MA, PhD

MGMT X 115 Business Statistics 4.0 units
This course explores the elements of probability, probability distributions, estimation and confidence intervals, tests of significance and hypotheses, linear regression and correlation, time-series analysis, and principles of index numbers. Additionally, the course covers applications to the analysis and decision-making aspects of daily business problems.

Prerequisite(s): MGMT X 110

Mathematical Solutions

MGMT X 115 Business Statistics 4.0 units
This course explores the elements of probability, probability distributions, estimation and confidence intervals, tests of significance and hypotheses, linear regression and correlation, time-series analysis, and principles of index numbers. Additionally, the course covers applications to the analysis and decision-making aspects of daily business problems.

Prerequisite(s): MGMT X 110

Mathematical Solutions

MGMT X 115 Business Statistics 4.0 units
This course explores the elements of probability, probability distributions, estimation and confidence intervals, tests of significance and hypotheses, linear regression and correlation, time-series analysis, and principles of index numbers. Additionally, the course covers applications to the analysis and decision-making aspects of daily business problems.

Prerequisite(s): MGMT X 110

Mathematical Solutions

MGMT X 433.02 Security Analysis 4.0 units
This updated, rigorous, and exciting course examines companies and industries using a fundamental and time-series analysis approach first developed by Benjamin Graham in 1934. Instruction focuses on the examination of equities and bonds by taking an in-depth look at the financial statements concentrated on the income statement, balance sheet, cash flow statement, and financial ratios. The tools and techniques used are as relevant today as they were when Graham first developed the basis for value investing. Through case study analysis of actual companies, students learn the tenets of value investing, ratio analysis, and industry analysis. This course draws on subsequent editions of Graham’s classic, Security Analysis, considered by many professional investors to be the best book written on fundamental analysis.

Prerequisite(s): X 433.01 Fundamentals of Investing and X 432.3 Financial Statement Analysis or consent of instructor.

Reg# 376374
Fee: $765
No refund after 14 Oct.
Online
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
No meeting Nov. 11.
Steven Yamshon, PhD, LHD, MBA, managing director, Stevens First Principles Investment Advisors

MGMT X 433.03 Alternative Investment Strategies 4.0 units
This course is designed for financial professionals and personal investors who recognize the importance of diversifying their investment portfolios and who have a desire to understand the risks and rewards of asset classes outside of the traditional categories of stocks and bonds. Instruction provides an overview of alternative investment assets, strategies, and portfolio management. Topics include hedge funds, private equity, structured products/derivatives, and real assets (focus on real estate). Guest lectures given by experienced financial professionals expound upon the various subjects covered.

Reg# 376299
Fee: $765
No refund after 15 Oct.
Online
11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 17
No meeting Nov. 26.
Enrollment limited. Internet required.
John Alexander, MBA, test preparation specialist

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 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 intermediate forms of option strategies.

Prerequisite(s): A basic understanding of the stock market is recommended.

Reg# 376321
Fee: $765
No refund after 14 Oct.
Hybrid
11 mtgs
Wednesday, 6:30-8:30pm, Sept. 30-Dec. 16
No meeting Nov. 11.
Visitors not permitted.
Muizz Kheraj, Muizz Kheraj, MBA, CFA, Managing Director, FocalPoint Partners, LLC

MGMT X 460.983 International Investing 4.0 units
More and more individuals are investing internationally to take advantage of its potential growth and 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 expanding 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 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. All these and other tools, you learn to make informed investment decisions and analyze the global and regional economic trends that may affect investment outcomes.

Reg# 378305
Fee: $765
No refund after 13 Oct.
Hybrid
11 mtgs
Tuesday, 6:30-8pm, Sept. 29-Dec. 8
Visitors not permitted.
Instructor to be announced

Personal Financial Planning

The courses in this section are part of UCLA Extension’s traditional evening and online Personal Financial Planning Certificate. This eight-course certificate is intended for financial planning professionals who want to expand their current careers or for individuals who are planning to pursue a career transition into this field. The courses also provide approved curriculum for students who are planning to sit for the CFP™ Certification Exam.

MGMT X 430.31 Survey of Personal Financial Planning 4.0 units
This course introduces students to the profession of personal financial planning, emphasizing the identification and quantification of financial objectives and the interfaced facets of a wide range of technical personal financial planning material. The course is intended for individuals who wish to become practitioners in financial planning, those considering a career transition, and for professionals currently in other industries seeking to advance their careers—bankers, insurance and security brokers, investment and financial advisors, real estate professionals, CPAs, trust officers, and attorneys. Topics include qualitative and quantitative methods used in the financial planning decision-making process. Additionally, the course covers principles of income taxation, investment analysis and procedure, insurance, employment benefit plans, estate planning, cash-flow management, ethics, strategies, and processes of professional practice.

Recommended: May be taken prior to or concurrently with MGMT X 430.391 Financial Analysis in Personal Financial Planning. Both of these courses must be taken before all other courses in the Personal Financial Planning Certificate.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MGMT X 430.31</td>
<td>Survey of Personal Financial Planning</td>
</tr>
<tr>
<td>MGMT X 430.391</td>
<td>Financial Analysis in Personal Financial Planning</td>
</tr>
</tbody>
</table>

Core Courses

<table>
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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>MGMT X 430.35</td>
<td>Insurance in Personal Financial Planning</td>
</tr>
<tr>
<td>MGMT X 430.32</td>
<td>Investments in Personal Financial Planning</td>
</tr>
<tr>
<td>MGMT X 427904</td>
<td>Retirement Plans and Other Employee Benefits</td>
</tr>
<tr>
<td>MGMT X 430.33</td>
<td>Income Taxation in Personal Financial Planning</td>
</tr>
</tbody>
</table>

Capstone Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MGMT X 430.38</td>
<td>Personal Financial Planning Capstone</td>
</tr>
</tbody>
</table>

Required Ethics Seminar

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MGMT 833.379</td>
<td>Ethics in Personal Financial Planning</td>
</tr>
</tbody>
</table>

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 and to have your transcripts transferred to the CFP Board.

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.

Scholarship Fund

Scholarships are awarded quarterly. Since Fall 2009, one Joseph G. Devanney Scholarship has been awarded each academic quarter to offset course fees for MGMT X 430.38 Personal Financial Planning Capstone (classroom or online). The scholarship underwrites the full cost of the course. These scholarships are not awarded based on financial need and applicants are not required to submit financial documentation.

For More Information

scholarships@uclaextension.edu | (310) 206-7247

Reg# 376223
Fee: $765
No refund after 13 Oct.
Hybrid
12 mtgs
Enrollment limited.
Robert Watson, MBA, financial advisor, ING Financial Partners

Reg# 376043
Fee: $765
No refund after 7 Oct.
Hybrid
11 mtgs
Wednesday, 6:30-8:30pm, Sept. 29-Dec. 15

No meetings Nov. 11.
Visitors not permitted.

Stephen Minihan, MBA, CFP®, Westlake Financial Advisors LLC, recipient of the UCLA Extension Distinguished Instructor Award, 2019.

Online Course, page 5.
Hybrid Course, page 5.
Web-Enhanced Course, page 5.
Remote Instruction, page 5.
Textbook Required.
UC Credit, page 6.
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, 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 tontobles. Prerequisites: MGMT X 430.31 Financial Analysis in Personal Financial Planning and MGMT X 430.31 Survey of Personal Financial Planning or consent of instructor.
Reg# 787139
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited.
H
Robert Watson, MBA, financial advisor, ING Financial Partners

MGMT X 430.35
Insurance in Personal Financial Planning
4.0 units
This course analyzes fundamental insurance principles and approaches to insurance needs. Instruction covers life, health, property, casualty, and liability insurance, as well as the role insurance plays in financial and estate planning. You learn to integrate personal and capital insurance needs into a comprehensive financial plan. Prerequisite(s): MGMT X 430.31 Survey of Personal Financial Planning, MGMT X 430.391 Financial Analysis in Personal Financial Planning, or consent of instructor.
Reg# 787190
Fee: $765
No refund after 13 Oct.
Hybrid
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
No meeting Nov. 11.
Hy
Lovett Goode, BA; Certificate in Personal Financial Planning, UCLA Extension, Director/Principal, KRYAS Insurance Services

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): MGMT X 430.31 Survey of Personal Financial Planning, MGMT X 430.391 Financial Analysis in Personal Financial Planning, and MGMT X 427.08 Fundamentals of Tax Preparation, or MGMT X 127 Federal Income Taxation, or consent of instructor.
Reg# 787642
Fee: $765
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6:30-8pm, Oct. 1-Dec. 17
No meeting Nov. 26.
Visitors not permitted.
H
Stephen Minihan, MBA, CFP®, Westlake Financial Advisors LLC; recipient of the UCLA Extension Distinguished Instructor Award, 2019.

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/apply the process and techniques for preparing and presenting a financial plan in an environment of non-liability. This course fully meets the financial planning 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®, ChFC, CLU). Prerequisite(s): Completion of the other seven required courses in the Personal Financial Planning Certificate.
Reg# 376178
Fee: $865
No refund after 13 Oct.
Hybrid
11 mtgs
Tuesday, 6:30-8:30pm, Sept. 29-Dec. 8
Enrollment limited. Visitors not permitted.
F
Dan Casey, MBA, Certificate in Personal Financial Planning, UCLA Extension, CFP®, Westlake Financial Advisors LLC.

MGMT X 439.3
Estate Planning
4.0 units
This course is designed to aid accountants, trust officers, attorneys, life insurance underwriters, and financial planners in solving estate planning problems. Topics include tax objectives, wills and living trusts, the unlimited marital deduction, saving the “second tax,” holding title to property, lifetime gifts and trusts, life insurance and annuities, employee benefit plans, business interests, and post-death problems. Recent tax law changes are also covered.
Reg# 376182
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited.
H
Walter Whitaker, JD, MBA, LA Elder Law

MGMT X 430.383
Internship in Personal Financial Planning
4.0 units
The internship provides practical experience in a variety of financial planning job functions within the financial and wealth management sectors, and it is an opportunity to apply the material previously studied in your personal financial planning courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by Sept. 21. This internship is eligible for three months of credit toward CFP Board’s work experience requirement. Prerequisite(s): Restricted to students enrolled in the 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) 825-9351 to confirm eligibility.
Reg# 376289
Fee: $765
No refund after 6 Oct.
Independent Study/Internship
Sept. 30-Dec. 9
Enrollment limited.
F
Nancy McCready, CFP®, CRPC®, MBA, financial advisor, Wells Fargo Advisors

MGMT 833.374
Review Course for the CFP Certification Examination
3.6 CEUs
This review course is intended for those who have successfully completed a CFP® Board-Registered educational program and are planning to sit for the CFP Certification Examination. The review course also is intended for CPAs and those who plan to sit for the exam on a challenge basis. The sessions provide an extensive review of the board topics that are the basis for the CFP Certification Examination. The review sessions help build self-confidence and increase knowledge while also providing immediate feedback from the instructors and other participants, so you can perform your best on the exam. Exercises review several case studies and employ the necessary techniques to approach the various types of exam questions.
Reg# 375350
Fee: $1,125
No refund after 27 Sept.
Hybrid
11 mtgs
Monday, Wednesday, Thursday, 4:30-7:30pm, Sept. 26-Oct. 21
Course materials are also included and come directly from Kaplan education. To place your order please contact Phil Williams at prelliams@uclaextension.edu or (310) 206-1069 for further information. (discounts not applicable for Review).
Premium Live Online Review package comes with everything you need to effectively prepare for the CFP® exam. The Live Online Review Class is hosted live online and archived for future playback. Some students benefit by attending a live class in addition to the online lectures. To participate in a live setting with other students preparing for the exam, feel free to upgrade to both reviews for an additional $240. After enrolling with UCLA, please call (888) 450-4681. For best success, you should allow yourself 4-6 weeks prior to the first class date to read materials, view online videos, and complete some online test bank questions.
Instructor to be announced

MGMT 833.379
Ethics in Personal Financial Planning
0.7 CEUs
This seminar begins with exploring elements of ethical decision making and conduct from a more general perspective by examining the key definitions, issues, and theories of business ethics. From there, it moves on to ethical decision making and conduct specific to the financial planning profession, including a review of the Investment Advisors Act of 1940, Dodd-Frank regulations, SEC and FINRA rules, and disciplinary history. The remainder of the course time is spent reviewing the CFP Code of Ethics, Practice Standards, Disciplinary Processes and Procedures, sanctions and other disciplinary outcomes, and the Fitness Standards. The unique role of the financial planner as a trusted advisor with the responsibility and requirement of working with clients “with utmost good faith and in a manner reasonably believed to be in the best interest of the client” is emphasized throughout.
Reg# 376181
Fee: $175
No refund after 20 Nov.
Remote Instruction
1 mtg
Saturday, 9am-4pm, Nov. 21
Required course in the Personal Financial Planning Certificate.
Early enrollment advised. Includes course materials.
H
Patricia Hausknost, MBA, CFP®, Certified Financial Planner/Lecturer
Michael Hausknost, BS, CFP®, senior vice president, City National Bank
Alcohol & Drug Abuse Counseling & Studies

Certificate Courses

The UCLA Extension Alcohol and Drug Abuse Counseling Certificate is approved by California Consortium of Addiction Programs and Professionals Education Institute (CCAPP-EI). This certificate meets the educational requirements for those seeking professional certification from CCAPP (formerly CAADAC) and its certification board, CCAPP Credentialing. It is each student’s responsibility to select the board through which s/he seeks certification and become familiar with the requirements of that chosen board.

COM HLT X 470.1 Pharmacological Aspects of Alcohol and Other Drugs
4.0 units

This course will provide students with a basic level of understanding of addiction from a historical, cultural, psychological, and neurobiological perspective. This course examines alcohol and other drug dependencies through a multidisciplinary approach with lectures, discussions, film, exercises, and readings. To understand its complicated nature as a disease, the course will focus on different substances of abuse and the current genetic and environmental 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; prevalence across the life span among target populations, including adolescents, seniors, families, and those with trauma exposure; and various treatment approaches, including both behavioral and medication-assisted intervention strategies.

Reg# 375695
Fee: $705
No refund after 15 Oct.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 10
Monday, 6:30-9:30pm, Nov. 23
No meeting Nov. 26.
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.

Learn More
(310) 825-7093 | uclaextension.edu/rnfa

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 post-baccalaureate 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 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.

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Learn More
(310) 825-7093 | uclaextension.edu/premedcert
Alcohol & Drug Abuse Counseling Certificate

Employment Projected to Grow 22%*

According to the 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 service 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.

For More Information
mentalhealth@uclaextension.edu | (310) 825-7093
uclaextension.edu/addictionscounseling

COM HLT X 470.4
Bringing Recovery to Diverse Populations
4.0 units
This course provides exposure to the fundamentals of cross-cultural counseling of substance-abusing and dependent individuals. The cultural impact of race, nationality, gender, age, sexual orientation, religion, and socio-economic status on the development and progression of substance use disorders is explored. In addition, commonly encountered cultural obstacles to traditional chemical dependency counseling are examined. Suggestions are offered on how to culturally enrich existing counseling services and when to refer to alternative culturally specific treatment programs. This course also explores clinical aspects and current trends in the prevention and treatment of such diseases as tuberculosis; hepatitis A, B, and C; and HIV/AIDS. Topics include current issues in epidemiology, psychosocial issues and strategies to help clients, treatment planning for the whole person (not just the disease), culturally competent intervention, harm reduction strategies, and special counseling needs of HIV and other critically ill patients.

Reg# 375868
Fee: $705
- No refund after 15 Oct.
- Remote Instruction
11 mtgs
Thur., 6:30-9:30pm, Oct. 1-Dec. 10
Wed., 6:30-9:30pm, Nov. 25
No meeting Nov. 26.
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. Visitors not permitted. Enrollment deadline: Oct. 4. ☑️
Toni Sue Kelle, AMFT, LAADC

COM HLT X 470.5
Introduction to Counseling and the 12 Core Functions
4.0 units
This introductory course provides an overview of evidence-based counseling skills referencing guidelines set forth by the International Certification and Reciprocity Consortium (ICRC) and The Substance Abuse & Mental Health Services Administration (SAMSHA). These counseling skills include: the 12 Core Functions of Substance Abuse Counselors and the Addiction Counseling Competencies outlined in TAP 21. Students outline the 12 Core Functions and discuss how they apply to clients entering substance use disorder treatment. Students are introduced to counseling and case management skills by using bio-psychosocial and multi-axial assessments as well as developing treatment plans based on case studies. Evidence-based treatment modalities will be discussed. Ethical and Legal Considerations will be introduced. Students will be introduced to the certification requirements of professional organizations including the California Consortium of Addiction Programs and Professionals (CCAPP). Students will also identify community resources that will be useful when working with clients during their internships. The course discusses traditional treatment programs, agency programs, professional diversion programs, sober living, and extended care programs as possible placement sites. Other topics include: community resources, basic treatment planning, case management and social assessment, crisis intervention, counseling the suicidal client, and substance misuse and sexuality.

Reg# 375868
Fee: $705
- No refund after 13 Oct.
- Remote Instruction
11 mtgs
Tues., 6:30-9:30pm, Sept. 29-Dec. 8
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. Visitors not permitted. Enrollment deadline: Oct. 6. ☑️
Betsy Spier, MA, LMFT, psychotherapist in private practice who specializes in counseling families and individuals, as well as clients with mood and substance use disorders. Also, consults with treatment centers on best practices and self care for staff.

The Zappala Family Scholarship Fund

For New Students Enrolling in the Alcohol and Drug Abuse Counseling Certificate

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.

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.
**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** that you 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, 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSCI X 449</td>
<td>The Human Body: How It Functions</td>
<td>John Farr</td>
<td>4.0</td>
<td>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, neuromuscular, and endocrine systems; environmental considerations; principles of exercise training; and theories of obesity and weight control, exercise, age, and disease. Prerequisite(s): Basic course in human biology or anatomy and physiology.</td>
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**PHYSI X 450 Exercise Physiology**

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, neuromuscular, and endocrine systems; environmental considerations; principles of exercise training; and theories of obesity and weight control, exercise, age, and disease. Prerequisite(s): Basic course in human biology or anatomy and physiology.

**PHYSI X 451 Introduction to Human Nutrition**

This course provides students with a background in the basics of nutrition and stresses the link between nutrition practices, health, disease, and exercise performance. Topics include macronutrient needs; vitamins, minerals, and other supplements; energy balance; weight control; the effects of nutrient excesses and deficiencies on performance; ergogenic aids; eating disorders; and how to recognize nutrition practices that may require professional referral. Students also gain practical knowledge through understanding nutrition labeling and evaluating literature.

**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.
Introduction to Pathophysiology

**Disease States in the Human Body**

Study cardiovascular disease, cancer, osteoporosis, Parkinson’s, Alzheimer’s, asthma, chronic obstructive pulmonary disease (COPD), obesity, and eating disorders to discover the mechanisms and consequences of these diseases based on physiological dysfunction in the major organ systems. (Topics may vary.)

**Instructor:** Ryan Williams, MD, PhD

Page 133.

Clinical Genetics

**Medical & Public Health Perspectives**

Offered Online

Explore core concepts in basic and applied genetics, including their relevance to clinical medicine, public health, and genetic counseling.

**Instructor:** Claudia N. Mikail, MD, MPH

is a clinical geneticist and USCSC Civil Surgeon in Woodland Hills, CA. A diplomate of the American Board of Preventive Medicine and member of the American College of Medical Genetics, she is the author of the bestselling textbook *Public Health Genomics: The Essentials* and is a popular public speaker on health issues in our community.

Page 138.

**UCLA Medical Assistant Program (UCLA MAP)**

**Become a medical assistant in 12 months!**

**Apply for Fall 2020!**

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 70.5 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 physicians, nurses, and administrators from UCLA academic departments.
- A college degree is not required to enter the program.

For complete details and application process, visit health.uclaextension.edu/ucla-map.

**PHYSI 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): PHYSI X 400.6 or PHYSI X 449.

**Reg# 375732**

**Fee:** $705

- No refund after 12 Oct.
- Remote Instruction
- 11 mtgs
- Monday, 6-9pm, Sept. 28-Dec. 7

**Required course in Fitness Instruction Certificate.**

Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline Oct. 5.

Renae Jackson, MS

**COM HLT X 425**

**Biomechanics of Musculoskeletal Injury**

4.0 units

2.0 CEUs

The body is a dynamic organism exhibiting a complex integration of biochemical, mechanical, and physical functions. This course provides a systematic approach to the analysis of human movement based on the mechanical laws of motion. Topics include biomechanical analysis of bone, joint cartilage, and collagenous tissues, as well as a review of forces and moments acting at the major joints of the human body. Practical application of these principles to program design can help fitness instructors prevent injuries in their clients.

Prerequisite(s): Basic course in anatomy and physiology.

**Reg# 375713**

**Fee:** $805

- No refund after 2 Oct.
- Online
- Sept. 28-Dec. 13

NSCA has approved two CEUs for CSCS, NSCA-CPT, CSPS, or TSAC-F certificants who successfully complete this course.

Full elective credit in Fitness Instruction Certificate. Enrollment limited to 25 students. Enrollment deadline: Oct. 2.

John Farr, MS, MA, CSCS, USAW, strength and conditioning coach

**COM HLT X 451.1**

**Practical Training for Fitness Instructors**

14.0 units

Bring your knowledge of anatomy and biomechanics to life by learning the basic equation for all exercise instruction, keys to effective exercise demonstration, the art of various cueing techniques, safety and precision of fitness-testing administration, and fundamentals of exercise progression. Gain practical exercise instruction experience while you practice these skills in a safe, supportive environment with the opportunity for feedback. This course trains you to be a personal fitness trainer and/or group exercise leader who works with mainstream populations and addresses training special populations. Learn, practice, and receive feedback in the execution of various exercises using a variety of equipment. Exercise genres covered include selectorized equipment, cable equipment, free weights, body weight exercises, basic powerlifting techniques, kettlebells, plyometrics and sports conditioning, basic mat Pilates and core training, popular cardio machines, walking, running, stretching/flexibility, and other small equipment (medicine balls, foam rollers, Dyna Discs, gliding discs, Bosu balls, stability balls, tubing and resistance bands, etc.). Improve your form for better exercise demonstration when teaching. Participants observe and shadow trainers and fitness instructors, then teach others in a supervised setting with the opportunity for feedback. Wednesday lectures cover concept review and test prep. Friday classes are for practical training and concepts.

**Reg# 375714**

**Fee:** $705

- No refund after 4 Nov.
- Remote Instruction
- 50 mtgs
- Wednesday, 7:30-9:15pm, Oct. 28-Dec. 2
- Jan. 6-Mar. 10; Mar. 31-June 2, 2021
- Friday, 3-5pm, Oct. 30-Dec. 4; Jan. 8-Mar. 12; Apr. 2-June 4, 2021
- No meeting Nov. 11; Nov. 27

Fall 2020 will be offered remotely. Winter 2021 and Spring 2021 are yet to be determined. Enrollment/class participation contingent on signing a liability waiver. Two full elective credits in Fitness Instruction Certificate.


Elisa Terry, NSCA-CSCE, FITWELL program director, UCLA Recreation

**COM HLT X 452**

**Resistance Training Fundamentals**

4.0 units

This course covers basic and advanced methods used to develop muscular strength, including circuit and priority training systems, training cycles, and periodization. Instruction examines the use of these methods to prescribe productive exercise programs, as well as physiological, neurological, and psychological adaptations of the body to strength training. “In-the-weight-room” practical experience and proper lifting and spotting techniques are emphasized.

Prerequisite(s): PHYSI X 452 Applied Anatomy and Biomechanics.

**Reg# 375715**

**Fee:** $705

- No refund after 13 Oct.
- Remote Instruction
- 11 mtgs
- Tuesday, 7-10pm, Sept. 29-Dec. 8

Enrollment and class participation are contingent on signing a liability waiver.

Required course in Fitness Instruction Certificate.


Christopher Balam, MS, CSCS

**COM HLT X 456**

**Evaluating Diet Trends: Tools for Promoting Effective Nutrition**

4.0 units

3.3 CEUs

More than many other fields, the health and fitness industry is filled with misinformation. In this course, students gain the ability to critically evaluate any nutrition trend. Students will first learn how to identify credible sources of information. From there, students will gain the ability to assess the soundness of evidence and make corresponding practical recommendations. The course will review the health benefits and challenges of some of the most popular current dietary protocols: vegan/vegetarian, paleo, ketogenic, “If It Fits Your Macros” (IFBM), circadian rhythm, and meal frequency. Don’t miss this chance to develop new professional relationships, receive feedback from an expert instructor, and demonstrate your knowledge. Dietitians, fitness instructors, athletic trainers, strength specialists, coaches, sports enthusiasts, and people simply looking to improve can benefit from the unique opportunity to interact and share knowledge.

**Reg# 375970**

**Fee:** $805

- No refund after 12 Oct.
- Remote Instruction
- 11 mtgs
- Monday, 6-9pm, Sept. 28-Dec. 7

Visitors not permitted. Enrollment deadline: Oct. 5.

Casey Thomas, MS, RDN
Patient Advocacy

HLT POL X 407.1 Fundamentals of the U.S. Health Care System
4.0 units
This initial course in the Patient Advocacy Certificate provides an overview of the health care system. Topics include health care reform; system components; how we pay for health care; how health care is delivered; consumer and provider perspectives; and emerging health care issues in the 21st century, including quality measurement, patient safety, and technology. Students receive a foundation for understanding health care delivery systems and health insurance policies, benefits, and costs in order to assist patients and providers in navigating the intense, dynamic, and complex U.S. health care system.
Reg#: 375723
Fee: $795
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Randy Farber, MSHA, president, Farber Consulting Group, Inc.; COO, Southern California Gastroenterology Associates; lecturer, Department of Health Administration, CSUN.

HLT POL X 407.2 The Practice of Patient Advocacy
4.0 units
This course provides essential foundational information and outlines the knowledge and skills needed for the emerging profession of patient advocacy. Instruction covers the professional scope of practice, role delineation, and job functions. Students also learn how to work with clients across the lifespan, from pediatric to geriatric populations, and assess their cultural competency to communicate effectively with patients from a wide variety of cultures and socioeconomic backgrounds.
Reg#: 375724
Fee: $795
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Instructor to be announced

HLT POL X 407.5 Introduction to Health Care Finance: The Advocate's Role
4.0 units
Patient advocates may be called upon to answer questions and provide resources to assist patients and family members with financial matters. This course outlines the fundamental concepts, knowledge, and skills necessary to discuss aspects of private insurance, Medicare and Medicaid coverage, how to navigate third-party payer systems, and how to identify resources for the uninsured.
Reg#: 375725
Fee: $480
No refund after 2 Oct.
Online
Sept. 28-Nov. 8
Edward Carlson, MBA, retired, senior contract negotiator, Health Care Partners Medical Group

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 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#: 375726
Fee: $415
No refund after 13 Nov.
Online
Nov. 9-Dec. 13
Marcy Boroff, JD, MPH

HLT POL X 407.8 Care Planning and Patient Navigation
4.0 units
Care planning and navigation are key skills that all patient advocates will use in their daily work. This culminating course outlines the critical knowledge and skills necessary for advocates to create roadmaps for patient navigation and care planning. Course work provides the opportunity for students to integrate the knowledge and practice some of the skills they have acquired in the prerequisite courses utilizing simulated patient case studies. Topics include importance of documentation, scope of practice, practice specialization, motivational interviewing, the art of conducting assessments, community resources, working through difficult patient situations, and formulating a self-care plan. Students create a simulated patient case study in the first week of class and develop a care plan and roadmap for navigation, which is presented the last week of class. In addition, they participate in a patient management meeting every three weeks with their assigned team members to discuss patient cases and resources for care planning.
Reg#: 375728
Fee: $795
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Not open for credit to students who have taken X 407.8 Capstone Seminar in Patient Advocacy: Care Planning and Application of Knowledge for academic credit.
Permission to enroll is required to enroll in course. For more information, please call (310) 825-7093 Ext. 6305.
Adisa Cartwright,

Transfer Credit Psychology Courses

Offered This Quarter

PSYCH XL 10 Introductory Psychology
PSYCH XL 127A Abnormal Psychology
PSYCH XL 100A Psychological Statistics
PSYCH XL 115 Principles of Behavioral Neuroscience
PSYCH XL 120A Cognitive Psychology

Courses begin on page 111.

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

For More Information
patientadv@uclaextension.edu | (310) 825-7093 | uclaextension.edu/patientadv

Course Icons

Provide Information At-a-Glance

ONLINE COURSE
Technical requirements, page 5.
HYBRID COURSE, page 5.
WEB-ENHANCED COURSE, page 5.
REMOTE INSTRUCTION, page 5.
TEXTBOOK REQUIRED
Visit our website for textbook information.
UC CREDIT
May be transferable to other colleges and universities, page 6.
Anthropology
ANTHRO XL 3
Culture and Society
5.0 units
Which beliefs and behaviors unite cultures? Which thoughts and practices distinguish them from one another? How can we use the methods of cultural anthropology to address these complex issues? This course probes these and other questions by focusing on the primary institutions that define culture and society. Instruction places particular emphasis on identity, kinship, exchange, politics, social order, communication, religious practices, and contemporary cultural change. Additionally, students have the opportunity to gain experience in selected anthropological methods.

Reg# 375555
Fee: $798
No refund after 14 Oct.
Remote Instruction
11 mtgs
Wednesday, 6:30-10pm, Sept. 30-Dec. 16
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.

David Blundell, PhD, anthropology, UCLA, former professor of International Doctoral and Master’s Program in Asia-Pacific Studies, National Chengchi University, Taipei, Taiwan

Psychology
PSYCH XL 10 Introductory Psychology
Page I1I.
PSYCH XL 100A Psychological Statistics
Page I12.
PSYCH XL 115 Principles of Behavioral Neuroscience
Page II2.
PSYCH XL 120A Cognitive Psychology
Page II2.
PSYCH XL 127A Abnormal Psychology
Page II2.

To see if courses meet UCLA GE Requirements please visit sa.ucla.edu/ro/Public/SOC/Search/GECoursesMasterList

For more information call (310) 825-7093.
Comparative Literature

COM LIT XL 1C
World Literature: Age of Enlightenment to 20th Century
5.0 units

Literature since the European eighteenth century is marked by fundamental changes in our thinking about what it means to live in this world as rational beings. We remain heirs of that enlightened tradition in which humans, in their glory and darkness, are at the center of our focus. This course examines some masterworks of the Western tradition from the Enlightenment: Pope’s Essay on Man, Voltaire, and Goethe; nineteenth- and twentieth-century literature, including poetry of the French symbolists; Emily Dickinson, and T. S. Eliot; works by Tolstoy, Ibsen, Woolf, Franidelto, and Kafka; selections from Sigmund Freud; and the literary postmodernism of Jorge Luis Borges and Alain Robbe-Grillet.

Prerequisite(s): Enforced requisite: satisfaction of Entry-Level Writing requirement. Not open for credit to students with credit for course 2CW or 4CW.

Enforced requisite: Satisfaction of Entry-Level Writing requirement. Not open for credit to students with credit for course COM LIT XL 2CW or 4CW.

Reg# 375545
Fee: $798
No refund after 2 Oct.
Online Sept. 29-Dec. 13
Applies toward the Literary and Cultural Analysis requirements under the Foundation of Arts and Humanities. Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.

Leonard Koff, PhD, UC Berkeley, associate, UCLA Center for Medieval and Renaissance Studies.

Economics

ECON XL 1
Principles of Economics: Microeconomics
4.0 units

An introduction to the principles of economic analysis, economic institutions, and issues of economic policy, this course emphasizes allocation of resources and distribution of income through the price system. Instruction covers the behavior of firms and individuals and their interactions in the marketplace, gains from trade, and the determination of prices. Different market structures are examined, including perfect and imperfect competition and monopoly. Issues addressed include: Do markets allocate resources efficiently? Under what conditions is government intervention justified and what are the potential benefits? Basic concepts and analytical tools studied are applied to current events and policy issues whenever possible.

Reg# 375557
Fee: $588
No refund after 2 Oct.
Online Sept. 28-Dec. 13
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 Oct. 2.

Niree Kodaverdian, PhD, economics, USC; visiting assistant professor at Pomona College and an adjunct instructor at Pasadena City College.

ECON XL 2
Principles of Economics: Macroeconomics
4.0 units

This introduction to the principles of economic analysis, economic institutions, and issues of economic policy emphasizes the determination of key macroeconomic variables using simple models and concepts. Instruction covers the definition of gross domestic product, inflation, interest rates, and exchange rates. Students are exposed to relevant world issues, such as the causes and consequences of economic growth, unemployment, inflation, and public and trade deficits. Cross-country comparisons enable students to understand the disparities in economic conditions between developing and developed countries. The course concludes with the study of short-run economic fluctuations.

Reg# 375567
Fee: $688
No refund after 2 Oct.
Online Sept. 28-Dec. 13

Niree Kodaverdian, PhD, economics, USC; visiting assistant professor at Pomona College and an adjunct instructor at Pasadena City College.

History

HIST XL 154
History of California
4.0 units

Since prehistoric times, people have come to California and established their societies. Successive generations of immigrants transformed the region from a small colonial outpost to a nexus of international economic, cultural, and social activity. This course covers the development of California from the earliest times to the present. Central themes include the role of the environment in the state’s history, the dynamic process of ethnic and racial relations, immigration and migration, urbanization, and the mythological “state of mind” that continues to influence how we think about history in California today.

Reg# 375547
Fee: $588
No refund after 2 Oct.
Online Sept. 28-Dec. 6
Formerly numbered XL 163. Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.

Gregory Brueck, PhD, History, UC Davis

Linguistics

LNG XL M10
Structure of English Words
5.0 units

This course presents an introduction to the structure of English words of classical origin using most common base forms and rules by which alternate forms are derived. Students may expect to achieve substantial enrichment of their vocabulary while learning about etymology, semantic change, and abstract rules of English word formation. Instruction offers an introduction to the structure of English words by comparing them with words of other languages. Special attention is given to the learned and academic vocabulary in English, mainly originating in Greek, Latin, and French. This course is especially suited for students interested in improving their knowledge of English academic words.

Reg# 375549
Fee: $798
No refund after 2 Oct.
Online Sept. 28-Dec. 13
Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Oct. 2. All readings will be posted on Canvas.

Jennifer Zamzow, PhD, Philosophy, University of Arizona

Psychology

PSYCH XL 10
Introductory Psychology
4.0 units

This introductory course provides an overview of the vast and fascinating field of psychology. General introduction includes topics in cognitive, experimental, personality, developmental, social, and clinical psychology; six hours of psychological research required.

Reg# 375729
Fee: $895
No refund after 6 Oct.
Remote Instruction 21 mtgs
Tuesday, Thursday, 6:30-8:30pm, Sept. 29-Dec. 10

Instructor to be announced

Search Humanities & Social Sciences Degree-Credit Courses Online

Visit uclaextension.edu for a complete list of courses in political science, sociology, economics, and more.

• Credit transfers to all UC campuses and other universities
• Courses conveniently scheduled and online
The page provides a list of courses that satisfy the General Education (GE) requirements for the Humanities & Social Sciences department at UCLA Extension. It outlines courses from Statistics, Social Analysis, Cultural Analysis, and Literary and Humanities, with course codes, titles, descriptions, and prerequisites. For example, PSYCH XL 100A Psychological Statistics covers basic statistical procedures and their application, while PSYCH XL 120A Cognitive Psychology presents a survey of cognitive psychology. Each course includes details such as units, prerequisites, instructors, meeting times, and fees. The page also includes instructions on how to enroll at uclaextension.edu or by calling (800) 825-9971.
Enrollment deadline: October 2.

Prerequisite(s):
Student must have completed high

every day, and to learn how to employ critical thinking
and appreciation for the diverse world we negotiate

course is to increase students' awareness, acceptance,
between women and men. One of the goals of this

Technology, and the changing nature of the relationship

economic and cultural globalization, information tech-

social psychology. Topics include race, social class,
systematic social inequality, class, power, ideology, and

formation; and social change. Instruction emphasizes

enrolled in the course, must possess the ability to

and mapping in the workplace.

Required Courses
+ GEOG XL 181A Intermediate GIS
+ GEOG XL 181B Advanced GIS
+ GEOG XL 180 Cartography
+ GEOG X 191C GIS Databases & Enterprise GIS

Offered this quarter.

For More Information
geospatial@ucla.edu | (310) 818-3671 | uclaextension.edu/GIS

PSYCH X 401
Happiness: Theory, Research, and Application in Positive Psychology
4.0 units
What makes human beings flourish? In this course, we will examine, discuss, and apply theories and research within the field of positive psychology. Lectures, readings, papers, and in-class exercises are based on the scientific discoveries, philosophical questions, historical perspectives, and practices of well-being. Topics include: biological and physiological determinants of happiness, how happiness is measured, roles of human neuroanatomical structures in well-being, human character strengths and virtues, positive emotions, meaning and engagement, relationships, accomplishment, resilience, pleasure vs. long-term happiness, and the role of physical health and positive affect, roles of evolution and motivation in happiness, and whether or not the pursuit of happiness is a practical endeavor and moral obligation.
Reg# 375809
Fee: $795
¬ Online
Sept. 28-Dec. 13
Enrollment deadline: October 2.
Emily vanSonnenberg, MAPP; graduate of University of Pennsylvania.

Sociology
SOCIOL XL 1
Introductory Sociology
5.0 units
This course surveys the characteristics of social life, processes of social interaction, and tools of sociological investigation. Students explore the sociological principles underlying the development, structure, and function of culture; society; human groups; personality formation; and social change. Instruction emphasizes systematic social inequality, class, power, ideology, and social psychology. Topics include race, social class, economic and cultural globalization, information technology, and the changing nature of the relationship between women and men. One of the goals of this course is to increase students’ awareness, acceptance, and appreciation for the diverse world we negotiate every day, and to learn how to employ critical thinking when pondering the social issues of our times.
Prerequisite(s): Student must have completed high school by enrollment date.

SOCIOL XL M162
Sociology of Gender
5.0 units
This course provides a personal and an academic exploration, utilizing films, discussions, speakers, and personal experiences and insights of gender in its many manifestations. Through explorations of gender in our own Western culture and others, we examine what it means to say that gender is an accomplishment, which may or may not correspond to one’s sex in predictable ways. How does one learn to “do” one’s gender? What parts do our parents, peers, and media play in gender socialization? How do we accomplish gender through our personal relationships, and what role does gender play in, in shaping these relationships? What gender-related inequalities do we live with and perpetuate, and what are women’s, men’s, and gay and lesbian movements doing about them? Finally, how are gender roles changing, how should they be changing, and what can and should we do about it?
Reg# 375668
Fee: $788
¬ No refund after 2 Oct.
¬ Online
Sept. 28-Dec. 13
Terri L. Anderson, PhD, lecturer, sociology, UCLA

Your One-Stop Career Center

UCLA Extension is bringing you 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!

UCLA Extension’s Course Delivery Options

UCLA Extension offers a variety of course delivery options to meet the needs of our students.

❖ Online Courses
Online courses are taught asynchronously (Canvas) and fully online, with the option for limited synchronous (Zoom) instruction.

❖ Hybrid Course
Hybrid courses are taught using a combination of both asynchronous (Canvas) and synchronous (Zoom) instruction.

❖ Remote Instruction
Remote courses are taught in real-time using Zoom. Class sessions are scheduled on specific day(s) and time(s). Students access course through Canvas and use integrated tools such as Zoom to join the live interactive classroom. Students may ask questions and interact in real-time with the instructor. The live sessions can be recorded so students may view them at a later time.

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

For extensive information visit uclaextension.edu/student-resources.
Wendi Dunn, Horticulture Certificate Student

“This horticulture program has granted me the opportunity to acquire the skills and knowledge necessary to further my education and follow my passion of growing food. Because of this program I have my dream job!”

— Wendi Dunn, Horticulture Certificate Student

For more information call (310) 825-9414.

WHAT OUR STUDENTS SAY
# 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>Introduction to the Landscape Design Professions (4 units)</td>
<td>Landscape Design I: Site Design Basics (4 units)</td>
<td>Landscape Design 2: Site Design (4 units)</td>
<td>Landscape Design 3: Advanced Site Design (5 units)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>History of the Designed Landscape (4 units) Only Offered Summer Quarter</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>Grading &amp; Drainage (4 units)</td>
<td>Landscape Design 4: Sustainable Design/Environmental Analysis and Planning (4 units)</td>
<td>Landscape Design 5: Planting Design (4 units)</td>
<td>Landscape Design 6: Concept Development (4 units)</td>
</tr>
<tr>
<td>Plant Materials: Trees (4 units)</td>
<td>Plant Materials: Shrubs (4 units)</td>
<td>AutoCAD 2 (4 units)</td>
<td>Irrigation/Water Conservation (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>Landscape Construction Methods &amp; Materials (4 units)</td>
<td>Construction Drawing 2 (4 units)</td>
<td>Landscape Design 7: Advanced Design Studio (5 units)</td>
<td>Capstone Project Studio (10 units)</td>
</tr>
<tr>
<td>Construction Drawing I (4 units)</td>
<td>Human Factors in Landscape Architecture (4 units)</td>
<td>Capstone Project Seminar (3 units)</td>
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</tr>
<tr>
<td>Professional Practices in Landscape Architecture (2 units)</td>
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</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.

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

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## Prepare for the LARE Exam

Studying for the LARE can be confusing and stressful, but UCLA Extension’s highly regarded review program provides exceptional preparation for all areas of the exam.

**LARE 1:** Sat, Feb. 8, 9am-5pm
**LARE 2:** Sun, Feb. 9, 9am-5pm
**LARE 3:** Sun, Feb. 23, 9am-5pm
**LARE 4:** Fri & Sat, Feb. 21, 12-5pm & Feb. 22, 9am-5pm

Courses begin on page 116.

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## Landscape Architecture and Horticulture & Gardening Programs

### Free Online Information Sessions

**Saturday, August 8**

- **9:30–11:30am**
  - Landscape Architecture
  - Enroll online using Reg# 374436

- **1–2:30pm**
  - Horticulture & Gardening
  - Enroll online using Reg# 374604

For More Information
(310) 825-9414

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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 117.
BEGINNING STORMWATER MANAGEMENT

This 6-week elective course in the Landscape Architecture certificate program showcases unique design solutions and describes the methods and calculations used to design stormwater BMPs for a site to appropriately accommodate seasonal stormwater within the Southern California region.

Geared toward working professionals in urban planning, landscape architecture, civil engineering, architecture, and government municipalities. Students will learn and apply current regulatory requirements for stormwater management, hydrologic/hydraulic concepts, environmental site design, and stormwater plan compliance strategies.

Page 116.

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

ARCH X 472.4E
Design Graphics 2: Communication for Site Analysis, Conceptual and Site Design
4.0 units
Students build upon drafting, lettering, and drawing techniques learned in Design Graphics 1. As the second class in the series, it also concentrates on the graphic conventions for site analysis, conceptual design, design process and measured plan, perspective, and section elevations as they relate to the field of landscape architecture and professional standards. All work-product is developed from the Tongva Park site used in Design Graphics 1, located in Santa Monica. At the end of this course, students make an oral presentation to the instructor and visiting guests. The students present a package of work product that includes hand drafting and colored rendering of a conceptual site plan; section elevations and perspective vignettes; and graphic package of progress drawings, including site analysis graphics, design concept studies, and a final design concept with supporting design elements.
Prerequisite(s): ARCH X 472 Introduction to the Landscape Design Professions and ARCH X 472.4D Design Graphics 1.
Reg# 376034
Fee: $925
No refund after 5 Oct.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Rebecca Schwamer, MA, landscape and project designer at Studio-MLA. Her built work includes streetscapes, affordable housing environments, park and civic projects, and reclamation and restoration of habitat. In 2010 she was selected Outstanding Instructor of the year in Arts, Landscape Architecture Program.

ARCH X 472.12A
Grading and Drainage
4.0 units
This course covers the basic grading and drainage techniques used in every landscape architecture project. Students learn the skills necessary to grade a site of moderate complexity while considering public health, safety, and welfare. Instruction covers contour signatures and contour manipulation by cutting and/or filling and stormwater management techniques including low-impact design, bioinfiltration, and detention and retention areas. Basic grading formulas and cut and fill calculations are presented. The course also introduces landfill grading and erosion control together with road and path layout and alignment for pedestrian and vehicular circulation.
Prerequisite(s): ARCH X 472.4D Design Graphics I, ARCH X 472.18 Landscape Design 2, ARCH X 493.922 Introduction to AutoCAD, or equivalent as determined by the program office.
Reg# 376076
Fee: $925
No refund after 3 Oct.
Remote Instruction
8 mtgs
Saturday, 9am-12pm, Oct. 10-Dec. 19
Lisa Smith, arborist #464, and owner of The Tree Resource, a tree-consulting firm. She is currently president of the Board of Directors for the Western Chapter of the International Society of Arboriculture.

ARCH X 472.14A
Landscape Construction Methods and Materials
4.0 units
This course investigates the various materials used in building landscapes (masonry, concrete, wood, metal, water, and lighting). Their physical properties, characteristics, and applications in terms of function and aesthetics are also studied and evaluated. Students demonstrate knowledge and proper use of these materials in detailed exercises and drawings.
Prerequisite(s): ARCH X 472.19 Landscape Design 6: Concept Development, ARCH X 493.6 AutoCAD 2, and ARCH X 472.12B Irrigation Practices and Water Conservation.
Reg# 376036
Fee: $925
No refund after 6 Oct.
Remote Instruction
10 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
Patrick Reynolds, landscape architect (CA 4440), landscape contractor, certified irrigation designer and auditor, and CCEA and NEPA Certified. His 35 years’ experience ranges from design, park master planning; land acquisitions; trails design and construction. Mr. Reynolds is currently the Parks Division manager for Culver City.

ARCH X 472.14B
Landscape Construction Drawing I
4.0 units
This construction drawing course imparts a working knowledge of procedures and techniques. Students learn the process of assembling a complete and comprehensive set of construction drawings in which title and base sheets, dimensioned layout sheets, and demolition plans are prepared. Grading, drainage, and other drawings prepared in other courses are incorporated into the overall document package.
Prerequisite(s): ARCH X 493.922 AutoCAD 1, ARCH X 493.6 AutoCAD 2, ARCH X 472.12A Grading and Drainage, ARCH X 472.5 Landscape Design 5: Planting Design, and ARCH X 472.12B Irrigation Practices and Water Conservation.
Reg# 376039
Fee: $925
No refund after 7 Oct.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Oct. 1-Dec. 17
Must be taken after or concurrently with X 472.14B Landscape Construction Drawing I. Laptop highly recommended.

ARCH X 472.8A
Plant Identification: Trees
4.0 units
One of the two required plant material courses; focuses on plants, their communities, and place in the landscape. Instruction focuses on large-scale materials that often influence the landscape architect’s overall site composition. This course concentrates on trees, shrubs and companion plant groupings, and planting location
as design elements. Participants study plant texture, density, form, color, and other characteristics as articulators of space. Attention is given to cultural, taxonomical, and landscape maintenance idiosyncrasies. Each class meeting is either classroom/outdoors on campus or a field trip. Students must bring a camera to all classes.

ARCH X 493.9
Professional Practices in Landscape Architecture
2.0 units
This course covers professional relationships and the rights and responsibilities between parties in the public and private sectors. Instruction emphasizes professional practices and project management, including licensing and consumer protection; setting up and managing a private practice; cost estimating and bid solicitation; contracts and contract documents; liability and insurance; administering projects under construction; and professional ethics.
Prerequisite(s): Completion of year one and two courses.
Reg# 378032
Fee: $535
No refund after 12 Oct.
Remote Instruction
6 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8

Paul Lewis, BSLA, LEED AP, landscape architect (CA 3620). He is a LEED Accredited Professional, an allied affiliate member of the American Institute of Architects and a member of the United States Green Building Council.

ARCH X 496.2
Beginning Stormwater Management
2.0 units
Sustainable site planning requires understanding and calculating storm events and designing landscapes to capture, hold, and infiltrate stormwater through landscape designs that focus on several methods, from on-site retention and cisterns to green infrastructure, such as swales. This course showcases unique designs and describes the methods and calculations used to design stormwater BMPs for a site to appropriately accommodate seasonal stormwater within the Southern California region. This course covers the California and City of Los Angeles regulatory requirements for stormwater and provides an overview of stormwater plan design hydrologic/hydraulic concepts, environmental site design, and non-proprietary stormwater BMPs, including critical design elements and typical stormwater plan compliance strategies.

Reg# 376077
Fee: $337
No refund after 18 Oct.
Remote Instruction
6 mtgs
Monday, 7-10pm, Oct. 12-Nov. 16

Elective course in the Landscape Architecture Program. Recommended that students are familiar with Grading and Drainage practices prior to enrollment. Current Grading and Drainage students are eligible to enroll.

Matthew Shimer, MLA in landscape architecture from Chatham University in Pittsburgh, Pennsylvania, with a focus in stormwater management. Matthew is a licensed landscape architect in California and has earned a LEED AP credential in sustainable neighborhood development.

ARCH 747
LARE Section 1: An Intensive Review
Designed for students who are preparing to take the Landscape Architects Registration Exam (LARE) Section 1: Project and Construction Administration, this workshop covers the knowledge and skills associated with regulations, contracts, and construction administration processes.
Reg# 376438
Fee: $337
No refund after 23 Oct.
Remote Instruction
1 mtg
Saturday, 8am-5pm, Oct. 24

Early enrollment required.
Angela Woodward, BSLA, landscape architect (CA 2126) with over 30 years’ experience practicing landscape architecture in California and Arizona. Ms. Woodward has specialized in municipality projects and infrastructure projects. Served as past president of the American Society of Landscape Architecture (ASLA), Southern California Chapter.
Horticulture Certificate Curriculum Sequence

Students Can Begin the Program at Any Time

Designed for aspiring horticulturists and for professionals currently working in the landscape industry, the Horticulture Certificate provides the science-based curriculum sought by current industry employers. The certificate provides a comprehensive approach to horticulture, teaching proper plant care, how to think strategically and holistically in any environment, and how to be successful and competitive within the industry.

Certificate Designed For
- Landscape Professionals
- Master Gardeners
- Industry Professionals
- Garden Designers
- Landscape Contractors

Curriculum

The curriculum consists of 6 core courses and 4 units of program-approved electives. Students are able to finish the certificate in as little as one year.

Courses available individually or as part of the certificate.

Core

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
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</thead>
<tbody>
<tr>
<td>General Botany for Gardeners (4 units)</td>
<td>Plant Materials for Landscape Use (4 units)</td>
<td>Horticultural Pest Management (4 units)</td>
<td>Soils and Plant Nutrition (4 units)</td>
</tr>
<tr>
<td>Introduction to Irrigation Practices (4 units)</td>
<td></td>
<td></td>
<td>Plant Taxonomy and Identification (2 units)</td>
</tr>
</tbody>
</table>

*4 elective units or a program approved internship must be completed before the certificate is awarded.

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

ARCH 748
LARE Section 2: An Intensive Review
Designed for students who are preparing to take the LARE Section 2: Inventory and Analysis, this workshop covers the knowledge and skills related to inventory; data gathering, analysis, programming, regional land use planning, site land use planning, and principles of design.
Reg# 376437
Fee: $337
Remote Instruction
1 mtg
Sunday, 8am-5pm, Oct. 25
Early enrollment required.
Angela Woodward, BSLA, landscape architect (CA 2126) with over 30 years’ experience practicing landscape architecture in California and Arizona. Ms. Woodward has specialized in municipality projects and infrastructure projects. Served as past president of the American Society of Landscape Architecture (ASLA), Southern California Chapter. She has specialized in municipality projects and landscape architecture in California and Arizona. Ms. Woodward has over 30 years’ experience practicing landscape architecture in California and Arizona. Ms. Woodward has specialized in municipalities and landscape projects and infrastructure projects. Served as past president of the American Society of Landscape Architecture (ASLA), Southern California Chapter.

ARCH 750
LARE Section 4: An Intensive Review
Designed for students preparing to take LARE Section 4: Grading, Draining, and Construction Documentation. This workshop covers the knowledge and skills for preparing plans, including demolition, grading, drainage, planting, and stormwater management. Also covers construction documentation and specifications.
Reg# 376438
Fee: $388
Remote Instruction
2 mtgs
Friday, 12-5pm, Nov. 6
Saturday, 8am-3pm, Nov. 7
Students are expected to have basic drafting supplies, trace paper, and a calculator at each class meeting. Early enrollment required.
Angela Woodward, BSLA, landscape architect (CA 2126) with over 30 years’ experience practicing landscape architecture in California and Arizona. Ms. Woodward has specialized in municipality projects and infrastructure projects. Served as past president of the American Society of Landscape Architecture (ASLA), Southern California Chapter.

ARCH 749
LARE Section 3: An Intensive Review
Designed for students preparing to take LARE Section 3: Design. This workshop covers the knowledge and skills required for site design from principles of design and initial programming through preliminary design stages. Revised exam includes analysis, details, and design materials.
Reg# 376438
Fee: $337
Remote Instruction
1 mtg
Sunday, 8am-5pm, Nov. 8
Students are expected to have basic drafting supplies, trace paper, and a calculator. Early enrollment required.
Angela Woodward, BSLA, landscape architect (CA 2126) with over 30 years’ experience practicing landscape architecture in California and Arizona. Ms. Woodward has specialized in municipality projects and infrastructure projects. Served as past president of the American Society of Landscape Architecture (ASLA), Southern California Chapter.

Horticulture & Gardening
Enrollment is open to anyone interested in learning the science of horticulture or the common techniques to successful gardening.

For Horticulture Certificate Information visit horticulture.uclaextension.edu.

BIOLGY X 496.2
General Botany for Gardeners
4.0 units
This course covers the basics of garden care and provides the student with the knowledge to solve many of the problems commonly faced in keeping plants healthy. Topics include soils and soil amendments; fertilizers; plant physiology and identification methods; plant care, how to think strategically and holistically in any environment, and how to be successful and competitive within the industry.

BIOLGY X 498.2
Horticultural Pest Management
4.0 units
This course covers the identification and management of common garden insects, diseases, and weeds. Topics include integrated pest management (IPM) and biological and other non-chemical methods of control, as well as information on available chemicals and safety programs required for their uses.
BIOLOGY X 497.5
Gardening Practices and Techniques
4.0 units
This course offers a practical introduction to the basics of maintaining a home garden. Students gain knowledge in tool selection and care, soil preparation, planting, plant nutrition, and water requirements. Topics include common landscape problems with organic and holistic solutions; our special climate and micro-climates, including sun and shade exposures; various pruning techniques; types of irrigation systems; gardening in containers; and gardening with color including perennials, annuals, and bulbs.
Reg# 376298
Fee: $625
No refund after 7 Oct.
❖ REMOTE INSTRUCTION
11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 17
Core course in the Gardening Specialization. Elective course in the Horticulture Certificate.
Jill Morganelli

BIOLOGY X 489.6
Urban Food Production
4.0 units
The production, packaging, and transportation of food are large contributors to our global carbon emissions. Throughout Los Angeles basin, food gardens have sprung up producing local healthy and nutritious fruits and vegetables while contributing energy and financial savings in difficult economic times. Using the history and current practices of growing food in the city as a template, this course explores how urban grown food reduces food budgets and encourages food sovereignty while addressing environmental concerns. Participants are each given a small plot for growing food where they can experiment with new ideas and enjoy their harvest. Topics include fruit trees, vegetables, and berries that do well in our climate as well as often overlooked food-producing perennials. We address pitfalls, challenges, and practical answers to growing food in modern city lots where the “back 40” describes square feet and not acres.
Reg# 376440
Fee: $625
No refund after 9 Oct.
❖ REMOTE INSTRUCTION
11 mtgs
Saturday, 9am-12pm, Oct. 3-Dec. 19
No meeting Nov. 28.
Elective course in Horticulture and Sustainability Certificate. 
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.

For More Information
horticulture@uclaextension.edu | 310-825-9414
Interested in improving your Mandarin language skills? Preparing to take the HSK 4 Mandarin exam?

The first in a new 3 quarter series (Fall, Winter, and Spring), this course covers intermediate language and culture. Although designed to prepare middle school and early high school students for the HSK 4 exam, this series is also ideal for those interested in demonstrating confidence in their Mandarin language skills.

Through this series, students
• Learn language materials related to social life
• Learn how to connect and compose simple passages
• Gain introductory Chinese cultural knowledge and acquire preliminary cross-cultural competence and international perspectives

Page 119.

For More Information
(310) 825-7093
Spanish

SPAN XL 2
Elementary Spanish

4.0 units

This is the second in a sequence of three courses (SPAN XL 1, SPAN XL 2, SPAN XL 3) covering first year college-level Spanish. Instruction emphasizes reflexive verbs; present progressive, pretense, and imperfect verb tenses; idiomatic expressions; and the expansion of basic conversational vocabulary. The course is conducted entirely in Spanish. 

Prerequisite(s): SPAN XL 1 Elementary Spanish or proof of equivalent and consent of instructor at the first session.

Reg# 375554
Fee: $888
No refund after 2 Oct.
Online
Sept. 28-Dec. 6

If taken for credit, successful completion of SPAN XL 3 satisfies the Foreign Language requirement of the UCLA College of Letters and Science. Enrollment limited to 25 students. Visitors permitted. Enrollment deadline: Oct. 2.

Ingrid Norrmann-Vigil, PhD, Applied Linguistics, UCLA

Part-Time American Culture and Communication (ACC) Course

Monday-Thursday, 9am-12pm

The ACC course is designed to improve English-language communication skills and fluency. It is especially well-suited for individuals who need to practice and improve their listening and speaking skills.

Contact Us

UCLA Extension
American Language Center
1145 Gayley Avenue, 2nd Floor
Los Angeles, CA 90024-3439
Telephone: (310) 825-9068
Fax: (310) 825-6747
Email: alcenroll@uclaextension.edu

This school is authorized under federal law to enroll non-immigrant students.

For Complete Details
uclaextension.edu/alc

Intensive English

Language Programs

The American Language Center has been offering high-quality English language instruction to international students and local non-native speakers of English since 1975. In addition to individual courses, the ALC offers several types of intensive English programs.

Intensive English Language Programs

Full-Time Academic Intensive English Program (AIEP)
Monday-Thursday, 9am-3pm
Friday, 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-3pm

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.

Undergraduate Degree

Look for this icon and course numbers XL 1-199 to identify transfer credit courses!

Earn units/subject credit that can be applied toward bachelor’s degrees at all UC and Cal State campuses.

Earn credit in:

94 Environmental Studies & Public Policy
105 Health Care & Counseling
110 Humanities & Social Sciences
119 Languages
132 Sciences & Math
140 Writing

Evening, weekend and online courses for busy professionals.
uclaextension.edu/transfercourses

Spanish

SPAN XL 3
Elementary Spanish

4.0 units

A continuation of XL 2, this course emphasizes conditional, future, present perfect, commands, and passive voice; subjunctive moods; idiomatic expressions; and further development of conversational skills using the Communicative Method (see XL 1 for a complete description of the Elementary Spanish program). Conducted entirely in Spanish.

Prerequisite(s): SPAN XL 2 Elementary Spanish or proof of equivalent and consent of instructor at the first session.

Reg# 375554
Fee: $888
No refund after 2 Oct.
Online
Sept. 28-Dec. 6

If taken for credit, successful completion of SPAN XL 3 satisfies the Foreign Language requirement of the UCLA College of Letters and Science. Enrollment limited to 25 students. Visitors permitted. Enrollment deadline: Oct. 2.

Ingrid Norrmann-Vigil, PhD, Applied Linguistics, UCLA

English for International Students

For more information call (310) 794-3252.

ESL X 433B
High-Intermediate Academic Writing and Presentation Skills

4.0 units

This 4-unit course is designed to refine students’ academic English skills. The writing component focuses on academic composition skills, while the speaking component focuses on students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as 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 90 or an IELTS score of 6.5 in listening, speaking, reading, and writing.

Reg# 378251
Fee: $880
No refund after 21 Sept.
Online
Sept. 28-Dec. 4
Enrollment limited; early enrollment advised. Visitors not permitted.
Instructor to be announced.

Reg# 378252
Fee: $880
No refund after 21 Sept.
Remote Instruction
10 mtgs
Friday, 9am-1pm, Oct. 2-Dec. 11
No meeting Nov. 27.
Enrollment limited; early enrollment advised. Visitors not permitted.
Instructor to be announced
Legal Programs

Paralegal Studies

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 career services and placement assistance are available to PTP graduates.

For more information call (310) 825-0741 or email legal@uclaextension.edu.

Paralegal Training Program

Remote Instruction

- ABA-approved since 1975
- Offered in cooperation with the UCLA School of Law
- 5- and 11-month program options
- Day and evening classes
- Entire program offered 100% through remote instruction
- Taught by judges, attorneys, paralegals, and other legal professionals
- Lifetime career services
- Financial aid available

II-Month Evening Program
Monday & Wednesday, 6:30-10pm
Start Date: September 30
Application Deadline: August 14
Financial Aid Deadline: August 25
Reg# 374837

5-Month Daytime Program
Monday-Friday, 9am-12:30pm
Start Date: October 2
Application Deadline: August 14
Financial Aid Deadline: August 25
Reg# 374838

For more information paralegal@uclaextension.edu | (310) 825-0741 | uclaextension.edu

Paralegal Studies

LAW X 406
Paralegal Training Program
30.0 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# 374837
Fee: $7,995
Remote Instruction
86 mtgs
Monday, Wednesday, 6:30-10pm, Sept. 30, 2020-Sept. 8, 2021
Aymara E. Zielina, JD
Reg# 374838
Fee: $7,995
Remote Instruction
86 mtgs
Monday-Friday, 9am-12:30pm, Oct. 2, 2020-Mar. 15, 2021
Aymara E. Zielina, JD

For more information call (310) 825-0741 or email legal@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 5.

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, an instructor, and a school administrator

Reg# 376119: Saturday, October 10 or Reg# 376933: Saturday, November 4

For more information
paralegal@uclaextension.edu | (310) 825-0741 | uclaextension.edu

Other Legal Programs

LAW X 420
Business Law: Fundamentals

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# 376122
Fee: $795
Remote Instruction
11 mtgs
Tuesday, 6-9:30pm, Oct. 6-Dec. 15
Alan Wallace, JD, recipient of the UCLA Extension Distinguished Instructor Award, 2011

Reg# 376121
Fee: $795
Online
Oct. 7-Dec. 16
Sanjesh Sharma, JD, Loyola Law School, BS, UCSD.

Legal Secretary Training

For more information visit uclaextension.edu/lstp or call (310) 825-0741.

LAW 808.62
Legal Secretary Training Program

5.0 CEUs

Behind every good attorney is a great legal secretary. Professionalism, competence, and efficiency; these are the qualities law firms seek in a legal secretary. In today’s business world, the legal secretary who has the legal, technical, and people skills to work effectively with lawyers, judges, staff, industry experts, clients, and the general public is in high demand. That’s why the UCLA Extension Legal Secretary Training Program (LSTP) has spent more than a decade preparing students with practical and substantive legal knowledge to work in this fast-paced and challenging career. Our program can benefit not only those seeking to become legal secretaries but anyone interested in learning about the law office structure, the litigation process, and general legal principles. With specialized and focused instruction, our program can prepare you to become a vital part of a legal team, broaden your opportunities for job advancement, and enhance your goal of professional and personal growth. Our course consists of a combination of practical exercises, written assignments, case studies, and a final exam.

Reg# 376123
Fee: $995
Online
Oct. 7-Dec. 16
Deborah Adams Deutsch, paralegal; recipient of the UCLA Extension Distinguished Instructor Award, 2013
Osher Lifelong Learning Institute (OLLI) at UCLA

For more information call (310) 206-2693.

Osher (OLLI)

Please download a free version of zoom at zoom.us/ to participate in this course.

Taste of Osher

These two-hour lectures are open to the public as well as OLLI members. These one-day courses give people a chance to experience a high quality and enjoyable adventure in learning. Parking information can be found in the Osher Booklet and at uclaextension.edu/oshi.

GENINT 721.615

Andres Segovia and the Classical Guitar

Hailed as one of the greatest classical guitarists of all time, Andres Segovia captivated audiences through his expressive and technical virtuosity for more than 60 years. He was the most important force in reestablishing the guitar as a legitimate concert instrument in the twentieth century and paved the way for other preeminent guitarists like Julian Bream, John Williams, David Russell, and Christopher Parkening, to name a few. He was also instrumental in the resurgence and commissioning of new works for the guitar, thus starting a renaissance and revival for the interest in guitar composition. To add to this, his recordings have become a benchmark for aspiring classical guitarists. In this course, we explore the life, influence, and legacy of Spanish guitarist Andres Segovia and the multifaceted ways in which he, quite single-handedly, changed the course of the classical guitar forever.

Reg#: 375846

Fee: $15
No refund after 7 Nov.
Remote Instruction 1 mtg
Saturday, 10am-12pm, Nov. 7
Open to the public. Plus members pay no fee for this course. Visitors not permitted. No refund allowed.

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 graduate studies in architectural history at USC. She was a recipient of the UCLA Extension Department of the Arts Instructor of the Year Award in 2002, and the UCLA Extension Distinguished Instructor Award in 2006.

GENINT 721.613

Art Deco in America

Inspired by the French Art Deco style, the architects and designers of American Art Deco interpreted the style in an exuberant display of stylized geometric and floral elements drawn from sources as varied as the discovery of King Tut’s tomb to sleek modern industrial design. From New York to Los Angeles, the ecletic style of the 1920s and 1930s infused modern design with an elegant style of sophisticated luxury. The influential f auctions and chromatic forms of the Art Deco style will be studied in architectural design, interior decor, furniture, and decorative objects.

Reg#: 375915

Fee: $15
No refund after 30 Nov.
Remote Instruction 1 mtg
Monday, 10am-12pm, Nov. 30
Open to the public. Plus members pay no fee for this course. Visitors not permitted. No refund allowed.

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 graduate studies in architectural history at USC. She was a recipient of the UCLA Extension Department of the Arts Instructor of the Year Award in 2002, and the UCLA Extension Distinguished Instructor Award in 2006.

GENINT 731.333

So You Want to Yiddish?

Do you know the difference between schlemiel and schlimazel? Yiddish words are interwoven into the American language, but sometimes we don’t know which word applies in a given situation. In this course, we build our vocabulary using a variety of hands-on exercises to make Yiddish more meaningful and useful. All learning will be presented orally.

Reg#: 376307

Fee: $15
No refund after 3 Dec.
Remote Instruction 1 mtg
Thursday, 1-3pm, Dec. 3
Open to the public. Plus members pay no fee for this course. Visitors not permitted. No refund allowed.

Margaret Lish, CSLA; Life Teaching Credential, CSUN; MAT in education, University of Judaism.

GENINT 721.619

Musicians You Should Know but (Probably) Don’t

We all have those hidden gems; those secret things we love that somehow no one else has heard of. Sometimes they’re books, other times they’re recipes, but in this course, they’re bands and musicians. We discuss a number of artists, most of whom you've (probably) never heard of. Some are old, some are new, and all span a wide variety of genres. The thing that ties them all together is the quality of their music and the amazing stories behind their work. We learn their history, talk about why you may not be familiar with them, and dig deep into their discography to see and hear just how great they are. Artists include Glen Hansard, Big Star, They Might Be Giants, and Haim, among others.

Reg#: 376361

Fee: $135
No refund after 7 Oct.
Remote Instruction 8 mtgs
Tuesday, 1-3pm, Sept. 29-Nov. 17

Plus members pay only $40 for this course. Visitors not permitted.

Max Keller, MFA in film and television producing; DMR project coordinator at IMAX; film and video instructor at several community colleges.
GENINT 721.616 The Art of the Classical Guitar

The guitar is one of the oldest western musical instruments and has gone through several changes since its inception in the fifteenth century. What started out as a simple instrument has now been transformed into a highly refined six-string instrument capable of producing some of the most beautiful tones imaginable. The appeal and tenacity of the guitar is what allowed it to endure for so long, and audiences today can’t seem to get enough. In this course, we chronicle the guitar’s history and explore some of the most celebrated classical guitar pieces from the standard literature. We examine music of the Renaissance to the twentieth century through a player’s perspective with a focus on analysis and live performance. Such composers featured are Fernando Sor, Mauro Giuliani, Francisco Tárrega, and Steve Reich, among others.

Reg# 375684
Fee: $135
No refund after 8 Oct.
Remote Instruction
8 mtgs
Wednesday, 10am-12pm, Sept. 30-Nov. 25
No meeting Nov. 11. Plus members pay only $40 for this course. Visitors not permitted.

Juan Rivera, MA in music performance in classical guitar performance, UCLA. A student of Peter Yates, Mr. Rivera has performed throughout Los Angeles and has given a TEDx talk. He has also won several awards, most notably the Randy Rhoads Guitar Scholarship.

GENINT 741.389 Why (Re)Read George Orwell in 2020: Part 2

This course honors the 70th anniversary of the death of George Orwell (Eric Blair, 1903-1950), considered by many one of the foremost prose stylists of the English language and one of the world’s most provocative public intellectuals. We continue the chronological reading of major works by Orwell, including his most famous and influential works: The Road to Wigan Pier (1937), Homage to Catalonia (1938), Coming Up for Air (1939), Animal Farm (1945), and Nineteen Eighty-Four (1949). Selected essays will be read from the internet.

Reg# 375193
Fee: $135
No refund after 8 Oct.
Remote Instruction
8 mtgs
Wednesday, 10am-12pm, Sept. 30-Nov. 25
No meeting Nov. 11. Plus members pay only $40 for this course. Visitors not permitted.

Carlo Coppola, PhD in comparative literature, University of Chicago

GENINT 721.611 From Barnum to Beatniks: Popular Arts in American History

This course explores U.S. history through the lens of the popular arts. Focusing on nineteenth and twentieth century amusements, we examine popular entertainment, mass-produced novels, theatrical productions and shows, works of art, movies, music, and satire, and discuss the ways they reflect American society and historical changes. We also examine the power of the popular arts to influence politics, cultural developments, social movements, and international relations by putting these amusements in the context of the broader history of the time.

Reg# 375698
Fee: $135
No refund after 8 Oct.
Remote Instruction
8 mtgs
Wednesday, 1-3pm, Sept. 30-Nov. 25
Plus members pay only $40 for this course. Visitors not permitted.

Jessica Marino, MA in history, CSUN; adjunct history professor at Santa Monica College and Moorpark College.

GENINT 721.491 Cosmology, Astronomy, and Space Exploration in the News

Due to advances in technology, what we thought we knew about the fundamentals of cosmology, astronomy, and space exploration is evolving almost daily. In this course, we explore the latest concepts, theories, and discoveries regarding multiverse, gravitational waves, black holes, neutron stars, exoplanets, and the beginning of our universe. We also follow the progress of NASA’s and ESA’s missions to the moon, Mars, and beyond. We also chronicle the guitar’s history and explore some of the most celebrated classical guitar pieces from the standard literature. We examine music of the Renaissance to the twentieth century through a player’s perspective with a focus on analysis and live performance. Such composers featured are Fernando Sor, Mauro Giuliani, Francisco Tárrega, and Steve Reich, among others.

Reg# 375784
Fee: $135
No refund after 8 Oct.
Remote Instruction
8 mtgs
Wednesday, 6:30-8:30pm, Sept. 30-Nov. 25
Plus members pay only $40 for this course. Visitors not permitted.

Shelley R. Bonus, award winning writer, historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

GENINT 741.302 After Impressionism: The Post-Impressionists and into the 20th Century

The Post-Impressionists were a loosely connected group of artists who emerged in the wake of the revolution of Impressionism. Unique and independent, the only thing that these varied artists shared in common was that they each went through an Impressionist phase and were influenced by the style. In this course, we explore the generation of artists following the Impressionists and their impact on the world of art. We look closely at the latter part of the nineteenth century at the work of artists such as Paul Cézanne, Georges Seurat, Vincent van Gogh, and Paul Gauguin and how they impacted the next generation of artists.

Reg# 375720
Fee: $115
No refund after 9 Oct.
Remote Instruction
6 mtgs
Thursday, 1-3pm, Oct. 1-Nov. 5
Plus members pay only $34 for this course. Visitors not permitted.

Katherine Rosarzer, MA, adjunct professor of art history at Moorpark College, California State University, Northridge, and the Los Angeles Academy of Figurative Arts

GENINT 711.282 Mysticism: East and West

A major and recurrent feature in world religions is the ecstatic or mystical experience of the individual or groups and the effects of such experience on the religious tradition. The course is concerned with the mystical as it appears in archaic, Eastern, and Western traditions, as well as with the mystics themselves. We begin with perhaps the earliest of religions, the shamans, and continue with the ancient Greek, Roman, and Egyptian mystical practices as described in the secret texts. Hinduism, Buddhism, and Daoism present causes of anti-Judaism and anti-Semitism and provides a deeper and broader understanding of the Holocaust and its religious, social, and historical roots from antiquity to the Middle Ages to the present day.

Reg# 375573
Fee: $135
No refund after 10 Oct.
Remote Instruction
8 mtgs
Friday, 10am-12pm, Oct. 1-Dec. 4
No meetings Nov 6 & 27. Plus members pay only $40 for this course. Visitors not permitted.

Ryan Shiotsuki PhD in musicology, lecturer in musicology, UCLA and Chapman University.

GENINT 721.608 Chamber Music

Chamber music specifically denotes music written for small instrumental ensemble and as an art form has played a vital role in the classical music tradition. Composers who have written chamber music often intended performances to be for a private or domestic setting. Moreover, this music is often written for the express pleasure of the musicians themselves. For these reasons, there is a great degree of intimacy and intellectual curiosity that oftentimes accompanies any engagement with this genre. In this course, we study the history of chamber music, starting from the baroque era and move through a variety of different pieces showcasing various ensembles. Each lecture involves an integrated discussion of history and culture in which we observe the musical works through careful listening, analysis, and observation.

Reg# 375576
Fee: $135
No refund after 10 Oct.
Remote Instruction
8 mtgs
Friday, 1:30pm, Oct. 1-Dec. 4
No meetings Nov 6 & 27. Plus members pay only $40 for this course. Visitors not permitted.

Phyllis Herman, PhD in the history of religion, UCLA; professor of religious studies at CSUN.

GENINT 715.615 2020 Nov. Election

A discussion of what’s on your ballot with particular emphasis on the Presidential election, the U.S. House and Senate races, other competitive races throughout the country, California’s ballot propositions, and key Los Angeles races, such as District Attorney. We will also look at campaign financing, the initiative process, and reforms to our election system. The final class examines the Nov. 3 election results and their meaning. Expert guest speakers also provide their insights.

Reg# 375839
Fee: $115
No refund after 9 Oct.
Remote Instruction
6 mtgs
Thursday, 1-3pm, Oct. 1-Nov. 5
Plus members pay only $34 for this course. Visitors not permitted.

Robert Stern, JD, former president of the Center for Governmental Studies, a nonprofit research organization located in Los Angeles; former chair of the Council on Governmental Ethics Laws; and former general counsel for the California Fair Political Practices Commission.

GENINT 721.607 Violin Concertos

A violin concerto is a concerto for solo violin (occasionally, two or more violins) and instrumental ensemble, usually an orchestra. In this course, we explore the genre of the violin concerto from the earliest examples in the baroque period to the modern era. Special emphasis is placed on works by composers such as Vivaldi, Bach, Mozart, Beethoven, Mendelssohn, Tchaikovsky, Sibelius, and more. The goal of this course is to provide an understanding of the development of this genre and the evolving technical demands placed upon the performers and their instrument. Through careful listening, analysis, and observation of the historical landscape surrounding these works, we delve into a genre that has been a perennial favorite in concert halls for generations.

Reg# 375673
Fee: $135
No refund after 8 Oct.
Remote Instruction
8 mtgs
Monday, 10am-12pm, Oct. 5-Nov. 9
Plus members pay only $34 for this course. Visitors not permitted.

Steve Sohmer, PhD, MA

GENINT 721.610 Women Architects and Designers Who Defined 20th Century Design

Often overlooked in traditional design and architecture courses, the women designers of the twentieth century have had a profound influence upon the way we perceive, experience, and enjoy our built environments, interiors, and decorative objects. This course explores and richly illustrates the work and influence of such designers and architects as Elsie de Wolfe, Eileen Gray, Lilly Reich, Charlotte Perriand, Dorothy Draper, Ray Eames, Zaha Hadid, and others. Their lives and the beauty of their enduring designs are documented within the context of the social and political issues they faced, as they left their unmistakable imprints upon twentieth century design.

Reg# 375783
Fee: $115
No refund after 13 Oct.
Remote Instruction
6 mtgs
Monday, 10am-12pm, Oct. 5-Nov. 9
Plus members pay only $34 for this course. Visitors not permitted.

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 graduate studies in architectural history at USC. She was a recipient of the UCLA Extension Department of the Arts Instructor of the Year Award in 2002, and the UCLA Extension Distinguished Instructor Award in 2008.

Enroll at uclaxtension.org or call (800) 825-9971
GENINT 715.616
History and Collection of the Louvre
As what became one of the first public art collections following the French Revolution and the most visited art museums in the world, the Louvre has both a storied history and an incredible art collection. This course provides an overview of the history of the museum and how it came to be, as well as focusing on some of its most renowned works of art. Some highlights include the history of the French Academy, the Nike of Samothrace and Venus de Milo, the Oath of the Horatii and the Raft of the Medusa, and, of course, the Mona Lisa.
Reg# 375719
Fee: $115
Remote Instruction
6 mtgs
Monday, 1-3pm, Oct. 5-Nov. 9
Plus members pay only $34 for this course. Enrollment limited. Visitors not permitted.
Katherine Zoraster, MA, adjunct professor of art history at Moorpark College, California State University, Northridge, and the Los Angeles Academy of Figurative Arts

GENINT 711.315
The Modern Short Story: An International Perspective, Part 3
1.6 CEUs
A continuation of reading and discussion of short stories by a wide variety of international writers. The suggested text is the distinguished, highly regarded post/editor Daniel Halpern’s classic collection, The Art of the Tale: An International Anthology of Short Stories. Writers from 21 countries offer stories that are sad, happy, wistful, satirical, disturbing, and humorous; yet underscore the complex circumstances and multiple vagaries of the human condition. Included are familiar names—Achebe, Carver, Borges, Márquez, and Oates—but also others one may encounter for the first time—Tommaso Landolfi (Italy), Wolfgang Borchert (Germany), Abdessalam Boughaït (Morocco), and Mercé Rodoreda (Spain)—offering an opportunity to expand one’s literary horizons. Themes include loss, alienation, feminism, family dysfunction, political displacement, exile, sexual awakening, and others.
Reg# 375395
Fee: $135
Remote Instruction
8 mtgs
Monday, 1-3pm, Oct. 5-Nov. 23
Plus members pay only $40 for this course. Visitors not permitted.
Carol Coppola, PhD in comparative literature, University of Chicago

GENINT 741.272
The Life and Works of Johann Sebastian Bach
J.S. Bach (1685-1750), a German composer of the Baroque period, composed in many established musical forms the cantata and fugue and developed them into complex and subtle pieces. His music is notable for its counterpoint compositional style and emotional expressiveness. This course explores Bach’s life and works within the cultural and historical context of the seventeenth and eighteenth centuries in order to understand the music and the world in which it was conceived. In addition, we examine how Bach has come to hold a prominent and permanent place in our cultural milieu.
Reg# 375209
Fee: $135
Remote Instruction
8 mtgs
Monday, 1-3pm, Oct. 5-Nov. 23
Plus members pay only $40 for this course. Visitors not permitted.
Anaht 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.

GENINT 721.604
The Great American Songbook, Volume 4
As the song goes, “The party’s over; it’s time to call it a day,” but we’ll end our loving look at The Great American Songbook with a flourish, featuring just about everyone we missed along the way. Composers include Harry Warren, Al Dubin, Leo Robin, Vernon Duke, Yip Harburg, Paul Francis Webster, Henry Mannini, Jimmy McHugh, Julie Styne, Frank Loesser, and Duke Ellington with songs that lit up Broadway’s Great White Way and Hollywood’s silver screen. Vocalists include some of the best interpreters of these songbook standards: from Steve Lawrence and Eydie Gormé to The Mills Brothers; Peggy Lee, Billie Holiday, and Dinah Shore; and of course, Streisand and Sinatra. Volume 4 marks the final volume in this series but the music; America’s gift to the world, lives on forever.
Reg# 375606
Fee: $115
Remote Instruction
6 mtgs
Tuesday, 1-3pm, Oct. 20-2-Dec. 8
No meetings Nov 4 & 24. Plus members pay only $40 for this course. Visitors not permitted. The links to prerecorded lectures will be emailed to participants. Q&A sessions will be conducted via Zoom.
Steve Barri, composer; lyricist; producer of many hit records; former vice president of ABC Dunhill, Warner Bros. and Motown Records.

GENINT 721.609
Under Fire: Mass Shootings in America
According to the FBI, mass shootings have tripled in frequency in recent years. In the last four decades, more than three quarters of the guns used by killers were obtained legally, and more than half of the cases took place at a school or workplace. In this course, we explore the psychological characteristics of shooters, as well as gun rights, the legal system, and law enforcement response. We highlight the seminal Columbine school shooting, as well as the Virginia Tech and Santa Barbara shootings.
Reg# 375578
Fee: $100
Remote Instruction
4 mtgs
Monday, 1-3pm, Nov. 16-Dec. 7
Plus members pay only $30 for this course. Visitors not permitted.
John Snibbe, PhD, retired program head, Psychiatric Mobile Response Team Operations, L.A. County Department of Mental Health

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- Connections with OLLIs across the nation
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Membership Options

You can enroll in courses online at uclaextension.edu/olli or over the phone at (310) 825-9971, ext. 601. For questions about courses, email osher@uclaextension.edu or call the OLLI office at (310) 206-2693.

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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!

Learn More
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GENINT 714.319
How Chocolate Conquered the World, Part 2: 1840 to the Present
The invention of the chocolate bar in 1847, technologi- cal advances, higher wages for laborers, lower produc tion costs, advertising, new products, two world wars, giant chocolate companies, and other forces created a boom in demand for chocolate. This course follows the rise of chocolate as reflected in popular culture and economics. We discuss chocolate’s new varieties like bon bons, Eskimo Pie, HERSHEY’s bar and kisses, Cadbury’s bunnies, Three Musketeers bars, and special rations for the armies of the world. We also look at the rise of mass manufactured chocolate, especially milk chocolate, cocoa powder, and then dark chocolate in the 1960s. Our discussion includes the concept of terroir—the effect of geography, climate, and soil on the cocoa bean; artisan bean to bar chocolate; child labor; environmental changes; women’s rights; pairings (like beer and chocolates); and more. We will have zoom discussions with cacao growers and chocolate makers. Chocolate will be mailed to you so that in the second and third class meetings, you can discover your choco- late preferences.
Reg# 375824
Fee: $95
❖ No refund after 1 Dec.
❖ Remote Instruction
9 mtgs
Monday, 10am-12pm, Nov 23-Dec 7
Plus members pay only $28 for this course. Visitors not permitted.
Lee Scott Theisen, PhD, American history, Latin American history and art, University of Arizona.

Discussion Groups
Discussion groups are for members who want to ask questions, offer answers, and share their knowledge in the classroom. Established instruc- tors act as facilitators to create an environment in which participants explore subjects in an atmosphere of intellectual stimulation, creative self-expression, and socializing without the expectation of tests or grades. Depending on the nature of the course, there could be a modest amount of preparation or readings required, and you may be called upon for your insights—mem- bers should be ready to participate.

GENINT 721.603
Let’s Read the Classics!
Now that we all have a great deal of free time, let’s read those books we’ve heard about but never had a chance to read. In this course, we read well-known British authors Jane Austen, Anne Brontë, and George Eliot, and American author Edith Wharton. These four women provide insights into society, the lives of women, and social mores of their day. The novels are Pride and Prejudice (1813) and Emma (1815) by Jane Austen, Agnes Grey (1847) by Anne Brontë, Silas Marner (1861) by George Eliot, and House of Mirth (1905) by Edith Wharton. All books are from the Barnes and Noble Classics series, except Silas Marner, which is a Penguin Classics. Please note that class meets every other week.
Reg# 375895
Fee: $80
❖ No refund after 7 Oct.
❖ Remote Instruction
6 mtgs
Tuesday, 10am-12pm, Sep 29-Dec 8
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.
Maria Siciliano, MPA, Harvard University; MS in geron- tology, USC, principal and founder, Gerontology in Action.

GENINT 721.268
High-Level Spanish Conversation
This conversation course is a continuation of either Spanish IV for Everyday Life or Literary Spanish and is for those who want to continue improving their oral proficiency and hear authentic stimuli from Latin America. Students learn to speak Spanish through interpretation, imagination, and critical reading. Stories are read and retold in small groups and before the class to improve vocabulary, pronunciation, and idiomatic expressions. Este curso ofrece material nuevo que no se ha presentado en el Nivel Avanzado de Conversación
Reg# 375410
Fee: $80
❖ No refund after 7 Oct.
❖ Remote Instruction
8 mtgs
Tuesday, 1-3pm, Sep 29-Nov 17
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.
Emilia Chiquin, PhD, Spanish, UNM, Albuquerque

GENINT 721.200
Intermediate French Conversation
Designed for students who have taken a year or more of French, this class prepares you to have a conversa- tion with native speakers of French. Real-life dia- logues include their topics such as meeting people, making plans, discussing leisure activities, and just having fun. The book used in class is Sur le vif: Niveau intermédiaire.
Reg# 375411
Fee: $80
❖ No refund after 7 Oct.
❖ Remote Instruction
8 mtgs
Tuesday, 6:30-8:30pm, Sep 29-Nov 17
Plus members pay only $40 for this course. Visitors not permitted.
Ruth Anne Gooley, PhD in French and Francophone studies, UCLA

GENINT 721.605
What Makes Short Stories Great
In this course, we examine some of the classic short stories by nineteenth- and twentieth-century writers from America, the United Kingdom, Ireland, and Western Europe. The collection includes Herman Melville’s “Bartleby the Scrivener,” James Joyce’s “Araby,” Chekhov’s “The Lady with the Toy Dog,” Franz Kafka’s “A Hunger Artist,” and sixteen more from writers whose writing style is as diverse as Hemingway’s and Pina- dello’s. The overarching question is why these particu- lar stories by these particular authors have grazed the minds and hearts of readers throughout the world, the essence of their seemingly timeless appeal—no matter how often we read and reread the stories—a single question with a multitude of simple and complex answers. Text: The World’s Greatest Short Stories: Selections from Hemingway, Styx, Woolf, Chekhov, Joyce, Updike, and more.
Reg# 375572
Fee: $80
❖ No refund after 9 Oct.
❖ Remote Instruction
8 mtgs
Wednesday, 10am-12pm, Sep 30-Nov 25
No meeting Nov 11. Plus members pay only $40 for this course. Visitors not permitted.
Myrna Hant, PhD, research scholar, Center for the Study of Women, UCLA, who has researched popular culture and mature adults in the media.

GENINT 721.801
Real Life Spanish Conversation I
This Spanish conversation course provides a comfort- able space for members to practice their fluency with others under an instructor’s guidance. Members respond to prompts provided by the instructor, while peers ask follow up questions or make comments, all in Spanish. The instructor facilitates the conversa- tion and controls the pace of the Spanish by calling on members as needed. Please note: This is not a beginner’s class: some Span- ish is required. Please visit usher.uclaextension.edu/ spanish to find out what level is best for you.
Reg# 375412
Fee: $80
❖ No refund after 9 Oct.
❖ Remote Instruction
8 mtgs
Thursday, 10am-12pm, Oct 1-Nov 19
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.
Susan McMillen Villar, PhD in Hispanic and Ibero Lit- eratures, languages culture, and linguistics. Retired director of Spanish and Portuguese Language Instruc- tion, University of Minnesota, Twin Cities

GENINT 721.618
Regietheater: the Freedom to Interpret
In recent years, we’ve heard a lot about director’s theater or, more commonly, the German term regietheater. Regietheater describes the artistic license granted to directors to freely interpret a play or opera, changing locale, time-period, and other elements often to make a contemporary or even political point. But perhaps regi- theater is just an extreme version of the phenomenon of subsequent performance (to use director Jonathan Miller’s term) by which fresh interpretations keep arts alive. This course explores different interpretations of masterpieces to see what those interpretations reveal about the underlying masterpieces as well as the cre- ators and people interpreting them, how they show us new angles, and whether they enhance or damage the canon. Weekly topics include performance traditions of Shakespeare plays such as various productions of Hamlet, and operatic productions such as Verdi’s La traviata. We will also introduce more advanced grammar and vocabu- lary skills. Please note: This course is intended for intermediate Spanish speakers; students approaching fluency are encouraged to take our High-Level Spanish Conversation course. Please visit usher.uclaextension.edu/spanish to find out what level is best for you.
Reg# 375413
Fee: $80
❖ No refund after 9 Oct.
❖ Remote Instruction
8 mtgs
Thursday, 1-3pm, Oct 1-Nov 19
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.
Vincent Coppola, PhD in philosophy, Pontifical Grego- rian University, MFA in film and theater arts, UCLA.

GENINT 721.250
Real Life Spanish Conversation II
This Spanish conversation course is for those with a more advanced grasp of conversational Spanish. Mem- bers respond to prompts provided by the instructor, while peers ask follow up questions or make comments, all in Spanish. The instructor facilitates the conversations and corrects language as needed while also introducing more advanced grammar and vocabu- lary skills. Please note: This course is intended for intermediate Spanish speakers; students approaching fluency are encouraged to take our High-Level Spanish Conversation course. Please visit usher.uclaextension.edu/spanish to find out what level is best for you.
Reg# 375414
Fee: $80
❖ No refund after 9 Oct.
❖ Remote Instruction
8 mtgs
Thursday, 1-3pm, Oct 1-Nov 19
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.
Susan McMillen Villar, PhD in Hispanic and Ibero Lit- eratures, languages culture, and linguistics. Retired director of Spanish and Portuguese Language Instruc- tion, University of Minnesota, Twin Cities.

GENINT 715.617
Sicily from the Greeks to Garibaldi
The island of Sicily is rich in history—Plato wrote The Republic there, and Aeschylus died there. Frederick the Great made Palermo the capital of the Holy Roman Empire, and Pirandello was the progenitor of theatre of the absurd on the rocky island. Sicily produced and influen- ced Archimedes, Empedocles, Quasimodo, Verga, Bellini, Lampedusa, Scarlatti, Torsatore, Garibaldi—the names go on. We have not even mentioned the cuisine: the Smithsonian shows that pasta was invented in Sicily in the eleventh century, and marinara is sighed as originating there as well, ironically named by fisherman after a bad day at sea. Is it any wonder Goethe loved the place? This course takes you on an armchair tour through the history of Sicily from the Sicelites; through the Greeks and Romans; to an island where Jews, Muslims, Christians, and Pagans all lived together in harmony. Together we move into subsequent periods all the way to the near present.
Reg# 375907
Fee: $80
❖ No refund after 8 Oct.
❖ Remote Instruction
8 mtgs
Wednesday, 1-3pm, Sept. 30-Nov. 25
No meeting Nov 11. Plus members pay only $40 for this course. Visitors not permitted.
Vincent Coppola, PhD in philosophy, Pontifical Grego- rian University, MFA in film and theater arts, UCLA.

GENINT 715.602
The Soul of True Theatre
Theatre is something wonderful to behold, but really, what is theatre? Aristotle tried to understand the nature and very soul of Greek drama in his Poetics; and many others have attempted, in very different ways, to do the same. In this course, we develop an understanding and appreciation for theater, beginning with its basic ingre- dients to the different expressions of those same ingredients. We cover theatre for philosophers, poets, pessimists, playboys, prophets, and pho- tographers. Finally, we shall discuss present theatre.
Reg# 375908
Fee: $80
❖ No refund after 9 Oct.
❖ Remote Instruction
6 mtgs
Thursday, 1-3pm, Oct 1-Nov. 19
Plus members pay only $40 for this course. Visitors not permitted.
Gordon Williams, writer and speaker on music with more than 30 years of experience. A librettist, his work has been staged at the Sydney Opera House and recorded on ABC Classics. He has also been a pre- concert speaker in his native Australia and produced radio-documentaries for national broadcast.
Creativity, Games & Movement
These courses are interactive. Members are able to practice or apply what they learn in class.

GENINT 721.600
Reading and Acting Shakespeare’s Julius Caesar
The ideal group for those who love acting, theatre, language, and Shakespeare. Each week, we read aloud and discuss one act from the play, then look at selected scenes and speeches from an actor’s perspective (scripts in hand, no memorization required). We explore the different ways that Shakespeare’s language helps us bring his extraordinary characters to life. All are welcome, no prior acting experience required, only a desire to passionately engage with the greatest dramatist of all time. Please bring a copy of the play to our first meeting.

Reg# 375422
Fee: $80
No refund after 7 Oct.
Remote Instruction
8 mtgs
Tuesday, 10am-12pm, Oct. 29-Nov. 17
Free for Osher members. Enrollment limited; early enrollment advised. This course is very popular and tends to fill up quickly. Visitors not permitted.

Steven Moore, MA in drama

GENINT 741.359
Beginning Gentle Yoga
This is a slow meditative yoga course intended for those with little to no experience or with physical limitations. We integrate awareness of the breath with gentle movement to facilitate a feeling of wholeness, well-being, and joy.

Reg# 375436
Fee: $80
No refund after 8 Oct.
Remote Instruction
10 mtgs
Wednesday, 1:30-3pm, Oct. 29-Dec. 9
No meeting Nov. 11. Plus members pay only $40 for this course. 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. Enrollment limited. Visitors not permitted.

Mona Wells, hatha yoga teacher in Los Angeles and New York for more than 15 years

GENINT 741.360
Intermediate Yoga
This is a nurturing Hatha flow course intended for those with foundational experience practicing yoga. Meditation and yoga nidra are integrated into our practice to enhance relaxation and renewal and connect to our true nature.

Reg# 375438
Fee: $80
No refund after 9 Oct.
Remote Instruction
10 mtgs
Thursday, 6:30-8pm, Oct. 1-Dec. 10
No meeting Nov. 26. Plus members pay only $40 for this course. Mats are required. Participants are required to sign a waiver form which will be provided. Enrollment limited. Visitors not permitted.

Mona Wells, hatha yoga teacher in Los Angeles and New York for more than 15 years

To find online courses, look for this icon: 🤖.
REAL ESTATE

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 Department of Real Estate (DRE) at dre.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. For more information see page 129.

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 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# 376153
Fee: $800
Online
Sept. 28-Dec. 7
Enrollment limited.
Bonnie Burke, BA, broker/owner, Heritage Realty

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): MGMT X 475.1 Real Estate Principles or consent of instructor.
Reg# 376280
Fee: $800
Remote Instruction
11 mtgs
Monday, 6-10pm, Sept. 28-Dec. 7
Robert Keller, MArch, MSRED, broker, Warner Center Realty

MGMT X 475.4
Real Estate Finance
5.0 units
This course surveys the concepts, methods, and techniques 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 (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 antideficiency law issues; guaranties; construction, bridge, permanent, wraparound, mezzanine, and leasehold 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 syndication and other equity sharing issues. Case studies for financing proposals for single-family, multifamily, and commercial transactions are featured.
Prerequisite(s): MGMT X 475.1 Real Estate Principles or consent of instructor.
Reg# 376155
Fee: $800
Online
Sept. 28-Dec. 7
Enrollment limited.
Richard Lehman, BS in Management Engineering, MBA in Finance, whose financial career spans more than 30 years. He has worked on Wall Street with EF Hutton, the New York Stock Exchange, several financial data companies, a startup with the first on-demand reports on public companies, and a bank wealth management department, in addition to having his own RIA. Author of three finance books, he writes and speaks for industry and public groups and is the founder of BehavioralFinance.com. He teaches finance at UC Berkeley Extension and Golden Gate University, as well as UCLA Extension.

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 theories of growth and decay of local areas, cities, and regions. Other topics include real estate cycles, business fluctuations, and identification of specific urban land use and land values.
Prerequisite(s): MGMT X 475.1 Real Estate Principles, previous experience, or consent of instructor.
Reg# 376156
Fee: $765
Online
Sept. 28-Dec. 7
Enrollment limited.
Tracy Green, DBA, MSRE, MPA, author, broker, specializing in brownfields, distressed properties, loss mitigation, and sustainable development

Related Fields of Study
12 Accounting, Taxation & Internal Audit 98 Finance & Investments
29 Business & Management 121 Legal Programs

For more information call (310) 206-2714 or email industrysegementprograms@uclaextension.edu.

Internship in Real Estate

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 are responsible for securing internship opportunities.
Internships are restricted to students enrolled in the real estate program.

To find out about eligibility requirements or to request an application, email bamcertificate@uclaextension.edu.

Course Icons Provide Information At-a-Glance

- ONLINE COURSE
  Technical requirements, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE INSTRUCTION, page 5.
- TEXTBOOK REQUIRED
  Visit our website for textbook information.
- UC CREDIT
  May be transferable to other colleges and universities, page 6.
To qualify for the Real Estate Salesperson License, you must pass a written examination and meet certain requirements of the Bureau of Real Estate (BRE), including successful completion of 3 college-level courses. For all other requirements and more information about the real estate salesperson license, visit the Department of Real Estate at dre.ca.gov.

Below is a list of courses UCLA Extension offers that are equivalent to those required for the exam. All courses are not offered every quarter.

**MGMT X 475.1 Real Estate Principles**  
Page 128.

**MGMT X 475.2 Real Estate Practice**  
Page 128.

Plus 1 course from the following:

**MGMT X 1A Principles of Financial Accounting**  
Page 12.

**LAW X 420 Business Law: Fundamentals**  
Page 122.

**MGMT X 475.4 Real Estate Finance**  
Page 128.

**MGMT X 475.5 Real Estate Appraisal**  
Page 128.

**MGMT X 476.15 Real Estate and Land Economics**  
Page 128.

**MGMT X 476.2 Property Management**  
Page 129.

**MGMT X 476.7 Legal Aspects of Real Estate**  
Page 128.

There are additional subjects the Bureau of Real Estate accepts for this requirement which are not currently offered by UCLA Extension.

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**Introductory Course**  
(Prerequisite)

**MGMT X 475.1 Real Estate Principles**

**Group A: Core Courses**

Students must complete all 5 required courses (20 units) plus Ethics requirement

**MGMT X 475.4 Real Estate Finance**

**MGMT X 476.15 Real Estate and Land Economics**

**MGMT X 476.8 Real Estate Market Analysis**

**MGMT X 476.2 Property Management**

**MGMT 891.02 Business Ethics**

**Electives Courses**

**MGMT X 475.2 Real Estate Practice**

**MGMT X 475.5 Real Estate Appraisal**

**MGMT X 476.15 Real Estate and Land Economics**

**MGMT X 476.32 Shopping Center Development, Leasing, and Management**

**MGMT X 476.321 Fundamentals of Commercial Real Estate**

**MGMT X 476.35 Internship in Real Estate**

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Begin or advance your career in real estate by earning UCLA Extension’s Real Estate Certificate. This 33-unit program is perfect for: (1) veteran real estate professionals who want to broaden their knowledge in the areas of real estate investments, development, property management, and leasing/brokerage; (2) individuals pursuing their salesperson or broker license who want a comprehensive curriculum that goes beyond that of exam preparation courses; and (3) individuals interested in learning the real estate profession from the ground up. In addition to the required courses, students must successfully complete the 1-day ethics seminar at any time during the program.

All courses to be applied toward this certificate must be taken for a letter grade. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

For More Information
uclaextension.edu/real-estate
(310) 206-2714
Real Estate

Using ARGUS Enterprise for Commercial Real Estate Analysis

Offered This Quarter

Our course is designed to teach students how to analyze real estate investment property using the Argus Enterprise module while also preparing students for the Argus Enterprise certification examination.

This course is beneficial for:
- Investors, appraisers, and asset managers
- Real estate analysts and investment companies
- Property developers and managers
- Insurance companies
- Mortgage bankers and institutional lenders

- Leasing professionals
- Employees of federal, state, and municipal agencies and planning departments.

Please note, this course is not designed for residential or small multi-family analysis.

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Course Icons

Provide Information At-a-Glance

Reg# 376159
Fee: $765
No refund after 3 Oct.
Online
Sept. 29-Dec. 2
Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

MGMT X 476.35
Internship in Real Estate

4.0 units

The internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—composed of at least 150 hours of practical application of course material—that the student has secured and has approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students are responsible for securing internship opportunities. Course is only available to Real Estate Certificate students who have completed a substantial portion (generally 20 units) of the program curriculum with a GPA of 3.0 or better. A UCLA Extension Internship coordinator 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# 376160
Fee: $765
No refund after 21 Sept.
Independent Study/Internship
Sept. 28-Dec. 20
International students who wish to pursue paid internships must contact the International Student Office at (310) 825-5053 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.

Discounts cannot be applied to fees for this course.

Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

MGMT X 476.8
Real Estate Market Analysis

4.0 units

This course explores the sources of data used in economic studies and provides an in-depth analysis of trends, market activity, sales, leasing, and how research studies are conducted. Other topics include land-use studies and city planning, traffic studies, population behavior and mobility, and consumer spending and trade area. Students learn through case studies, demonstrations, and class participation in the analysis of shopping center development, tract development (sales, projections, and surveys), service station location, population projections, employment trends, urban renewal projects, and community reuse studies.

Prerequisite(s): MGMT X 475.1 Real Estate Principles or consent of instructor.

Reg# 376161
Fee: $765
No refund after 2 Oct.
Online
Sept. 28-Dec. 7
Enrollment limited.

Tracy Green, DBA, MSGE, MPA, author, broker, specializing in brownfields, distressed properties, loss mitigation, and sustainable development

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 developer, 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; construction; sales and marketing; and property and asset management. Various project types are studied, including residential, retail, office, hospitality, industrial, and mixed-use. Coursework includes case studies.

Prerequisite(s): MGMT X 475.1 Real Estate Principles or previous experience and consent of instructor.

Reg# 376162
Fee: $765
No refund after 2 Oct.
Online
Sept. 26-Dec. 7
Enrollment limited.

Nick D’Argentizio, MRED

MGMT X 477.12
Real Estate Development, Construction, and Management

4.0 units

This course identifies the steps required to conceive and execute residential and commercial development projects. Upon completion of the course, students should be able to discuss the terminology and components and identify the process required for managing such projects. The course introduces basic project organization, scheduling, financial feasibility, zoning, financing, and project management. Instruction is designed to prepare students to work with developers, builders, and financial organizations involved in the development process.

Reg# 376163
Fee: $765
No refund after 13 Oct.
Remote Instruction
10 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 9
No meeting Nov. 7.
Adnan Tapia, MBA, principal, Plutos Advisors

MGMT X 477.7
Commercial Real Estate Brokerage: Best Practices

4.0 units

This course analyzes the market and financial issues in commercial real estate acquisitions and dispositions. Students learn ethics and the acquisitions and dispositions processes through multiple perspectives, from obtaining the listing and marketing the property to qualifying an offer and closing the deal. Students also learn the proper use of sophisticated commercial real estate terminology, practical application of state of the art financial analysis tools, and abstract the most popular listing and purchase contract forms used by professionals. This course is designed for the residential agent who wants to crossover to commercial, as well as for the seasoned commercial broker, investor, owner, and user who needs to sharpen their skills. Other professionals who can benefit from this course include attorneys, accountants, bankers, asset managers, property managers, and developers.

Reg# 376381
Fee: $765
No refund after 14 Oct.
Remote Instruction
9 mtgs
Thursday, 7-8:30pm, Oct. 1-Dec. 3
No meeting Nov. 26.
Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.
MGMT X 477.84  
**Commercial Property Management**  
4.0 units  
Learn the techniques and strategies for successful management of commercial buildings, strip-shopping centers, and public venues. Analyze both the financial and physical management functions. Topics include various forms of real estate ownership, management agreements, budgeting and financial reports, standard operating procedures, marketing and leasing service contracts, insurance, plant and energy management, facility maintenance practices/audits, security and emergency procedures, and tenant and employee relations.

Reg# 376164  
Fee: $765  
- Remote Instruction  
  - 11 mtgs  
  - No meeting Nov. 26.  

*Jessica Frazier*, MBA, Frazier Group Realty Inc.

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MGMT X 477.9  
**Real Estate Investment Analysis**  
4.0 units  
A must for anyone dealing with the investment aspects of real estate. This course examines residential, multi-residential, commercial, industrial, and special-purpose real estate investments, as well as reviews application of investment ratios to expense factors, mortgage loan constants, and equity yields before and after income and capital gains taxes. Other topics include capitalization; negative vs. positive leverage; depreciation methods and recapture; simplification of actuarial tables and mathematical formulas; internal rates of return; net present value; related yield measurement techniques; senior, junior, and inclusive trust deeds; fee, leasehold, and subordination alternatives and combinations; explanation and calculation of financial provisions of commercial leases; and prevailing rental rates and operating expenses. Working knowledge of a Financial Calculator (HP12C, HP10B II, etc.) and Microsoft Excel, or other popular spreadsheet software, is highly recommended.

Prerequisite(s):  
MGMT X 475.1 Real Estate Principles or previous experience and consent of instructor.

Reg# 376167  
Fee: $765  
- Remote Instruction  
  - 11 mtgs  
  - No refund after 12 Oct.

*Karen Davidson*, CRE, MAI, president/owner, Davidson & Associates

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MGMT X 477.95  
**Using ARGUS Enterprise for Commercial Real Estate Analysis**  
4.0 units  
This course examines how to analyze real estate investment property using the Argus Enterprise module. The course also prepares participants for the Argus Enterprise certification examination. Property types covered include office, retail, industrial, and multi-family. Students gain hands-on training in utilizing these programs through the analysis of case studies provided by the instructor. Students obtain a working knowledge of how to gather and input data; analyze income and expenses; understand tenant reimbursements; and generate meaningful reports for investors, developers, lenders and others. Participants learn to analyze sale/purchase decisions and leasing activities from the perspective of the owner/lessor and the tenant/lessee. This course is beneficial for investors, appraisers, real estate analysts; property developers; real estate investment companies; property managers; asset managers; insurance companies; mortgage bankers; institutional lenders; leasing professionals; and employees of Federal, State, and Municipal agencies and planning departments. This course is not designed for residential or small multi-family analysis.

Prerequisite(s):  
Students enrolling in this class must have a basic working knowledge of leasing concepts and income/expenses for real estate.

Reg# 376168  
Fee: $885  
- Remote Instruction  
  - 11 mtgs  
  - No refund after 13 Oct.

*Steven R Norris*, MAI, CRE; principal/owner, Norris Realty Advisors; BA, Economics, UCLA.
Microbiology Laboratory for Professional Schools

Explore experimental techniques in microbiology, with emphasis on bacterial cultivation and characterization. Laboratory exercises include light microscopy, quantitative techniques, and identification methods. Students learn to work effectively in groups to perform experiments, record observations, and analyze results.

For more information call (310) 825-7093.

For Students Taking

Life Sciences Courses

Students must satisfy the Life Sciences core series laboratory requirement by taking LIFESCI XL 23L Introduction to Laboratory and Scientific Methodology (page 135). LIFESCI XL 23L should be taken concurrently with LIFESCI XL 7C.

Please call (310) 825-7093 for further advisement.

Sciences

For more information call (310) 825-7093.

Biology

PHYSCI X 401
Fundamentals of Human Physiology
6.0 units
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.
Prerequisite(s): Basic college-level chemistry, biology, and human anatomy are strongly recommended.
Reg# 375706
Fee: $1,005
No refund after 6 Oct.
Remote Instruction
22 mtgs
Tuesday, Thursday, 7-10pm, Sept. 29-Dec. 10
Monday, 7-10pm, Nov. 23
No meeting on Nov. 26.
Enrollment and class participation are contingent on signing a liability waiver. Students must attend both laboratory and lecture sessions to receive credit.
Jack Haas, MS

PHYSCI X 412
Functional Neuroanatomy
4.0 units
Scientists have learned more about the central and peripheral nervous systems in the past 10 years than in all previous centuries due to the accelerated pace of research and new techniques in neuroimaging. This course takes advantage of the emerging science to explore the physical structures, organization, and related functions of the human nervous system. Topics include study of the brain sectors responsible for the basic senses (hearing, tasting, smelling, and touching); identifying structures involved with such elementary tasks as breathing, eating, moving, and sleeping; discussion of complex processes, such as communicating, reasoning, and feeling; and a review of common nervous system pathologies and their related structural changes.
Prerequisite(s): Basic knowledge of human biology and physiology, preferably neurophysiology.
Reg# 375708
Fee: $865
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited. Enrollment deadline: Oct. 2.
Joseph Esdin, PhD

PHYSCI X 415
Endocrinology
4.0 units
The endocrine system is an intricate complex of hormone-producing glands that maintain homeostasis and healthy function of the body. This course explores the molecular and cellular mechanisms that mediate how hormones affect metabolism, growth, and sexual development. Students gain practical experience applying their knowledge by reviewing case studies and the current clinical diagnosis and interventions for treating endocrine diseases, such as hyperthyroidism, hypothyroidism, diabetes, and pituitary disorders.
Reg# 375707
Fee: $810
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Enrollment limited. Enrollment deadline: Oct. 2.
Helder Araujo, MD, PhD, MD, PhD

PHYSCI X 425
Animal Physiology
4.0 units
Examine the physiology of animals at the molecular, cellular, system, and whole organism levels. Instruction covers neural, muscular, circulatory, renal, immune, respiratory, reproductive, and digestive systems and focuses on a wide variety of vertebrates and invertebrate animals to understand how they physiologically overcome challenges imposed by the surrounding environment.
Reg# 375709
Fee: $865
No refund after 2 Oct.
Online
Sept. 28-Dec. 13
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited. Enrollment deadline: Oct. 2.
Joseph Esdin, PhD
Histology for the Health Sciences

Basic Tissues of the Body
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 innovative 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
Page 134.

Transfer Credit Courses

Prepare to apply to professional and graduate programs.

Students should consult their respective professional and graduate programs to determine specific requirements.

Life Sciences
LIFESCI XL 107 Genetics
LIFESCI XL 23L Introduction to Laboratory and Scientific Methodology
LIFESCI XL 7A Cell and Molecular Biology
LIFESCI XL 7B Genetics, Evolution, and Ecology
LIFESCI XL 7C Physiology and Human Biology

Courses begin on page 134.

Physics
PHYSICS XL 10 Physics
PHYSICS XL 5A Physics for Life Sciences Majors: Mechanics and Energy
PHYSICS XL 5C Physics for Life Sciences Majors: Electricity, Magnetism, and Modern Physics

Courses begin on page 137.

Physiological Science
PHYSXI XL 5 Introduction to Human Physiology

Page 136.

Microbiology, Immunology and Molecular Genetics
MIMG XL 6 Microbiology for Nonmajors

Page 135.

To see if courses meet UCLA GE Requirements please visit: sa.ucla.edu/ro Public SOC/Search/GECoursesMasterList
Introduction to Pathophysiology

**Disease States in the Human Body**

Study cardiovascular disease, cancer, osteoporosis, Parkinson’s, Alzheimer’s, asthma, chronic obstructive pulmonary disease (COPD), obesity, and eating disorders, and discover the mechanisms and consequences of these diseases, based on physiological dysfunction in the major organ systems.

Instructor: Judith Halle, PhD, RNC

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**Osteoimmunology**

**Bone & Immune Interactions & Related Pathologies**

Offered Online

This course addresses the ontogenesis of the osteoimmune processes and bone pathologies that involve immune responses, such as osteoarthritis, osteoporosis, and osteonecrosis.

Instructor: Andre Barkhordarian, PhD

Page 134.
Endocrinology

Offered Online

The endocrine system is a complex of hormone-producing glands that maintain homeostasis and healthy function of the body. This course explores the molecular and cellular mechanisms that mediate how hormones affect metabolism, growth, and sexual development. Students gain practical experience applying their knowledge by reviewing case studies and the current clinical diagnosis and interventions for treating endocrine diseases, such as hyperthyroidism, hypothyroidism, diabetes, and pituitary disorders.

Instructor: Joseph Esdin, PhD
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Cancer Biology

Each year, more than 1.5 million people in the U.S. are diagnosed with cancer and worldwide rates are expected to rise to 23.6 million by the year 2030. Advances in cancer research have made a significant impact on cancer treatments and survival. This course covers the molecular and cellular biology of cancer.

Topics Include:
• Cancer initiation, progression, and metastasis
• Environmental and genetic causes
• Recent advances in targeted therapies

Instructor: Rishab Gupta, PhD; PBL tutor faculty; professor emeritus, Surgical Oncology, UCLA David Geffen School of Medicine; chief due diligence officer, IndieBio.
Page 134.
Pre-Med?

Need Financial Aid?

Enroll in Our Pre-Medical & General Science Studies Certificate

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
- Weekend 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.

Pre-Med, Dental, Nursing, or Pre-Vet?

Our transfer-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 6 or visit uclaextension.edu/degreecredit.

For More Information uclaextension.edu/premedcert

MIMG XL 102
Introductory Virology
4.0 units
This course covers the biological properties of bacterial and animal viruses: replication, methods of detection, interactions with host cells, and multicellular hosts. Topics provide a general overview of the viral world and its diversity. The main focus will be on comparing the different viral taxa, especially their replication mechanisms; interactions with host cell/organisms; and their role as etiological agents of epidemic diseases, cancer, and heart conditions. Their use as molecular tools will also be discussed.
Prerequisite(s): Life Sciences 7A, 7B, and 23L.
Reg# 375951
Fee: $995
No refund after 13 Oct.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Lecture three hours.
Olivier Pernet, PhD

PHYSL XL 3
Introduction to Human Physiology
5.0 units
This course provides students with an understanding of the human body and its organization—from molecular to cellular to tissues and organs—and how component parts function in an integrated manner to permit us as we know it.

Reg# 376013
Fee: $1,050
No refund after 6 Oct.
Remote Instruction
19 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Wednesday, 7-10pm, Sept. 30, Oct. 7 & 21; Nov. 18; Dec. 2
Friday, 7-10pm, Oct. 2 & 23; Nov. 20
Fulfills in part the UCLA General Education requirement for Physical Sciences. Not open for credit to students with credit for CHEM 14A.
Prerequisite(s): CHEM 14A with grade of C- or better.

Chemistry

CHEM XL 14A
General Chemistry for Life Scientists I
4.0 units
This course provides an introduction to physical and general chemistry principles; atomic structure based on quantum mechanics; atomic properties; trends in the periodic table; chemical bonding (Lewis structures, VSEPR theory); hybridization, and molecular orbital theory; gases and aqueous equilibria; properties of inorganic and organic acids, bases, and buffers; and titrations.
Prerequisite(s): High school chemistry or equivalent background and three-and-a-half years of high school mathematics.
Reg# 375924
Fee: $935
No refund after 15 Oct.
Remote Instruction
10 mtgs
Thursday, 6-10pm, Oct. 1-Dec. 10
Fulfills in part the UCLA General Education requirement for Physical Sciences.
Udayabagya Halim, PhD, UCLA
Reg# 375923
Fee: $935
No refund after 17 Oct.
Remote Instruction
10 mtgs
Saturday, 9am-1pm, Oct. 3-Dec. 5
Fulfills in part the UCLA General Education requirement for Physical Sciences.
Saori Shiraki, PhD
CHEM XL 14BL
General and Organic Chemistry Laboratory I
3.0 units
This laboratory class provides an introduction to volumetric, spectrophotometric, and potentiometric analysis. Instruction also covers the use and preparation of buffers and pH meters and synthesis and kinetics techniques using compounds of interest to students in life sciences.
Prerequisite(s): CHEM 14A with grade of C- or better; co- or prerequisite CHEM 14B.
Reg# 375925
Fee: $2,112
No refund after 6 Oct.
Remote Instruction
10 mtgs
Friday, 6-10pm, Oct. 2-Dec. 11
Kevin Barnes, PhD
CHEM 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 the effects of structure on physical and chemical properties; and survey of biomolecular structure.
Prerequisite(s): CHEM 14B with a grade of C- or better.
Reg# 375928
Fee: $935
No refund after 13 Oct.
Remote Instruction
10 mtgs
Tuesday, 6-10pm, Sept. 29-Dec. 1
Not open for credit to students with credit for CHEM 100.
Enroll at uclaextension.edu or call (800) 825-9971
Animal Physiology

Online
Offered Spring & Fall Quarters

Examine the physiology of animals at the molecular, cellular, system, and whole organism levels. Instruction covers neural, muscular, circulatory, renal, immune, respiratory, reproductive, and digestive systems and focuses on a wide variety of vertebrates and invertebrate animals to understand how they physiologically overcome challenges imposed by the surrounding environment.

Instructor:
Joseph Esdin, PhD
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Clinical Genetics

Medical & Public Health Perspectives
Offered Online

Explore core concepts in basic and applied genetics, including their relevance to clinical medicine, public health, and genetic counseling.

The course begins with a review of introductory molecular genetics and genetic epidemiology; then examines the role of genetics in the diagnosis, treatment, and prevention of disease throughout the life cycle. The ethical, legal, and social implications of genetics in medical practice, research, and population health also are discussed.

Instructor:
Claudia N. Mikhail, MD, MPH is a clinical geneticist and USCIS Civil Surgeon in Woodland Hills, CA. A diplomat of the American Board of Preventive Medicine and member of the American College of Medical Genetics. She is the author of the bestselling textbook *Public Health Genomics: The Essentials* and is a popular public speaker on health issues in our community.

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**CHEM XL 14D**

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 spectrometry; UV, NMR, and IR spectroscopy; optical activity; electrochemistry; and pH titration.

Prerequisite(s): CHEM 14B, CHEM 14BL, and CHEM 14C with grades of C- or better.

Reg# 375929
Fee: $2,733
No refund after 6 Oct.
Remote Instruction
21 mtgs
Friday, 6:30-9:30pm, Oct. 2-Dec. 11
Saturday, 9am-1pm, Oct. 3-Dec. 12
No meeting on Nov. 27 and Nov. 28.
Course fee includes laboratory usage fee, breakage fee, all equipment, chemicals, supplies 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: Oct. 2. $280 nonrefundable.

Weihao Huang, PhD

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**CHEM 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 and the citric acid cycle; and oxidative phosphorylation.

Prerequisite(s): LIFESCI 2 and LIFESCI 3 (or LIFESCI 7A, 7B, and 7C), LIFESCI 23L, and CHEM 14D with grades of C- or better.

Reg# 375930
Fee: $935
No refund after 17 Oct.
Remote Instruction
10 mtgs
Saturday, 9am-1pm, Oct. 3-Dec. 5
Not open for credit to students with credit for CHEM 100 or 10E.
Visitors not permitted. Enrollment deadline: Oct. 10

Ochan Otim, PhD, BCES, winner of the 2017 UCLA Extension Distinguished Instructor Award

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**CHEM XL 153C**

Biochemistry: Biosynthetic and Energy Metabolism and Its Regulation

4.0 units

This course discusses the metabolism of carbohydrates, fatty acids, amino acids, and lipids. Additionally, the course covers photosynthetic metabolism and assimilation of inorganic nutrients. Finally, the course covers the regulation of these processes.

Prerequisite(s): LIFESCI 2 and LIFESCI 3 (or LIFESCI 7A, 7B, and 7C), LIFESCI 23L, and CHEM 153A with a grade of C or better.

Reg# 375933
Fee: $935
No refund after 13 Oct.
Remote Instruction
11 mtgs
Wednesday, 6-9:30pm, Sept. 29-Dec. 8

Shakir Sayani, PhD

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**PHYSICS XL 5A**

Physics for Life Sciences Majors: Mechanics and Energy

5.0 units

Statics and dynamics of forces, motion, and energy, including thermal energy, with applications to biological and biochemical systems.

Prerequisite(s): LIFESCI 30A, 30B, or MATH 3A, 3B, and 3C (3C may be taken concurrently), or equivalent.

PHYSICS 5A, 5B, and 5C form a one-year sequence in basic physics for students in the biological and health sciences. Calculus is used throughout. Successful completion of basic calculus courses is a prerequisite for admission to this sequence. All students must take the calculus preliminary exam given at the first class.

Reg# 375906
Fee: $1,060
No refund after 5 Oct.
Remote Instruction
29 mtgs
Monday, Wednesday, 6-7:45pm, Sept. 28-Dec. 7
No meeting Nov. 11.
Enrollment/class participation contingent on signing a liability waiver form.

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**PHYSICS XL 5C**

Physics for Life Sciences Majors: Mechanics and Energy

5.0 units

Statics and dynamics of forces, motion, and energy, including thermal energy, with applications to biological and biochemical systems.

Prerequisite(s): LIFESCI 30A, 30B, or MATH 3A, 3B, and 3C (3C may be taken concurrently), or equivalent.

PHYSICS 5A, 5B, and 5C form a one-year sequence in basic physics for students in the biological and health sciences. Calculus is used throughout. Successful completion of basic calculus courses is a prerequisite for admission to this sequence. All students must take the calculus preliminary exam given at the first class.

Reg# 375987
Fee: $1,060
No refund after 5 Oct.
Remote Instruction
29 mtgs
Monday, Wednesday, 6-7:45pm, Sept. 28-Dec. 7
No meeting Nov. 11.
Enrollment/class participation contingent on signing a liability waiver form.

Physics XL 5B and XL 5C will be offered in Winter Quarter and Spring Quarter. Nonscience majors interested in a general physics course should take XL 10 Physics when next offered. Internet access required to retrieve course materials.

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**ONLINE COURSE**, page 5.
**HYBRID COURSE**, page 5.
**WEB-ENHANCED COURSE**, page 5.
**REMOTE INSTRUCTION**, page 5.
**TEXTBOOK REQUIRED**.
**UC CREDIT**, page 6.
Cognitive Psychology

This course presents a survey of cognitive psychology—how people acquire, represent, transform, and use verbal and nonverbal information.

Topics include perception, attention, imagery, memory, representation of knowledge, language, action, decision making, and thinking.

Instructor to be announced.

Page 112.
MATH X 451.48
Introduction To Differential Topology
3.0 units
3.3 EUs
Differential topology emerged in the 1950s as a complement to differential geometry in the study of differentiable manifolds—geometrical objects to which can be assigned Euclidean-type coordinate systems that lend themselves to methods of differential and integral calculus. Whereas differential geometry focuses on a manifold’s local structure (e.g. curvature and geodesics), differential topology is concerned more with global structures such as orientation, immersion and submer- sion, and smooth mappings between manifolds. This course, the first of a two-quarter sequence, is a rigor- ous introduction to the topic, but done at a level that should be accessible to those with a solid familiarity with advanced calculus and basic topology. Topics to be discussed include manifolds, orientability, submani- folds, embeddings, tangent spaces, critical points, and Morse functions. The second quarter will extend these studies to include surgery on manifolds and the classic Whitney Embedding Theorem.
Prerequisite(s): Calculus and some exposure to advanced mathematical methods.
Reg# 376177
Fee: $453
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 7-10pm, Sept. 26-Dec. 8
Enrollment deadline: Oct. 6. ❖
Michael Miller, PhD, senior mathematician (retired), RAND Corporation

STATS XL 1 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 a 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# 375943
Fee: $985
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Dec. 8
Matthew Baltar, PhD candidate in statistics, UCLA

Reg# 375945
Fee: $985
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 6:30-9:45pm, Sept. 29-Dec. 8
Jaime Vallejo Valadez, MS

Reg# 375946
Fee: $985
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Tuesday, 6-9:15pm, Sept. 29-Dec. 8
Miles Chen, PhD, lecturer in statistics, UCLA

Reg# 375944
Fee: $985
No refund after 15 Oct.
❖ Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Oct. 1-Dec. 17
Matthew Baltar, PhD candidate in statistics, UCLA

STATS XL 13
Introduction to Statistical Methods for Life and Health Sciences
5.0 units
This introductory course for pre-health professionals covers the presentation and interpretation of data, descriptive statistics, introduction to correlation and regression, and introduction to basic statistical inference (estimation, testing of means and proportions, ANOVA) using both bootstrap methods and parametric models.
Prerequisite(s): MATH 903 Intermediate Algebra for College Students or three years of high school mathematics.
Reg# 375947
Fee: $985
No refund after 15 Oct.
❖ Remote Instruction
11 mtgs
Thursday, 6-9:15pm, Oct. 1-Dec. 17
Not open for credit to students with credit for STATS 10, 11, 12, or 14.
Miles Chen, PhD, lecturer in statistics, UCLA

Reg# 375942
Fee: $985
No refund after 2 Oct.
❖ Online
Sept. 28-Dec. 20
It is recommended that students have the latest antivirus, word processing, and spreadsheet software. Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited; early enrollment advised. Enrollment deadline: Oct. 2. ❖
Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

Reg# 375941
Fee: $985
No refund after 2 Oct.
❖ Online
Sept. 28-Dec. 20
It is recommended that students have the latest antivirus, word processing, and spreadsheet software. Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited; early enrollment advised. Enrollment deadline: Oct. 2. ❖
Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

STATS XL 402.1
Advanced Statistics
4.0 units
This advanced course in inferential statistics empha- sizes the practical application of statistical analysis. Instruction includes an examination of the role of sta- tistics 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, central tendency measures, dispersion, probability theory, probability distribution, sampling techniques, confidence interval, and hypothesis testing.

Reg# 375940
Fee: $985
No refund after 2 Oct.
❖ Online
Sept. 28-Dec. 20
It is recommended that students have the latest antivirus, word processing, and spreadsheet software. Coursework must be submitted as Microsoft Word or Excel attachments. Enrollment limited; early enrollment advised. Enrollment deadline: Oct. 2. ❖
Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

Exam Length: 30 Questions
Time: You should plan to complete the placement exam within an uninterrupted 2-hour sitting
• If you score 80% or higher, we recommend that you enroll in Calculus MATH XL 31A
• If you score between 60% - 79%, we recommend that you enroll in Precalculus MATH XL 1
• If you score less than 60%, we recommend that you enroll in an algebra course
• After taking the placement exam, you are given the opportunity to review certain topics through targeted learning exercises in the Prep and Learning Module.
Retake the exam, if necessary
• After engaging with the Prep and Learning Module for at least 3 hours, you can take the placement exam again
• If your new score is higher than the initial exam score, you can retake the exam for 12 months after taking the initial exam.

MATH XL 1 Precalculus
4.0 units
This course covers differentials, calculus, its applications, and the introduction to integration. ❖
Prerequisite(s): MATH XL 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# 375937
Fee: $935
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Wednesday, 6:10pm, Sept. 28-Dec. 8
Students who are not qualified to take this course should enroll in MATH XL 1 Precalculus. Enrollment/class participation contingent on completing the ALEKS placement exam.
Anait Barsegyan, MS

Reg# 375936
Fee: $935
No refund after 14 Oct.
❖ Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
Students who are not qualified to take this course should enroll in MATH XL 1 Precalculus. Enrollment/class participation contingent on completing the ALEKS placement exam.
Libby Teston, MS

Evening, weekend and online courses for busy professionals.
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Look for this icon and course numbers XL 1-199 to identify transfer credit courses!
Earn units/subject credit that can be applied toward bachelor’s degrees at all UC and Cal State campuses.

Earn credit in:
110 Humanities & Social Sciences
94 Environmental Studies & Public Policy
105 Health Care & Counseling
140 Writing

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

Mathematics

MATH XL 31A
Differential and Integral Calculus
4.0 units
This course covers differential calculus, its applications, and the introduction to integration. ❖
Prerequisite(s): MATH XL 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# 375935
Fee: $935
No refund after 17 Oct.
❖ Remote Instruction
11 mtgs
Wednesday, 6-9pm, Sept. 28-Dec. 8
Students who are not qualified to take this course should enroll in MATH XL 1 Precalculus. Enrollment/class participation contingent on completing the ALEKS placement exam.
John Sepikas, PhD

Evening, weekend and online courses for busy professionals.
uclearxxtension.edu/transfercourses

Advanced Statistics
4.0 units
This course covers function concept; linear and poly- nomial 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# 375949
Fee: $985
No refund after 13 Oct.
❖ Remote Instruction
11 mtgs
Thursday, 6-9:15pm, Sept. 29-Dec. 8
Matin Lackpour, MBA, EdD, PhD, mechanical engineer, Los Angeles Department of Water and Power (retired)
**WRITERS’ PROGRAM**

**CREATIVE WRITING**

140 Basics of Writing
142 Special Topics for All Writers

**FICTION**

143 Beginning Fiction Writing
145 Intermediate Fiction Writing
146 Advanced Fiction Writing

**CREATIVE NONFICTION**

146 Beginning Creative Nonfiction Writing
148 Intermediate Creative Nonfiction Writing
148 Advanced Creative Nonfiction Writing

**WRITING FOR YOUNG READERS**

148 Writing Picture Books
149 Writing for Kids and Middle Grade Readers

**POETRY**

149

**EDITING AND PUBLISHING**

150 Editing and Publishing: Screenwriting
151 Special Topics for Film & Television Writers

**FEATURE FILM**

153 Beginning Feature Film Writing
154 Intermediate Feature Film Writing
155 Advanced Feature Film Writing

**TELEVISION**

155 Beginning Television Writing
156 Intermediate Television Writing
157 Advanced Television Writing

**JOURNALISM**

158

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**For more information call Writers’ Program (310) 825-9415**

**Journalism (310) 825-7093.**

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**WHAT OUR STUDENTS SAY**

“As a graduate of the UCLA Extension Writers’ Program, I studied with so many incredible, gifted and generous teachers. The Extension program taught me about creative nonfiction.”

— Tembi Locke, former Writers’ Program student whose memoir, *From Scratch*, is a New York Times Bestseller.

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**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 workshopshopping—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 400**

*Introduction to Creative Writing*

2.0 units

This six-week course is perfect for anyone just getting started on their path to being a writer. Students work in small breakout sessions with experienced writers and teachers, then attend a lecture by various guest speakers with expertise in fiction, poetry, nonfiction, or screenwriting. Short assignments are workshoped in the weekly breakouts. The goal of the course is to expose new writers to a variety of types of writing while getting their creative juices flowing. At the end of the quarter, students will feel more confident about their skills and will be prepared for further study of writing.

Reg# 375734

Fee: $455

No refund after 14 Nov.

❖ Remote Instruction

6 mtgs

Saturday, 1-4pm, Oct. 31-Dec. 12

No meeting Nov. 28.

Enrollment limited to 12 students.

Kenji Liu, interdisciplinary artist and author of *Monsters I Have Been and Map of an Onion*, which won the 2015 Hillary Gravendyk Poetry Prize. Mr. Liu’s writing has appeared in *American Poetry Review*, *Gulf Coast*, *Poetry Northwest*, and others. He has taught and presented his work throughout the US, México, and Japan. **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 what you’ve lived, listened, seen 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 the key tools you need to write creatively.

Reg# 375737

Fee: $475

No refund after 11 Nov.

❖ Online

Oct. 28-Dec. 8

Enrollment limited to 15 students.

Ronald Alexander, fiction writer and author of four novels. He was nominated for a Pushcart Prize and was a finalist in the St. Andrews College Press Novella Competition. His essays, poetry, and short stories have been published in the *Chicago Quarterly Review* and *The Los Angeles Review*, among others.

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**ENROLL at uclaextension.edu or call (800) 825-9971**

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**Registration Information**

- **ONLINE COURSE**, page 5.
- **HYBRID COURSE**, page 5.
- **WEB-ENHANCED COURSE**, page 5.
- **REMOTE INSTRUCTION**, page 5.
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UCLA Extension Writers’ Program Presents

The 2021 Writers Studio: Home Edition

Thursday–Sunday, February 18–21, 2021

Fully online courses blending live classroom meetings and offline activities

To ensure the health and safety of our students, instructors, and staff in light of the ongoing and unpredictable COVID-19 pandemic, the Writers’ Program has moved our signature intensive workshop series to a safe, fully online environment combining Zoom-based meetings, offline independent work time, small group activities, and other approaches to learning. The conference also features daily guest speakers and a keynote presentation by an industry professional of note.

Our instructors will strive to preserve the unique classroom experience while ensuring students remain engaged, active, and connected to one another throughout the four days of learning.

Creative Writing Workshops

Character and Conflict
Instructor: Colette Sartor

Writing Your Memoir
Instructor: Antonia Crane

Writing the Personal Essay
Instructor: Amy Friedman

Writing Your First Novel
Instructor: Natasha Deon

Live Storytelling
Instructor: Cole Kazdin

Structuring Your Story
Instructor: Jeanne De Vita

Developmental Editing
Instructor: Tobi Harper

Screenwriting Workshops

Creating the Half-Hour Television Pilot
Instructor: Eric Abrams

Creating the One-Hour Television Pilot
Instructor: Zac Hug

Writing Your First Feature Film
Instructor: Koji Steven Sakai

Writing Powerful Scenes for Movies and TV
Instructor: Roberto Marinas

Showrunners Bootcamp
Instructor: Cynthia Hsiung

*The studio coupled with the retreat offers opportunities for real progress for writers who cannot always write full-time*

—Pam Wiedenbeck (Altadena, CA), 2020 Writers Studio Participant

For More Information
(310) 825-9415 | writers.uclaextension.edu/writers-studio

Join WP NOW

The Writers’ Program Network of Writers

Whether you’re a current student or a recent alum, the Writers’ Program Network of Writers (WP NOW) can help you stay immersed in our community, enhance your professional skills, and extend your network through members-only events throughout the year. With reciprocal memberships in some of the region and the nation’s most significant associations for writers, you’ll have access to more knowledge, resources, and opportunities than ever before.

For just $99, you receive over $340 in benefits:

• A 10% discount on Writers’ Program enrollments for one year** ($65 average savings after one use)

• A 10% discount on consultation services (a minimum $50 value)

• A free enrollment in a 3-hour one-day workshop (a $30 value)

• Invitations to attend at least 4 exclusive members-only events

• Access to professional development events hosted by the Writers Guild Foundation

• Access to a members-only online community where you can find writing partners, form writing groups, and get advice from peers

• A 30% discount on Final Draft screenwriting software (up to $70 in savings)

• A 30% discount on Scrivener writing software (up to $15 in savings)

• A free one-year membership in two of the following professional associations, with full access to their member benefits:
  • Association of Writers and Writing Programs—Digital Membership (a $49 value)
  • New Filmmakers LA (a $50 value)
  • Independent Writers of Southern California (a $25 value)
  • Society of Children’s Book Writers and Illustrators (a $55 value)

Keep your education and professional development going strong outside the classroom. Join WP NOW any time and enjoy your benefits as long as you need them.

* Indicates benefits that may be partially or fully available only to students who can access onsite/on ground events

** Excluding Master Classes, Pro-Series, and other multi-quarter workshops

Visit uclaextension.edu/wp-now for complete information on these benefits.
Welcome Our New and Returning Creative Writing

Instructors for Fall!

Mathew Rodriguez, MA, author and essayist whose work has appeared in Slate, the Village Voice, and Mic.
Creative Nonfiction I
Page 147.

Marianne Villanueva, author of two acclaimed novels, Catalina and The Worst Kind of Want.
Novel I
Page 145.

Liska Jacobs, MFA, author of a draft of a nonfiction piece.
Stories
and Other Tales

Kenji Liu, interdisciplinary artist and author of Monsters I Have Been and Map of an Onion.
Introduction to Creative Writing
Page 140.

In New York City, Ms. Kann is an award-winning poet whose work has appeared in various anthologies, including Everything.

Quressa Robinson, MFA, agent with Nelson Literary Agency and formerly an acquiring editor for St. Martin’s Press.
Developmental Editing
Page 150.

Brian Sonia-Wallace, author of The Poetry of Strangers. Mr. Sonia-Wallace’s reportage has appeared in Rolling Stone and The Guardian.
Personal Essay I
Page 147.

For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.

Writing & Journalism

Writing & Journalism
NEW
WRITING X 463.6E
One Idea—Many Possibilities
3.0 units
This workshop explores how to situate your story idea into its most powerful form. If you’ve always gravitated toward writing novels or short stories, screenplays or poems, you are encouraged to explore new territory and new fields of writing. Whether your subject is a locket your grandmother gave you, an adventure you had when you were a teenager, one of your life’s accomplishments, or a disaster, everything makes for compelling writing. We work together to decide how to tell your story, whether memoir, screenplay, stage play, short story, song lyrics, or an op-ed. You are encouraged to experiment with a new genre, and together, we’ll get the story moving!
Reg# 375730
Fee: $455
No refund after 13 Nov.
Remote Instruction 5 mit
Friday, 10am-1pm, Oct. 30-Dec. 11
No meeting Nov. 27.
Enrollment limited to 12 students.
Steven Wolfsion, MFA, awarded-winning playwright, and founder and director of The Mark Taper Forum’s Mentor Playwrights Project. A WGA member, Mr. Wolfsion is the recipient of two UCLA Extension Outstanding Instructor Awards in Creative Writing and Screenwriting.

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 762.7E
The Basics of Setting
Setting and Description are foundational to a story and can support larger themes well if done thoughtfully with fresh and vivid language, and with attention to detail, implication, and perspective. They can, in effect, give one’s characters a home or space to work within, as well as open up possibilities for deepening and expanding the scope of any story. Learn how to create vivid and descriptive settings through a one-day workshop that explores how to write with sensory detail.
Reg# 378644
Fee: $50
Remote Instruction 1 mit
Saturday, 10am-1pm, Oct. 3
Enrollment opens two weeks prior to course date.
Aatif Rashid, author of Portrait of Sebastian Khan. Mr. Rashid has published short stories in The Massachusetts Review, Metaphorosa, Arcturus, and Barrellhouse, and nonfiction in The Los Angeles Review of Books, as well as online on MEDIUM. He currently writes regularly for The Kenyon Review blog.

WRITING X 462.1
Dialogue and Point of View
3.0 units
This is a reading and exercise-based class designed to explore and practice dialogue, voice, and point-of-view in fiction and creative nonfiction. Each week, we will read sample fiction and creative nonfiction to identify how the content is influenced by the narrative choices the writers make. We’ll discuss how dialogue can bring characters and situations to life without imitating the hesitation or redundancy of real conversation. We’ll identify the benefits and drawbacks of narrating your work in first, second, and third-person point-of-view. We’ll explore the power of voice and the influence of narrative distance on the reader. Weekly exercises put theory into practice and help you discover what works (and doesn’t) in your own writing practice.
Reg# 375747
Fee: $695
No refund after 21 Oct.
Online
Oct. 7-Dec. 15
Enrollment limited to 15 students.

Prairie Schooner, Colorado Review, and nonfiction in The Los Angeles Review of Books, as well as online on MEDIUM. He currently writes regularly for The Kenyon Review blog.

Writing the Fantastic
This course expands the study of science fiction and fantasy writing to include both short and novel-length fiction. Infusing a narrative with originality and fantastic literature’s much-discussed “Sense of Wonder”—while at the same time preserving its clarity and heart—is a juggling act that can test a writer’s skills to the utmost. Writing the Fantastic places emphasis on meeting this challenge by merging the otherworldly content of speculative fiction with humane, emotionally powerful storytelling. Through exercises and readings, students deepen their understanding of the speculative sub-genres: alternate history, time-travel, horror, dark fantasy, sword and sorcery, urban fantasy, sociological science fiction, and hard science fiction. The course goal is to submit a short story or novel fragment to the class for review and then to utilize this workshop feedback to form and execute a revision plan.
Reg# 375749
Fee: $695
No refund after 21 Oct.
Online
Oct. 7-Dec. 15
Enrollment limited to 15 students.

Alyx Dellamonica, author of The Town on Bighed Sea, a Year’s Best Science Fiction pick, and Indigo Springs, a Sunburst Award winner. She has published short fiction in Isaac Asimov’s Science Fiction Magazine, SciFi.Com, and Realms of Fantasy.
The Young and the Reckless

Writing for Teens: A Virtual Conference
Accessible from Saturday, August 29 to Saturday, September 5

Enjoy a unique opportunity to learn from today’s most exciting YA writers in a convenient virtual conference of prerecorded lectures and panels.

Young Adult Symposium Lectures and Conversations
- Checking Privilege at the Door
- Considering Your Genre
- Creating the Complex Character
- Writing a Compelling Plot

Featured Authors
- Lilliam Rivera
- Cecil Castellucci
- Henry Lien
- Cindy Lin
- Aminah Mae Safi
- Karol Ruth Silverstein
- Sherri L. Smith
- Amy Spalding
- Lee Wind

The Young and the Reckless: Writing for Teens brings together some of Southern California’s most accomplished writers and teachers in writing for young adults.

Symposium Registration
The $50 registration fee includes:
- Keynote presentation
- Seven lectures and conversations on craft
- Two panel presentations

How to Register
Online
Visit uclaextension.edu/ya-symposium for full information on the YA Symposium. Follow the links to complete your registration.

Phone
Call (800) 825-9971 and have your American Express, Discover, JCB, MasterCard, or Visa ready.

For More Information
writers@uclaextension.edu | (310) 825-9415 | uclaextension.edu/ya-symposium
Enroll at uclaextension.edu or call (800) 825-9971  Writing & Journalism

**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 assignements, 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 artfully shape their journey and to develop an overall concept to guide you through your story. Required for students considering the long-fiction sequence.

Reg# 375745
Fee: $665
No refund after 19 Oct.
- Remote Instruction
  10 mtgs
  Monday, 7-10pm, Oct. 5-Dec. 7
  Enrollment limited to 15 students. ⚫

Henry Lien, JD, UCLA Law. Mr. Lien teaches law in the Architecture-Interior Design Department and was awarded Outstanding Instructor of the Year. He practiced as an attorney, served as the Glass Garage Gallery owner and as president of the West Hollywood Fine Art Gallery Association, and currently works as a private art dealer. Mr. Lien also teaches for the Writers’ Program. His Psapssou Chan middle grade fantasy series has received New York Times acclaim and starred reviews from Publishers Weekly, Kirkus, and Booklist.

Reg# 375741
Fee: $665
No refund after 20 Oct.
- Remote Instruction
  10 mtgs
  Tuesday, 7-10pm, Oct. 6-Dec. 8
  Enrollment limited to 15 students. ⚫


Reg# 375746
Fee: $665
No refund after 21 Oct.
- Online
  Oct. 7-Dec. 15
  Enrollment limited to 15 students. ⚫

Kim Askew, MA, co-author of the Twisted Lit novels, contemporary YA adaptations of Shakespeare plays, and the screenplay for forthcoming Hallmark Channel movie. Ms. Askew’s work has appeared in The Wall Street Jour- nal, Elie, the anthology The May Queen, and elsewhere.

**WRITING X 412.3**

Committiing the Perfect Crime: Writing Your First Mystery

3.0 units

Do you long to commit the perfect crime—and see it published? This practical course will help you plan and write your novel from start to finish. Tapping into the rich material inside the course goal is to complete 50 pages of your novel. This course teaches you the nitty-gritty of putting together a novel that is engaging, compelling and sells. The course is divided into five. Each week you will complete a section of the novel you are planning. The sections will be: setting the stage, establishing the characters, developing the plot, and revising your work. The final section will be spent on revising your manuscript. No writing experience is required. The course is designed for beginners as well as those with a work-in-progress who need direction, this course is a supportive, results-oriented program that guide you in planning your mystery or suspense novel or revising some of the choices made in your work-in-progress. Do you long to commit the perfect crime and see your novel published? This course is designed for you.

Reg# 375750
Fee: $665
No refund after 21 Oct.
- Online
  Oct. 7-Dec. 15
  Enrollment limited to 15 students. ⚫

Kris Nert, Derringer Award winner and Pushcart Prize nominee whose novels include High Crimes on the Magical Plane, Magical Alienation, and the Agatha, Anthony, and Macavity Award-nominated Tracy Eaton mystery novels Revenge of the Gypsy Queen, Dem Bones’ Revenge, and Revenge for Old Times’ Sake.

**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 your stories. 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# 3757544
Fee: $665
No refund after 14 Oct.
- Remote Instruction
  10 mtgs
  Wednesday, 7-10pm, Sept. 30-Dec. 9
  No meeting Nov. 11. Enrollment limited to 15 students. ⚫

Ben Loory, MFA, author of the collection Stories for Nighttime and Some for the Day (Penguin), winner of the 2012 Nobble Book Award for Book of the Year. His stories have been published in The New Yorker, The Rattling Wall, and The Los Angeles Review of Books, among others, and performed on NPR’s This American Life.

Reg# 375743
Fee: $665
No refund after 21 Oct.
- Online
  Oct. 7-Dec. 15
  Enrollment limited to 15 students. ⚫

Tantra Bensko, 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. Bensko has a psychological suspense series, The Agents of the Nevermind.

**ENGL X 137**

Creative Writing: Short Story

5.0 units

This workshop covers the key elements of fiction writing, including plot, characterization, setting, point-of-view, and various story development techniques, as well as publishing markets. Your goal is to develop three short stories over the course of the quarter.

Reg# 375751
Fee: $745
No refund after 14 Oct.
- Online
  Sept. 30-Dec. 15
  Enrollment limited to 15 students. ⚫

Adam Prince, MFA, PhD, fiction writer whose short story collection, The Beautiful Wishes, has been 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 Topher Fellow at the Gallman School in Baltimore.

**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 workshop. 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 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 promised novel and workshop 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. Prerequisite(s): WRITING X 411.1 Novel I or comparable workshop experience.

Reg# 375753
Fee: $665
No refund after 15 Oct.
- Remote Instruction
  10 mtgs
  Thursday, 7-10pm, Oct. 1-Dec. 10
  No meeting Nov. 26. Enrollment limited to 15 students. ⚫

Adam McOmber, MFA, author of My House Gathered Dust; Stories, The White Forest: A Novel, This New & Poisonous Air. His stories have appeared in Conjunctions, Kenyon Review, and Fairy Tale Review.

Reg# 375752
Fee: $695
No refund after 21 Oct.
- Online
  Oct. 7-Dec. 15
  Enrollment limited to 15 students. ⚫

Chris L. Terry, MFA, author of the novels Black Card (Caputult, 2019) and Zero Fade (Curbiside Splendor, 2013), which was named Best Book of the Year by Slate and Kinkus Books. Mr. Terry’s short work has appeared in PANK, Razzorace, Very Smart Brothas, and more. He has taught for PEN America, Writing Workshops LA, and Storycatchers Theatre.

**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 Truty 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 char-acter ghosts, story world, and more. By the end of the course, you have in hand a six-page synopsis that works. In addition, for most weeks, you submit up to 750 words of writing that relate to a particular structural element.

Reg# 375758
Fee: $695
No refund after 21 Oct.
- Online
  Oct. 7-Dec. 15
  Enrollment limited to 15 students. ⚫

Caroline Leavitt, New York Times best-selling author who has published 11 novels, including her latest, Cruel Beautiful World a critic for The San Francisco Chronicle and People. Ms. Leavitt is a recipient of the UCLA Exten-sion Outstanding Instructor Award in Creative Writing.

**WRITING X 413.6E**

Write a Novel in 10 Weeks

3.0 units

In this fast-paced, fun, and exhilarating novel writing course, you do the unthinkable: write a novel in 10 weeks from start to finish. Tapping into the rich material inside your subconscious, you do mini-exercises in class that form the plot, characters, setting, genre, and structure of your very own work of fiction. At home you write three pages a day to complete your manuscript. This is a class for beginners and seasoned writers alike. All that is required is discipline, determination, and commitment.

Reg# 375759
Fee: $665
No refund after 14 Oct.
- Remote Instruction
  10 mtgs
  Wednesday, 7-10pm, Sept. 30-Dec. 9
  No meeting Nov. 11. Enrollment limited to 15 students. ⚫

Tempany Deckert, author who has published 18 novels for middle grade and young adult readers, including It’s Yr Life, The Shooting Stars, and the series Kids Inc./Radio Rebels and Kids Inc./Fashion Police for Macmillan. Ms. Deckert is also an actress and motiva-tional speaker.

Reg# 375749
Fee: $665
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.uclaextension.edu/continuing-students. The submission deadline for fall is Aug. 31 at 9am (PT). Visitors are not permitted in advanced-level courses.

Submission Guidelines for Advanced Fiction Writing Courses

Please note that there are no pre-approvals. To be eligible for an advanced creative writing course, all students must submit one document (double-spaced, 2-pg. font, 1-inch margins) and a letter of introduction in writing sample: a synopsis of up to one page for any longer submitted works (novels); a personal statement of one paragraph outlining what the student hopes to gain from the class; and a list of previous courses completed in the Writers’ Program or other programs with instructors (when known).

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.

Prerequisites: WRITING X 411.3 Novel III or comparable workshop experience.

Fee: $785
No refund after 30 Sept.
Online
Reg# 375760
Oct. 7-Dec. 15
Enrollment limited to 12 students. Visitors not permitted.

Yes
$100 non-refundable. Not eligible for any discounts.

Paul Witcover, MFA, author of six novels, including The Warrior of Eternity, 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 writer Elizabeth Hand, he co-created and co-wrote the DC Comics series Anima.

WRITING X 411.5 Novel V

3.0 units
For students who have completed Novel Writing IV, this intensive workshop is specifically directed toward refining an advanced manuscript into a polished novel. The focus is on structural and thematic aspects and the maintenance of voice and narrative voice. You work closely with your peers and the instructor to assess portions of individual manuscripts. Emphasis is given to developing and perfecting self-editing techniques. The overall goal of the course is for each novel to reach a professional level appropriate for eventual publication.

Prerequisites: WRITING X 411.4 Novel IV or comparable workshop experience.

Fee: $785
No refund after 30 Sept.
Online
Oct. 7-Dec. 15
Enrollment limited to 12 students. Visitors not permitted.

Yes
$100 non-refundable. Not eligible for any discounts.

Robert Everse, MFA, author of the novels Zero to the Bone, Digging James Dean, Burning Garbo, Killing Paparazzi, Gypsy Hearts, and Shooting Elvis. Mr. Evers’s novel has been translated into 15 languages. He has been the final judge for the AWP Award Series in the Novel.

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 intensity of poetry combined with novistic elements of structure, setting, and characterization. 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 a substantial part of your novel.

Prerequisites: WRITING X 412.2 Short Story II or comparable workshop experience.

Fee: $3,860
No refund after 7 Sept.
Online
Reg# 376006
Oct. 7-Jan. 8
Virtual Residency
Deadline for application is Aug. 31 at 9am (PT) and there is a $10 non-refundable application fee. Restricted course; approval needed to enroll. Not eligible for any discounts. Enrollment limited to eight students. Visitors not permitted. No refund after enrolling.

Submission Guidelines for Master Class in Novel Writing with Lynn Hightower

Please submit the following materials (Word Document or PDF only): a one-page personal statement that includes your writing background, previous creative writing courses taken; a two-page synopsis of your novel-in-progress; the completed first draft of your novel; and in a separate document from the full manuscript, pull one complete scene you feel is one of the best and accurately reflects your novel-in-progress (no longer than 12 pages). Please participates in this master class online only if you submit your novel for admission. No exceptions. Each page should be numbered, typed in 12-point Times New Roman font, and double spaced with 1-inch margins.

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 Shamus Award.

Creative Nonfiction

Beginning Creative Nonfiction 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 721.3E Nonfiction 101

A quick taste of what it takes to pitch nonfiction articles for publication. This three-hour online workshop includes a look at the basic types of nonfiction (profiles, retrospectives, essays, how-to articles, etc.); where to get ideas; how to turn ideas into a story pitch; and what editors want. Students should come with questions and be ready to complete a short writing exercise.

Fee: $0
Remote Instruction
1 mtg
Reg# 373772
Saturday, 10am-1pm, Nov. 14
Enrollment opens two weeks prior to course date.

Robert Wright, freelance writer; former reporter, United Press International; former president, Society of Professional Journalists, Los Angeles Chapter. Ms. Wright is a contributor to many magazines and newspapers, including The Los Angeles Times, Westways, Emmy, and Animation.

WRITING 721.2E Storytelling Starter Kit

In this one-day workshop, we find the stories that only you can tell. Through prompts and playful writing exercises, you learn how to generate unique and gripping story ideas, find your first line, and learn simple techniques for structuring a personal story for performance. By the end of the workshop, you have the beginnings of an unforgettable, personal story that you can tell in one of the city’s many storytelling shows like The Moth Story Slam and many other ideas in your back pocket to continue to develop into full pieces.

Fee: $0
Remote Instruction
1 mtg
Reg# 373772
Saturday, 10am–1pm, Oct. 24
Enrollment opens two weeks prior to course date.

Cloe Kazind, MS, writer, performer, and Emmy-winning television journalist. Ms. Kazind is a regular contributor to VICE and has written for The New York Times. She is a three-time Moth GrandSLAM champion and tells stories onstage all across the country, on NPR, and in the book All These Wonders.

WRITING X 424.2E Creative Alchemy: Finding and Writing Life Stories You Were Meant to Tell

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 concealed 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# 375771
Fee: $685
No refund after 14 Oct.
❖ Remote Instruction
10 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 9
No meeting Nov. 11.
Enrollment limited to 15 students. ☞

Harry Yount, fiction writer and Pushcart Prizé-nomineed poet whose recent collections include I’ll Always Be from Lorain and Outbound 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 Distinguished Instructor Award and the UCLA Extension Outstanding Instructor Award in Creative Writing.

WRITING X 422.1E
Storytelling for Social Justice
3.0 units
Well-told, new narratives can change the world. Living in a time of rising movements such as Black Lives Matter, MeToo, DACA/refugee and immigrant rights, LGBTQ rights, and more, students are encouraged to uncover stories that are not included in our history textbooks. Through workshops, students gain access to pathways to explore personal history, family narratives, and stories amidst their communities. Students read and produce compelling creative nonfiction—memoir, essays, literary journalism, blogging, audio/video recording, live performance, and more—to share with larger audiences. Integral to the creation of new work is revision, peer feedback, and literary work that serves as models. By the end of the course, students have begun a narrative in a format of their choice that they will develop into a completed project in order to share with the larger community.

Reg# 375770
Fee: $695
No refund after 21 Oct.
❖ Online
Oct. 7-Dec. 15
Enrollment limited to 15 students. ☞

Selena Sarwar, MA, author of the novel Black Wings. Ms. Sarwar’s writings have appeared in New York Times Sunday Magazine, Asian Magazine of Asian Literature, Callaloo, and elsewhere. She has taught writing workshops at University of Houston and through nonprofits.

WRITING X 422.1
Personal Essay I
3.0 units
“Personal Essay” is a broad term that encompasses humorous essays, opinion pieces, and mini-memoirs—but which always details the writer’s journey through a specific experience. This workshop teaches aspiring personal essayists how to be a compelling first-person writer who critically examines the specific experience. This workshop teaches aspiring personal essayists how to be a compelling first-person writer who critically examines the specific experience. This workshop teaches aspiring personal essayists how to be a compelling first-person writer who critically examines the specific experience.

Reg# 375765
Fee: $695
No refund after 21 Oct.
❖ Online
Oct. 7-Dec. 15
Enrollment limited to 15 students. ☞

Michael Luongo, author or editor of 16 books, including Frommer’s Buenos Aires and Argentina guidebooks. Mr. Luongo was twice named Journalist of the Year for the North American Travel Journalists Association. His journalism and photography work have appeared in the New York Times, National Geographic Traveler, and Bloomberg News, among many others.

WRITING X 423.1
Memoir I
3.0 units
A memoir is a book-length narrative that is told from the writer’s point of view and captures a meaningful slice of the writer’s life. If you have a story to tell and would like to figure out how best to tell it, this course helps you get started. In-class writing exercises help you identify significant moments from your life, decide on a workable structure for telling your story, and determine what exactly your story is about. You also focus on the habits and tools you need to establish and maintain a writing practice and read excerpts from a range of memoirs for inspiration and guidance. By the end of the course, you have an outline and a draft of one to two chapters.

Reg# 375767
Fee: $685
No refund after 20 Oct.
❖ Remote Instruction
10 mtgs
Tuesday, 7-10pm, Oct. 6-Dec. 8
Enrollment limited to 15 students. ☞

Monica Holloway, author of the critically-acclaimed memoirs, Driving with Dead People and Cowboy & While. Ms. Holloway is actively involved in the work of the National Center for Family Literacy and Autism Speaks and has participated in several events with the Special Needs Network.

WRITING X 423.1
Creative Nonfiction I
3.0 units
This course explores the unlimited possibilities of creative nonfiction, which embraces forms of creative writing such as personal essay, memoir, profiles, and more. Working with the same techniques as fiction, including artful language choices, dialogue, character development, structure, and plot, you are guided to transform factual events and experiences into a complete, imaginative narrative. This course includes several readings from a variety of nonfiction authors. The course goal is to produce one complete and revised narrative essay, as well as additional material to develop further.

Reg# 375768
Fee: $695
No refund after 21 Oct.
❖ Online
Oct. 7-Dec. 15
Enrollment limited to 15 students. ☞


WRITING X 424.1E
Introduction to Literary Journalism
3.0 units
Literary journalism is nonfiction prose that transcends “who, what, where, and when” to give a more detailed, richer, and vivid picture of real events. It combines an immersive approach to reporting with the aims and techniques of fiction. Although this type of writing has roots in antiquity (i.e. Thucydides’s The Peloponnesian War), contemporary practitioners include Tom Wolfe, Joan Didion, John McPhee, and Gay Talese. Today, literary journalism appears in periodicals such as The New Yorker, The Atlantic Monthly, Esquire, and Harper’s Magazine, as well as in the magazines or literary supplements of many major newspapers. By the end of the course, you have an understanding of the basic techniques for reporting and writing such journalism and at least one project started.

Reg# 375763
Fee: $695
No refund after 21 Oct.
❖ Online
Oct. 7-Dec. 15
Enrollment limited to 15 students. ☞

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, Xylotheque, was published by the University of New Mexico Press. A Pushcart Prize nominee, she is the editor of Keeping Track: Fiction of Lists.

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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 have 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 fall is Aug. 31 at 9am (PT). Visitors are not permitted in advanced-level courses.

Submission Guidelines for Advanced Creative Nonfiction Writing Courses

Please note that there are no pre-approvals. To be eligible for an advanced creative writing course, all students must submit one document (double-spaced, 12-point font, 1-inch margins on all sides) containing a 10-page writing sample, a synopsis of up to one page for any longer submitted works (novels); a personal statement of one paragraph outlining what the student hopes to gain from the class, and a list of previous courses completed. Students must be recommended by The Writers’ Program or other programs, with instructors (when known).

WRITING X 421.3 Creative Nonfiction III

3.0 units

Designed for serious writers who seek to refine their creative nonfiction manuscripts—including memoirs and personal essay collections—into polished works, this intensive workshop helps you polish your writing and find your narrative’s energy and unique voice. You also develop and perfect self-editing techniques as well as explore the current market. The course goal is to have two chapters and a book proposal or two short essays ready to submit to publishers, as well as increase mastery over this artistic form.

Prerequisite(s): WRITING X 421.2 Creative Nonfiction II or comparable workshop experience.

Reg# 375777
Fee: $785
No refund after 30 Sept.
Remote Instruction
10 mgts
Wednesday, 1-4pm, Oct. 7-Dec. 15
Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Not eligible for any discounts.

Alison Singh Gee, MA, nonfiction writer who has written for more than 200 publications, including The Atlantic, The Rumpus, Buzzfeed, DAME, among others.

Writing for Young People

WRITING X 441.1 Picture Book I

3.0 units

Created for the beginning writer, this course explores the various genres within the category of children’s picture books, including nonfiction, writing in rhyme, classics, and concept books for young children. Writing exercises focus on improving fundamental craft skills, such as characterization, story structure, setting, voice, and point-of-view. You are encouraged to expand your creative thinking in order to develop your own unique writing style (your voice), and a peer feedback group provides a nurturing atmosphere for discussion of each writer’s work. The goal is to complete a draft of a picture book manuscript and a market list of potential publishers.

Reg# 376091
Fee: $665
No refund after 14 Oct.
Remote Instruction
10 mgts
Wednesday, 3-6pm, Sept. 30-Dec. 9
Enrollment limited to 15 students.

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 workshop. Students continue to share and offer feedback in a supportive environment. Please call an advisor at (310) 206-4045 to determine which course will best help you reach your writing goals.

WRITING X 422.2 Personal Essay II

3.0 units

Unlike fiction, personal essay offers an opportunity to explore the choices you’ve made, whether life-changing moments or those little decisions that set us on a new course. Through this exploration, you come to a better understanding of family dynamics and how events from the past have affected the choices you make today. In this course, you expand your knowledge of what makes an essay stronger, more compelling, and more honest. This course guides you to write and revise one or more personal essays to be submitted for publication and to pinpoint the best markets and outlets for your work.

Prerequisite(s): WRITING X 422.1 Personal Essay I or comparable workshop experience.

Reg# 375775
Fee: $665
No refund after 14 Oct.
Remote Instruction
10 mgts
No meeting Wed., 7-10pm, Sept. 30-Dec. 9
Enrollment limited to 15 students.

Antonia Crane, MFA, author of memoir Spent. Ms. Crane is the 2018 Creative Nonfiction Grand Prize Winner for PRISM International magazine and the Distinguished Alum in the area of Activism and Community Service (UALA). She has written for The New York Times, Quirk Books, Buzzfeed, DAME, 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.

Prerequisite(s): WRITING X 423.1 Memoir I or comparable workshop experience.

Reg# 375776
Fee: $665
No refund after 15 Oct.
Remote Instruction
10 mgts
Thursday, 7-10pm, Oct. 1-Dec. 10
Enrollment limited to 15 students.

Elizabeth Silver, MA, author of the memoir The Tuncture of Time: A Memoir of (Medical) Uncertainty and the critically acclaimed novel The Execution of Nea P. Singletor, Ms. Silver has published work in The Washington Post, McSweeney’s, New York Magazine, Literary Hub, and The Los Angeles Review, among others. Her work has earned fellowships and residencies from UCSF Crossroads, Ragdale, Byrdcliffe Artist Colony, A Room of Her Own Foundation, and the British Centre for Literary Translation.

WRITING X 421.2 Creative Nonfiction II

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.

Prerequisite(s): WRITING X 421.1 Creative Nonfiction I or comparable workshop experience.

Reg# 375774
Fee: $595
No refund after 21 Oct.
Online
Oct. 7-Dec. 15
Enrollment limited to 15 students.

Mieke Eerksen, MFA, author of All Shags Follow Me. A Family’s Inheritance of War. Ms. Eerksen’s works have appeared in publications such as Creative Nonfiction and Best Travel Writing 2011, among others. She has received distinguished fellowships at VCDA and the James Merrill House.

WRITING X 421.4 Master Class in Creative Nonfiction Writing

9.0 units

Designed for writers serious about revising their draft memoirs and personal essay collections into polished works for publication, this 30-week course allows for in-depth critiques from a community of nonfiction writers, personalized guidance, and ongoing, one-on-one mentoring from a professional writer. In a challenging but supportive workshop environment, you will study the advanced elements of craft such as capturing memorable moments, developing a narrative structure, broadening your story in larger universal themes, and the art of revision. Guest speakers share their insights on writing, publishing, and the nonfiction market as you shape your next draft and prepare a professional book proposal. Master Class students’ excerpts are submitted to an established agent for review and consideration at the completion of the course. Participants may withdraw their application any time before acceptance. A submission of a complete memoir manuscript or collection of essays and a $10 nonrefundable application fee are required.

Reg# 376147
Fee: $3,860
No refund after 6 Sept.
Remote Instruction
30 mgts
Tuesday, 10am-7pm.
Oct. 6, 2020-June 1, 2021
Enrollment limited to 15 students.
Deadline for application is Aug. 31 at 9pm (PST) and there is a $10 non-refundable application fee. Restricted course; approval needed to enroll. Not eligible for any discounts. Enrollment limited to eight students. Visitors not permitted. No refund after enrollment.

Submission Guidelines for Master Class in Creative Nonfiction Writing

Please submit the following materials (Word Document or PDF only): a one-page personal statement that includes your writing background, previous creative writing courses taken; a two-page synopsis of your work-in-progress and the completed first draft of your creative nonfiction manuscripts (either a memoir and personal essay collection). (Note: participants in this master class work only on the project submitted for admission. No exceptions. Each page should be numbered, typed in 12-point New Roman font and double spaced with 1-inch margins.)

Barbara Abercrombie, author of 15 books, including Courage and Craft: Writing Your Life into Story; A Year of Writing Dangerously; and Kicking in the Wall. Ms. Abercrombie is a recipient of the UCLA Extension Distinguished Instructor Award and the UCLA Extension Outstanding Instructor Award in Creative Writing.
Certificate in Creative Writing

A Flexible Program for Writers in All Genres

New!

Develop creative writing skills in poetry, creative nonfiction, fiction, and more. This customizable program culminates in a capstone project in which students make significant progress on a polished collection of work.

This program is perfect for

- People new to writing who want to develop strong skills in one genre
- People with varied interests who want the freedom to write in several genres
- People with specific ideas for a novel, memoir, short stories, personal essays, or poems
- Writers pursuing development in poetry, writing for young readers, or a variety of special topics
- Writers who wish to polish pieces for submission to MFA programs
- Writers who want to become part of a vibrant community of artists who share their passion

What you can learn

- Identify your personal creative writing goals and develop a plan to achieve them
- Discover techniques of powerful storytelling
- Craft compelling characters whether from your imagination or inspired by real life
- Write memorable scenes and stories that resonate
- Workshop your manuscript with expert instructors and your peers
- Generate up to 250 pages of collected work

Chart your own course from across the Creative Writing curriculum or choose from one of our curriculum roadmaps for novels, memoirs, poetry, and more. Speak with an advisor to identify your personal writing goals and get insight into which courses will help you get there.

Program at a Glance

- 18 units of classes that suit your needs and interests
- A 3-unit Creative Capstone course to polish your best work

Visit uclaextension.edu/writing-journalism/creative-writing/certificate/creative-writing to learn more about certificate student benefits and to sign up today.

Writing for Kids and Middle Grade Readers

WRITING X 446.3E
Writing for Young Readers II

3.0 units

Designed for students with a solid grounding in the fundamentals of children’s writing, this workshop allows you to develop a book-length project in a particular age category in whatever specific genre and category you choose—picture books, nonfiction books, or young adult novels. Writing techniques, such as dramatic arc, tension, character definition and development, point-of-view, conflict, and humor, are discussed and explored in detail. Assistance in editing, revision, and content for your work-in-progress is given through writing exercises and constructive criticism. The course goal is to have developed a substantial amount of work suitable to submit as a professional presentation to a publisher.

Reg# 376184
Fee: $665
Remote Instruction
10 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 9
No meeting Nov. 11.
Enrollment limited to 15 students. ☑

Poetry

These workshops are tailored to students with specific levels of experience in poetry writing. Please review course descriptions carefully or call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

ENGL XL 136
Creative Writing: Poetry
5.0 units

Available for UCLA transferable credit, this workshop combines writing assignments with an exploration of contemporary poetry. You look at forms ranging from the sonnet to prose poems and develop your own voice. Each week the work of a contemporary poet is discussed and writing assignments are critiqued. The course goal is to finish with a number of polished and completed poems and understand the demands and rewards of living an inspired life through poetry.

Reg# 375844
Fee: $699
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 9
Enrollment limited; early enrollment advised.


WRITING X 431.2
Poetry II
3.0 units

For those with some previous training in poetry, this intermediate workshop focuses on creating work which emphasizes lyrical and innovative language, personal insight, and individual voice. In addition, you refine your knowledge of a number of the craft’s formal elements, including structure, imagery, metaphor, and pace, in order to stretch the boundaries of your creative experience. The goal is to produce work which is ambitious and resonant.

Reg# 375901
Fee: $695
Remote Instruction
Oct. 7-Dec. 15
Enrollment limited to 15 students. ☑

Xochitl-Julisa Bermejo, MFA, author of the poetry collection Posada: 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, CALIX, and Crazyhorse among others.
Reframing the Form

Writing Compelling Movie Scenes

Instructor: Michael Weiss
October 24

 copywriting, and publishing.

The Los Angeles Review; The Linden Review; Quill (a queer publishing series of Red Hen Press); and the Trap House Review.

The River Review. He is the author of the poetry collection

Throne of Night: Selected Translations of Luis Cernuda. His works appear in

Chicago Review of Literature. He is the author of the poetry collection Extinct, among others. He is a recipient of the UCLA Extension Outstanding Editor Award for his work with the Los Angeles Review.

We attempt to discover the difference between a prose poem and a short-short. You learn vocabulary to discuss both fiction and poetry through reading. The intersection of poetry and prose offers a range of possibilities for style and subject. What elements are essential to a poem? To a story?

WRITING X 432.7E Reframing the Form

Instructor: Joel Thompson
November 7

Nonfiction 101

Instructor: Roberta Wax
November 14

Showrunners and Show Writers

Instructor: Ed Scharlach
November 14

The Basics of Setting

Instructor: Aatif Rashid
October 3

WRITING X 432.12E The Art of Craft, the Secrets of Revision—Toward Publication

3.0 units

This workshop engages students in the processes of both creation and revision with the goal of exploring drafts into striking, accomplished poems. Imagery, pacing, line-breaks, compression and expansion, and appearance of the poem on the page are explored, together with the element of discovery. The sensibility and criteria of various editors, local and national, is discussed. Appropriate for those with some formal training.

Reg# 375809
Fee: $695
No refund after 12 Nov.
Remote Instruction
10 mpis
Monday, 7-10pm, Oct. 5–Dec. 7 Enrolment limited to 15 students.
Lauren Lummis, poet, author of Open 24 Hours, and editor of Wakeup: Poets of Las Angeles and Beyond. Ms. Lummis’s work has appeared in The New Yorker, Poynter’s Voices, and The Hudson Review, among others. She is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

WRITING X 432.11E Prose Poetry

2.0 units

This class explores the boundaries of poetry as a genre. We focus on story, structure, music, and imagination to construct and discuss poems. We attempt to discover the difference between a prose poem and a short-short. You learn vocabulary to discuss both fiction and poetry through reading. The intersection of poetry and prose offers a range of possibilities for style and subject. What elements are essential to a poem? To a story?

Reg# 375858
Fee: $475
No refund after 11 Nov.
Online
Oct. 28–Dec. 8 Enrolment limited to 15 students.


WRITING X 432.1E

Instructor: Michael Weiss

October 24

WRITING X 432.2E

Instructor: Julia Callahan, Jeanne De Vita, Katie Dunham, Seth Fischer, Tobi Harper, Eve Porinchak
September 28

CRAFTING SURVIVAL STORIES: ONE DAY WORKSHOP

Instructor: Eileen Cronin
October 10

STORYTELLING STARTER KIT

Instructor: Cole Kazdin
October 24

WRITING COMPPELLING MOVIE SCENES

Instructor: Michael Weiss
October 24

WRITING X 432.5

Instructor: Joel Thompson
November 7

Nonfiction 101

Instructor: Roberta Wax
November 14

Showrunners and Show Writers

Instructor: Ed Scharlach
November 14

The Basics of Setting

Instructor: Aatif Rashid
October 3

WRITING 762.8E

Both Sides of the Fence: Working With As An Agent

Join agent Linda Camacho for a discussion on the relationship between literary agent and client. We begin with an introduction into book publishing and trends. Then we delve into both the agent and client perspectives, from how a potential writer researches and pitches an agent to the agent’s perspective on how they evaluate submissions and what they actually do once they take on a client. If you want to land an agent or become an agent, this three-hour intro is for you.

Reg# 376789
Fee: $0
Remote Instruction
1 mpis
Saturday, 10am–1pm, Oct. 15
Enrolment limited. Early enrolment advised.


WRITING 714.2E

Writer Friendly Careers: Webinar

The world of Editing and Publishing is filled with countless professional avenues for those with an interest in writing. In fact, having a passion for writing can be the ideal foundation for roles such as copyeditor, literary agent, and beyond. In this three-hour webinar, a variety of experts in Editing and Publishing provide writers of all backgrounds and experience levels with practical advice on identifying and pursuing careers that optimize their writing skills.

Reg# 375952
Fee: $0
Online
Sept. 28–Oct. 4

WRITING 451.1 Copyediting I

3.0 units

This course gives students an overview of copyediting processes involved in preparing a manuscript for editorial review or publication. Appropriate for writers of all genres and those seeking to develop professional skills in copyediting, students learn best practices for completing a document review, including common grammar rules, copyediting notation, and reading like a copyeditor.

Reg# 375843
Fee: $695
No refund after 21 Oct.
Online
Oct. 7–Dec. 15
Enrolment limited to 15 students.

Christa Desir, author of Fault Line, Bleed Like Me, and Other Broken Things. Ms. Desir is the acquiring editor for Sourcebooks Publishing and edited several New York Times bestselling novels. She also developed an editorial services company for Black, Indigenous and People of Color (BIPOC) that includes a remote mentorship program.

Reg# 376189
Fee: $695
No refund after 21 Oct.
Online
Oct. 7–Dec. 15
Enrolment limited to 15 students.

Jeanne De Vita, MFA, award-winning author, and freelance developmental editor for several publishing companies and authors of fiction and nonfiction. Ms. De Vita also works as a “story doctor” for spec TV/film projects. She writes and publishes romance under a pen name, including serialized original content for Radish.

WRITING 451.2 Developmental Editing

3.0 units

An editor’s job includes not only improving the mechanics of writing but identifying places where content isn’t working or needs revision and development. This skill is also invaluable for writers, who can use it to shape their own work or to make extra money as they work on their own projects. Using exercises and readings, students learn how to use the elements of craft to draft editorial letters and representative line edits. Class discussions also explore the various roles of professional editors. The goal is to gain confidence as an editor by line-editing a large piece of fiction and writing a detailed editorial letter as the final class assignment. Required for the Certificate in Literary Representation and the Certificate in Editing and Publishing.

Reg# 375806
Fee: $695
No refund after 21 Oct.
Online
Oct. 7–Dec. 15
Enrolment limited to 15 students.

Queresa Robinson, MFA, agent with Nelson Literary Agency who is actively building her client list. Ms. Robinson was formerly an acquiring editor for St. Martin’s Press where she edited both fiction and nonfiction. Her acquisitions include Certain Dark Things and The Beautiful One by award-nominated author Silvia Moreno-Garcia, and The Atlas of Forgotten Places by Jenny D. Williams, among many others.

WRITING 451.3 The Editorial Toolbox

3.0 units

This course gives students an overview of copyediting processes involved in preparing a manuscript for editorial review or publication. Appropriate for writers of all genres and those seeking to develop professional skills in copyediting, students learn best practices for completing a document review, including common grammar rules, copyediting notation, and reading like a copyeditor.

Reg# 375843
Fee: $695
No refund after 21 Oct.
Online
Oct. 7–Dec. 15
Enrolment limited to 15 students.

Christa Desir, author of Fault Line, Bleed Like Me, and Other Broken Things. Ms. Desir is the acquiring editor for Sourcebooks Publishing and edited several New York Times bestselling novels. She also developed an editorial services company for Black, Indigenous and People of Color (BIPOC) that includes a remote mentorship program.

Reg# 376189
Fee: $695
No refund after 21 Oct.
Online
Oct. 7–Dec. 15
Enrolment limited to 15 students.

Jeanne De Vita, MFA, award-winning author, and freelance developmental editor for several publishing companies and authors of fiction and nonfiction. Ms. De Vita also works as a “story doctor” for spec TV/film projects. She writes and publishes romance under a pen name, including serialized original content for Radish.
Screenwriting

For help in choosing a course or determining if a course fulfills certificate requirements, contact Jeff Bonnett at (310) 206-1542 or Chae Ko at (310) 206-2612.

Special Topics for Film & Television Writers

Courses in this section are open to students who want a deeper understanding of a specific craft or area of study. These courses fulfill the elective requirement for screenwriting certificates.

NEW

SCRIPT X 427.1
Part One: Writing a Web Series
3.0 units
With the expansion of web-based and app-based content and distribution platforms such as YouTube, Facebook, Instagram, and Snapchat, now it is easier than ever for writers to create and share their original creative content with the world. Writing a fiction web series comes with its own unique advantages and disadvantages, including limited budgets. In this workshop, you will learn how to create your own web series and write the pilot episode. There are no prerequisites for this course.

Reg# 376068
Fee: $695
No refund after 14 Oct.
Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Erica Byrne, a graduate of both UCLA’s extension and MFA program, Kianna is an award-winning storyteller with writing credits on Brat TV’s The Chicken Girls and Stage Fright. Kianna placed in the Sundance Episodic Lab, winner of the Writer’s Assistant Network Pilot Workshop, Women in Film Scholar, and recipient of the Jack K Sauter Award.

NEW

SCRIPT X 469.6E
Writing on Assignment
3.0 units
As you build your career, you find that more often than not sales of your own concepts, the lifestyle of a Hollywood writer is paid writing assignments. Throughout this process, it is likely you will get asked to come up with pitches, treatments, and scripts based on extremely vague concepts that an executive at the studio or production company will give you. It will be your job to decipher what they’re looking for while also inserting your own writing DNA and impress with the results. In this course, you are faced with real life scenarios, are thrown notes you barely make sense of—curvesballs in the dirt—and learn how to deliver the goods. By the end of the course, you are able to craft a compelling story and pitch that satisfies an executive’s needs.

Reg# 376070
Fee: $665
No refund after 13 Oct.
Remote Instruction
10 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
No meeting Nov. 3.
Enrollment limited to 15 students.

Matthew Einstein, former executive at Atmosphere Entertainment, where he oversaw Power, 300: Rise of an Empire, Mister Church & Cake. Current CEO of Tradition Pictures, leading the film, television + literary divisions. Films currently in post-production include Cojot, Gonna Fly Now & Havenville.

2020–2021 Pro-Series

If you have the talent, passion, and determination necessary to produce professional-quality work, apply for one of three pro-series courses offered this fall for 6-9 months. Each of these advanced workshops is limited to eight writers and requires submission of a feature-length screenplay or a television pilot.

In addition to instruction, each pro-series participant receives written feedback from a reputable industry professional, discounted certificate enrollment fees, and more.

The deadline to apply is at 5pm on August 31.

Pro-Series in Feature Film Writing
(Online/Low Residency)

A 9-month course.

Instructor: Catherine Marciniak

Designed for screenwriters committed to beginning a new screenplay through to the final polish. Includes a 4-day virtual residency with Catherine Marciniak.

Half-Hour TV Pilot Writing Pro-Series
(Onsite/Low Residency)

A 6-month course.

Instructor: Andrew Osborne

Designed for those interested in taking their idea for a half-hour television pilot from beginning to rewrite. Includes a 2-day virtual residency with Andrew Osborne.

One-Hour TV Pilot Writing Pro-Series
(Online/Low Residency)

A 6-month course.

Instructor: Erica Byrne

Designed for those interested in taking their idea for a 1-hour television pilot from beginning to rewrite. Includes a 2-day virtual residency with Erica Byrne.

For More Information
(310) 825-9415 | writers.uclaextension.edu
Welcome Our New Screenwriting

Instructors for Fall!

**Matthew Einstein**, former executive at Atmosphere Entertainment, where he oversaw Power, 300: Rise of an Empire, Mister Church & Cake.

**Cody Smart**, independent writer and script doctor who has worked as a script analyst for Sony and is head of the coverage department at a script hosting site.

**Ryan Ward**, screenwriter/director/producer who has worked for a decade in independent narrative film with credits, including Son of the Sunshine, In the Beginning was Water and Sky.

Kianna Shore, MFA, award-winning storyteller with writing credits on Brat TV’s The Chicken Girls and Stage Fright.

**Brian Sessa-Wallace**, script doctor and how to have a future career as one.

Enrollment limited to 15 students.

**Kianna Shore** and **Matthew Einstein**, former executive at Atmosphere Entertainment, where he oversaw Power, 300: Rise of an Empire, Mister Church & Cake.

**Writing on Assignment**

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**Ryan Ward**, screenwriter/director/producer who has worked for a decade in independent narrative film with credits, including Son of the Sunshine, In the Beginning was Water and Sky.

**Writing the First Screenplay I**

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**Kianna Shore**, MFA, award-winning storyteller with writing credits on Brat TV’s The Chicken Girls and Stage Fright.

**Part One:**

**Writing a Web Series**

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For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.

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**SCRIPT X 465.1E Inclusive Screenwriting**

3.0 units

While there are many ideas of what inclusion means in film and television, one thing is clear—the urgency for diverse voices and stories are on the forefront of entertainment. With hits like Black Panther and Crazy Rich Asians in theaters and shows like Master of None, Black-ish, Orange is the New Black, and Transparent on television, the appetite for multi-ethnic casting and stories are in rising demand by studios. This workshop focuses on assigning your characters based on age, gender, race, sexual orientation, and physical disabilities and how that diversity adds dimension and drama to your story. The course also covers showing diversity through dialogue, the importance of research, and most importantly, how to stand your ground when stakeholders of your project may not understand your original vision. Toward the end of the course, special attention is paid to the problem of underrepresented writers in Hollywood and strategies of how you should navigate the tricky efforts of greater inclusion.

Reg# 374415

Fee: $650

No refund after 13 Oct.

Remote Instruction 10 mtgs Tuesday, 7-10pm, Sept. 29-Dec. 8

No meeting Nov. 3. Enrollment limited to 15 students.

**Julia Camara**, award-winning Brazilian screenwriter/filmmaker and WGA member who won a Telly Award for the sci-fi found footage feature Occupants. Ms. Camara’s feature directorial debut In Transit was Best Experimental Film at four different festivals. Her other writing credits include Area Q and Open Road.

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**SCRIPT X 464.10E Crafting Powerful Dialogue**

3.0 units

Dialogue may seem to be the easiest and most fun aspect of screenwriting (look at all those pages fly by, and with so much white space!), yet it’s often the most difficult thing for the aspiring screenwriter to do well. Great dialogue is a vital vehicle for developing character, enhancing plot, and speaking to theme, among its many other uses. This course explores all of dialogue’s functions in depth and provides you with the pragmatic skill set that will make your dialogue more effective and make it snap, crackle, and pop on the page. Through writing exercises, analysis of screenplay pages and classic clips from both features and TV, and a dialogue diary that will help you develop an ear for good conversation, you sharpen and hone your dialogue prowess, and you put your new skills to work on your own projects, both present and future.

Reg# 376535

Fee: $595

No refund after 13 Oct.

Remote Instruction 10 mtgs Monday, 7-10pm, Sept. 28-Nov. 30

Enrollment limited to 15 students.

**Tom Pinchuk**, TV writer, comic book writer, and WGA member whose credits include Ben 10 (Cartoon Network) and Gormiti: Nature Unleashed (Mondo World). Mr. Pinchuk’s comics include Hybrid Bastards, Max Steel, Unimaginable, Tales From the Acker-Mansion, and Hero Hotel.

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**SCRIPT X 415.4 Building Compelling Story Settings**

3.0 units

Dialogue, plotting, and pacing are pillars of any good script or book. However, a strongly-evoked setting can lift a good story into a great one. Through this course, you look at striking examples of stories where the location was just as much a character as the protagonist. You take in such stories as a class and learn to articulate what makes your settings so striking. You look at photos of interesting locations and find all the right words to best describe them. And with visual media, you even “reverse-engineer” descriptions based on what you see, then compare your writing afterward to what the script dictated in the first place. As the course progresses, you are tasked to write stories in different media—prose, live-action, animation, graphic novel, etc.—with an eye to establish and extrode the setting. Through extensive workshoppping of material in class, you learn how to make location a signature aspect of your story, not just some arbitrary choice, and describe it in vibrant, compelling language.

Reg# 376537

Fee: $655

No refund after 13 Oct.

Remote Instruction 10 mtgs Tuesday, 7-10pm, Sept. 29-Dec. 8

No meeting Nov. 3. Enrollment limited to 15 students.

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**SCRIPT X 465.1F Fundamentals of Story**

3.0 units

Whether you want to be a writer for film, television, or theatre, a dynamic understanding of story is absolutely necessary for success. In this course, you learn how to choose and develop your best story ideas while examining point of view, structure, character development, dialogue, subplot, crisis, and climax using classic and contemporary scripts as models. Tools to stimulate your writing incorporate acting improvisation as well as photography, painting, and music. Individual and group writing exercises are shared in a supportive atmosphere with guided reworking as a core task in the course. At the end of the class, you will be able to integrate classic story principles in every facet of your work as well as use these tools to analyze your own writing and take it to the next level.

Reg# 376545

Fee: $665

No refund after 12 Oct.

Remote Instruction 10 mtgs Monday, 7-10pm, Sept. 28-Nov. 30

Enrollment limited to 15 students.

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**Johnson Henry Davis**, MFA, director/screenwriter, playwright, WGA, DGA, SDC member whose credits include directing GZ, The Sarah Jones Show, and Broken Mirrors. He’s directed plays at the Lincoln Center, the Kennedy Center, and the Mark Taper Forum, including the show Daughters with Marisa Tomei.

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**SCRIPT X 415.10 It Takes Two:**

3.0 units

All movies are about people with feelings, problems, desires, and, most of all, relationships. Beneath any good script is a core relationship that makes us want to go on a journey, no matter where it leads, because we want to see where these two characters will end up. It’s an element at the heart of every genre and story type, from the obvious—buddy cops, star-crossed lovers—to ones that take more creative routes, like a lonely man on a desert island talking to a volleyball (Tom Hanks in Castaway). When you let this relationship drive your screenwriting process, it allows you to build an active story, develop meaningful characters, write effective dialogue, and deliver a theme—all by way of that important, central vehicle. By the end of the course, you craft a full story outline and write the first 30 pages of your script, launching yourself and that core relationship toward something incredible.

Reg# 376537

Fee: $655

No refund after 13 Oct.

Remote Instruction 10 mtgs Tuesday, 7-10pm, Sept. 29-Dec. 8

No meeting Nov. 3. Enrollment limited to 15 students.

**Tom Pinchuk**, TV writer, comic book writer, and WGA member whose credits include Ben 10 (Cartoon Network) and Gormiti: Nature Unleashed (Mondo World). Mr. Pinchuk’s comics include Hybrid Bastards, Max Steel, Unimaginable, Tales From the Acker-Mansion, and Hero Hotel.

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**Script Doctoring**

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For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.
SCRIPT X 460.5E Ultimate Character Creation

3.0 units
Having a great story is crucial, but the key to selling your screenplay is character. You must have great characters. In this class, you learn how to create dynamic, exciting characters that audiences will love and actors will be dying to play (the real secret to selling and getting your screenplay made!). In this course, you analyze great movie characters, focusing on key scenes that make us fall in love with a character; examine unlikable characters, villains, and supporting characters; and also dive into narrative function, character arc, backstory, psychology and motivation, personality, and body language. Step by step, you build your characters through the use of weekly assignments, including exercises, worksheets, and scene writing, giving you the ultimate toolbox for creating truly great characters every time.

Reg# 3769005
Fee: $665
No refund after 13 Oct.
Remote Instruction
10 mtgs
Tuesday, 7-10pm, Sept. 29-Dec. 8
Enrollment limited to 15 students.
This course uses remote instruction. As such, instructors use Zoom to offer live class meetings at the designated class meeting time. Students must be present at course meeting times as each student’s final grade may include scores for participation. Please inform your instructor if you will miss a class meeting. You are responsible for any class information missed. We suggest you arrange with a fellow classmate to share notes when feasible.

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, and the Oscar-nominated How’s Moving Castle. Mr. Hewitt has written for Pixar, Miramax, New Line, and Disney.

SCRIPT X 416.3E Writing Screenplay Coverage

3.0 units
Designed for both aspiring story analysts and screenwriters who want to accelerate their careers, this course helps you master the methods used by story analysts who evaluate submissions to production companies, agencies, and studios. You learn how to do an in-depth analysis of the three-act structure, as well as dramatic and comic scene construction. You also learn the prerequisite terminology used in story sessions, the foundations for great dialogue, and how to find original approaches to established genres. These and other principles become synthesized into coverage written to the highest professional standards in preparation for a job as either a story analyst or screenwriter who needs to critique his or her own scripts effectively.

Reg# 376536
Fee: $665
No refund after 14 Oct.
Remote Instruction
10 mtgs
Wednesday, 7-10pm, Sept. 30-Dec. 16
Enrollment limited to 15 students.
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.

SCRIPT X 461.1E Adaptation For Screenwriters I

3.0 units
The first part in a two-part sequence designed for writers who want to focus on adapting literary material, fiction or nonfiction, into films and television pilots. The goal is to help you develop the skills associated with adaptation so vital in the current industry and your unique voice and style. This course introduces screenwriters, writers of fiction and drama, and creators of new media to the aesthetic and techniques of creating visual, dramatically compelling scripts. Your major project is to complete and polish an outline and the opening scene of your script based on a public domain material from literary, theatrical, mythical, and traditional sources. The participant may also work other available material, including biographies, fact-based, and personal material. In addition, you learn how to source for original material and the attaining of rights, including life rights. The scripts can be preparation for Adaptation II, in which full-length features and television pilots will be developed and written.

Reg# 376534
Fee: $665
No refund after 17 Oct.
Remote Instruction
10 mtgs
Saturday, 10am-1pm, Oct. 3-Dec. 12
No meeting Nov. 28.
Enrollment limited to 15 students.
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.

SCRIPT 726.1 Showrunners and Show Writers

Join a panel of current TV showrunners, writers, and producers as they reveal their journey to a writing career and to creating, scripting, and running the popular TV series and describe their paths to success. Topics include writing on staff vs. freelance, writing and rewriting in the room, networks vs. cable vs. streaming series, and a concentration on career-building advice. You participate in direct conversation with these producer/writers throughout the session. Panelists include Frank Cardea executive producer/writer (NCIS, Gina & Lucita Monreal co-executive producer/writer (NCIS); Adam Faberman executive story editor/writer (Big Bang Theory); Billy Grundfest exec producer/writer (Mad About You) and the current international version of that series, major award shows like the Oscars, Emmys, and Grammys; and Tiffany Lo and Ethel Lung co-writers (Blood and Treasure).

Reg# 376536
Fee: $0
Remote Instruction
1 mtg
Saturday, 10am-1pm, Nov. 14
Enrollment opens two weeks prior to course date. Limited to 50 students. Early enrollment required; no admittance on the day.
Ed Scharlach, writer-producer; WGA and PGA member who has had over 300 prime-time television episodes produced, ranging from Happy Days and Monk and Mindy to Quantum Leap and What’s New Scooby-Doo? Mr. Scharlach has earned Emmy, Annie, and Writers Guild Award nominations and a Cable ACE Award.

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.

SCRIPT X 400 Introduction to Screenwriting

2.0 units
This six-week course is perfect for anyone getting started on their path to becoming a screenwriter. Each class offers a broad-strokes introduction to a different writing format, such as Feature Film, Television Spec, Television Pilots, Web Series, and Podcasting, plus a look at the business of writing. Lectures by guest speakers offer insight and instruction on each topic, followed by guided workshop sessions where students put those theories into action on their own material. The goal of the course is to give new writers a taste of different screenwriting types to help deepen their overall knowledge while sparking their creative energy. At the end of the quarter, students should feel more confident about their skills and be prepared for further study of writing.

Reg# 376188
 Fee: $399
No refund after 20 Oct.
Remote Instruction
6 mtgs
Tuesday, 7-10pm, Oct. 6-Nov. 17
No meeting Nov. 4.
Enrollment limited to 15 students.
Cynthia Hsiung, writer, producer, director, and executive who served as a producer and head of production for Young Hercules, starring Ryan Gosling. Ms. Hsiung was part of the team that launched The Larry Sanders Show and Taxi Cab Confessions at HBO and was a creative executive for MTV’s The Real World.

Reg# 376930
Fee: $399
No refund after 20 Oct.
Remote Instruction
6 mtgs
Tuesday, 7-10pm, Oct 6- Nov 17
No meeting Nov. 4.
Enrollment limited to 15 students.
Jacqueline Heinzl, MFA, author, screenwriter, and playwright who has written for the Lifetime Network, Oprah Winfrey’s Oxygen Network, and Jarrett Creative. Ms. Heinzl was a former editor for Scholastic, Inc., and has won The Agnes Nixon Playwriting Award.

For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.
SCRIPT X 410.1 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, theme, genre, and dialogue and shows you how they work together to grip an audience’s emotions. You learn how to creatively and evaluate story ideas, explore how characters’ inner wants and immediate goals shape 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 serves as the basis for your script outline—a prosa 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 SCRIPT X 410.2 Writing the First Screenplay II.

Reg# 376191
Fee: $665
No refund after 13 Oct.
✶ Remote Instruction
10 mtgs
Tuesday, 7-10pm, Sept. 28-Dec. 8
No meeting Nov. 26. Enrollment limited to 15 students.
Koji Steven Sakai, MFA, award-winning screenwriter/ producer/novelist and WGA member, whose feature credits include Die Hard, Monster & #1 Serial Killer, The People I’ve Slept With, and Haunted Highway. Mr. Sakai has produced a comedy special for Netflix and the series Comedy Midnatt.

Reg# 376196
Fee: $665
No refund after 17 Oct.
✶ Remote Instruction
10 mtgs
Saturday, 10am-1pm, Oct. 3-Dec. 12
No meeting Nov. 28. Enrollment limited to 15 students.

Reg# 376200
Fee: $665
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376201
Fee: $665
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376199
Fee: $695
No refund after 14 Oct.
✶ Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376205
Fee: $695
No refund after 14 Oct.
✶ Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376210
Fee: $695
No refund after 14 Oct.
✶ Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

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.

SCRIPT X 411.1 Feature Film: Writing Outline and Act I
3.0 units

Designed for writers with at least one screenplay under their belts, this workshop guides you to launch and make significant headway on a new project. The goal is to develop a strong premise that sustains your entire script, create and refine the story outline, and write Act I. Brief lectures on craft issues based on the demands of the participants’ work supplement the workshop.

Reg# 376211
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376212
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376213
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376214
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376215
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376216
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376217
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376218
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376219
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376220
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376221
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376222
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376223
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376224
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376225
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376226
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376227
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376228
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376229
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376230
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376231
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376232
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376233
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376234
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376235
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376236
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376237
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376238
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376239
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376240
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.

Reg# 376241
Fee: $695
No refund after 14 Oct.
✶ Online
Sept 30-Dec. 8
Enrollment limited to 15 students.
Enrollment at uclaextension.edu or call (800) 825-9971

**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 fall is Aug. 31 at 9am (PT). Visitors are not permitted in advanced-level courses.

SCRIPT X 412.3

**Advanced Workshop: One-on-One Feature Film Rewrite**

3.0 units

This advanced workshop is intended for 12 serious writers who want to turn good scripts into great ones. You first work closely with the instructor to analyze your script’s overall strengths and weaknesses. Every week, you turn in pages and receive back specific notes that help guide you to concentrate on structure, characterization, scene construction, and other aspects of the screenwriting process. As you rewrite, you get further feedback, designed to prepare you to enter screenplay competitions and the commercial marketplace. The course goal is to rewrite your full-length feature film script. Prerequisite(s): Submit the feature-length screenplay that you will rewrite in the course.

Reg# 376442

Fee: $785

No refund after 30 Sept.

Online

Oct. 7-Dec. 16

Enrollment limited to 12 students. Visitors not permitted.

$100 nonrefundable. Not eligible for any discounts. Course may be taken as a certificate program core requirement or elective.

Beaver Gray, PhD, screenwriter, author, and development exec who oversaw the development of 170 films at Concorde-New Horizons Pictures. Dr. Gray’s newest book is Seduced by Mrs. Robinson: How The Graduate shows from a list provided by the instructor; no pilots.

No meeting Nov. 28.

Enrollment limited to 15 students.

Eric Abrams, screenwriter/producer and WGA member, whose television credits include I’ll Fly Away, Married with Children, Abyss, 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.

SCRIPT X 421.3

**Beginning Writing for the Half-Hour Spec I**

3.0 units

This course teaches you how to create an airtight 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 stick, 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 freelance writers move onto 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.

Reg# 376446

Fee: $665

No refund after 14 Oct.

Online

Sept. 30-Dec. 8

Enrollment limited to 15 students.

Teri Brown-Jackson, Television writer, screenwriter, producer, and WGA member whose credits include The Parkers, Tyler Perry’s House of Payne, and That’s So Raven. Ms. Jackson is also a writing instructor for Kids In The Spotlight, a non-profit organization that teaches youths in foster care the entertainment industry. Her short film Dark Chocolate won Best Dramatic Short at the IFS.

Reg# 376449

Fee: $695

No refund after 14 Oct.

Online

Sept. 30-Dec. 8

Enrollment limited to 15 students.

Joan Weiss, TV writer/producer, WGA member who was serving as a supervising producer/writer on White Collar, Unforgettable, and House MD. Ms. Weiss was a writer/producer on Eureka, Everwood, and Summerland. Her other credits include Gilmore Girls, Sabrina, the Teenage Witch, and Grace Under Fire.

SCRIPT X 421.2

**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 outline to simplify your story, nail down the essence of your characters, focus and tighten scenes, create mood and pacing, and punch up dialogue from the blueprint you’ve created. You then move to the writing and polishing stage. On the business side, you deepen your knowledge of the 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.

Reg# 376454

Fee: $665

No refund after 13 Oct.

Online

Sept. 7-10pm, Sept. 29-Dec. 8

No meeting Nov. 3.

Enrollment limited to 15 students.

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# 376458

Fee: $665

No refund after 14 Oct.

Online

Sept. 30-Dec. 8

Enrollment limited to 15 students.

Jim Stasahl, writer, producer, and actor; WGA member, two-time Emmy-award nominee whose comedy feature credits include The Beverly Hillbillies, Under Surveillance, and Blow Hard. Mr. Stasahl also has written sketch-varietey shows for Steve Martin, Martin Short, and Howie Mandel.

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**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.

SCRIPT X 421

**Beginning Writing for the Half-Hour Spec I**

3.0 units

This course focuses on what is most central to creating a strong script as well as the largest piece (40 percent) 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 procedural, medical, legal) and their specific rules; what’s popular in the current marketplace; and how to work within the special requirements of sitcoms, dramas, and one-hour dramas.

Reg# 376539

Fee: $3,860

No refund after 30 Sept.

Online

Oct. 7-June 1, 2021

Literary Representation Certificate

New certificates in literary representation and editing and publishing offer writer-friendly careers.

In just one year, you can get the skills and knowledge you need to transition to a career in the world of literary publishing. Study to become an agent who seeks new talent and connects those writers to publishers, or learn the basics of editing to apply those skills to the publishing industry or even a corporate communications job.

Choose from a variety of courses to get started this quarter.

Page 150.
Intermediate Television Writing

Courses in this section are for students who have completed at least one draft of a spec script of an existing series. The focus is on writing and polishing a solid first draft of an original pilot. Students also gain a better understanding of the business of writing for television.

SCRIPT X 422.1
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, 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 act breaks, a full beat outline, and a critique of the beginning pages of your original half-hour pilot script.

Prerequisites:
SCRIPT X 421.1 Beginning Writing for the One-Hour Spec I and SCRIPT X 421.2 Beginning Writing the Half-Hour Spec II, or equivalent, or department approval.

Reg# 376464
Fee: $695
No refund after 13 Oct.

Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Toni Brown-Jackson, television writer, screenwriter, producer, and WGMA member whose credits include The Parkers, Tyler Perry’s House of Payne, and That’s So Raven. Ms. Jackson is also a writing instructor for Kids In The Spotlight, a non-profit organization that teaches youths in foster care the entertainment industry. Her short film Dark Chocolate won Best Dramatic Short at the IFS.

Jeffrey Kahn, MFA, Emmy award-winning writer; WGMA member, who co-created The Ben Stiller Show. Mr. Kahn’s credits include All-American Girl, Dilbert, and Drawn Together. He has an overall TV writing deal with Sony and Castle Rock and written pilots for all the major networks, The Disney Channel, FX, and Comedy Central.

SCRIPT X 422.3
Writing the One-Hour Pilot I

3.0 units
Anyone who wants to work as a professional television writer has to be able to submit top-notch original material to agents and showrunners. In this fast-paced course, you take your idea for a one-hour TV series and turn it into an outline, write intensively, and get feedback from the instructor and fellow participants every week. Throughout this process, you learn how to envision the world of your show, create characters and conflict, build a writing engine, and nail down your show’s structure, tone, story, and act breaks. By the end of the course, you have strong act breaks, a full beat outline, and a critique of the first 10 pages of your original one-hour pilot script.

Prerequisites:
SCRIPT X 421.3 Beginning Writing for the One-Hour Spec I and SCRIPT X 421.4 Beginning Writing for the One-Hour Spec II, or equivalent, or department approval.

Reg# 376478
Fee: $695
No refund after 14 Oct.

Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Lawrence Walsh-Hodson, screenwriter; WGMA member whose credits include CSI: Miami and Ncis. Ms. Walsh co-produced and wrote on the critically acclaimed Syfy series The Dresden Files and Against The Wall. Her feature credits include Matching Hearts and With Love, Christmas for Hallmark and Carved for Fox.

Jeffrey Kahn, MFA, Emmy award-winning writer, WGMA member, who co-created The Ben Stiller Show. Mr. Kahn’s credits include All-American Girl, Dilbert, and Drawn Together. He has an overall TV writing deal with Sony and Castle Rock and written pilots for all the major networks, The Disney Channel, FX, and Comedy Central.

SCRIPT X 422.2
Writing the Half-Hour Pilot II

3.0 units
This workshop guides you to write a solid draft of an original pilot script from your half-hour outline created in a previous course. We start by inventing your story idea and outline as needed, fixing story problems and maximizing the comic potential. Special attention is paid to refining the world, characters, tone, and story of your pilot. You then move toward completing the first draft of your script, working on scenes, dialogue, and action, until it captures your original vision and matches a network’s likely requirements. You must bring a complete story outline to the first day of class.

Prerequisites:
SCRIPT X 421.2 Beginning Writing the Half-Hour Pilot I, or equivalent, or department approval.

Reg# 376484
Fee: $695
No refund after 14 Oct.

Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Danny Kallis, screenwriter/television writer/director, and WGMA member who created The Suite Life of Zack and Cody, Suite Life On Deck; and Smart Guy. Mr. Kallis has served as the executive producer on series such as Life’s Work, Phenom, Hangin’ with Mr. Cooper, and Who’s The Boss?

Reg# 376492
Fee: $695
No refund after 12 Oct.

Online
Monday, 7-10pm, Sept. 28-Nov. 30
Enrollment limited to 15 students.

Jimm Staahl, writer, producer, and actor; WGMA member; two-time Emmy-award nominee whose comedy feature credits include The Beverly Hillsbilies, Under Suspicion, and Dead Hard. Mr. Staahl also has written sketch/comedy shows for Steve Martin, Martin Short, and Howie Mandel.
In this intensive workshop, you complete a solid first draft of your half-hour pilot script and work on polishing it. You begin by refining your story idea, the pitch document, and the outline you conceived in the prior course, as needed. You then continue to write your script, focusing on capturing the essence of the show through its act structure, plot, multiple storylines, characters, scenes, and dialogue. Students must bring a complete outline and teasers pages to the first class.

Prerequisite(s): SCRIPT X 422.1N Half-Hour TV Pilot Script Writing in a Month: Part I, SCRIPT X 422.1 Writing the Half-Hour Pilot I, or equivalent; or department approval.

Reg# 376483
Fee: $665
- Remote Instruction
10 mtgs
Saturday, Sunday, Monday, 10am-1pm, Nov. 7 & 8; Nov. 14 & 15; Nov. 21 & 22; Nov. 28 & 29; Dec. 5 & 6
Enrollment limited to 15 students. Visitors not permitted.

Jeffrey Kahn, MFA, Emmy award-winning writer, WGA member, who co-created The Ben Stiller Show. Mr. Kahn’s credits include Al-American Girl, Dilbert, and Drawn Together. He has an overall TV writing deal with Sony and Castle Rock and written pilots for all the major networks, The Disney Channel, FX, and Comedy Central.

SCRIPT X 422.4
Writing the One-Hour Pilot II
3.0 units
This workshop guides you through writing a solid draft of an original pilot script from your one-hour outline created in a previous course. You start by reworking your story idea and outline as needed, fixing story problems, and maximizing the drama potential. Special attention is paid to refining the world, characters, tone, and story of your pilot. You then move toward completing a first draft of your script, working on scenes, dialogue, and action, until it captures your original vision and matches a network’s likely requirements. You must bring a completed story outline and first 10 pages to the first day of class.

Prerequisite(s): SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent, or department approval.

Reg# 376529
Fee: $695
- No refund after 14 Oct.
- Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

Erica Byrne, screenwriter and WGA member whose numerous credits include episodes of La Femme Nikita; Nowhere Man; Silk Stalkings; Hunter; Knots Landing; and Walker, Texas Ranger. She received the UCLA Extension Outstanding Instructor Award in Screenwriting.

SCRIPT X 422.5
Advanced One-Hour or Half-Hour Pilot Rewrite
3.0 units
If 90% of writing is rewriting, then 99% of television writing is rewriting. And rewriting, for the most part, means fixing story problems and maximizing the drama or comic potential of a story idea. In this workshop, the goal is to take your previously written one-hour or half-hour scripts—both originals and specs—that ultimately did not fulfill their ambitions, and determine where they fell short and make the necessary changes so that each premise is fully realized.

Prerequisite(s): Submit the one-hour or half-hour pilot script that you will rewrite in the course.

Reg# 376531
Fee: $775
- No refund after 22 Oct.
- Remote Instruction
10 mtgs
Thursday, 7-10pm, Oct. 8-Dec. 17
No meeting Nov. 26.
Enrollment limited to 12 students. Visitors not permitted. $100 non-refundable. Not eligible for any discounts. Course may be taken as a certificate program core requirement or elective.

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.

SCRIPT X 422.4N
One-Hour TV Pilot Script Writing in a Month: Part II
3.0 units
In this intensive workshop, you complete a solid first draft of your pilot script and work on polishing it. You begin by refining your story idea, the pitch document, and the outline you conceived in the prior course, as needed. You then continue to write your script, focusing on capturing the essence of the show through its act structure, plot, 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 and first 10 pages to the first class.

Prerequisite(s): SCRIPT X 422.3N One-Hour TV Pilot Script Writing in a Month: Part I, SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent or department approval.

Reg# 376527
Fee: $665
- No refund after 25 Sept.
- Remote Instruction
8 mtgs
Saturday, Sunday, Monday, 10am-1pm, Sept. 26 & 27; Oct. 3 & 4; Oct. 10 & 11; Oct. 17 & 18; Oct. 24 & 25
Enrollment limited to 15 students. Visitors not permitted.

Zac Hug, MFA, television writer, playwright, WGA member whose credits include Drop Dead Diva, Shadowhunters, and Hallmark movies Road to Christmas and the Christmas in Evergreen series. Other credits include the webseries These People and the Outfest short film Lazy (Sunday).

Advanced Television 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/containing-students. The submission deadline for fall is Aug. 31 at 9am (PT). Visitors are not permitted in advanced-level courses.

Reg# 376423
Fee: $865
- No refund after 15 Oct.
- Online
Sept. 30-Dec. 8
Enrollment limited to 15 students.

On-Line

Erica Byrne, screenwriter and WGA member whose numerous credits include episodes of La Femme Nikita; Nowhere Man; Silk Stalkings; Hunter; Knots Landing; and Walker, Texas Ranger. She received the UCLA Extension Outstanding Instructor Award in Screenwriting.

SCRIPT X 424.1
Half-Hour TV Pilot Writing Pro-Series
6.0 units
In a highly focused and collaborative workshop environment, you take a concept for a half-hour television series and develop it through the outline, the first draft, re-write, and the final product: a polished pilot script ready to take out to agents, producers, studios, and networks. You focus on complex character, structure, and the pilot story and potential for future episodes and gain an in-depth understanding of the marketplace and where your series concept may be best suited, whether multi-camera, single-camera, drama, or animation. In addition, you pitch your ideas to guest professionals who give network level feedback. 

Prerequisite(s): One writing sample consisting of your best completed half-hour television pilot, a one-two page personal statement, plus up to three loglines for a new project you wish to develop in the course. This is not a rewrite course. Participants will not be charged the full course fee unless they are selected for the series.

Reg# 376541
Fee: $2,650
- No refund after 30 Sept.
- Online
20 mtgs
Oct. 7-Mar. 16, 2021
Enrollment limited to eight students. Visitors not permitted. Restricted course; approval needed to enroll. Not eligible for any discounts. No refund after enrolling.

Andrew Osborne, MA, screenwriter and WGA member whose indie film credits include On, Line, The F Word, and Apocalypse Bap. Mr. Osborne received an Emmy Award for the Discovery Channel program, Cash Cab. He has developed projects for Warner Bros. HBO, MTV, and Orion.

SCRIPT X 424.2
One-Hour TV Pilot Writing Pro-Series
6.0 units
In a highly focused and collaborative workshop environment, writers start with a concept for a one-hour television drama series and develop it through the outline, first draft, re-write, and the final product: a polished pilot script ready to take to agents, producers, studios, and networks. Emphasis is placed on complex character, structure, the pilot story, and potential for future episodes. Participants gain an in-depth understanding of the marketplace and where their series concept may be best suited, whether broadcast, network, cable, or streaming. Viewing and discussing examples of classic pilot episodes provide insight into the creative process.

Prerequisite(s): One writing sample consisting of your best completed one-hour television pilot, a one-to-two page personal statement, plus up to three loglines for a new project you wish to develop in the course. Participants will not be charged the full course fee unless they are selected for the series.

Reg# 376540
Fee: $2,650
- No refund after 30 Sept.
- Online
Oct. 7-Mar. 16, 2021
Restricted course; approval needed to enroll. Not eligible for any discounts. Enrollment limited to eight students. Visitors not permitted. No refund after enrolling.

Erica Byrne, screenwriter and WGA member whose numerous credits include episodes of La Femme Nikita; Nowhere Man; Silk Stalkings; Hunter; Knots Landing; and Walker, Texas Ranger. She received the UCLA Extension Outstanding Instructor Award in Screenwriting.
Journalism Certificate

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Journalism

For more information about Journalism Certificatesemail humsci@uclaextension.edu or call (310) 825-7093.

NEW
JOURN X 440.1
Reporting and Writing I: Fundamentals of Journalism

4.0 units
This course will offer an introduction and survey of multiple topics in journalism, including news judgment, analysis, and ethics, as well as some basic best practices of writing, research, and reporting. By the end of the course, students will have a basic understanding of the inner workings of journalism and set some goals for a career in media. We will also set the stage for Reporting II, which will take a more hands-on approach to practicing journalism.

Reg# 375475
Fee: $695
No refund after 16 Sept.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Sept. 30-Dec. 16
Jeffrey Wald, executive director, Mobile Generated News, whose experience includes news director, KTLA; executive director of news programming, KCOP-TV; owner and agent, Media People News Talent Agency; news consultant, Frank N. Magid Associates; and assignment editor, KCBS-TV, KTLA, and KTTV-LA. Winner of 13 Emmy Awards and 23 Gold Mike Awards, he was named Journalist of the Year by The Society for Professional Journalists, Greater Los Angeles Chapter, and is the recipient of several Associated Press honors and United Press International Awards.

JOURN X 462
Media Law and Ethics

2.0 units
For journalists, media lawyers, paralegals, and other communications professionals. This course analyzes the rights and responsibilities of the media. Instruction examines undercover investigations, ethics, defamation, invasion of privacy, reporter’s privilege and shield laws, access to courts and records, copyrights, and responsibility in the age of blogs and digital journalism.

Reg# 376192
Fee: $445
No refund after 15 Sept.
Remote Instruction
7 mtgs
Tuesday, 6:30-9:30pm, Sept. 29-Nov. 10
Enrollment limited to 25 students. Instructor to be announced

JOURN X 465.5
Entertainment Journalism

3.0 units
From ET to TMZ, from People to Perez Hilton, entertainment journalism has evolved into a vibrant form of journalism and an essential component of the movie and TV industry. This course explores the history of celebrity journalism and examines the seminal moments that transformed it from a specialized field into mainstream and popular culture. Learn to identify stories, target particular outlets, shape pitches, and write stories designed for various media entities. Examine the influence of social media on the way stories are covered in various mediums. Guest lecturers are well-known industry leaders from leading publications, entertainment television shows, and online outlets. Instruction focuses on all forms of media, including magazine, newspaper, television, and online journalism with a keen emphasis on writing and reporting.

Reg# 378193
Fee: $695
No refund after 14 Sept.
Remote Instruction
9 mtgs
Monday, 7-10pm, Sept. 28-Nov. 23
Enrollment limited to 25 students. Instructor to be announced

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 5.

UCLA Extension’s Course Delivery Options

UCLA Extension offers a variety of course delivery options to meet the needs of our students.

❖ Online Courses
Online courses are taught asynchronously (Canvas) and fully online, with the option for limited synchronous (Zoom) instruction.

❖ Hybrid Course
Hybrid courses are taught using a combination of both asynchronous (Canvas) and synchronous (Zoom) instruction.

❖ Remote Instruction
Remote courses are taught in real-time using Zoom. Class sessions are scheduled on specific day(s) and time(s). Students access course through Canvas and use integrated tools such as Zoom to join the live interactive classroom. Students may ask questions and interact in real-time with the instructor. The live sessions can be recorded so students may view them at a later time.

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

For extensive information visit uclaextension.edu/student-resources.
Get In-Demand Skills, Quickly.  
Gain knowledge through a short series of courses.

Our Specializations help you acquire sought-after skills in a focused area of study. Choose from over 40 Specializations:

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Courses</th>
</tr>
</thead>
</table>
| Accounting, Taxation & Internal Audit | Bookkeeping  
Advanced Accounting  
Enrolled Agent Program  
Focuses in Accounting  
Intermediate Accounting  
Taxation Planning for Entities  
Taxation Planning for Individuals |
| Business                        | Agile Methodologies in Management  
Bookkeeping  
Digital Storytelling & Multi-Platform Strategy  
Enrolled Agent Program  
Entertainment Project Management  
Event Planning and Management  
Executive Assistance  
Product Management  
Sustainable Business and Management |
| Design & Arts                   | Business for Interior Design  
Digital Design Suite for Architects & Interior Designers  
History of Environmental Arts |
| Digital Technology              | Cybersecurity Boot Camp  
Embedded Software  
Full Stack Web Development Coding Boot Camp  
Integrated Circuit Design  
Java  
Python for Data Engineers |
| Engineering                     | Construction Management Core  
Lean Six Sigma  
Structural Analysis |
| Entertainment                   | Film Editing  
Entertainment Industry Fundamentals  
Music Supervision |
| Landscape Architecture & Horticulture | Arboriculture  
Gardening  
Plants for the Landscape |
| Writing                         | Short Fiction  
TV Writers Fellowship Prep  
Writing and Directing Short Films |
| And More                        | English Learner Added Authorization (CTEL/CLAD)  
Fundamentals of College Counseling  
Fundraising  
Pediatric Medicine  
Teacher Induction/California Clear Credential  
Working in Contemporary Native Nations |

Explore your options at [uclaextension.edu](http://uclaextension.edu).
General Information

Information that follows provides an overview of enrollment, parking, student resources, grading, refunds, and other conditions of enrollment at UCLA Extension. UCLA Extension reserves the right to update or change this information; for complete, updated information visit uclaextension.edu.

UCLA Extension is an integral part of UCLA but receives no direct or indirect state or university funding for its general operations. Its program of continuing education is supported entirely by student enrollment fees, contracts, sponsorships, and philanthropic support. Every effort has been made to ensure the accuracy of the information presented in the UCLA Extension catalog; however, all courses, instructor designations, locations, and fees described herein are subject to change or deletion without notice.

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
  UCLA Extension Gayley Center
  1145 Gayley Ave., Westwood, CA 90024

• Mail Enrollment
  Complete the enrollment form on page 169.
  Alder Enrolment 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/dp/howto/direct-payments.

• Corporate Purchase Orders
  For corporate purchase order enrollments, email or fax the enrollment form on page 169 with the purchase order/authorizing document to psd@uclaextension.edu or (310) 825-5688. A high-resolution scan of the enrollment form or any related documentation is recommended.

UCLA Extension offices are closed:

Friday, July 3
Monday, September 7

WAIT LISTS

Courses with enrollment limits that fill are closed to further 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. There is no charge to be added to a course wait-list.

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

UCLA Extension offers discounts for UCLA Alumni, faculty, and staff. Discounts 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 reduction; you cannot compound discounts.

UC ALUMNI AND STAFF DISCOUNT

Members of the UCLA Alumni Association and other UC Alumni Associations 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) 825-2506 or (800) 825-2586. UCLA career staff and faculty who work at least 50% time are eligible for a 25% discount. To enroll, complete the application found online at uclaextension.edu/financial-aid/scholarships-discounts/fulltime-discounts.

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 material costs). Provide proof of your age in person using your driver’s license, birth certificate, or Medicare card. Email your proof to enrollment@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 (ITE). 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 student. Enrollment is normally reserved for adult students 18 years of age and older. Extension may consent to enroll younger students based on special academic and professional criteria set by the instructors. Students must be 21 to enroll in viticulture, enology, 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 record, 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 (900 to 999).

VISITORS

You may attend, without charge, the first scheduled class in a course of six or more meetings—unless otherwise stated and as space/registration permits. 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 Disabilities Services at (800) 825-9971 for access and parking information.

PARKING

UCLA Transportation is excited to introduce the Bruin ePermit system, where your license plate is your permit.

PURCHASING A PARKING PERMIT

To purchase an ePermit please uclaextension.edu/how-enroll/purchase-parking.

UCLA PARKING LOTS

• Single Entry: $13 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 $13-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.

• Lot 36/Westwood Village
  Lot 36 has a special $5 single entry rate that is valid for 4:30pm Monday through Friday and all day Saturday and Sunday. Single-entry permits may be purchased from the dispensing machines located at the Kinross Ave. entrance of Lot 36 after 4:30pm.

• Permits: Permits are valid in Structure SV and numbered lots and structures with the exception of 13, 17, 35, 37, 38, and Dickson Court (DC). Permits are valid in “Blue,” “X,” and unmarked 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 $13 for each extra meeting.

Weekend Parking Permit $117
Valid after 12pm Friday and all day Saturday and Sunday except for structures and lots listed under “Permits.”

Evening & Weekend Permit $150
Valid after 4:30pm Monday–Thursday, after 12pm Friday, and all day Saturday and Sunday except in the structures and lots listed under “Permits.”

Parking Permit Refund Policy: Contact UCLA Transportation for parking permit refunds: transportation@lals.ucla.edu Monday–Friday, 7:45 am–5pm
555 Westwood Plaza, Suite 100
Los Angeles, CA 90095-1360
(310) 794-7433

WESTWOOD VILLAGE CENTERS

• 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 commercial 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 160). Commercial lots also are open at night.

UCLA EXTENSION DTLA
261 S. Figueroa St., Los Angeles 90012
The parking rate in the structure at The Park DTLA is $8 with student validation available at the front desk. Ample additional 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.

UCLA EXTENSION WOODLAND HILLS:
21650 Oxnard St., Woodland Hills 91367
Parking in the structure is $17.60. A limited number of $5 student validations are available at the front desk, Monday–Thursday. Evening and weekend parking is free.

MAPS & LOCATIONS

For a map of the UCLA campus, see page 168. To download maps, go to uclaextension.edu and click “Locations & Maps.” Access an interactive campus map on your mobile phone: m.ucla.edu.

PUBLIC TRANSPORTATION

MTA/Metro: (323) 466-3676
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 additional information, including bicycle parking space locations, visit transportation.ucla.edu/getting-to-ucla/bike-bicycle-lockers-and-racks.

BOOKSTORES

UCLA STORE ONLINE

Often, the most convenient way to purchase textbooks for UCLA Extension courses is online from the UCLA Store. You can either (1) access your course through uclaextension.edu, then scroll down to Course Requirements and click the book title to purchase books at the UCLA Store or (2) go directly to uclastore.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 (on the UCLA campus near the School of Law). Reference books and school/computer supplies are also available. Extended shopping hours are scheduled during the first week of each quarter. For more information, call (310) 825-7238 or email loyall@assoc.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.

UCLA Bookstore Textbook Refund Policy: Full refund on textbooks is given if the books are returned with the sales receipt (customers should use their packing slip in their original unmarked condition up to two weeks after the course start date, excluding the last week of instruction. After two weeks, a refund is given only if the book is returned within one business day of purchase. Students who withdraw from a course and receive a refund may return textbooks up to one week after the refund date with a UCLA Extension refund receipt, if the book is in original packaging and in unmarked condition. Refunds are made in kind: cash for cash purchases, credit for credit card purchases.

160 General Information
UCLA LIBRARIES / LIBRARY CARDS

UCLA Extension students are welcome to many of the services offered by the UCLA Libraries. To purchase a Library card, please visit the circulation desk at the Louise M. Darling Biomedical Library or the Loan Desk at the Charles E. Young Research Library. Cards are $28 and require photo ID and proof of current enrollment. UCLA library cards are valid for the quarter in which you are enrolled.

Darling Biomedical Library: 12-077 Center for Health Sciences; bioмед-relst@library.ucla.edu; (310) 825-4904

Young Research Library, 280 Charles E. Young Drive North, (310) 825-4732, yrcirc@library.ucla.edu

For an explanation of the collections and services visit library.ucla.edu.

TAPING EXTENSION PROGRAMS

Audio and video recording of courses to create a personal study aid may be permitted by your instructor with the understanding that the process will not be distracting. Commercial exploitation and public distribution by any means is prohibited, and the privacy of other students will be respected. Recording may be required by the UCLA Extension Director of Student and Alumni Services to accommodate a disability in compliance with the Americans with Disabilities Act of 1990.

Be courteous. We ask all students to silence cell phones, tablets, and pagers prior to the beginning of each class.

ACADEMIC CERTIFICATES & SPECIALIZATIONS

UCLA Extension offers more than 100 Academic Senate-approved certificates and more than 40 specializations (see pages 8-9 for a partial listing).

ESTABLISHING CANDIDACY

Our website (uclaextension.edu) presents comprehensive descriptions of all certificates and specializations. Certificate and Specialization programs are mostly open-enrollment; however, an application to establish candidacy is required. Each program description provides a complete explanation of the academic requirements and details, including whether the program extends eligibility for international students to enter the U.S. to study. Prospective students are encouraged to establish candidacy as soon as possible, as terms and conditions of award are fixed by the start date of your candidacy. Curricula are subject to change. Please note: application fees are non-transferable and nonrefundable.

Upon payment of the application fee and application approval, candidacy is established for a period of time covering normal progress toward program completion. The duration of normal progress varies by program, but is generally calculated for a pace of 1-1/2 units per year—less than half time for a full-time working adult. If you allow your candidacy to expire and later decide to reestablish candidacy, you may be required to pay the full candidacy fee again and are subject to the curriculum rules in effect at that time.

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) 825-9871.

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 and Specializations link within the Student Portal. When you have completed the final requirement, your counselor program representative will verify your information and post your award transcript. Your Certificate or Specialization Award of Completion will be produced and mailed to you within two weeks of presentation. 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. Certificate graduates may participate in UCLA Extension’s formal graduation exercises 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. Replacement for lost documents are available for a fee of $45. To purchase a replacement, log in to the Student Portal at uclaextension.edu and navigate to the Special Request menu. Alternatively, you may call (800) 825-9871 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 90024-9901.

BRUNICARDS FOR CERTIFICATE CANDIDATES

UCLA Extension academic certificate candidates are eligible for Guest BruinCard identification cards for a $10 fee. The card is valid for the duration of your program. For convenience, our Guest BruinCard holders can deposit money on account with UCLA, then use the card as a fee-free debit card at the ASUCLA bookstore, campus food facilities, and various enterprises in Westwood Village. To simplify your commute, cardholders may purchase discounted TAP cards valid on L.A. Metro buses and Flash Passes valid on the Santa Monica Blue Bus and Culver City lines. To purchase a Guest BruinCard, log in to the Student Portal at uclaextension.edu and navigate to the Special Request menu. For more information, see Certificate Student Benefits under the Enrollment and Support section of Student Services on our website or call our Enrollment Services Office at (800) 825-9871. The BruinCard is an optional photo ID. Our certificate candidates are not required to have a BruinCard to enroll in Extension classes, and all Extension students with a receipt showing current enrollment are eligible for educational discounts at the UCLA computer store (page 160) and services provided by the UCLA Libraries (page 161).

RECREATION

Academic certificate candidacy lets you enjoy student affiliate recreation privileges on the UCLA campus for an optional nominal fee of $60/quarter. Enjoy racquetball or a workout before class or unwind with weekend windsurfing at UCLA’s Marina Aquatic Center. To pay fees, present your current BruinCard along with proof of enrollment (from the Student Portal at uclaextension.edu) at the Recreation Sales and Service office at the John Wooden Center. For more information, contact UCLA Recreation at (310) 203-8373 or info@recreation.ucla.edu.

REFUND POLICY

Refund requests will be accepted through the close of business on the final refund date, which is printed on your payment receipt. If you are eligible for a refund:

Online: Visit uclaextension.edu, log in, and select the course(s) to drop or transfer from the My Enrollment History menu.

Phone: (800) 825-9871

E-mail: enroll@uclaextension.edu

Refund requests will not be accepted via U.S. or international mail in Summer Quarter 2020. Certificate candidacy and miscellaneous application fees are nonrefundable.

Drop/Transfer Requests: A $30 administrative fee will be withheld from each class enrollment that is dropped prior to the refund deadline. Additional fees may be withheld as indicated in the course listings. A $50 administrative fee will be withheld from dropped concurrent enrollments. Course transfer requests submitted on or before the final refund date will not be assessed a $30/$50 administrative fee. UCLA Extension reserves the right to cancel, reschedule, or combine courses at or before the first schedule class if fewer than the required students enroll. If your course is canceled, discontinued, or rescheduled before the first class meeting date; or if the instructor does not accept your application to attend a restricted course, we will contact you and issue a full refund. Classes canceled or discontinued due to an emergency may be eligible for a partial, full or no refund (including the administrative fee). Depending on the circumstances and the time of the quarter. Enrollments are not transferable.

Drop two weeks for refund checks and one week for American Express, Discover, JCB, MasterCard, and Visa credit vouchers. There are no cash refunds. Residual credit balances found on students’ accounts will automatically be returned after 180 days. If the final refund date has passed, claims for an exception to the course refund/drop/transfer policy will be considered only under the most unusual circumstances and only if the request is received within 90 days from the course end date. Send a letter describing your circumstances, with appropriate documentation, to refundexceptions@uclaextension.edu.

Student Account Balances: Prepayment of enrollments fees must be held on account up to 180 days; any unused balances will be refunded to the student after the retention period. Funds received from donors and sponsors will be processed as gift payments to students’ accounts; any unused balances will be refunded to the student. Funds received from donors and sponsors with restricted use will not be accepted.

Special Refund Policies: These are printed in course descriptions and special program announcements throughout the catalog. Please note that the last dates to refund are usually calculated to fall earlier and the amounts withheld from refunds are typically higher.


ACCREDITATION

UCLA is accredited by the Western Association of Schools and Colleges. All courses and certificates offered by UCLA Extension have been developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California.

COURSE NUMBERS

XL 1 to XL 199: These courses ( ) are equivalent to undergraduate courses offered by the UCLA regular session. All XL courses are transferable for unit and subject credit toward a bachelor’s degree at all campuses of the University of California. Up to 36 units of credit earned in the XL 1 to XL 199 course series can be accepted for unit, subject, and grade credit toward a bachelor’s degree at any campus of the California State University system (CSU). Courses numbered 1 to 99 are considered lower division (freshman/sophomore); those numbered 100 to 199 are considered upper division (junior/senior).

X 1 to X 199: These courses ( ) are structured in accordance with requirements for UCLA undergraduate courses but include subject matter not part of the regular undergraduate curriculum. While no courses exactly equivalent to these are offered in UCLA’s regular session, X 1 to X 199 courses are transferable for unit credit toward the bachelors degree at all campuses of 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 a bachelor’s degree at any campus of the California State University system (CSU). Applicability for subject credit is typically determined by the UCLA student’s major department and by other institutions upon consideration of the full course description.

XLC 1 to XLC 199: Undergraduate concurrent enrollment courses (i.e., UCLA regular session undergraduate courses in which UCLA Extension students may concurrently enroll) are transferable for unit, subject, and grade-point-average credit toward the bachelor’s degree at UCLA’s College of Letters and Science, School of the Arts and Architecture, and School of Nursing.

X 300 to X 399: Professional credit-bearing courses in the field of education, specially designed for teachers and prospective teachers. Major emphasis is on research, teaching methods and materials, and curriculum design. Credit earned in these courses may lead to advanced standing in baccalaureate degree and teacher credentialing programs.

X 400 to X 499: Generally post-baccalaureate credit-bearing courses and lecture series in professional fields; designed in content, focus, and presentation style to standards of instruction used in professional degree programs. Credit earned in these courses may lead to the award of formal certificates by UCLA Extension and may be transferable for advanced standing in degree programs in professional studies elsewhere, subject to the procedures of the receiving institution.

700 to 799: Cultural and general interest courses that do not offer credit. These courses will not appear on student transcripts.

800 to 899: Noncredit courses that offer Continuing Education Units (CEU) and typically present material at the professional level. Grades are not awarded. Students who participate satisfactorily receive 1 CEU for every 10 contact hours of instruction.

900 to 999: Noncredit programs in which course work is evaluated.

General Information 161
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 their consent
• the Extension student has achieved a GPA of 2.0 or higher in baccalaureate-degree level 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 enrolled in 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 UCLA Extension Enrollment Center, 1145 Gayley Ave., Los Angeles, CA 90024, or call (800) 825-9971.

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.

For more information, see Concurrent and Cross-Enrollment Programs under the How to Enroll section of Student Services on our website, or call 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 $46 per quarter unit, which yields $184 for a typical four-unit course or $280 for a five-unit course.

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 earned on the academic credit earned will appear on your transcript. This option is not available for 800-series courses.

• For Credit—Passed/Not Passed (Satisfactory/ Unsatisfactory)*: Your course will be evaluated and either a Passed (Satisfactory) or Not Passed (Satisfactory) designation will appear on your transcripts along with the credit units attempted. This option is not available for 800-series courses.

* Satisfactory/Unsatisfactory designation is used for post-baccalaureate/graduate-level courses, please reference Grading System for additional information.

• 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 exams for credit-bearing online courses in this catalog are listed with text indicating it will be proctored online. To learn more about online test proctoring visits, visit proctoru.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, undergraduate-level courses only
F — Failure
P — Passed (C grade or better), Academic Credit earned
NP — Not Passed (less than C grade)
S — Satisfactory (B grade or better), post-baccalaureate/graduate-level courses only. Academic Credit earned
U — Unsatisfactory (less than B), post-baccalaureate/graduate-level courses only
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 163 under Student Conduct)
IP — Course in Progress (grade pending, on transcript by request)
W — Withdrawal (not on transcript)
FF — 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 any (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

STUDENT PORTAL REPORTS

Within your Student Portal 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 may also receive your grades in person at Enrollment Services, UCLA Extension Gayley Center, 1145 Gayley Ave., 2nd Floor, Westwood, CA, 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 class or make complete payment does not constitute an official withdrawal.

The status of withdrawal or grade of W does not appear on official transcripts.

LICENSE AND CERTIFICATION DISCLOSURES

University of California programs for professions that require license or certification are intended to prepare the student for California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are not controlled by or affiliated with the University of California and licensure and certification requirements can change at any time. For more information see federal regulation 34 CFR 668.421a(5)(iv) or visit UCOP.edu.

FINANCIAL AID/FUNDING OPTIONS

FINANCIAL AID OFFICE:
(800) 825-9971
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 $500 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 8-9). For more information, see Financial Aid, Scholarships, and Discounts under Student Services on our website.

The filing period is August 3-18, 2020.

FEDERAL LOAN & GRANT PROGRAMS

You may be eligible for Federal Pell Grants and low-interest Federal Stafford Loans if you are enrolled in a qualified UCLA Extension certificate (those marked with an arrow [•] on pages 8-9; online programs are not eligible). The evaluation of applications can take up to four months.

PRIVATE EDUCATIONAL LOANS

Many lending institutions offer private loans for education. These loans have a processing period of approximately one month. For more information, contact your current lender or see Financial Aid, Scholarships, and Discounts under Student Services on our website.

VETERANS EDUCATIONAL BENEFITS

Certain UCLA Extension certificates are approved under the Veterans’ educational benefits program (those marked with a plus sign [+]) on pages 8-9). 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 8-9). 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/WIR. To locate a California One-Stop Career Center go to servicelocator.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 or see Financial Aid, Scholarships, and Discounts under Student Services on our website.

SCHOLARSHIPS

For information about all of the scholarships listed below, see Financial Aid, Scholarships, and Discounts under Student Services on our website.

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 8-9).

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.
**HENRI BOLLINGER MEMORIAL SCHOLARSHIP**
Available to students in the Strategic Branding and Public Relations Certificate. For more information, email banticertficate@uclaextension.edu or call (310) 206-4271.

**MOVIE MAGIC SCHOLARSHIP**
Available to students in the Producing or Independent Producing Certificates. This annual award provides outstanding students with a free Entertainment Studies course of their choosing. For more information, call (310) 825-9064.

**INGRID SKULLSTAD WILLIAMS SCHOLARSHIP FOR WOMEN**
Available to women enrolled in certificates. For more information, call (310) 825-7728.

**BMI/JERRY GOLDSMITH FILM SCORING SCHOLARSHIP**
Available to students in the Film Scoring Certificate. Annual award to help composers develop the specialized skills and essential contacts needed to pursue a successful film scoring career. For more information, call (310) 825-9064.

**INDEPENDENT MUSIC PRODUCTION SCHOLARSHIP**
Available to students in the Independent Music Production Certificate. This annual award provides outstanding students with a free Entertainment Studies course of their choosing. For more information, call (310) 825-9064.

**PHYLIS GEBAUER SCHOLARSHIP IN WRITING**
Open to writers from diverse backgrounds and cultures who might not otherwise have the opportunity to study their craft in a supportive educational environment. For more information, call (310) 825-9415.

**TAX INFORMATION**
UCLA Extension students may be eligible for the Lifetime Learning Tax Credit or American Opportunity Tax Credit under provisions of the Taxpayer Relief Act of 1997, provided your adjusted gross income is within current IRS specifications. See IRS Publication 970 Tax Benefits for Education for complete information, including eligibility requirements.

**Reporting Requirements:** The IRS requires UCLA Extension to report records for each student from whom we have received qualified fee payments. Under Federal tax law, you are required to provide your Tax ID number/Social Security number to the University so that it may be included on the Form 1098-T filed by the University with the IRS.

UCLA Extension students can update their SSN records online any time by logging into our Student Portal under My Profile. For more information about our annual reporting requirements, visit the Student Privacy section in our Student Rights and Responsibilities Center.

**View Or Print Your 1098-T Form:** In the Through the Tab Service Company (TSC) you can view or print your 1098-T form online by going to the TSC site at www.tsc1098t.com and entering the following:

- **User Name:** Your UCLA Extension ID (a number beginning with X)
- **Password:** For your initial login, your password is the last 4 digits of your Tax ID number/Social Security number. If you do not have or did not provide this number to us, your default password will be Your Name. If you created a password in a previous year, that will continue to be your password.

After logging in, an automated email will be sent to your email address on file that will allow you to reset your password. This will be your password going forward so please make note of it.

Once you have created a new password, you will have the opportunity to be notified in future years via e-mail when your form is available online. If you select electronic notification, you will not receive a paper copy of your form in subsequent years, but we ask that you take advantage of this service to reduce postage costs and lessen the environmental impact.

If you have any questions or require assistance, please contact the Tab Services Call Center at (888) 220-2540 or e-mail us at 1098t@uclaextension.edu.

- **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/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, collobia, 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 scholarshare.com. To learn more about 529 Savings Plans, visit savetogethercollege.com.

- **TAX DEDUCTIONS**
Even if you do not qualify for a tax credit, some educational expenses, including auxiliary 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, UCLA Extension, 1145 Gayley Ave., Westwood, CA 90024; (310) 206-5255.

**STUDENT RIGHTS & RESPONSIBILITIES CENTER**

The Student Rights & Responsibilities Center is charged with upholding the rights and responsibilities outlined in the Student Conduct Code and to ensure an environment free from harassment and discrimination for all members of the Extension community. The Student Conduct Code is available to writers from diverse backgrounds and cultures who might not otherwise have the opportunity to study their craft in a supportive educational environment. For more information, call (310) 825-9064.

**PROCESS FOR REQUESTING ACCOMMODATIONS**

**IMPORTANT:** Requests for accommodations must be made at least ten (10) 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:

- **(800) 825-9971**
- **access@uclaextension.edu**
- **UCLA Extension Gayley Center,** 1145 Gayley Ave., Westwood, CA 90024.

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 Bunche 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 Certificate can subscribe to Handshake, the UCLA Career 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 SERVICES WEBSITE**
Visit careers.uclaextension.edu to find out more information on career resources, 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 (800) 825-9971.

**INTERNATIONAL STUDENTS**
F-1 visa international students must be enrolled in at least 12 units of courses per quarter within an approved certificate (those bulleted [•] on pages 8-9. Programs offered entirely online do not qualify for F-1 status. For more information and an application call (800) 825-9877 or visit international.uclaextension.edu.

**STUDENT CONDUCT**

Students are expected to understand and comply with Extension policies and regulations, as well as all University, local, state, and federal laws. The Student Rights & Responsibilities Center is charged with upholding the rights and responsibilities outlined in the Student Conduct Code and to ensure an environment free from harassment and discrimination for all members of the Extension community. The SRRC may impose sanctions against a student found responsible for committing, attempting to commit, or assisting another in committing acts of misconduct, which include but are 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 personal or professional reperccusions 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 activities;
- Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct;
- 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;
- Assualt, sex offenses, or other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person;
- 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 reaonably determined by the University to seriously alarm, torment, or terrorize the person;
- 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 property or at official University functions, which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations;
- The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which a student is taking a course or is pursuing an educational goal or major.
GENERAL INFORMATION

SEXUAL VIOLENCE & SEXUAL HARASSMENT

The University of California is committed to creating and maintaining a community that is free from 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, correct, and when necessary, 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/docs/400385/SUSH.

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) 319-4000.

If the accused is a UCLA or UCLA Extension student, instructor, or staff member, please contact our Student Rights and Responsibilities Center for additional support and assistance: SRRC@uclaextension.edu; UCLA Extension Gayley Center; (800) 825-9971.

SEXUAL HARASSMENT

Sexual harassment is defined as severe, pervasive, and objectively offensive conduct based on a person’s sex that effectively denies a person equal educational access. 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 Center for consultation, advice, and/or to file a report: SRRC@uclaextension.edu; (310) 825-0953.

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 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 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 Center for consultation, advice, and/or to file a report: SRRC@uclaextension.edu; (800) 825-9971.

PRIVACY NOTIFICATION

Furnishing all information required on forms presents a violation of student privacy. UCLA Extension will not be able to provide the IRS with evidence of tax 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-9S by mail to UCLA Extension Enrollment Services.

UCLA Extension routinely reports its student census to the National Student Clearinghouse. Those seeking data for repayment of student loans may wish to provide their SSN to expedite the deferment process.

Consistent with California practice for amending tax returns, UCLA Extension's interest in retaining SSN for reporting purposes expires four years beyond the tax year in which you enroll. SSN data are stored in an encrypted state. You may request at any time to have your SSN data deleted.

Information you furnish may be used by University departments and publicly announced program co-sponsors for distribution of information on future programs and activities of interest to you. This other information will be transmitted to the state and federal government if required by law. Except for sharing with other University departments and program co-sponsors, as provided by law, UCLA Extension does not sell or share its mailing list.

The official responsible for maintaining the information requested on forms is this catalog or website is the Registrar, UCLA Extension Enrollment Services, P.O. Box 24901, Los Angeles, CA 90024-0001.

Under provisions of the federal Family Educational Rights and Privacy Act of 1974 (“FERPA,” 20 U.S.C. sec. 1232g), you have the right to:
- Inspect and review records pertaining to you in your capacity as a student.
- Have withheld from disclosure, absent your prior consent for release, personally identifiable information from your student records, except as provided by the Federal Act and University Policies.
- Inspect records maintained by the University of disclosures of personally identifiable information from your student record.
- Seek correction of your student record through a request to amend the records, subsequent through a hearing.

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 implemented 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 police.ucla.edu/reports-statistics/jeanne-clery-act 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) 825-3197.

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.

LOST AND FOUND

For items lost or left at any center call (310) 825-1227 or visit lostandfound.ucla.edu.
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with an Extension
Academic Certificate

Enhance Your Career in Just 1-to-2 Years

Extension offers more than 100 certificates programs and specializations, all designed to improve your knowledge and your résumé.

• Supplement your degree
• Keep current in your field’s latest trends
• Boost your earning potential
• Learn from industry experts and working professionals
• Prepare for a new career

You may even be eligible for financial aid and other benefits. And you don’t have to wait; you can start a certificate any time.

Learn more at uclaextension.edu.
Enrollment Form

Mail-In Enrollment Form for Check or Money Order

Please print clearly

<table>
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<th>Reg#</th>
<th>COURSE TITLE AND NUMBER</th>
<th>CREDIT STATUS</th>
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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:

☐ High School in Progress ☐ BA/BS/Other Bachelor’s Degree ☐ PhD
☐ High School Graduate/OED ☐ MA/MS/Other Master’s Degree ☐ Other __________________
☐ AA/Associate in Arts ☐ JD/JD/Other Professional Degree ☐ Decline to State

Ethnicity/Race:

☐ Asian ☐ Hispanic/Latino/Chicano ☐ 2 or More of the Categories Listed Here
☐ Black/African-American ☐ Native American/Alaska Native ☐ Decline to State
☐ Caucasian/White ☐ Pacific Islander/Hawaiian

By enrolling in a UCLA Extension course or program, you become a student affiliated with UCLA Extension and thereby are held to the terms outlined in Extension Policy S401 Student Conduct, which conforms to University of California policies applying to Campus Activities, Organizations, and Students (PACAS 100.00) and the UC President Policy on Sexual Harassment and Sexual Violence.

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 160.

When scanning this enrollment form, a purchase order form, or any related documentation, a high-resolution scan is recommended for optimal legibility.
Campus Map

UCLA Extension Lindbrook Center

- Ackerman Student Union .............................................. E4
- Acosta Training Center .............................................. D4
- Anderson (Complex) ..................................................... E3
- Boelter Hall ............................................................... E5
- Botany ................................................................. F5
- Broad Art Center ......................................................... F2
- Bunche Hall .............................................................. F3
- Campbell Hall ............................................................. F3
- Center for Health Sciences (CHS) ..................................... E6
- Covel Commons ......................................................... C3
- Dentistry, School of .................................................... F5
- DeNeve Commons ....................................................... C4
- Dodd Hall ................................................................. E3
- Engineering Buildings ................................................. E4/E5
- Factor Building ......................................................... E5
- Faculty Center .......................................................... F4
- Fowler Museum ........................................................ E3
- Franz Hall ................................................................. F4
- Geology ................................................................. F5
- Haines Hall ............................................................... F3
- Health Sciences, Center for (CHS) .................................... E6
- Hedrick Hall .............................................................. B3
- Hershey Hall ............................................................. F5
- Kaplan Hall ............................................................. E4
- Kaufman Hall ............................................................ E3
- Kerckhoff Hall ........................................................... E4
- Knudsen Hall ............................................................. F4
- La Kretz Hall ............................................................. E5
- Law, School of .......................................................... G3
- Life Sciences ............................................................. E5
- Lu Valle Commons ...................................................... F3
- Macgowan Hall ........................................................ F2
- Math Sciences .......................................................... E4
- Melnitz Hall .............................................................. F2
- Moore Hall .............................................................. E4
- Murphy Hall .............................................................. F4
- North Campus Student Center ...................................... E3
- Pauley Pavilion .......................................................... D4
- Perloff Hall .............................................................. F3
- Physics and Astronomy Building .................................... F4
- Police, Campus ........................................................ D5
- Powell Library .......................................................... E4
- Public Affairs, Luskin School of ................................... F3
- Public Health, Fielding School of ................................ E5
- Rehabilitation Center .................................................. G8
- Rolfe Hall ................................................................. E3
- Royce Hall ............................................................... E3
- Schoenberg Music Building .......................................... F4
- Semel Institute .......................................................... E6
- Stichter Hall ............................................................. F5
- Sproul Hall ............................................................... C3
- Sunset Canyon Rec Center .......................................... C3
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- UCLA Extension Gayley Center ................................... D8
- UCLA Extension 1010 Westwood ............................... E7
- UCLA Extension Lindbrook Center ............................ D8
- UCLA Medical Plaza .................................................. D6
- Wooden Center .......................................................... D4
- Young Hall ............................................................... F5
- Young Research Library ............................................... F2
- To 405 Freeway
- Veteran Avenue
- Levering Avenue
- GLENROCK WEST
- Kelton Avenue

UCLA Campus & Westwood Village Centers

- Escort Service
  Escort service is available between dusk and 1am for students who would like to be accompanied to and from their cars. Call (310) 794-WALK (942955) 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.
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