MOMENTUM

When we think about the future, the New Year, we focus on the energy that gives momentum to positive outcomes. This allows us to focus on purpose and fulfillment.

This momentum is a reason to be optimistic about the future because we take the time to begin again, to transform. Right now, every sector of our dynamic economy is engaged in ideation—new solutions, innovations, and future industries. And, this translates into progress.

As individuals, we also understand that a new year offers us a chance to reset, and with this comes transformation and empowerment. UCLA Extension is no different. We are recalibrating our lens on our future and yours with a new initiative, UCLAxOpen. UCLAxOpen will provide no-cost educational resources for our community of learners. We believe access to education, and thus knowledge, to be a pillar of a free society. It is through UCLAxOpen that we will further lean into our public service mission to provide lifelong learning opportunities for all.

UCLAxOpen means you will find compelling courses and programs offered by our academic departments. In many ways, this is not new, but it has been reimagined to include all that the university can offer. In other words, you will find programs to re-create, re-skill, re-learn. And, this growth means progress, professionally, and personally.

In the New Year, take advantage of every opportunity to gain more knowledge, as this is positive momentum for the future.

Sincerely,

Eric A. Bullard, PhD
Dean, Continuing Education and UCLA Extension
Access and Opportunity.

Introducing UCLAxOpen, open access education for all. Strengthening your connection to UCLA in order to empower your present and future.

uclaextension.edu/UCLAxOpen
Explore UCLA Extension

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

Click on the titles or the page numbers below to navigate to each section. Page numbers, URLs, and email addresses are linked throughout this catalog.

DEAN’S MESSAGE

1 UCLAXOPEN

3 ENROLLMENT INSTRUCTIONS & COURSE BREAKDOWN/QUARTER SCHEDULES/CONTACT INFORMATION

4 WHAT’S HAPPENING AT UCLA EXTENSION

5 ONLINE COURSES

6 TRANSFER-CREDIT COURSES

7 UCLA EXTENSION CERTIFICATES

8 CERTIFICATES & SPECIALIZATIONS

10 SCHOLARSHIPS

10 FINANCIAL AID/FUNDING OPTIONS

12 CAREER SERVICES

12 COVER ARTIST

13 ACCOUNTING & TAXATION

(310) 206-7247

14 Accounting & Bookkeeping

19 Taxation

20 Internal Audit

ARCHITECTURE & INTERIOR DESIGN

(310) 825-9061

21 Architecture & Interior Design

29 BUSINESS & MANAGEMENT

(310) 206-4271

30 Leadership & Management

35 Entrepreneurship & Small Business Management

35 Human Resources Management

38 International Trade & Commerce

39 Marketing, Advertising & Public Relations

43 Hospitality Management

43 Fundraising

45 Project Management

DESIGN & ARTS

(310) 206-1422

47 UX/Graphic Design

53 Art History, Studio Arts & Photography

DIGITAL TECHNOLOGY

(310) 206-6794

56 Data Analytics & Management

58 Network & Infrastructure

61 Programming

63 GIS (Geographic Information System)

EDUCATION

(310) 825-4191

64 Early Childhood Educators

66 Higher Education & Adult Educators

68 K-12 California Teacher Credentialing & Authorizations

ENGINEERING

(310) 825-4100

71 Aerospace & Mechanical Engineering

73 Bioengineering

74 Civil & Environmental Engineering

75 Electrical & Computer Engineering

76 Technical Management

ENTERTAINMENT

(310) 825-9064

80 Film & TV

86 Music

ENVIRONMENTAL STUDIES & PUBLIC POLICY

(310) 825-7093

91 Sustainability & Environmental Studies

95 FINANCE & INVESTMENTS

(310) 206-7247

96 Credit Analysis & Management

96 Finance

100 Investments

100 Personal Financial Planning

HEALTH CARE & COUNSELING

(310) 825-7093

103 Health Care & Counseling

HUMANITIES & SOCIAL SCIENCES

(310) 825-7093

108 Humanities & Social Sciences

LANDSCAPE ARCHITECTURE & HORTICULTURE

(310) 825-9414

111 Landscape Architecture

114 Horticulture & Gardening

116 LANGUAGES

(310) 825-7093

117 Languages

118 English for International Students

(310) 794-3252

118 LEGAL PROGRAMS

(310) 825-7093

119 Paralegal Studies

119 Other Legal Programs

120 Osher Lifelong Learning Institute (OLLI) at UCLA

(310) 206-2693

125 Real Estate

125 SCIENCES & MATH

(310) 825-7093

129 Sciences

135 Math & Statistics

WRITING & JOURNALISM

Writers’ Program

(310) 825-9415

136 Creative Writing

149 Screenwriting

156 Journalism

157 GENERAL INFORMATION

157 Pricing & Discounts

157 Visitors

157 Parking

157 Bookstores

158 Refund Policy

159 Withdrawal Policy

159 Licensure and Certification Disclosures

159 Financial Aid/Funding Options

159 Scholarships

160 Tax Information

160 Students with Disabilities

160 International Students

160 Student Conduct

161 Records Service & Transcripts

162 INDEX

166 UCLA CAMPUS MAP

167 ENROLLMENT FORM

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Find the Right Course, Then Enroll

**Online at uclaextension.edu**
Our shopping cart-style checkout is fast and available 24 hours a day.

**By Phone**
Call 1 (800) 825-9971 Monday–Friday, 8am–5pm; use American Express, Discover, JCB, MasterCard, or Visa.

**By Mail**
Complete the enrollment form on page 167 and mail your check or money order to:
Department K
UCLA Extension
P.O. Box 24901
Los Angeles, CA 90024-0901

**Corporate Purchase Orders**
For corporate purchase order enrollments, email or fax the enrollment form on page 167 with the purchase order/authorizing document to po@uclaextension.edu or (310) 825-5686.

**Visit the UCLA Extension Website**
For additional course and certificate information, visit uclaextension.edu.

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

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

**View Schedule & Location**
From your selected course page, click “View Course Options” to see offered sections and date, time, and location information. Click “See Details” for additional information about the course offering. Note: Online, classroom, and hybrid sections are listed under separate tabs.

---

### 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.**

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

---

### ACADEMIC CALENDAR

**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.

**Fall Quarter 2021**
Classes begin September 20.  
Enrollment begins July 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
1 (800) 825-9971

Learn more or enroll online: uclaextension.edu

For General Information, see page 157.
Learn more. Achieve more.

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

Free Information Sessions

The Pre-Medical and General Sciences Certificate Virtual Open House
A Free Event Via Zoom
Tuesday, November 10, December 8; January 12, 12-1:30pm
For more information or to RSVP online: uclaextension.edu/sciences-math

Paralegal Training Program (PTP) Information Session
Livestream
Saturday, November 14, or January 16, 10am–12pm
For more information: paralegal@uclaextension.edu; (310) 825-0741

UX and Design Communication Arts Virtual Open House
Tuesday, December 1
For more information: (310) 206-1422
Enroll online: uclaextension.edu

Sustainability and Environmental Programs Virtual Open House
Via Zoom
Tuesday, December 1, 12-1:30pm
For more information or to RSVP: sustainability@uclaextension.edu; (310)825-7093; visit our website

Personal Financial Planning Online Information Session
A Free Livestream Event
Monday, January 11, 10–11am
For more information: puwilliams@uclaextension.edu; (310) 206-1689

Writers’ Program Open House
Online
Tuesday, February 4, 4–6pm
For more information: writers@uclaextension.edu; (310) 825-9415

Horticulture & Gardening Free Information Session
Saturday, February 6, 9:30-11am
For more information: horticulture@uclaextension.edu; (310) 825-9414

Free Interpretation and Translation Information Session
Via Zoom
Thursday, February 25, 5:30–6:30pm
For more information or to RSVP: interpretation@uclaextension.edu; (310) 825-7093; visit our website

The Architecture & Interior Design Program Open House
Thursday, April 22, 6–7:30pm
RSVP: arcid.uclaextension.edu/openhouse

Special Events

Panel Discussion: Why Should I Consider a Career in Taxation?
A Free Livestream Event
Thursday, November 5, 10am–12pm
For more information: jcaruso@uclaextension.edu; (310) 206-1708

Panel Discussion: Personal Financial Planning Careers
A Free Livestream Event
Thursday, December 3, 10am–12pm
For more information: puwilliams@uclaextension.edu; (310) 206-1689

35th Land Use Law & Planning Conference
Virtual Event
Friday, January 8
For more information and to register: humsci@unex.ucla.edu; (310) 825-1390; uclaextension.edu/landuse

The 2021 Writers Studio: Home Edition
Thursday–Sunday, February 18–21
For more information and to register: writers@uclaextension.edu; (800) 825-9415; writers.uclaextension.edu/events/writers-studio

Toastmasters at UCLA Extension!
Tuesdays, 12-1:30pm. For more information, email Chita Oje, coje@unex.ucla.edu
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 🌐.

ACCOUNTING & TAXATION
- Accounting, page 13.
- Bookkeeping, page 18.
- Taxation, page 19.
- Internal Audit, page 20.

ARCHITECTURE & INTERIOR DESIGN
- Design Studios, page 24.
- Professional Development, page 25.

BUSINESS & MANAGEMENT
- Entrepreneurship & Small Business Management, page 35.
- Human Resources Management, page 35.
- Fundraising, page 43.
- Project Management, page 45.

DESIGN & ARTS
- UX/Graphic Design, page 47.
- Art History, Studio Arts & Photography, page 53.

DIGITAL TECHNOLOGY
- Data Analytics & Management, page 56.
- Network & Infrastructure, page 58.
- Programming, page 61.
- GIS (Geographic Information System), page 63.

EDUCATION
- Early Childhood Educators, page 64.
- Higher Education & Adult Educators, page 66.
- K-12 California Teacher Credentialing & Authorizations, page 68.

ENGINEERING
- Aerospace & Mechanical Engineering, page 71.
- Bioengineering, page 73.
- Civil & Environmental Engineering, page 74.
- Electrical & Computer Engineering, page 75.
- Technical Management, page 76.

ENTERTAINMENT
- Film & TV, page 80.
- Music Production, page 90.

ENVIRONMENTAL STUDIES & PUBLIC POLICY
- Sustainability & Environmental Studies, page 93.

FINANCE & INVESTMENTS
- Credit Analysis & Management, page 96.
- Finance, page 96.
- Investments, page 100.
- Personal Financial Planning, page 100.

HEALTH CARE & COUNSELING
- Fitness Instruction, page 104.
- Patient Advocacy, page 107.

HUMANITIES & SOCIAL SCIENCES
- Anthropology, page 108.
- Economics, page 108.
- History, page 108.
- Political Science, page 108.
- Psychology, page 109.
- Sociology, page 110.

LANDSCAPE ARCHITECTURE & HORTICULTURE
- Horticulture & Gardening, page 114.

LANGUAGES
- Languages, page 117.
- English for International Students, page 118.

LEGAL PROGRAMS
- Other Legal Programs, page 119.

REAL ESTATE
- Real Estate, page 125.

SCIENCES & MATH
- Sciences, page 129.

WRITING & JOURNALISM
- Creative Writing, page 136.
- Screenwriting, page 149.

UCLA Extension’s Course Delivery Options

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

ᶏ 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.

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

✉ 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.
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**
- 63 GIS & Geospatial Technology

**ENVIRONMENTAL STUDIES & PUBLIC POLICY**
- 93 Sustainability & Environmental Studies

**HUMANITIES & SOCIAL SCIENCES**
- 108 Anthropology
- 108 Economics
- 108 History
- 108 Linguistics
- 108 Political Science
- 109 Psychology
- 110 Sociology

**LANGUAGES**
- 117 French
- 117 Spanish

**SCIENCES & MATH**
- 129 Biology
- 132 Chemistry
- 134 Math & Statistics

**WRITING & JOURNALISM**
- 136 Beginning Fiction Writing
- 147 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 1 (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 1 (800) 825-9971 or humsci@uclaextension.edu.
UCLA Extension Certificates

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

$15,459 reported average annual salary increase since starting a certificate*
85% of graduates reported a certificate helped enhance their careers*
85% recommend a certificate to others*
50% of graduates switched careers after completing a certificate*

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

Enhance Your Knowledge & Résumé

For complete information, visit uclaextension.edu/certificates or call 1 (800) 825-9971.

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

Certificates

++ Accounting (University Mentor Track)
++ 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

++ Business 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

++ 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
Patient Advocacy
Pre-Medical and General Science Studies
UCLA Health Medical Assistant Program
Specialization
Pediatric Medicine
Landscape Architecture & Horticulture
(310) 825-9414
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 V-RAF Program.

Students enrolling through UCLA Extension cannot use Cal-Vet tuition/fee exemptions; UCLA Extension fees and programs are not supported with state funds and not subject to the state law regarding Cal-Vet tuition/fee exemptions.

- Online Programs
Programs identified by this symbol can be taken either entirely online or with a combination of online and classroom courses. Online programs are not eligible for federal financial aid or Extension Grants.

- Federal Financial Aid
Only students who enroll in certificates identified by this symbol (►) may be eligible to be considered for Federal Direct Student Loans; online programs are not eligible. Students enrolled in the Pre-Medical and General Science Studies Certificate also may be eligible for Pell Grants. Courses that are not part of a certificate curriculum are not eligible for federal financial aid. For more information, see page 159.

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/finanical-aid-scholarships-discounts/financial-aid.

- Financial Assistance for Displaced Workers
Displaced workers who enroll in certificates identified by this symbol (●) may be eligible for financial assistance through the Workforce Investment Act and California’s Workforce Development system, which you can apply toward earning an approved UCLA Extension certificate. To begin the process, contact the Local Workforce Investment Area (LWIA) in your area to determine eligibility and receive authorization to attend. For more information visit uclaextension.edu/WIB. To locate a California One-Stop Career Center go to serviceocalifornia.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 159.

- Tax Deductibility of Fees
Current tax law permits deductions for certain educational expenses. For more information, see page 157.

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)(ii) 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, visit uclaextension.edu.

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, visit uclaextension.edu.

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 fmpcertificate@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, visit uclaextension.edu.

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:
1 (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 5-18, 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.
In honor and remembrance of

William Frederick Hummel

December 26, 1922–July 18, 2020

Husband | Father | Physicist | Engineer | Cal alum | USC alum | Veteran | Chief Scientist, Hughes Aircraft |

In 2005, William Frederick Hummel carried out an act filled with love and generosity that has had a deep and lasting impact.

In loving memory of his wife, Laurel Hummel, who worked in the international student office, Mr. Hummel endowed a scholarship in her name for international students at UCLA Extension.

Over the past fifteen years, the Laurel Hummel Scholarship for International Students has meant so much and touched so many—more than 200 students have benefited.

We offer this tribute in recognition and appreciation of the extraordinary grace, character, and life of William Frederick Hummel.

His gift lives, now and forever.
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

Eric Pieper/Homestead Studio

Homestead is a multidisciplinary design studio run by Eric Pieper—and a nomadic tribe of collaborative makers. As an art director with experience developing campaigns and design solutions for clients in advertising, music, fashion, and social justice, Eric leads the Homestead with a passion for progressive thinking and a healthy disrespect for the rules. Bred with a skater’s DIY and hands-on approach, he applies an artistic touch with attention to detail on every project—leveraging a background in print making, hand lettering and illustration.

Homestead Studio can be found deep in the soulful Appalachian mountains of Asheville, North Carolina—inspired by both the natural beauty and long history of arts and crafts in the region. It is here, removed from the hustle and bustle, that allows Homestead to follow its mantra of “Following Tradition, Not Trends.”

Follow along at homestead-studio.com and on Instagram: @homestead_studio.
ACCOUNTING, TAXATION & INTERNAL AUDIT

ACCOUNTING
14 Accounting
18 Bookkeeping

TAXATION
19 Taxation
18 Enrolled Agent
20 INTERNAL AUDIT

Related Fields of Study
29 Business & Management
95 Finance & Investments
118 Legal Programs
125 Real Estate

For more information call (310) 206-7247.

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 16.

MGMT X 430.136 Internship in Finance
Page 98.

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.

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.

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 118.

Offered This Quarter:
- Business Law: Fundamentals
- Paralegal Training Program
- Legal Secretary Training Program

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

UCLA Extension Business Insights

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!
Accounting Certificate

Programs

Accounting Certificate
The full 9-course Accounting Certificate is designed after the requirements for the CPA Exam and is intended for individuals who are working in an Accounting career and are looking to advance or individuals who are looking to transition into an Accounting career. This certificate provides comprehensive background, skills, and technical knowledge needed for a career in accounting.

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 Financial Auditing
MGMT X 423.2 Internal Auditing
MGMT X 127 Federal Income Taxation
MGMT X 423.44 Ethics in Accounting

Accounting Fundamentals Certificate
The Accounting Fundamentals Certificate is four courses long and is stackable with other Accounting, Finance, Tax, and Audit specializations. This program is designed for students who have undergraduate degrees in non-financial disciplines or individuals working in a financial position who need to strengthen their accounting skills for work or a career change.

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

For More Information
fmpcertificate@uclaextension.edu | (310) 206-1654 | uclaextension.edu/accounting

Accounting
Students who plan to become accountants in public accounting or private industry and who are preparing for the CPA examination are advised to enroll in the Accounting Certificate. Students are advised to complete 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.

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

MGMT X 1A Principles of Financial Accounting
4.0 units
This course is the first in a two-course Principles of Financial Accounting sequence and provides an introduction to accounting theory, principles, and practice. Instruction covers the uses, communication, and processing of accounting information, as well as the recording, analyzing, and summarizing of procedures used in preparing balance sheets and income statements. Additional topics include accounting for purchases and sales, receivables and payables, cash and inventories, plant and equipment, depreciation and natural resources, intangible assets, and payrolls. Sole proprietorships and partnerships are also examined.

Fee: $765
No refund after 10 Jan.

MGMT X 1B Principles of Financial Accounting
4.0 units
This course is the second in a two-course Principles of Financial Accounting sequence, this course covers corporations, analysis and interpretation of financial statements, and statements of cash flows, as well as examines accounting for operations of departments and manufacturing. Additional topics include cost accounting systems and variable costing; budgeting as an aid to planning and control; authorization and issuance of capital stock; as well as reporting the results of operations, bonds payable, income taxes, and business decisions. Prerequisite(s): MGMT X 1A Principles of Financial Accounting.

Fee: $765
No refund after 10 Jan.

MGMT X 18 Principles of Financial Accounting II
4.0 units
This course covers corporations, analysis and interpretation of financial statements, and statements of cash flows, as well as examines accounting for operations of departments and manufacturing. Additional topics include cost accounting systems and variable costing; budgeting as an aid to planning and control; authorization and issuance of capital stock; as well as reporting the results of operations, bonds payable, income taxes, and business decisions. Prerequisite(s): MGMT X 1A Principles of Financial Accounting.

Fee: $765
No refund after 10 Jan.

For More Information
fmpcertificate@uclaextension.edu | (310) 206-1654 | uclaextension.edu/accounting
CPA Review
Prepare for the CPA examination. Accounting concepts, theories, and procedures are intensively 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

Prepare for Accounting

Licensing Exams

CMA-excel Learning System, which includes access to online practice tests.

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

Reg# 377753
Fee: $765
No refund after 19 Jan.
Remote Instruction
22 mtgs
Tuesday, 6:30-8pm, Jan. 5-Mar. 16
Thursday, 6:30-8pm, Jan. 7-Mar. 18
No meeting Nov. 11, 2020.
Anthony Hurwitz, CPA, MBA

Reg# 377763
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Ming-Chun Lu, MBA, CPA, senior accountant, Northrop Grumman

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# 377766
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Ming-Chun Lu, MBA, CPA, senior accountant, Northrop Grumman

Reg# 377765
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Shad Luedke, CPA, CMA, manager, Financial Reporting, Standard Insurance Company

Reg# 377764
Fee: $765
No refund after 21 Jan.
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Jan. 7-Mar. 18
Gary Krausz, MBA, CPA, accounting manager, Gursey, Schneider & Co. LLP

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# 377768
Fee: $765
No refund after 10 Jan.
Remote Instruction
16 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Feb. 9
Online
Jan. 7-Mar. 11
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# 377769
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Larry B. Wold, CPA, JD, LLM

Reg# 377770
Fee: $765
No refund after 19 Jan.
11 mtgs
Tuesday, 6-8pm, Jan. 5-Mar. 16
Brandon Tran, CPA

Intermediate 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

1 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

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

1 year when taking one course a quarter
$75 Candidacy Fee
$3,060 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

Complete Your Accounting Courses Anywhere

No matter where you live or work, UCLA Extension has a course delivery option to help you complete your accounting courses at your convenience!

Our courses are available through online, remote instruction, or a hybrid of the two formats, and utilizes the Canvas and Zoom platforms. For more details on our course delivery options, please refer to page 5.

For More Information
uclaextension.edu/accounting
The Benefits of Enrolling in a Certificate

Students receive counseling and advice on course selection and timing. The student advisor knows what courses are planned for the upcoming quarters and can assist you in completing the program. Certificate students receive access to the UCLA Career Center which gives them access to career fairs and networking events being hosted on campus.

If you are a registered Certificate student you can re-take one course within a year with a 50% discount*.

* 50% discount only applies to students enrolled in Financial Management certificates (i.e. Accounting, Finance, Taxation, etc.).

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.

Open application. Scholarships awarded annually.

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

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

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.

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# 37777
Fee: $765
No refund after 10 Jan.
 Online
Jan. 4-Mar. 21
Wendy Achilles, PhD, CPA

Reg# 37773
Fee: $765
No refund after 21 Jan.
 Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
Tefera Beyene, BA, CPA, MBA, PhD

MGMT X 422
Cost Accounting and Analysis
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 those 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 3B Principles of Financial Accounting II.

Reg# 37774
Fee: $765
No refund after 10 Jan.
 Online
Jan. 4-Mar. 21
Justin P Gos, CPA, MSA

Reg# 37773
Fee: $765
No refund after 18 Jan.
 Remote Instruction
8 mtgs
Monday, 6:30-8:30pm, Jan. 4-11
Wednesday, 6:30-7:30pm, Jan. 6-Feb. 10
Kendall L. Simmonds, Sr. MBA

MGMT X 423
Financial Auditing
4.0 units 3.6 CEUs
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 the statements on auditing standards issued by the American Institute of CPAs are also discussed. Instruction emphasizes verification of the major items reported in clients’ statements, audit programs, and case studies.

Prerequisite(s): MGMT X 100A, B, and C Intermediate Accounting Theory and Practice, or consent of instructor.

Reg# 37776
Fee: $765
No refund after 10 Jan.
 Online
Jan. 4-Mar. 21
Kurt Hull, MBA, CPA, consultant

Reg# 37775
Fee: $765
No refund after 10 Jan.
 Online
Jan. 4-Mar. 21
Enrollment limited.

Rosalyn Wong, CPA, CFA, financial manager, City of Los Angeles

MGMT X 423.18
Nonprofit Accounting
4.0 units 3.6 CEUs
Nonprofit organizations represent one of the fastest-growing sectors of our economy. This fact makes it increasingly important for auditors, managers, and CPAs in public, private, and nonprofit firms to understand how nonprofits measure financial performance and how they differ from for-profit organizations. This course examines the core principles and practices of nonprofit accounting and summarizes the accounting requirements and practices of specific types of nonprofit organizations, including hospitals, colleges and universities, health and welfare organizations, and nonprofit and for-profit organizations that receive government assistance in the form of contracts, guarantees, or assistance that may be subject to federal audit requirements. Other topics include the general characteristics and operational environment of nonprofit organizations; applying generally accepted standards and principles; and financial statements, audit guides, and recent changes in nonprofit accounting and reporting rules.

Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting or relevant experience in the nonprofit sector or consent of instructor.

Reg# 37777
Fee: $765
No refund after 10 Jan.
 Online
Jan. 4-Mar. 21
34 hours of MCLE credit available.
 Business-related elective in the Accounting Certificate.
Enrollment limited; early enrollment advised.

Rebecca Evans, MSJE, BS

MGMT X 423.42
Internships in Accounting, Internal Audit, and Taxation
4.0 units
This 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 Dec. 11.

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# 377892
Fee: $765
No refund after 10 Jan.
 Independent Study/Internship
Jan. 4-Mar. 21
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.
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

The course begins with a study of the earliest models of business ethics through today’s 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 the course with a better overall understanding of the challenges of ethical business practices.

Prerequisites: MGMT X 1A and MGMT X 1B Principles of Financial Accounting and MGMT X 127 Federal Income Taxation or consent of instructor.

Reg# 377780
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
34 hours of MCLE credit available. David Reinus, MBA, CPA, owner, David Reinus, CPA

Reg# 377779
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
34 hours of MCLE credit available. Dale Wallis, MS

Reg# 377778
Fee: $765
No refund after 19 Jan.
Hybrid
11 mnts.
Tuesday, 6:30-8:30pm
Jan. 5-Mar. 16
Roderick Fong, CPA, MBA, JD

MGMT X 423.43
Integrating Sustainability into Financial Reporting
4.0 units 3.6 CEUs
This course is a presentation of accounting information, including green accounting and sustainability impacts, risks, and opportunities. This course is ideal for accounting and financial professionals, investors, business owners, and executives who must evaluate sustainability performance of a company, organization, or other entity. Instruction encompasses key topics in global sustainability financial reporting, including green accounting and sustainability economics; auditing and reporting; primary and secondary sustainability metrics and indexes; and Global Reporting Initiative (GRI) modeling and monitoring procedures. Students leave the classroom with a framework for reporting and measuring sustainability activity that can be used to benchmark organizational performance and help build future initiatives.

Reg# 377781
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited; early enrollment advised. Jess Stern, CPA, LLC

MGX 423.44
Intermediate Accounting Practice and Process
4.0 units 3.6 CEUs
This course is a presentation of accounting information, including green accounting and sustainability impacts, risks, and opportunities. This course is ideal for accounting and financial professionals, investors, business owners, and executives who must evaluate sustainability performance of a company, organization, or other entity. Instruction encompasses key topics in global sustainability financial reporting, including green accounting and sustainability economics; auditing and reporting; primary and secondary sustainability metrics and indexes; and Global Reporting Initiative (GRI) modeling and monitoring procedures. Students leave the classroom with a framework for reporting and measuring sustainability activity that can be used to benchmark organizational performance and help build future initiatives.

Reg# 377782
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited; early enrollment advised. Jess Stern, CPA, LLC

MGMT X 423.431
Bookkeeping and Accounting Essentials I
4.0 units 3.6 CEUs
This course is an introduction to bookkeeping and accounting essentials I. This course is ideal for individuals who are interested in a professional accounting career. This course focuses on the basics of bookkeeping and accounting, including the time value of money, control activities in financial reports is becoming increasingly necessary, both for ensuring compliance and to effectively communicate and work with stakeholders with material information highlighting sustainability impacts, risks, and opportunities. This course is ideal for accounting and financial professionals, investors, business owners, and executives who must evaluate sustainability performance of a company, organization, or other entity. Instruction encompasses key topics in global sustainability financial reporting, including green accounting and sustainability economics; auditing and reporting; primary and secondary sustainability metrics and indexes; and Global Reporting Initiative (GRI) modeling and monitoring procedures. Students leave the classroom with a framework for reporting and measuring sustainability activity that can be used to benchmark organizational performance and help build future initiatives.

Reg# 378007
Fee: $1,400
No refund after enrollment. Uninstructed Lab

MGMT X 423.432
Applying Data Science to Financial Services
This course is an introduction to applying data science to financial services. 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 and skills needed to work in a position with financial responsibilities.

Reg# 378008
Fee: $1,400
No refund after enrollment. Uninstructed Lab

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 and skills needed to work in a position with financial responsibilities.

Reg# 378009
Fee: $1,400
No refund after enrollment. Uninstructed Lab

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

Wiley CPAexcel CPA Review—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. The Wiley CPAexcel Gold CPA Review Course, you also get access to study guides, mentorships 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# 378007
Fee: $1,400
No refund after enrollment. Independent Study/Internship

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

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 427.13 Payroll Tax and Accounting

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

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

Accounting, Taxation & Internal Audit
17
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) Exam Review instructor-led program which prepares students to sit for the Enrolled Agent certification examination.

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

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, 2,200+ pages of online study text, 140+ hours of video lecture instruction, 6,000+ multiple-choice questions, 40+ written communications, 5,000+ knowledge check questions (true/false), and 4,000+ digital Flash Cards.

Reg# 37601B
Fee: $1,800
No refund after enrollment.
Independent Study/Internship ✡
Uninstructed Lab

Bookkeeping

- MGMT X 423.430 Bookkeeping and Accounting Essentials I
- MGMT X 423.431 Bookkeeping and Accounting Essentials II

For More Information
(310) 206-1654, uclaextension.edu/taxation
This course explores individual income taxation issues, including tax determination; personal and dependents 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 expenses; itemized deductions and losses; passive activity amortization, and depletion; deduction of employee expenses and losses; depreciation, cost recovery

This course provides practical knowledge of the day-to-day practices and procedures of the Internal Revenue Service, from rulings, collections, and criminal enforcement with specific references to statutes and regulations. Students are introduced to the civil component of a tax practice with an emphasis on changes mandated by the IRS Restructuring and Reform Act of 1998. This course enables taxpayers and practitioners to deal effectively with the IRS in representing themselves or a client and ensure that Service personnel do not overstep the bounds of their authority or fail to act in accordance with Service procedures in dealing with taxpayers. Topics include administrative structure of the IRS; ethical duties of taxpayers and practitioners; preparer penalties and the statute of limitations; IRS authority to obtain records from taxpayers, tax clients, and third parties; consequences of noncompliance; IRS procedures in determining, reviewing, litigating, and collecting tax deficiencies; and the roles of the Examination Division, Appeals Division, Collection Division, and Criminal Enforcement Division.

This course is for accounting, tax, and finance professionals; international business managers; and lawyers who work with cross-border transactions involving the United States. Instruction explores the application of U.S. tax law to U.S. individuals and entities conducting transactions outside the U.S. as well as foreign individuals and entities conducting transactions in the U.S. Topics include the distinction between U.S.- and foreign-source income, taxation of U.S.-controlled foreign corporations, international tax treaties, taxation of cross-border acquisitions, the foreign tax credit, and transfer pricing. Students leave the course with an understanding of how U.S. tax law applies to international transactions and the identification of U.S. tax issues that must be addressed. Students also learn the general concepts and policies that compose the international elements of the U.S. tax code. Prerequisite(s): MGMT X 127 Federal Income Taxation, equivalent experience, or consent of instructor.

For more information call (310) 206-1708 or email fmpcertificate@uclaextension.edu.

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

New Courses

Check out our newest financial management courses.

MGMT 826.2 Hospital Revenue Cycle Claims Analyst: Part Two

Page 99.

MGMT X 430.2 Introduction to Data Analytics and Data Science for Non-Data Scientists

Page 99.

For More Information
fmpcertificate@uclaextension.edu | (310) 206-7247
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 Auditing (External Auditing)
- MGMT X 423.2 Internal Auditing
- MGMT X 423.42 Internships in Accounting, Internal Audit, and Taxation
- MGMT X 423.427 Information Technology (IT) Auditing
- MGMT X 423.419 Risk and Control Implications of Common Business Cycles

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) 957-1100, 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.

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 multistate 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 workbooks and examples and the completion of tax forms required by the taxing authorities.

Reg# 377871
Fee: $765
No refund after 10 Jan.

Online
Jan. 4-Mar. 21
Dana Leland, PhD

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# 377888
Fee: $765
No refund after 10 Jan.

Online
Jan. 4-Mar. 21
Sam Lou, PhD

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 751 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 or consent of instructor.

Reg# 378889
Fee: $765
No refund after 10 Jan.

Online
Jan. 4-Mar. 21

Enrollment limited.

Edward Mansour, CPA, MBA, JD

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

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, CIGs, 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, (A) 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# 378538
Fee: $765
No refund after 11 Jan.

Remote Instruction
Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16
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 and investigating 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# 378630
Fee: $765
No refund after 10 Jan.

Online
Jan. 4-Mar. 21
Enrollment limited.

Daniel Ryan, MSA, BSBA, district director, U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau
Free Online Open House!

The Architecture & Interior Design Program
Thursday, April 22, 6-7:30pm

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

To find out more, attend our informative open house, conducted entirely online, to learn about the curriculum, career opportunities, and the benefits of enrollment.

Speakers include the program director, program advisor, instructors, and current and former students.

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

To RSVP visit arcid.uclaextension.edu/openhouse.

New Student Discount
Each new certificate student attending the Open House receives a 5% discount on each certificate course enrolled in by April 30.

This discount is only for students entering the program for the first time.

Counseling Appointments
To make an appointment with the program advisor, visit arcid.uclaextension.edu/appointment-request-form.

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 26.

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content email arcid.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# 378115
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Reg# 378116
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Monday, 6:30-9:30pm, Jan. 4-Mar. 15

Reg# 378117
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

Reg# 378118
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Friday, 6:30-9:30pm, Jan. 8-Mar. 19

Reg# 378119
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 10-Mar. 21

Reg# 378120
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 11-Mar. 22

Reg# 378121
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Monday, 6:30-9:30pm, Jan. 8-Mar. 19

Reg# 378122
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 11-Mar. 22

Reg# 378123
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 10-Mar. 21

Reg# 378124
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Monday, 6:30-9:30pm, Jan. 8-Mar. 19

Reg# 378125
Fee: $635
No refund after 12 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 11-Mar. 22
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# 378085
Fee: $799
No refund after 11 Jan.
   Online
   Jan. 4–Mar. 21
Salvatore Leonardi, BArch Polytechnic of Milan, Italy and MArch Polytechnic of Turin, Italy, graduate of the UCLA Extension Arch-IQ 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 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# 378082
Fee: $799
No refund after 12 Jan.
   Remote Instruction
   11 mtgs
   Tuesday, 6:30–9:30pm, Jan. 5–Mar. 16
   Tiffany Sands, BA, fine arts, Cal Poly Pomona; department chair and instructor of Secondary Art Education. Ms. Sands teaches AP, honors, and standard art in the public sector in the visual arts. She currently works on her own art and is active in the art community.

Reg# 378083
Fee: $799
No refund after 13 Jan.
   Remote Instruction
   11 mtgs
   Tuesday, 6:30–9:30pm, Jan. 6–Mar. 17
   No meetings Jan. 18; Feb. 15. One meeting to be arranged.
   Edward Varias, BFA, CSULB, MA, Argosy; founder, Edward Varias Design. Mr. Varias is an L.A.-based interior designer who has worked with JS Sugita & Assoc and Gensler. His projects include Will Rogers Airport and Beverly Pediatric Medical Group. He has been featured in print and on the Christopher Lowell Show.

Reg# 378084
Fee: $799
No refund after 14 Jan.
   Remote Instruction
   11 mtgs
   Thursday, 6:30–9:30pm, Jan. 7–Mar. 18
   Edward Varias, BFA, CSULB, MA, Argosy; founder, Edward Varias Design. Mr. Varias is an L.A.-based interior designer who has worked with JS Sugita & Assoc and Gensler. His projects include Will Rogers Airport and Beverly Pediatric Medical Group. He has been featured in print and on the Christopher Lowell Show.
Design Software

CAD COURSE REQUIREMENTS

Pre-requisite: 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 keystroke conversion independently. There are currently no Mac 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) 825-9061.

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) 825-9061.

ARCH X 468.20

Digital Presentation I: Photoshop/ Illustrator

4.0 units

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

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

Reg# 377818

Fee: $935
No refund after 12 Jan.
Remote Instruction
11 mtgs.
Tuesday, 3-6pm, Jan. 3-15, Feb. 9-Mar. 16
This course is equivalent to Cal Poly Pomona INA 550. Attendance at the first class is mandatory. Enrollment limited; early enrollment advised. Lauren Rad, Lauren Rad, BA, Art History, UCLA; MIA, UCLA Extension - Cal Poly Pomona, Visual Designer and In-Home Stylist at Williams-Sonoma, Inc. Ms. Rad works as a decorative designer specializing in residential projects in Los Angeles.

Reg# 377819

Fee: $935
No refund after 12 Jan.
Online
Jan. 3-15, Feb. 9-16
This course is equivalent to Cal Poly Pomona INA 550. Enrollment limited; early enrollment advised. Beth Rabkin, MArch, University of Pennsylvania; owner of creative design firm Seawaves Studios. Ms. Rabkin provides multidisciplinary 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.

ARCH X 468.13A

Digital Presentation II: Revit Architecture I

4.0 units

This continuation of ARCH X 468.20 Digital Presentation I introduces the basic concepts and tools of Revit, a building information modeling program for architects and interior designers. Students are introduced to Revit’s powerful 3D model organization to visualize, present, and create construction documents. Students learn how this unique software enables design professionals to save time and reduce errors, since design changes are automatically coordinated throughout the entire model and drawing set.

Prerequisite(s): ARCH X 468.20 Digital Presentation I: Photoshop/ Illustrator. Software requirement: The most recent version of Revit Architecture. A student version of the AutoDesk software is provided for free upon proof of student status. Review CAD course requirements.

Reg# 377979

Fee: $935
No refund after 12 Jan.
Online
Jan. 5-15, Mar. 16
This course is equivalent to Cal Poly Pomona INA 552. Enrollment limited; early enrollment advised. Beth Rabkin, MArch, University of Pennsylvania; owner of creative design firm Seawaves Studios. Ms. Rabkin provides multidisciplinary 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.

ARCH X 468.5A

Digital Presentation II: 2D CAD/AutoCAD

4.0 units

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, attributes, paper-space/modelspace, and methods for importing 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 468.20 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# 377821

Fee: $935
No refund after 14 Jan.
Remote Instruction
10 mtgs.
Tuesday, 2-6pm, Jan. 7-13, Mar. 11
This course is equivalent to Cal Poly Pomona INA 551. Attendance at the first class is mandatory. Enrollment limited; early enrollment advised. Visitors only permitted at the first class if space allows. Luis de Moraes, AIA-ASD-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 focus of his 20+ year career has been the integration of digital media and technology into the design, production, fabrication, and construction process.

Reg# 377820

Fee: $935
No refund after 14 Jan.
Online
Jan. 7-13, Mar. 11
This course is equivalent to Cal Poly Pomona INA 551. Enrollment limited; early enrollment advised. Shane Bartley, BA, UCLA; manager, IT Training, Disney Imaginering, where he oversees national training and development in 3D software curricula.

Reg# 377819

Fee: $935
No refund after 14 Jan.
Online
Jan. 7-13, Mar. 11
This course is equivalent to Cal Poly Pomona INA 551. Enrollment limited; early enrollment advised. Shane Bartley, BA, UCLA; manager, IT Training, Disney Imaginering, where he oversees national training and development in 3D software curricula.

Now that you have basic SketchUp design skills under your belt, take it to the next level with the Advanced SketchUp course!

This 6-week online course is ideal for the designer looking to maximize his or her 3D modeling abilities. Learn new tools and functions, including creating custom materials and furniture components, importing scenes from Google Earth to give a realistic feel to your design, and recording interactive tours through or around your model.

Page 24.

Above: Image courtesy of Ryan Garton.
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.

Page 24.

For More Information
(310) 825-9061

ARCH X 438.13B
Digital Presentation III: Revit Architecture II
6.0 units
Prerequisite(s): ARCH X 438.13A Revit Architecture I covers advanced editing commands, introduction to families, sharing information, viewing tools, visualization, annotation, and construction documents. Students prepare walkthroughs, room schedules, walk-throughs, and solar studies and utilize other advanced drawing features. Software requirement: The most recent version of Revit Architecture. This version of the AutoDesk software will be provided for free upon proof of student status. Review CAD course requirements.

Reg# 377822
Fee: $625
No refund after 11 Jan.
Online
Jan. 4-Feb. 7
Software requirement: the most recent version of SketchUp.

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

ARCH X 468.6B
Advanced SketchUp
2.0 units
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 scenes 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 or equivalent experience; a basic knowledge of SketchUp.

Reg# 377823
Fee: $625
No refund after 15 Feb.
Online
Feb. 9-Mar. 14
Software requirement: The most recent version of SketchUp.

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

Design Studios

ARCH X 433
Interior Architecture Studio I
6.0 units
In this first in a series of studio courses, students are given the opportunity to apply fundamental design principles to the layout of interior spaces. Starting with the development of a design concept, students learn how to develop a space while incorporating the elements of ergonomics and human factors. Students also explore methods of analyzing a client's program, beginning with the bubble diagram, the block plan, and the adjacency requirements. Through a series of assignments, students become familiar with current ADA codes and circulation requirements, as well as the required circulation and exit paths for a variety of building types.

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

Reg# 378080
Fee: $995
No refund after 13 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:45-10:pm, Jan. 6-Mar. 17
Restricted course; call (310) 825-9061 for permission to enroll.


Reg# 378081
Fee: $995
No refund after 14 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a “Permission to Enroll” request.

Instructor to be announced

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 prome¬nades. 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.

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

Reg# 378077
Fee: $995
No refund after 12 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 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# 378078
Fee: $995
No refund after 13 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:45-10:pm, Jan. 6-Mar. 17
Ellen Lanet, California licensed architect, BArch 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.

History of Design

ARCH X 443.17
Contemporary Applications of Historical Design: Part I
2.0 units
This course is an intensive study of the history of decorative arts with an emphasis on how Asian and Islamic styles influenced Baroque and Rococo, which in turn influenced Art Nouveau. The course will emphasize practical applications of these historical concepts in contemporary interior design. This course is separate from and not dependent on Contemporary Applications of Historical Design, Part II. This course is designed to give students a deep understanding of both the academic and practical aspects of historical decorative arts. Students will not only gain mastery of vocabulary and an understanding of styles, but also learn about the social forces and technological developments that shaped the history of design. Students will learn about actual artisanal techniques and materials. Other practical applications that the course will teach include a) incorporating antiques into contemporary interiors, b) using reproductions of past styles, and c) creating modern adaptations from earlier periods and styles—all of these being integral skills of any working interior designer in today’s design field.

Reg# 378195
Fee: $449
No refund after 14 Jan.
Remote Instruction
6 mtgs
Thursday, 6:30-9:30 pm, Jan. 7-Feb. 11
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 1976. He received multiple Outstanding Instructor of the Year awards at UCLA Extension and FIDM.

ARCH X 443.18
Contemporary Applications of Historical Design: Part II
2.0 units
This course is an intensive study of the history of decorative arts with an emphasis on how ancient Egyptian, Greek, and Roman styles influenced Early and Late Neo-Classic, which in turn influenced Art Deco. The course will emphasize practical applications of these historical concepts in contemporary interior design. This course is separate from and not dependent on Contemporary Applications of Historical Design, Part I. This course is designed to give students a deep understanding of both the academic and practical aspects of historical decorative arts. Students will not only gain mastery of vocabulary and an understanding of styles, but also learn about the social forces and technological developments that shaped the history of design. Students will learn about actual artisanal techniques and materials. Other practical applications that the course will teach include a) incorporating antiques into contemporary interiors, b) using reproductions of past styles, and c) creating modern adaptations from earlier periods and styles—all of these being integral skills of any working interior designer in today’s design field.
styles, and c) creating modern adaptations from earlier periods and styles—all of these being integral skills of any working interior designer in today's design field.

ARCH X 427.8B
History of Environmental Arts: Part II
4.0 units
Presents a four-part survey course on the environmental arts of the Western world. This course traces the architecture, landscape architecture, furniture, art, and decorative arts from the Italian Renaissance to the beginning of the nineteenth century in France, England, and America. Periods covered include the Renaissance, Mannerist, Baroque, Rococo, and Neoclassic. Instruc-
tion focuses on the man-built environment influenced by geographical location and the social, religious, economic, and political forces of history. Major monu-
ments are discussed in terms of function, symbolism, methods of fabrication, style, use of color, ornament, and significance. Illustrated lectures, readings, and student projects develop an appreciation of the rich cultural heritage of the Western world. Students learn how to utilize library and museum resources and rec-
ognize and evaluate significant environmental design movements. Intended to establish an understanding of the achievements of the past in order to more fully understand the present.

Reg# 377812
Fee: $799
No refund after 13 Jan.  
Remote Instruction  
11 mtgs
Online  
Jan. 6-Mar. 17  
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.

Reg# 377813
Fee: $799
No refund after 13 Jan.  
Remote Instruction  
11 mtgs
Tuesday, 6:30-9:30pm, Jan. 6-Mar. 17  
Eleanor Schrader, MBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and deco-
orative 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.

Arch X 443.40
Accessories for Residential Interiors
2.0 units
This concentrated six-week course examines the appropriateness, timing, aesthetics, function, and avail-
ability of accessories in residential interior design. This course introduces the student to fundamental legal principles regarding employment law, intellectual property law, unfair competition law, insurance law, and other specific legal topics as they affect the interior design business. The course incorporates analysis of contracts and reading of actual court cases involving interior design. The course is appropriate for students with all levels of interior design education and experience. From certificate or master’s program students and students not enrolled in a program to practicing interior design-
ers with years of work experience. Prior completion of Interior Design Law I: The Designer-Client Relationship is recommended but not required. No other prior prepa-
ration or coursework is required.

Reg# 377974
Fee: $449  
No refund after 12 Jan.  
Remote Instruction  
6 mtgs
Tuesday, 10am-1pm, Jan. 5-Feb. 9  
Enrollment limited; early enrollment advised.

Gray Adams, who has worked in the interior design field since 1976. He taught architectural history, 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.

Arch X 427.8D
History of Environmental Arts: Part IV
4.0 units
Part four of a four-part survey of environmental arts of the Western world, this course traces the major move-
mements in architecture, interior design, furniture, and decorative arts of the twentieth century. Subjects cov-
dered include Viennese Secessionism, Art Deco, Roman-
ic Revivalism, De Stijl, Bauhaus, International Style, Mid-Century Modernism, Postmodernism, and Postmodem-
ior. Instruction focuses on the built environment influenced by geographical location and the social, religious, economic, and political forces of history. Buildings and interiors are discussed in terms of func-
tion, symbolism, methods of fabrication, style, use of color, ornament, and significance. Illustrated lectures, readings, and student projects develop an appreciation of the design influences of the twentieth century that inform current developments in the built environment of the twenty-first century.

Reg# 377814
Fee: $799  
No refund after 13 Jan.  
Remote Instruction  
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17  
Eleanor Schrader, MBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and deco-
orative 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.

Reg# 377981
Fee: $449
No refund after 12 Jan.  
Online  
Jan. 5-Feb. 9  
Henry Lien, for credits see page 25.

Arch X 497.11
2.0 units
This course serves as an introduction to some of the legal issues that impact interior designers. The course introduces students to fundamental legal principles regarding employment law, intellectual property law, unfair competition law, insurance law, and other specific legal topics as they affect the interior design business. The course incorporates analysis of contracts and reading of actual court cases involving interior design. The course is appropriate for students with all levels of interior design education and experience. From certificate or master’s program students and students not enrolled in a program to practicing interior design-
ers with years of work experience. Prior completion of Interior Design Law I: The Designer-Client Relationship is recommended but not required. No other prior prepa-
ration or coursework is required.

Reg# 377982
Fee: $449
No refund after 23 Feb.  
Online  
Feb. 16-Mar. 16  
Henry Lien, for credits see page 25.

Arch X 467.11A
Photographing Architecture and Interiors
4.0 units
A study of the basic techniques of the medium as a powerful tool for the designer, as well as those inter-
ested in pursuing a career in architectural photography, this course introduces the tools and techniques used in photographing architecture, interiors, renderings, plans, design boards, and scale models. Using digital cameras, participants create compelling descriptive images that best show their work through the assignment and cri-
tique process. Lectures focus on the history of archi-
tecture in photography up through the medium’s current trends. Demonstrations cover basic composi-
tional and lighting techniques. This course is equivalent to Cal Poly Pomona IIA 560.

Reg# 377989
Fee: $539
No refund after 15 Jan.  
Remote Instruction  
11 mtgs
Friday, 10am-1pm, Jan. 8-Mar. 19  
Monday classes are online and web-based. This course is equivalent to Cal Poly Pomona IIA 538.

Rahel Sargsyan, BA, UCLA; IA Professional Designation, FIDM; owner/principal, NS 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 market-
ing expertise at leading L.A. art institutions.
Master of Interior Architecture

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

- **Prerequisite Foundation Level Courses**
  - 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.

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

### Master of Interior Architecture

**ARCH X 430C**

**Interior Architecture Studio A**

6.0 units

This studio course addresses issues related to space planning in commercial design. Students generate design concepts for complex multilevel project requirements. The handling of circulation and spatial adjacencies and individual offices and workstations receive prime consideration. The design presentation combines 3D model-making with a range of line drawing representations (interior perspectives, plans, sections, materials, and furnishing boards). The process of creating a design concept is stressed throughout the course through assignments, slide presentations, lectures, and studio desk critiques. Space planning strategies, issues of social and environmental sustainability, and code requirements (including exiting and handicapped accessibility) also form an important part of the process.

**Prerequisite(s):** ARCH X 430A Interior Architecture Studio II or consent of program advisor. INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 378079

- Fee: $3,000
- No refund after 11 Jan.
- Remote Instruction
- 11 mtgs
- Monday, 6:30-10pm, Jan. 4-Mar. 15
- No meetings Jan. 18, Feb. 15. One meeting to be arranged.

Formerly titled Interior Architecture Studio III. This course is nondiscussable.

**This course is restricted to students admitted to the Master of Interior Architecture program only. Instructor to be announced**

**ARCH X 471.19**

**Interior Architecture Studio B**

6.0 units

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

**Prerequisite(s):** ARCH X 430C Interior Architecture Studio A or consent of program advisor. INA Graduate Standing. INA 601 or INA 5110, and INA 661 or INA 5120. This is a required course in the Master of Interior Architecture degree program.

Reg# 381086

- Fee: $3,000
- No refund after 11 Jan.
- Remote Instruction
- 11 mtgs
- Monday, 6:30-10pm, Jan. 4-Mar. 15; 6:10-9:30pm meetings Jan. 18, Feb. 15. One meeting to be arranged.

Formerly titled Interior Architecture Studio III. This course is nondiscussable.

**This course is restricted to students admitted to the Master of Interior Architecture program only. 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 all studio work and the culminating thesis project, this seminar and studio course explore ideas, imagination, and inspirations behind developing design concepts. These are comprised of cultural references, historic precedent, and prototypical models and paradigms. 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# 378002

- Fee: $2,000
- Remote Instruction
- 11 mtgs
- Tuesday, 7-10pm, Jan. 5-Mar. 16

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

Steven Drucker, AIA IIDA, who is an architect and designer in Los Angeles. Mr. Drucker holds a MArch from the Harvard School of Design, and his award-winning projects have been built throughout the U.S. and abroad. Mr. Drucker is the recipient of the 2014 Arts Outstanding Instructor Award.

**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 430C 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 Master's Project Interior Architecture Documents. INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 378004

- Fee: $2,000
- Remote Instruction
- 11 mtgs
- Wednesday, 7-10pm, Jan. 6-Mar. 17

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

Michael Hricak, FAA, NCARB, LEED AP; BS in architecture, USC; MArch, Harvard Graduate School of Design; principal, Michael Hricak Architects; recipient, Distinguished Instructor Award, 2006. Mr. Hricak’s award-winning work has appeared in Interior Design and Interiors. He has more than 40 years’ experience in historic restoration, corporate, retail, and residential design.

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 530 (4 units)</td>
<td>Digital Presentation I: Photoshop/Illustrator&lt;br&gt;ARCH X 468.20/INA 550 (4 units)</td>
</tr>
<tr>
<td><strong>Design Communication I</strong>&lt;br&gt;ARCH X 467/INA 511 (6 units)</td>
<td><strong>Design Communication II</strong>&lt;br&gt;ARCH X 466E/INA 512 (6 units)</td>
<td><strong>Design Communication III</strong>&lt;br&gt;ARCH X 466F/INA 513 (6 units)</td>
</tr>
<tr>
<td><strong>Elements of Design I</strong>&lt;br&gt;ARCH X 454A/INA 521 (4 units)</td>
<td><strong>Elements of Design II</strong>&lt;br&gt;ARCH X 454B/INA 522 (4 units)</td>
<td>History of Environmental Arts: Part I&lt;br&gt;ARCH X 427/INA 561 (4 units) &lt;br&gt;Offered in Spring &amp; Fall only</td>
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<tr>
<th>4th Quarter</th>
<th>5th Quarter</th>
<th>6th Quarter</th>
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<tbody>
<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>Lighting Design&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 468.13A/INA 552 (4 units)</td>
<td>or <strong>Digital Presentation III: Revit Architecture II</strong>&lt;br&gt;ARCH X 458.13B/INA 555 (4 units)</td>
<td>Interior Architecture Studio II&lt;br&gt;ARCH X 458/INA 506 (6 units)</td>
</tr>
<tr>
<td><strong>Surface Materials</strong>&lt;br&gt;ARCH X 427/INA 541 (4 units)</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>History of Environmental Arts: Part IV&lt;br&gt;ARCH X 427/INA 564 (4 units) &lt;br&gt;Offered in Summer &amp; Winter only</td>
</tr>
<tr>
<td><strong>History of Environmental Arts: Part II</strong>&lt;br&gt;ARCH X 427/INA 562 (4 units)</td>
<td><strong>History of Environmental Arts: Part III</strong>&lt;br&gt;ARCH X 427.8C/INA 563 (4 units)</td>
<td><strong>Electives or Internship</strong>*&lt;br&gt; <strong>Electives or Internship</strong>&lt;br&gt; <strong>Electives or Internship</strong></td>
</tr>
<tr>
<td>Offered in Summer &amp; Winter only</td>
<td>Offered in Spring &amp; Fall only</td>
<td>Offered in Summer &amp; Winter only</td>
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### Master's Program: Required Advanced Level Courses

<table>
<thead>
<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 510 (6 units)</td>
<td><strong>Interior Architecture Studio B</strong>&lt;br&gt;Special Topics&lt;br&gt;ARCH X 471/INA 520 (6 units)</td>
<td><strong>Master's Project:</strong> Interior Architecture Studio&lt;br&gt;ARCH X 498.1/INA 6940 (8 units)</td>
<td><strong>Master's Project:</strong> Interior Architecture Documents&lt;br&gt;ARCH X 498.5/INA 6950 (8 units)</td>
</tr>
<tr>
<td>Not offered in Summer</td>
<td>Not offered in Summer</td>
<td><strong>Not offered in Fall</strong></td>
<td><strong>Not offered in Fall</strong></td>
</tr>
<tr>
<td><strong>Understanding Building Codes</strong>&lt;br&gt;ARCH X 427/INA 5150 (5 units)</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 497.5/INA 6120 (4 units)</td>
<td><strong>Project Management for Interior Architects</strong>&lt;br&gt;ARCH X 498.2/INA 6140 (4 units)</td>
</tr>
<tr>
<td>Not offered in Summer</td>
<td>Not offered in Summer</td>
<td><strong>Ecology of Design</strong>&lt;br&gt;ARCH X 467/INA 6150 (2 units)</td>
<td>Offered in Summer &amp; Fall only</td>
</tr>
<tr>
<td><strong>Concept Driven Design:</strong> Visual Seminar and Studio&lt;br&gt;ARCH X 471ISO/INA 520 (4 units)</td>
<td><strong>Interior Detailing &amp; Building Systems</strong>&lt;br&gt;ARCH X 467/INA 5250 (6 units)</td>
<td>Electives or Internship*</td>
<td>Electives or Internship*</td>
</tr>
<tr>
<td>Not offered in Summer</td>
<td>Electives or Internship*</td>
<td>Offered in Spring &amp; Fall only</td>
<td>Offered in Summer &amp; Winter only</td>
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</table>

### Electives

#### Professional Development

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Decorating &amp; Design</th>
<th>Internship &amp; Independent Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photographing Architecture &amp; Interiors</strong>&lt;br&gt;ARCH X 467/INA 560 (4 units)</td>
<td><strong>Residential Remodeling</strong>&lt;br&gt;ARCH X 406.6/INA 558 (3.25 units)</td>
<td><strong>Professional Internship</strong>&lt;br&gt;ARCH X 475/INA 5490/6990 (2 units)</td>
</tr>
<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 445.40 (2 units)</td>
<td>Independent Study&lt;br&gt;INA 591 (3-4 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 445.45 (2 units)</td>
<td>Programming note: Some Master’s Level courses, including the Master’s Studio &amp; Documents courses, are not offered every quarter. Class scheduling may not necessarily lead to completion in 1 year.</td>
</tr>
<tr>
<td><strong>Interior Design Law I</strong>&lt;br&gt;ARCH X 497/INA 530 (2 units)</td>
<td><strong>Furniture Design</strong>&lt;br&gt;ARCH X 461.4/INA 539 (4 units)</td>
<td>Classes restricted to only MIA students. Registration through Cal Poly Pomona’s BroncoDirect System.</td>
</tr>
<tr>
<td><strong>Interior Design Law II</strong>&lt;br&gt;ARCH X 497/INA 531 (2 units)</td>
<td><strong>Contemporary Applications of Historical Design: Part I</strong>&lt;br&gt;ARCH X 443.17 (2 units)</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td><strong>Interior Rendering Techniques Using 3ds Max and V-Ray</strong>&lt;br&gt;ARCH X 498.12 (4 units)</td>
<td><strong>Professional Internship</strong>&lt;br&gt;ARCH X 475/INA 5490/6990 (2 units)</td>
<td></td>
</tr>
<tr>
<td><strong>Interior Design in Films</strong>&lt;br&gt;ARCH X 498.22 (2 units)</td>
<td><strong>Independent Study</strong>&lt;br&gt;INA 591 (3-4 units)†</td>
<td></td>
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</table>

Programming note: 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. Electives courses can be taken at any quarter.

*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.
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

- 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 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 Interior Architecture Studio B and ARCH X 497 Research and Programming Methodologies. INA Graduate Standing, 3.0 GPA or higher, and GWT. INA 602 or INA 5210, and INA 590 or INA 5220. This is a required course in the Master of Interior Architecture degree program.

ARCH X 498
Master's Project Interior Architecture Documents
8.0 units
In this final studio course, students develop the project they created in Thesis Project Design into a set of construction documents with specifications and explore a range of drawings required to obtain complete and accurate cost estimates. The course emphasizes how designs are detailed and described and examines methods of integrating architectural and interior design, as well as mechanical and electrical elements and systems. Each project is brought to a level of completion to enable students to demonstrate their ability to be an effective entry-level member of any design firm's project team.
Prerequisite(s): ARCH X 497 Research and Programming Methodologies and ARCH X 498.1 Master's Project Interior Architecture Studio. INA Graduate Standing, 3.0 GPA or higher, and GWT. INA 691 or INA 6040, and INA 590 or INA 5220. This is a required course in the Master of Interior Architecture degree program.

Reg# 378106
Fee: $4,000
- Remote Instruction
  10 mtgs
  Monday, 5-10pm, Jan. 18, Feb. 15. Two meetings to be arranged.
  Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.

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 II or consent of program advisor. INA Graduate Standing. This is a required course in the Master of Interior Architecture degree program.

Reg# 378105
Fee: $2,000
- Remote Instruction
  11 mtgs
  Tuesday, 6:30-9:30pm, Jan. 5-15, 16
  This class is nondiscountable.

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# 378101
Fee: $3,000
- Remote Instruction
  10 mtgs
  Thursday, 6-9:30pm, Jan. 7-15, 16
  Restricted course. Registration for this course takes place through Cal Poly Pomona’s BroncoDirect system.

Luis de Moraes
IAA-ASID-LEED AP BD+C, principal, EnviroTechnica 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 427.20
Understanding Building Codes
3.0 units
This is a required course in the Master of Interior Architecture degree program.

Reg# 378074
Fee: $1,500
- Remote Instruction
  8 mtgs
  Wednesday, 6-9:30pm, Jan. 7-10, 14-17
  No refund after 12 Jan.

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# 378103
Fee: $1,000
- Remote Instruction
  12 mtgs
  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.
Enroll at uclaextension.edu or call (800) 825-9971

**BUSINESS & MANAGEMENT**

**LEADERSHIP & MANAGEMENT**
- 30 Business Analyst
- 30 Emergency Management & Homeland Security
- 31 Enterprise Risk Management
- 33 General Business Studies
- 34 Communications Skills

**ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**
- 35

**HUMAN RESOURCES MANAGEMENT**
- 35

**INTERNATIONAL TRADE & COMMERCE**
- 38

**MARKETING, ADVERTISING & PR**
- 39 Marketing & Advertising
- 42 Professional Selling & Sales Management
- 42 Public Relations

**HOSPITALITY MANAGEMENT**
- 43 Restaurant Management & Event Planning

**FUNDRAISING**
- 43

**PROJECT MANAGEMENT**
- 44

**Related Fields of Study**
- 29 Accounting, Taxation & Internal Audit
- 95 Finance & Investments
- 118 Legal Programs
- 125 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

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 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.
The Advanced Leadership Certificate is designed for working professionals in a number of occupations who desire to improve their business and organizational leadership skills. This program will strengthen the skill sets and overall effectiveness of any individual having direct reports and/or external collaborators as well as individuals who desire to learn organization/individual coaching skills and industry-related credentials.

This new certificate program develops and enhances skills applicable to leading in the private sector, non-profit organizations, and government departments. Our course design contexts include but are not limited to global project management, diverse work team achievements (globally and locally), face-to-face and digital-team-building, individual and 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

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**Leadership & Management**

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

**Business Analysis**

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

**For More Information**

For more information call (310) 794-5470.

**Emergency Management & Homeland Security**

For more information call (310) 794-5470.

**Management**

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

**For More Information**

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

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**Internships**

**Broader Your Skills with Real-World Experience**

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

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

**Emergency Management and Homeland Security**

Page 30.

**Enterprise Risk Management**

Page 50.

**International Trade and Commerce**

Page 127.

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**Leadership & Management**

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

**Human Resources Management**

Page 37.

**Marketing and Advertising**

Page 40.

**Public Relations**

Page 42.

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

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**Emergency Management & Homeland Security**

For more information call (310) 794-5470.

**Management**

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

**For More Information**

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

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**For More Information**

For more information call (310) 794-5470.

**Management**

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

**For More Information**

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

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**For More Information**

For more information call (310) 794-5470.

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

MGMT X 408.810 Designing and Implementing an Enterprise Risk Management Program 4.0 units
This course introduces the concepts and skills to effectively design and implement an enterprise risk management program that is tailored to an organization’s culture, governance structure, and current management processes. Through class discussion and case studies, students explore common barriers to effective implementation and learn techniques to overcome them. Internal and external influences on an organization’s risk management approach are also examined. Students are introduced to enterprise risk assessment methods and facilitation techniques. The course includes student work with selected case exercises that reinforce key learning objectives.
Prerequisite(s): Students must be officially enrolled in either the Enterprise Risk Management Certificate or the Emergency Management & Homeland Security Certificate and have successfully completed the other five required courses with a GPA of 3.0 or better.
Reg# 377225
Fee: $765
No refund after 10 Jan.
Independent Study/Internship
Jan. 4-Mar. 15

International students who wish to pursue paid internships must contact the International Student Office at (310) 206-9351 to confirm eligibility. Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review. Visitors not permitted. Restricted course.

Phillip Van Saun, director of Risk, Security & Resiliency, University of California, Office of the President, Risk Services


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 for 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 applicant.

UCLA Extension Business Insights Podcast

Keep up-to-date on current events and listen to Business, Management, and Legal Programs’ Director, Roger Tornden, 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!
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
  - MGMT X 430.712 Business Analysis Planning and Monitoring Essentials
  - MGMT X 430.713 Requirements Elicitation and Analysis
  - MGMT X 430.714 Requirements Management and Communications
  - MGMT X 430.715 Solution Assessment, Validation and Implementation
  - MGMT 891.02 Business Ethics

Group B: Elective Courses
- Students must complete 1 elective course (4 units)
  - MGMT X 430.716 Data Analysis and Business Modeling with Microsoft® Excel® 2013
  - MGMT X 443.1 Fundamentals of Project Management
  - MGMT X 414.61 Using Structured Query Language (SQL) Syntax
  - MGMT X 109 Business Communications
  - MGMT X 482.202 Organizational Communication
  - MGMT X 430.13 Finance for the Non-Financial Manager
  - COM SCI X 450.1 Introduction to Data Science
  - COM SCI X 450.2 Exploratory Data Analysis and Visualization

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

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.

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 118.

Offered This Quarter:
- Business Law: Fundamentals
- Paralegal Training Program
- Legal Secretary Training Program

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

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 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
Glenn Turner, JD, president, LDG Consulting

**General Business Studies Certificate**

This flexible 36-unit certificate is designed for those who want a self-directed curriculum and the opportunity to specialize in a field of concentration. This certificate is intended for individuals whose unique personal interests or professional goals may require them to design their own program from a wide variety of business courses.

**Candidacy Fee**

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/bmpl
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)

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.

Courses begin on page 35.

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)

For More Information
(310) 206-1654

Communication Skills

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

SPEECH 825
Working Through the Fear of Public Speaking

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

- ONLINE COURSE, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE INSTRUCTION, page 5.
- TEXTBOOK REQUIRED
- UC CREDIT, page 6.
Entrepreneurship & Small Business Management

MGMT X 497.612 Marketing and Sales Strategies for Entrepreneurial Business 4.0 units
This course provides practical ideas and applications of marketing, advertising, and sales promotion techniques for managers, owners, and marketing personnel of small-to-medium-size businesses. Topics include marketing, planning, and budgeting; company positioning; networking; personal selling; improving the company image; public relations; and product/servicing. 

Enrollment limited; early enrollment advised.
Fee: $765
No refund after 8 Jan.
Online Jan. 4-Mar. 21
Enrollment limited; early enrollment advised.
Brandon Shamim, MS, president/co-founder, Beacon Management Group

MGMT X 497.613 Fundamentals of Business Administration and Management 4.0 units
A majority of businesses fail within the first two years, and a significant percentage of the initial survivors don't last much longer. There are many reasons for this, including inexperienced management, lack of sufficient capital, failure to do proper market research, and a lack of financial competency. The bottom line is that most managers don't know how to properly systematize, structure, and manage their businesses. They don't know because they're not aware of or how to find this information. This course is designed to teach students how to properly structure, systematize, and manage a business of any size or type, service, or product—and in any industry.

Enrollment limited; early enrollment advised.
Fee: $765
No refund after 8 Jan.
Online Jan. 4-Mar. 21
Enrollment limited; early enrollment advised.
Maria Vitale, MA, adjunct faculty, Brandman University and Chaffey College

MGMT X 497.614 Legal Compliance and Negotiating Skills 4.0 units
The first part of the course focuses on preferred legal structures for a small business as well as a survey of all available business structures key federal, state (particularly California), and local regulations; liability protection provided by "must have" insurance policies; risk mitigation; and basics of contract law. The second part of the course aims at improving your negotiating skills with internal self-assessment, role playing, and case studies. Students role play on specific small business related cases with self and instructor critiques. Communication skill building, effective presenting, and stakeholder messaging receive priority attention.

Enrollment limited; early enrollment advised.
Fee: $765
No refund after 8 Jan.
Online Jan. 4-Mar. 21
Enrollment limited; early enrollment advised.
Ron Monard, JD, BA, professor, Webster University

Human Resources Management

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

MGMT 892.11 Preparing for the PHR and SPHR Exams 3.3 CEUs
This course is designed to help students who plan to sit for the PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) examinations. The course uses the HRCP (Human Resource Certification Preparation) materials and test bank specifically geared toward the PHR and SPHR bodies of knowledge. The course is well-suited to the student who prefers a structured, directed classroom approach to studying for either examination. The course follows a "study roadmap" designed to gradually introduce new subject matter while reinforcing material learned earlier, which helps students retain concepts over time and maximize performance on test day.

Enrollment limited; early enrollment advised.
Fee: $765
No refund after 29 Dec.
Hybrid 11 mtgs Tuesday, 6:30-8pm, Jan. 5-Mar. 16
Enrollment limited; early enrollment advised.
C. Scott Hindell, principal, Hindell Consulting
Human Resources

Management Certificate

A 36-unit program to develop skills and provide immediate applications in the workplace, 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.

**Group A: Core Courses**

Students must complete all seven required courses (28 units) plus Ethics requirement

- MGMT X 450 Elements of Human Resources Management (4 units)
- MGMT X 450.03 Financial Aspects of Human Resources Management (4 units)
- 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 B: Elective Courses**

Students must complete two elective courses (8 units)

- MGMT X 450.35 Strategic Human Resources Management (4 units)
- MGMT X 450.65 International Human Resources Management (4 units)
- MGMT X 450.36 Human Capital Management (4 units)
- MGMT X 482.203 Advanced Human Resources Management (4 units)
- MGMT X 469.15 Crisis Management and Communications: Safeguarding Image and Viability (2 units)
- MGMT X 491.11 Managing Change in Organizations (2 units)
- MGMT X 495 Internship in Human Resources Management (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 497.613 Fundamentals of Business Administration and Management (4 units)

MGMT 859.50 Ethics for Human Resources Professionals

1.8 CEUs

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

**For More Information**

uclaextension.edu/humanresources

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

**Finishing Your HR Certificate Anywhere!**

Earn a Certificate in Human Resources Management no matter where you are!

Our courses are available through online, remote instruction, or a hybrid of the two formats, and utilizes the Canvas and Zoom platforms. For more details on our course delivery options, please refer to page 5.
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 how her/his 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.
Prerequisite(s): MGMT X 450 Elements of Human Resources Management or consent of instructor.

Reg# 377358
Fee: $765
No refund after 15 Jan.
Online
Jan. 11-Mar. 14
Enrollment limited; early enrollment advised.

Kathy Gilroy, MA, human resources manager, Safeway Insurance

MGMT X 450.32
Benefits Programs: Administration and Design
4.0 units
Employee benefits are expensive and important to any organization, accounting for nearly 40 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# 377343
Fee: $765
No refund after 19 Jan.
Hybrid
11 mtgs
Wednesday, 6:30-9pm, Jan. 6-Mar. 17
Enrollment limited; early enrollment advised.

Charlene Collier, MBA, academic HR business partner, Cedars-Sinai Medical Center

MGMT X 450.50
Internship in Human Resources Management
4.0 units
This internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—comprised of at least 120 hours of practical application of course material—that the student has secured and had approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students will have access to a list of firms with internship opportunities. This course is only available to Human Resources Management Certificate students who have completed 20 units of the program curriculum with a GPA of 3.0 or better. A UCLA Extension intern 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# 377348
Fee: $765
No refund after 8 Jan.
Independent Study/Internship
Jan. 4-Mar. 21
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.

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

Reg# 377341
Fee: $765
No refund after 15 Jan.
Online
Jan. 11-Mar. 14
Enrollment limited; early enrollment advised.

MGMX 450.35
Strategic Human Resources Management
4.0 units
Leadership in the field of Human Resources requires much more skill and knowledge today than it has in the past. CEOs and boards have higher expectations for the role of the HR leader as a strategic, knowledgeable business partner. This course introduces the seasoned HR practitioner to areas of knowledge CEOs expect and helps participants develop a comfort speaking the same language as other senior business leaders. Topics include a history of HR management, identification and analysis of strategic trends, the dynamics of changing technology, best practices in HR systems design, financial acumen for HR professionals, HR’s role in Sarbanes-Oxley implementation, mergers and acquisitions strategy, HR metrics, and the ROI (return on investment) of human resources.
Prerequisite(s): MGMT X 450 Elements of Human Resources Management or consent of instructor.

Reg# 377344
Fee: $765
No refund after 20 Jan.
Hybrid
11 mtgs
Thursday, 6:30-8pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.

Sal Sangi, MA, HR consultant

For More Information
(310) 825-2012

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 resources strategies used 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.
Reg# 377349
Fee: $765
No refund after 15 Jan.
Online
Jan. 11-Mar. 14
Enrollment limited; early enrollment advised.

Daniel Van Bogaert, JD, Executive Compensation and Benefits, ERISA Compliance Consulting

MGMT X 482.201
Human Resources Development
4.0 units
This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development, succession planning and performance management; factors that influence HRD; the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology.
Prerequisite(s): MGMT X 450 Elements of Human Resources Management, MGMT X 450.2 Talent Acquisition, and one additional HR course.
Reg# 377346
Fee: $765
No refund after 20 Jan.
Hybrid
11 mtgs
Thursday, 6:30-8pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.

Tana M. Session, PHR, GPHR, SHRM-SCP, CEO/Founder, TanaMSession.com

Preparation Course

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

Prepare for your success the right way in a structured, directed classroom. This course is designed to help you pass the PHR or SPHR examinations.

Using the HRCP materials, which are specifically geared toward the PHR and SPHR bodies of knowledge, you develop an understanding of all areas covered by the exams.

Page 55
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. An application for candidacy and a non-refundable fee of $200 must be submitted to officially enroll in this program.

**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**

- MGMT X 460.91 Export Documentation, Traffic, and Banking (4 units)
- MGMT X 460.912 Global Supply Chain Management (4 units)
- MGMT X 460.913 Import Operations and Techniques (4 units)
- MGMT X 460.94 Law in International Business (4 units)
- MGMT X 460.95 Internship in International Trade and Commerce (4 units)
- MGMT X 460.952 Doing Business in the U.S. (4 units)
- MGMT X 460.957 Doing Business in Latin America (4 units)
- MGMT X 460.988 Doing Business in China (4 units)

**International Trade & Commerce**

Certificates:
- International Trade & Commerce
- General Business Studies with Concentration in International Trade & Commerce
- Business Administration with Concentration in International Trade & Commerce
- Fundamentals of International Trade

**For More Information**

UCLA Extension International Trade & Commerce Certificate [uclaxextension.edu/internationaltrade]

- MGMT X 460.902 Introduction to International Business
- MGMT X 460.903 Fundamentals of International Trade
- MGMT X 460.961 Gobal Business Skills: Planning and Negotiation Strategies
- MGMT X 460.99 International Business Management
- MGMT X 460.95 International Business Policies and Strategies
- MGMT 891.02 Business Ethics

**For More Information**

(UCLA Extension) 206-2714 or email industrysegmen@uclaxextension.edu.
Marketing, Advertising & PR
For more information call (310) 206-4271 or email bamcertificates@uclaextension.edu.

Marketing & Advertising
For more information call (310) 265-4102 or email mcreativemedia@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/bam.

MGMT 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 replacement of a previously failed course, you should select the “for credit-letter grade” credit option.

Reg# 377567
Fee: $765
No refund after 8 Jan.
| Online
| Jan. 4-Mar. 21
Barbara Barney-McNamara, MBA, consultant/owner, Marketing Avenue

Reg# 377568
Fee: $765
No refund after 8 Jan.
| Online
| Jan. 4-Mar. 21
Steven Van Hook, PhD, founder, World Wide Media Relations

MGMT 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, product positioning, creative messaging, media strategies, and campaign execution.

Reg# 377570
Fee: $765
No refund after 29 Dec.
| Hybrid
| 11 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16
Cameron Andrews, MA, principal owner, Pier Communications

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

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 466 Consumer Market Research (4 units)

For More Information bamcertificates@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

Reg# 377569
Fee: $765
No refund after 29 Dec.
| Hybrid
| 11 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16
Cameron Andrews, MA, principal owner, Pier Communications

MGMT X 460.35 Strategic Marketing (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 helps explain how trends develop and how to design effective, long-range marketing strategies that meet the demands of today’s dynamic consumer environment. Students explore marketing trends, marketing management decision-making, consumer attitudes, niche marketing, advertising strategies, distribution channels, and the use and misuse of various marketing media. Prerequisite(s): 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# 377570
Fee: $765
No refund after 29 Dec.
| Hybrid
| 11 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16

Steven Brand, MBA, marketing manager, Centinela Hospital Medical Center

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.

Group B: Elective Courses

Students must complete 1 elective course (4 units)

MGMT X 460.35 Strategic Marketing (4 units)

MGMT X 460.48 Internship in Marketing and Advertising (4 units)

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

For More Information bamcertificates@uclaextension.edu | (310) 206-4271 | uclaextension.edu/marketing

Reg# 377569
Fee: $765
No refund after 29 Dec.
| Hybrid
| 11 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16
Cameron Andrews, MA, principal owner, Pier Communications

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

Group B: Elective Courses

Students must complete 1 elective course (4 units)

MGMT X 460.35 Strategic Marketing (4 units)

MGMT X 460.48 Internship in Marketing and Advertising (4 units)

An Application for Candidacy must be submitted by the completion of the second course to be officially enrolled.
and how to legally and strategically integrate them into violating federal regulations. In this first part of a two-

than merely asking social media stars to endorse a successful influencer marketing, however, requires more

influencers: individuals who already have large, atten-
advertising. That’s why marketers are struggling to even

media platforms that are saturated with content and

Today’s consumers are dispersed over thousands of

2.0 units
Reg# 377381
Fee: $765
No refund after 30 Dec.
• Hybrid
11 mtgs
Wednesday, 7-8:30pm, Jan. 6-Mar. 17

Jillian Kogan Dunn, founder and president of Fortune Favors the Bold Inc. (farthebold.com), a Los Angeles-based global media and marketing firm specializing in social enterprise. With a grown track record spanning two decades, Ms. Kogan Dunn has created and executed standard-setting media campaigns, special events, and consumer activations.

MGMT X 461A
Writing for Marketing and Advertising
2.0 units
Writing for marketing and advertising is all about crafting a message. This course aims to build the essential skills to write clear, concise, and compelling messages for all media. You study and practice writing proposals, direct mail pieces, brochure copy, sales letters, business plans, and create materials for digital delivery via the web.

Reg# 377384
Fee: $455
No refund after 30 Dec.
• Hybrid
5 mtgs
Wednesday, 5:30-7pm, Jan. 6-Feb. 3

Kevin Mardesich, former head of the story department at Oliver Stone's development company, Ixtlan. He currently runs KevinMardesich.com, a communications practice specializing in written communications for film, television, and industry leaders.

MGMT X 463.01
Advertising in the Digital Age
2.0 units
Create effective consumer-targeted digital advertising campaigns across the ever-changing digital media landscape. Explore how to plan, create, track, and optimize all types of digital advertising campaigns, with a focus on developing highly strategic campaigns that leverage the unique strengths of each digital media type, including emerging platforms. Topics include online/display, social media, mobile, search engine marketing, email, video, user-generated content (UGC), viral, and landing page optimization. Learn trends and practices associated with media planning and buying across the various media platforms, as well as advertising creative best practices.

Reg# 377385
Fee: $455
No refund after 28 Dec.
• Online
Jan. 4-Feb. 7

Kimberly Small, consultant, Kudeta Marketing

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# 377388
Fee: $765
No refund after 28 Dec.
• Online
Jan. 4-Mar. 21

Enrollment limited.

Keith Gosselin, MBA, president, KKG Marketing Consultants

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# 377390
Fee: $765
No refund after 28 Dec.
• Online
Jan. 4-Mar. 21

Mark Burgess

Reg# 377398
Fee: $765
No refund after 31 Dec.
• Hybrid
11 mtgs
Thursday, 6:30-8pm, Jan. 7-Mar. 18

Valters Lauzums

For More Information
(310) 206-4271  uclaextension.edu/salesprogram
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 42.

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

MGTM X 470.10 Digital Analytics

4.0 units

Digital analytics is a set of business and technical activities that create and collect "big data" and process it for analysis, recommendations, optimizations, and predictions. This course defines the term “digital analytics” and focuses on its importance in marketing. It provides technical information to understand and implement digital analytics in an organizational context; examines digital analytics strategies, including segmentation, context, and conversion attribution; defines KPIs and key metrics used in digital analytics; explores various tools and software used to track analytics, such as Google Analytics; discusses website optimization; and covers webmaster data integration with analytics.

Instructor to be announced

Mindy Serin
Reg# 377398
Fee: $765
No refund after 30 Dec.
Remote Instruction
11 mtgs
Wednesday, 5-8pm, Jan. 16-Mar. 17
Andy Morris, Social Impact & Media consultant, GOOD Worldwide Inc.

NEW

MGTM 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.

Instructor to be announced

Mindy Serin
Reg# 377393
Fee: $455
No refund after 8 Feb.
Online
Feb. 15-Mar. 21

MGTM 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.

Professional Selling & Sales Management

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

MGTM X 460.45 Sales Management Strategies and Techniques

4.0 units

This course provides participants with an understanding of the key functions of the sales manager and explores the details for developing, motivating, and managing a successful sales team. Instruction focuses on leadership, motivation, prioritizing customers, managing team performance, developing business and sales plans, external and internal partnerships, and sales manage- ment processes designed to decrease sales expenses and increase sales revenues. Topics include recruiting, interviewing, and selecting sales representatives; coaching/mentoring and team development; ethics, integrity, and accountability; measuring/evaluating a salesperson’s performance; compensation, sales rec- ognition, and incentive programs; and advertising/public relations, telemarketing, and other relevant areas of sales management.

Instructor to be announced

Ali Haer
Reg# 377394
Fee: $455
No refund after 31 Dec.
Hybrid
5 mtgs
Thursday, 6:30-8pm, Jan. 7-Feb. 4

MGTM X 460.49 New Business Development and Pitching the Perfect Presentation

4.0 units

Vital to the success of any marketing initiative or business venture is the ability to develop an appropriate content and present it. This course teaches you how to develop the perfect business pitch for selling products and services to prospects or pitching a new venture to potential investors. Instruction covers the latest tech- niques for making powerful “elephant pitches,” formal presentations, and cold calls.

Instructor to be announced

Nance Rosen, MBA, author of Speak Up & Succeed
Reg# 377360
Fee: $765
No refund after 29 Dec.
Hybrid
11 mtgs
Tuesday, 7-8:30pm, Jan. 5-Mar. 16

Public Relations

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

MGTM 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 founda- tions 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.

Instructor to be announced

Reg# 377397
Fee: $455
No refund after 28 Dec.
Online
Jan. 4-Feb. 7
Enrollment limited to 25 students.

Mariana Dannelley, JD, consultant, NonprofitMD—President and CEO of the National Council of Nonprofits, a $1.3 billion national trade association and nonprofit policy organization designed for anyone who has management responsibil- ity to improve the business side of charity; Ms. Dannelley is a national authority on nonprofit management.

Reg# 377396
Fee: $765
No refund after 28 Dec.
Online
Jan. 4-Mar. 21
Enrollment limited to 25 students.

Steven Van Hook, PhD, founder, World Wide Media Relations

MGTM X 469.15 Crisis Management and Communications: Safeguarding Image and Viability

2.0 units

Crisis is all around us. Every day, governments, businesses, and individuals have to deal with forces that threaten their very existence. The news is filled with natural disasters, technologically driven crises, media accusations, and business meltdowns—and most of those involved feel it couldn’t happen to them! Organizations and their leaders must know how to minimize risk by preparing for crisis, learn to manage and survive one, and be able to recover successfully. This class is designed for anyone who has management responsibil- ity for corporate, health care, and nonprofit executives; crisis management professionals; marketing and public relations agency executives; and those charged with dealing with a crisis that threatens the future of an organization. This overview provides the tools to identify potential vulnerabilities and to develop comprehensive protection, management, and communication plans.

Classroom sections may include guest speakers that are professionals in law enforcement, technology, and crisis management.

Instructor to be announced

Reg# 377395
Fee: $765
No refund after 28 Dec.
Online
Jan. 4-Mar. 21
Enrollment limited to 25 students.

Robert Chew, president, BoldPoint Now, and PFI Communications, Los Angeles; former executive vice presi- dent/board member, Burson-Marsteller and Grey Advertising’s GCI Group (public relations division).

MGTM 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 toward 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.

Instructor to be announced

Reg# 377392
Fee: $765
No refund after 28 Dec.
Online
Jan. 4-Mar. 21
Enrollment limited to 25 students.

Mariana Dannelley, JD, consultant, NonprofitMD—President and CEO of the National Council of Nonprofits, a $1.3 billion national trade association and nonprofit policy organization designed for anyone who has management responsibil- ity to improve the business side of charity; Ms. Dannelley is a national authority on nonprofit management.

Reg# 377390
Fee: $765
No refund after 28 Dec.
Online
Jan. 4-Mar. 21
Enrollment limited to 25 students.

Robert Chew, president, BoldPoint Now, and PFI Communications, Los Angeles; former executive vice presi- dent/board member, Burson-Marsteller and Grey Advertising’s GCI Group (public relations division).

MGTM X 469.11 Fundamentals of Public Relations

4.0 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.

Instructor to be announced

Ali Haeri
Reg# 377394
Fee: $455
No refund after 31 Dec.
Hybrid
5 mtgs
Thursday, 6:30-8pm, Jan. 7-Feb. 4

MGTM X 460.45 Sales Management Strategies and Techniques

4.0 units

This course provides participants with an understanding of the key functions of the sales manager and explores the details for developing, motivating, and managing a successful sales team. Instruction focuses on leadership, motivation, prioritizing customers, managing team performance, developing business and sales plans, external and internal partnerships, and sales manage- ment processes designed to decrease sales expenses and increase sales revenues. Topics include recruiting, interviewing, and selecting sales representatives; coaching/mentoring and team development; ethics, integrity, and accountability; measuring/evaluating a salesperson’s performance; compensation, sales rec- ognition, and incentive programs; and advertising/public relations, telemarketing, and other relevant areas of sales management.

Instructor to be announced

Ali Haeri
Reg# 377394
Fee: $455
No refund after 31 Dec.
Hybrid
5 mtgs
Thursday, 6:30-8pm, Jan. 7-Feb. 4

Ali Haeri
Reg# 377394
Fee: $455
No refund after 31 Dec.
Hybrid
5 mtgs
Thursday, 6:30-8pm, Jan. 7-Feb. 4
Fundraising Specialization

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

This unique CFRE-approved 3-course specialization offers modern professional development directly from current techniques and skills in the exciting, challenging, and rewarding fundraising and nonprofit sector.

Course topics include fundraising strategy, donor prospecting, individual and corporate giving, foundation grants, major gifts, planned giving and blended gifts, closing tactics, annual giving, and donor stewardship and engagement.

PUB PLC X 431 Introduction to Fundraising

PUB PLC X 432 Fundraising Strategy and Donors

For More Information
humsci@uclaextension.edu | (310) 825-7093
uclaextension.edu/business-management/fundraising/specialization/fundraising

Event Planning & Management Specialization

The Event Planning & Management Specialization offers high-quality courses to help you reach your professional goals.

Designed for working professionals who are considering entering the industry or making a career transition into event management, this program will also help those with previous knowledge in event management by developing their skills further.

Events require extensive planning, from choosing a venue and reviewing contracts to juggling guest lists and issuing name badges. The Event Management Specialization curriculum covers topics such as industry principles, event coordination and production, event risk management, budgeting basics, site and venue selection, marketing, contracts and negotiation, registration and housing, event technology, food and beverage fundamentals, onsite management, and post-meeting follow up.

MGMT 8670II Event Management Essentials: Planning and Budgeting

Page 44.

MGMT 86701 Event Management: Implementation & Capstone

This 2-course specialization can be completed in 2 quarters. The program provides students with the knowledge necessary to plan an event from idea generation to successful completion and helps students prepare for industry certification examinations such as the Certified Meeting Professional (CMP) and Certified Special Events Professional (CSEP).

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

Hospitality Management

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

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

Fundraising

PUB PLC 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.

Restriction: 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 CERTIFICATE

Updated Curriculum

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 446.1 Agile Methodologies with Scrum and Kanban
+ 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.
**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.

The PMP Exam is changing in 2021. We look forward to bringing you a new, improved exam prep course that incorporates these changes to help you excel on the exam.

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

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**Project Management**

**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# 377006**

| Fee: $999 |
| No refund after 18 Jan. |
| Remote Instruction |
| 9 mtgs |

Enrollment limited; early enrollment advised. **Kevyn Jones**, MS, Acquisition and Contract Management

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**MGMT X 444.2 Project Schedule and Cost 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 your project 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# 377006**

| Fee: $999 |
| No refund after 18 Jan. |
| Remote Instruction |
| 11 mtgs |

Enrollment limited; early enrollment advised. **Robert Stone**, PMP, executive director, The Larston Group

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**MGMT X 444.3 Project Quality and Leadership**
4.0 units 3.3 CEUs

Achieve a competitive advantage by applying data-driven improvement methodologies to manage quality measures on your projects to meet and exceed customer expectations. Sharpen your leadership skills to attain your project goals alongside team members and stakeholders and learn to use strong communication and interpersonal skills. 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# 377009**

| Fee: $999 |
| No refund after 18 Jan. |
| Remote Instruction |
| 9 mtgs |

Enrollment limited; early enrollment advised. **Lori Garcia**, EMBA, PMP, project manager, Medtronic

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**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# 377010**

| Fee: $999 |
| No refund after 18 Jan. |
| Remote Instruction |
| 9 mtgs |

Enrollment limited; early enrollment advised. **Al Hirsch**, managing director, CITRAC's International

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**MGMT X 444.5 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 initiation to closing to maximize learning potential in project management. The concepts learned during the course could be applied to any project within any industry and with varying complexities, putting a sharper focus on the people, processes, tools, techniques, and technologies needed to successfully execute projects and meet customer expectations. This course qualifies for 35 PDUs and will help you gain knowledge towards the PMP® Exam by PMI®.

**Reg# 377016**

| Fee: $999 |
| No refund after 19 Jan. |
| Remote Instruction |
| 11 mtgs |

Enrollment limited; early enrollment advised. **Irfan Khan**, PMP, CHPS, Lean Six Sigma Black Belt

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

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Enroll at uclaextension.edu or call (800) 825-9971
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, MS Project®, create a solid foundation that can be applied to a variety of other scheduling software in the project management field. Prerequisites: Proficiency in using computers with Windows operating system; working knowledge of MS Office® also is helpful.
Reg# 377023
Fee: $999
No refund after 18 Jan.
Remote Instruction
9 mtgs
Wednesday, 6–9pm, Jan. 4–Mar. 20
Enrollment limited; early enrollment advised.
Christopher Yang, MBA, PMP, PMI-ACP, PgMP, CSM, and CPM; MS in industrial and systems engineering, MS in computer science

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 determinants 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 490.096 Leadership Communication Strategies.
Reg# 377025
Fee: $999
No refund after 18 Jan.
Remote Instruction
9 mtgs
Monday, 6–9pm, Jan. 4–Mar. 15
Enrollment limited; early enrollment advised.
Jerry Reed, PMP, CSM, MCP

MGMT X 443.1
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 SPRINTs. 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# 377028
Fee: $999
No refund after 18 Jan.
Online
Jan. 4–Mar. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD, USC, contracts lead; Boeing.
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 noncertificate 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 479.6D Color Methodologies (4 units)
- DESMA X 479.4A Typography (4 units)
- DESMA X 479.6E Design I: 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

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 377459

Fee: $759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

Fee does not include cost of art supplies.

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 377457

Fee: $759

No refund after 10 Jan.

Online

Jan. 6-Mar. 17

Fee does not include cost of art supplies.

Enrollment limited.

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 377400

Fee: $759

No refund after 14 Jan.

Remote Instruction

11 mtgs.

Thursday, 7-10pm, Jan. 7-Mar. 18

Fee does not include cost of art supplies.

Enrollment limited.

Jag - Jeffrey 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.

Reg 377597

Fee: $759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

Enrollment limited.

Kyle Valentín, graphic designer and lettering artist based in Los Angeles with almost fifteen years of experience with identity system design and brand strategy. A graphic design graduate of the Art Center College of Design, Kyle has been fortunate enough to work with a number of well-known brands including Coachella, Capitol Records, Universal Music Group, Google, Wells Fargo, Amgen, and Amazon Video.

DESMA X 482.10 Color Methodologies

4.0 units

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

Reg 377447

Fee: $759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

Fee does not include the 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.

DESMA X 479.4A Typography

4.0 units

This hands-on course covers the fundamentals of type, its characteristics, vocabulary, and nomenclature, as well as creative uses of type and how it is integrated in successful design. Working with letterforms is a critical element to successful design. Explorations in this course 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 377399

Fee: $759

No refund after 11 Jan.

Online

Jan. 7-Mar. 18

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 479.4B Type Photography

4.0 units

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

Reg 377409

Fee: $759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

Enrollment limited.

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 377400

Fee: $759

No refund after 14 Jan.

Remote Instruction

11 mtgs.

Thursday, 7-10pm, Jan. 7-Mar. 18

Fee does not include cost of art supplies.

Enrollment limited.

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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 47.

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 49.

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: facebook.com/UCLAxVisual
Twitter: @UCLAxVisual
Website: visual.uclaextension.edu

DESMA X 479.6E Design II: Collateral Communication

This course introduces students to strategies in design communication and covers utility of systems, programs, campaigns, and design families. Visual presentation and concept development are emphasized.

Prerequisite(s): DESMA X 479.6A Design Fundamentals, DESMA X 481.99Z InDesign, and DESMA X 479.4A Typography, or equivalent experience.

Reg# 377401
Fee: $759
No refund after 8 Jan.
Online
Jan. 4–Mar. 15
Shirin Raban, MA, USC Center for Visual Anthropology, brand identity designer and ethnographic filmmaker. Ms. Raban created integrated lifestyle brands for clients such as Mattel, Korbel Champagne, and Lake Sonoma Winery. Recipient, UCLA Extension Outstanding Instructor Award, 2010 and 2017.

DESMA X 479.2D Design III: Branding

4.0 units

Learn to develop memorable identity systems using symbols, icons, logos, and comprehensive environments to define and reinforce personality, tone, and voice. The goal is to create a meaningful, dynamic relationship with the customer.

Prerequisite(s): DESMA X 479.6A Design Fundamentals, DESMA X 479.4A Typography; proficiency with Photoshop, Illustrator, and InDesign.

Reg# 377452
Fee: $759
No refund after 14 Jan.
Remote instruction
11 mtgs
Thursday, 7–10pm, Jan. 7–Mar. 18
John Beach, creative director, John Beach Design, whose clients include The Walt Disney Company, Starbucks, and The Hillstone Restaurant Group

DESMA X 479.3D Design History and Context

4.0 units

Gain a broad understanding of design and its dynamic past to discover inspiration for the present. Survey the history of visual communication, design’s sociopolitical and cultural contexts, and the artistic and technological characteristics of various movements. Students create portfolio pieces inspired by the designers and movements studied.

Prerequisite(s): DESMA X 479.6A Design Fundamentals, DESMA X 481.99Z InDesign, and DESMA X 479.4A Typography.

Reg# 377265
Fee: $759
No refund after 13 Jan.
Remote instruction
11 mtgs
Wednesday, 7–10pm, Jan. 6–Mar. 17
Patrick Frederickson, senior designer, Selbert Perkins Design

DESMA X 479.11 Photoshop I

4.0 units

Learn to create, manipulate, and combine digital images. Develop a working knowledge of Adobe’s features; use the program in 2D print, interactive, and web applications; and learn importing and exporting features.

Reg# 377403
Fee: $759
No refund after 10 Jan.
Online
Jan. 6–Mar. 17
Harsh Patel, L.A.-based graphic designer and creative director who has worked for a diverse range of collaborators, including MTV, Adidas, and MOCA.

DESMA X 479.7P Portfolio

4.0 units

To make real impact in the world you need to show what you can do, how you think, and where you want to make design impact. As a designer, in the near future you will find yourself telling your story to potential collaborators, funders, employers, and others. You can no longer rely on a resume or a transcript to show a comprehensive range of your skills and experiences. As more work and workplaces become project-based, these formats fall short of revealing the potential you have. This class helps you create a portfolio—one that communicates your value and your values to prospective collaborators or employers. This course is most useful to students who have a future path in mind and is a way to reflect on the experiences you have had in the DCA program.

Prerequisite(s): All core design courses, or departmental approval.

Reg# 377453
Fee: $759
No refund after 10 Jan.
Online
Jan. 6–Mar. 17
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 481.6E Design Software Intensive Bootcamp

8.0 units

Photoshop, Illustrator, and InDesign are covered in this intensive and immersive course to learn the essential Adobe CC programs utilized in graphic design. Become fluent in editing, building, and creating design using Photoshop. Learn client branding and how to work in the vector environment for Illustrator. Understand and build layouts using InDesign. Become familiar with all three programs in an integrated and creative environment. Develop a working knowledge of Photoshop’s features; use the program in 2D print, interactive, and web applications; and learn importing and exporting features.

Reg# 377226
Fee: $1,600
No refund after 9 Jan.
Online
Jan. 5–Mar. 16
Enrollment limited.

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, Macy Gray, Lifehouse, the Together Project (India), and OTE Historical Restoration Committee (Norway).

DESMA X 481.11 Photography I

4.0 units

Learn to create, manipulate, and combine digital images. Develop a working knowledge of Photoshop’s features; use the program in 2D print, interactive, and web applications; and learn importing and exporting features.

Reg# 377403
Fee: $759
No refund after 10 Jan.
Online
Jan. 6–Mar. 17

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

Agnieszka Purzycka, MA in journalism with Design Communication Arts certificate from UCLA Extension. Ms. Purzycka’s domestic and international clients include L’Erma di Bretschneider, AUC Press, Kara Cooney, and Patina Productions Inc.
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><strong>Design Software Intensive Bootcamp</strong> (8 units) or Photoshop I, Illustrator I, and InDesign (4 units each)</td>
<td><strong>Typography</strong> (4 units)</td>
<td><strong>Design III: Branding</strong> (4 units)</td>
<td><strong>Design IV: Capstone</strong> (4 units)</td>
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<td><strong>Design Fundamentals</strong> (4 units)</td>
<td><strong>Color Methodologies</strong> (4 units)</td>
<td><strong>Design History and Context</strong> (4 units)</td>
<td><strong>Portfolio</strong> (4 units)</td>
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<td><strong>Recommended:</strong> Design Your Career</td>
<td><strong>Design II: Collateral Communication</strong> (4 units)</td>
<td><strong>Elective</strong> (4 units)</td>
<td><strong>Elective</strong> (4 units)</td>
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<td><strong>Final Portfolio Review</strong> (After coursework has been completed)</td>
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**DESMA X 481.43 Photoshop II**
4.0 units
Master sophisticated techniques and best practices necessary for constructing professional level work in Photoshop. Learn advanced concepts and how to best utilize the program for various mediums while focusing on quality and efficiency.
Prerequisite(s): X 481.11 Photoshop I.
Reg#: 377404
Fee: $759
Online Jan. 6-Mar. 17
Students are required to have a copy of Adobe Photoshop CC to complete the course.

**DESMA 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#: 377405
Fee: $759
Online Jan. 6-Mar. 17
Kenneth E. Wischmeyer, MA in instructional technologies, San Francisco State University; Adobe Certified Expert.

**DESMA X 481.58 Digital and Analog Craft**
6.0 units
Learn the business side of design.
Reg#: 377427
Fee: $1,600
Remote Instruction 19 mtgs
Mon–Wed, 10:30–2:30pm, Jan. 6-Mar. 10
Mitchell Gutman, MS in education; director of design, The Sandbox Canvas.

**DESMA 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 InDesign.
Reg#: 377430
Fee: $759
Online Jan. 5-Mar. 15
Students are required to have a copy of Adobe InDesign CC to complete the course.

**DESMA X 481.61 Frontend Web Coding Boot Camp**
8.0 units
6.65 CEUs
Learn to powerhouse web languages and toolssets to create immersive and impactful web-based environments in this intensive web coding boot camp. Become fluent in HTML (content), CSS (presentation), and JavaScript (behavior), the essential tools of a front-end web developer. Explore framework integration to speed up development and build responsive grid layouts that meet today’s requirements for mobiles, tablets, and desktops. Examine contemporary design trends and real world practices to design and build a fully functional, modern, responsive website from scratch.
Prerequisite(s): Familiarity with HTML.
Reg#: 377437
Fee: $1,600
Online Jan. 6-Mar. 15
Remote Instruction 19 mtgs
Mon–Wed, 10:30–2:30pm, Jan. 6-Mar. 10

**DESMA X 481.62 Web Design Boot Camp**
4.0 units
6.7 CEUs
Learn web design principles and standards to create and communicate information and instruction online.
Reg#: 377438
Fee: $1,600
Online Jan. 6-Mar. 15
Remote Instruction 19 mtgs
Mon–Wed, 10:30–2:30pm, Jan. 6-Mar. 10

For More Information
dca@uclaextension.edu | (310) 206-1422
What Our Students Say

“I am so thankful to the UCLA Extension Certificate program for outstanding professors that I have met and had the honor to be their student. Before the Design Communication Arts program, I have never tried myself in graphic design. However, for now, I have great projects! So many thanks to UCLA staff for doing their job on the highest level!”

— Karima Amankeldiyeva
DESMA X 482.14
Mentorship
4.0 units

Work one-on-one with an instructor who guides your development of a meaningful project geared toward a portfolio piece, design competition, freelance assignment, or other advanced goal. Students choose their own mentors, who are usually DCA or UX instructors. Together, the student and instructor arrange to meet at a museum, studio, cafe, or other site of design interest for six hours over the course of the quarter.

Prerequisite(s): Students must be enrolled in the Design Communication Arts (DCA), Advanced Design Communication Arts (ADCA), or User Experience Certificate. User Experience students must complete at least three courses prior to applying for a mentorship.

Reg# 377448
Fee: $689

DESMA X 479.7F
Internship
4.0 units

Internships facilitate the transition from student to professional designer. Students must be registered in the Design Communication Arts (DCA), Advanced Design Communication Arts (ADCA), or User Experience (UX) certificate program and have earned a "C" or better in at least 50% of the certificate’s coursework. Students must work a minimum of 10 hours per week. Students are responsible for securing an internship position; the department assists with contract and award of units for hours worked.

Reg# 377402
Fee: $689

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# 377602
Fee: $759
No refund after 9 Jan.
Online Jan. 5-Mar. 16

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 PetCare, an on-demand veterinary service provider, and aspired to elevate experiences in that sector. Notably, as a 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. This endeavor, among many other features at Heal, helped give physicians a more complete view of a patient’s well-being, driven by data. Barraza also worked with companies such as Soothe (on-demand massage therapy) and Decentralized Pictures (a cryptocurrency platform used for fund motion pictures). Her academic background is rooted in the social sciences, which prepared her to use research to validate design decisions.

Reg# 377599
Fee: $759
No refund after 13 Jan.
Remote Instruction 11 mtgs Wednesday, 7-10pm, Jan. 6-Mar. 17
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 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# 377612
Fee: $759
No refund after 9 Jan.
Online Jan. 5-Mar. 16
Michelle Matthews, UX and product design leader with 10 years of experience designing mobile and responsive experiences, specializing in the mobile wellness space.

Reg# 377631
Fee: $759
No refund after 13 Jan.
Remote Instruction 11 mtgs Wednesday, 7-10pm, Jan. 6-Mar. 17
Musangi Muthui, Technologist, creative thinker and business strategist reimagining the future of customer experience through business transformation for digital agency clients and Fortune 500 enterprise IT.

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 home 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 website, 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 461.90AF User Experience I, Survey.

Reg# 377598
Fee: $759
No refund after 9 Jan.
Online Jan. 5-Mar. 16

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 PetCare, 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. This endeavor, among many other features at Heal, helped give physicians a more complete view of a patient’s well-being, driven by data. Barraza also worked with companies such as Soothe (on-demand massage therapy) and Decentralized Pictures (a cryptocurrency platform used for fund motion pictures). Her academic background is rooted in the social sciences, which prepared her to use research to validate design decisions.

Reg# 377599
Fee: $759
No refund after 13 Jan.
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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 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 application. The project moves through the steps a professional incubator would take, such as involving stakeholders and experiencing working with investors and VCs.

Prerequisite(s): DESMA X 481.99AF User Experience I, DESMA X 479.8K User Experience II, DESMA X 489.5F User Experience III

Reg# 377615
Fee: $759
No refund after 14 Jan.
Remote Instruction 11 mtgs Thursday, 7-10pm, Jan. 7-Mar. 18
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 Threshold Interactive. Clients include Microsoft, Sony, and more.

DESMA X 479.7K
Unity I: 3D Game Design and Game Engines
4.0 units

Students may begin during any quarter. Suggested first course is User Experience I. This certificate has open enrollment; no formal application required. Enroll online at uclaextension.edu or call (800) 825-9971.

The certificate program has 6 required courses

UX I: Survey
UX II: Iteration
UX III: Applied
UX IV: Capstone
UX Software

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

User Experience (UX)
Certificate
Learn the latest strategies, techniques, and technologies used by leading agencies to produce world-class user experiences.

Students may begin during any quarter. Suggested first course is User Experience I.

The certificate program has 6 required courses

UX I: Survey
UX II: Iteration
UX III: Applied
UX IV: Capstone
UX Software

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# 377602
Fee: $759
No refund after 9 Jan.
Online Jan. 5-Mar. 16

Hakan Enqvist, BA in design with two advanced design certificates from UCLA Extension. A native-born Norwegian, Enqvist’s domestic and international clients include UCLA Medical Center, Macy Gray, Lifehouse, the Togetherness Project (India), and OTE Historical Restoration Committee (Norway).

Reg# 377621
Fee: $759
No refund after 9 Jan.
Online Jan. 5-Mar. 16

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

Reg# 377631
Fee: $759
No refund after 13 Jan.
Remote Instruction 11 mtgs Wednesday, 7-10pm, Jan. 6-Mar. 17

Musangi Muthui, Technologist, creative thinker and business strategist reimagining the future of customer experience through business transformation for digital agency clients and Fortune 500 enterprise IT.
Course Planning Guide for User Experience Certificate Students

Use this guide to plan your User Experience Certificate progress.

User Experience I, II, III must be taken in order; electives 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.

<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Experience I</td>
<td>User Experience II</td>
<td>User Experience III</td>
<td>User Experience IV</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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</tr>
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**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.

Ref# 377284  
Fee: $759  
No refund after 11 Jan.

**DESMA X 479.5K**  
AR/MR/VR for Immersive Content: Experience, Game, and Media  
4.0 units  
Augmented Reality/Virtual Reality/Mixed Reality is the next computing platform after mobile and is massively impacting industries across a wide range of applications, from consumer entertainment to enterprise tools and training. This course provides hands-on access to the latest devices and hardware. Students are introduced to best practices and insights in AR/VR/MR development through real-world case studies and industry guest speakers that potentially include firms like LEGO, Google, Honda, Disney, and Snap. Students do market research, conceptual design, and hands-on prototyping. They leave the class with presentations and prototypes for portfolio or further development. The subject matter of projects can be related to games, digital/physical products, location-based experiences, or enterprise tools and training.

Ref# 377242  
Fee: $759  
No refund after 13 Jan.

**DESMA X 481.55**  
Design Thinking  
4.0 units  
Design thinking is one of the most effective ways to strengthen your insights, thinking skills, and ability to innovate as a designer. Informed by Stanford’s d.school, this multi-disciplinary process strengthens familiar skills that are often undervalued. You learn to launch successful and innovative design solutions across the spectrum of media, including web, print, and packaging. Class topics include prototyping and testing, rapid iteration, radical collaboration, empathetic observation, interviewing for empathy, persona mapping, assuming a beginner’s mindset, introduction of complex problems, and testing and observation. Weekly assignments encourage you to learn by doing, and take you through a series of hands-on exercises. The goal of design thinking is not simply to innovate but also to create innovators. By the end of the class, you will see solutions that would otherwise be invisible, which become what we call “innovation.”

Ref# 377600  
Fee: $759  
No refund after 12 Jan.

**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.

Ref# 377751  
Fee: $759  
No refund after 9 Jan.

**DESMA X 489.5G**  
User Experience Research  
4.0 units  
Today’s designers must satisfy the needs of multiple constituents, including clients, colleagues, and especially end-users. The ultimate goal of experience research is to inform design decisions that meet the critical needs of constituents. User research helps assess gaps in an existing experience, discover design opportunities, refine concepts and strategy, and test the creative/design execution. This course covers the key concepts of evaluation and evaluation methods, and students develop both quantitative and qualitative measures, such as contextual observation, heuristic analysis, surveys, interviewing, focus groups, persona development, evaluation during the design/iteration cycle, usability testing, and analysis of systems in use. Designers leave the course with an understanding of which methods to use, given constraints, and how to design, field, and report on findings.

Prerequisites: X 481.99AF User Experience I.

Ref# 377614  
Fee: $759  
No refund after 9 Jan.

Enroll at uclaextension.edu or call (800) 825-9971
Art History, Studio Arts & Photography

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.

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 call (800) 206-1422 or email visualarts@uclaextension.edu.

ART HIS 800.15
Art of the 21st Century
0.6 CEUs

This class will explore the state of art and the changes that have occurred within the international art world since the start of the new millennium, with a major focus on the impact of the events of 2020. Lecture will address major figures and accompanying trends that have been of particular influence over the course of the past two decades. Each of these artists can be associated with some form of social activism, among them Ai Weiwei, Kara Walker, Olafur Eliasson and Takashi Murakami. Class discussion around weekly assigned readings will address topics pertinent to art in 2021. Issues relevant to the current moment in time will be debated by the class as a whole.

Reg# 377606
Fee: $250
No refund after 5 Feb.
Remote Instruction
6 mtgs
Saturday, 11am-12:30pm, Feb. 6-Mar. 13
Dahn Hiuni, MFA, PHD, a Los Angeles-based multidisciplinary artist, whose work spans the fields of visual art, performance art, theater, and graphic design. His solo performance Twentieth Century Art is part of the permanent collection of the Walker Art Center in Minneapolis.

Enrollment limited in all courses; early enrollment advised. Students should have completed all prerequisites prior to enrollment.

ART X 427.13
Abstract Drawing
3.0 units

In its wider definition, the term “abstraction” describes art that depicts real forms in a simplified or rather reduced way—keeping only an allusion to the original natural subject. Encouraging students to see in new ways, this course focuses on translating visual representation into abstraction. This studio-based course considers historical models while focusing on the idea of abstracting form and content from observation of the visible world. Students approach the fundamental methods, issues, and concepts of abstraction through drawing exercises using charcoal, pencil, pastel, and water-based mediums to investigate the spatial dynamics and pictorial elements of abstraction. Various papers and surfaces also are explored. Imaginative direction and personal expression are encouraged. Appropriate for students of all levels.

Reg# 377624
Fee: $649
No refund after 16 Jan.
Remote Instruction
10 mtgs
Saturday, 2-5pm, Jan. 9-Mar. 13
Dahn Hiuni, MFA, PHD, a Los Angeles-based multidisciplinary artist, whose work spans the fields of visual art, performance art, theater, and graphic design. His solo performance Twentieth Century Art is part of the permanent collection of the Walker Art Center in Minneapolis.

Art Studio Workshops

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.

Enrollment limited in all courses; early enrollment advised. Students should have completed all prerequisites prior to enrollment.

ART HIS 800.16
Museums of the World
1.8 CEUs

In this course students participate in exciting virtual tours of some of the world’s greatest museums. Zoom groups travel together to world capitals to view and appreciate painting, sculpture, photography and new media works, as well as the architecture of the museums themselves. Through a combination of Google Arts and Culture Virtual Museum Project, website visits, selected videos and spectacular drone footage, we make the best of what the Internet has to offer.

Led by Dahn Hiuni, Los Angeles-based multidisciplinary artist. His work spans the fields of visual art, performance art, theater, and graphic design.

Page 53.
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.

Page 54.

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

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.

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Online Courses

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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.

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ART X 428.56
Photographic Portraiture
4.0 units
This in-depth exploration of photographic portraiture covers approaching subjects, establishing a rapport, collaborating with your subject, and digital workflow. Through a series of in-class projects and assignments, students master simple and inexpensive set-ups that result in strong and memorable portraits. Students also learn to simplify the decision-making process by addressing basic choices, such as pre-planning vs. improvisation, observing vs. directing, isolating the person vs. including environment, and natural vs. artificial light.
Prerequisite(s): X 438.9 Photography I or equivalent experience.
Reg# 377625
Fee: $759
No refund after 9 Jan.
Online
Jan. 5–Mar. 16
Kevin Merrill, MA in Photography, Savannah College of Art and Design; award-winning photographer whose work has appeared in Vogue, Elle, and InStyle.

ART X 440.21
Photoshop for Photographers
4.0 units
Designed for beginning photographers, this course provides an introduction to digital workflow using Photoshop. Lectures and exercises address organizing photographs with Bridge and Lightroom; importing and processing RAW files; and how to edit, process, adjust, correct and manipulate captured images. By the end of the course, students will have established a solid workflow in Photoshop and be able to professionally process and edit images.
Reg# 377873
Fee: $759
No refund after 14 Jan.
Remote Instruction
11 mtrs
Thursday, 7-10pm, Jan. 7–Mar. 16
Bartha Aguilar Garcia: Artist engaged in a broad range of mediums, with filmmaking being at the epicenter of her practice. Her work has been shown at the Morelia International Film festival, and she was selected as Berlinale Talent. As an educator, Aguilar Garcia has taught workshops and classes in Visual Arts, Filmmaking, Photography and Animation for youth and adults.

ART X 440.80
Photographic Composition
4.0 units
Composition is the subtle art of photographic storytelling. Photographers must make deliberate, artful decisions about what to include in the frame and how it is placed. This course introduces students to concepts in composition, including foreground, middle ground, and background; point of view; visual hierarchy; lens choice; depth of field; and revealing intent through compositional choices. Creative assignments—including shooting portraits, environments, and landscapes—encourage students to experiment with scale and location and incorporate the skills learned in class.
Reg# 377819
Fee: $759
No refund after 9 Jan.
Online
Jan. 5–Mar. 16
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 482.14
Mentorship
4.0 units
Work one-on-one with a current Visual Arts instructor who guides development of a meaningful project geared toward a portfolio piece, competition, freelance assignment, or other advanced goal. Students choose their own mentors from instructors currently teaching in the area of studio arts, design, or photography. Together, the student and instructor arrange to meet at a museum, studio, cafe, or other site of interest for six hours over the course of the quarter. Prerequisite(s): Students must have previously taken a minimum of three Design Communication Arts, studio arts, or photography courses.
Reg# 377952
Fee: $689
No refund after 9 Jan.
Online
Jan. 5–Mar. 16
Students may complete this mentorship online or in-person. Mentors must sign the application form before enrollment can be processed. For an application, email visualarts@uclaextension.edu or call (310) 206-1422. Restricted course; web enrollments automatically generate a “Permission to Enroll” request. Visitors not permitted.
Scott Hutchinson, MFA, UCLA: School of Arts and Architecture; designer and photographer specializing in corporate identity, branding, and advertising.

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Photography Certificate

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

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

Curriculum

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.
### Data Analytics & Management

#### 56 Data Science
#### 58 Database Management
#### NETWORK AND INFRASTRUCTURE
#### 56 Cybersecurity
#### 59 Systems Analysis

For more information call (310) 206-6794.

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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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### Program \& Management

**51 Applications Programming**

**61 Coding Boot Camp**

**62 Java Programming**

**63 Web Application Development**

**65 GIS (GEOGRAPHIC INFORMATION SYSTEMS)**

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### Data Science

**COM SCI X 418.104B**

**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), Hollywood, 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.

**Fee:** $995

No refund after 20 Jan.

- Remote Instruction
  - 6 mtgs
  - Jan. 7-Mar. 18

**Enrollment limited. Enrollment deadline:**

Jan. 13.  

**Bianca Cung**

**Reg# 376387**

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**COM SCI X 450**

**Data Science Fundamentals**

4.0 units | 3.3 CEUs

This course is for students with limited or no prior programming, statistics, and data analytics knowledge. This course is ideal for absolute beginners, business analysts, or non-tech managers who want to acquire a basic working knowledge of data science. In this course, students learn the role of data science in decision-making, basic statistics, entry-level python programming, and data analytics using tools such as Excel or SPSS, and Python. This is a hands-on, exercise-driven course. Students work on problem-solving exercises using pencils and paper, as well as their laptops during and outside of the class.

Prerequisite(s): There are no prerequisites for this course.

**Fee:** $995

No refund after 11 Jan.

- Online
  - Jan. 7-Mar. 11

**Enrollment limited. Enrollment deadline:**

Jan. 13.  

**Bianca Cung**

**Reg# 376388**

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**COM SCI X 450.1**

**Introduction to Data Science**

4.0 units | 3.6 CEUs

This course introduces students to the evolving domain of data science and to the food-chain of knowledge domains involved in its application. Students learn a wide range of challenges, questions, and problems that data science helps address in different domains, including social sciences, finance, health and fitness, and entertainment. The course addresses the key knowledge domains in data science, including data development and management, machine learning and natural language processing, statistical analysis, data visualization, and inference. The course includes case studies that require students to work on real-life data science problems.

Prerequisite(s): Students are expected to have basic Python programming and basic statistics skills. If you do not have these skills, we suggest taking COM SCI X 450 Data Science Fundamentals before taking COM SCI X 450.1 Introduction to Data Science.

**Fee:** $995

No refund after 8 Jan.

- Online
  - Jan. 4-Mar. 8

**Enrollment limited. Enrollment deadline:**

Jan. 10.  

**Ali El-Annan**

**Reg# 376545**

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**Reg# 376544**

**Fee:** $995

No refund after 18 Jan.

- Remote Instruction
  - 10 mtgs

**Enrollment limited. Enrollment deadline:**

Jan. 11.  

**Daniel D. Gutierrez**, an established leader in the field of data science with specialties in machine learning, AI, deep learning, predictive analytics, data visualization, and analysis. Founder of AMULET Analytics to provide leading-edge data science consulting for companies in a broad cross-section of industries.

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**Reg# 376547**

**Fee:** $995

No refund after 20 Jan.

- Online
  - 10 mtgs

**Enrollment limited. Enrollment deadline:**

Jan. 13.  

**Daniel D. Gutierrez**, an established leader in the field of data science with specialties in machine learning, AI, deep learning, predictive analytics, data visualization, and analysis. Founder of AMULET Analytics to provide leading-edge data science consulting for companies in a broad cross-section of industries.

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**COM SCI X 450.2**

**Exploratory Data Analysis and Visualization**

4.0 units | 3.6 CEUs

The key goal of Data Science is to obtain insights from data. The insights could be about what happened in the past by analyzing historical data or about predicting what may happen in the future using predictive analytics. Data scientists go through an iterative process to come up with the means that lead to insights. This process is called Exploratory Data Analysis (EDA). In addition, a key component of the data science process is to visualize it effectively. That is why data visualization is becoming one of the top business intelligence and analytics technologies. This course teaches you these skills with a specific focus on visualization. You learn the iterative process of EDA, data analysis techniques, data visualization, and exploration. The course utilizes Tableau for data visualization.

Prerequisite(s): Recommended: COM SCI X 450.1 Introduction to Data Science, or equivalent experience.

**Fee:** $995

No refund after 11 Jan.

- Online
  - Jan. 7-Mar. 11

**Enrollment limited. Enrollment deadline:**

Jan. 13.  

**Ali El-Annan**

**Reg# 376550**

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**Reg# 376549**

**Fee:** $995

No refund after 8 Jan.

- Online
  - 10 mtgs

**Enrollment limited. Enrollment deadline:**

Jan. 4-Mar. 8

**Ali El-Annan**

**Reg# 376546**

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

For more information call (310) 206-6794.
COM SCI X 450.3
Big Data Management
4.0 units 3.6 CEUs
The extent of data being produced and stored by organizations is increasing. In fact, IDC has projected to reach 165 zetta bytes by 2025. Organizations understand that being able to extract and leverage value and gain actionable insights from this big data can give them a tremendous competitive advantage. In this course, you learn 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. Additionally, students learn about other elements such as NoSQL databases, and competing technologies. Students work on designing a business solution to manage big data projects 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# 376551
Fee: $995
No refund after 8 Jan.
Online
Jan. 4-Mar. 8
Enrollment limited. Enrollment deadline: Jan. 10.
Connie Fan, MS, data solution architect, Microsoft
Reg# 376552
Fee: $995
No refund after 17 Jan.
Remote Instruction
9 mtgs
Jan. 4-Mar. 15
Monday, 6:30-9:30pm, Jan. 4-Mar. 15
No meeting Jan. 20-Feb. 17
Enrollment limited. Enrollment deadline: Jan. 10.
Francesco Fabbricino, MS, Computer Science, UCLA

COM SCI X 450.4
Machine Learning
4.0 units 3.3 CEUs
This course focuses on machine learning, which is concerned with algorithms that transform information into actionable intelligence. This field is made possible due to the rapid and simultaneous evolution of available data, statistical methods, and computing power. Students learn the origins and practical applications of machine learning, how knowledge is defined and represented by computers, and the basic concepts that differentiate machine learning approaches. Machine learning algorithms can be divided into two main groups: supervised learners that are used to construct predictive models and unsupervised learners that are used to build descriptive models. Students learn the classification, numeric predictor, pattern detection, and clustering algorithms. Students learn to train a model, evaluate its performance, and improve its performance. Algorithm uses are illustrated with real-world cases, such as breast cancer diagnosis, spam filtering, identifying bank loan risk, predicting medical expenses, estimating wine quality, identifying groceries frequently purchased together, and finding teen market segments.
Prerequisite(s): COM SCI X 450.1 Introduction to Data Science, or consent of instructor.

Reg# 376565
Fee: $995
No refund after 8 Jan.
Online
Jan. 4-Mar. 8
Enrollment limited. Enrollment deadline: Jan. 10.
Michael Chang, MS in Predictive Analytics, Northwestern University; data lead, Facebook

Reg# 376566
Fee: $995
No refund after 20 Jan.
Remote Instruction
10 mtgs
Thursday, 6:30-10pm, Jan. 7-Mar. 11
Leonardo Noves

COM SCI X 450.7
Predictive Analytics
4.0 units 3.6 CEUs
Predictive analytics deals with making predictions about the future via information of the past and of the present. It uses techniques such as data mining, statistics, modeling, machine learning, and artificial intelligence. Predictive analytics is widely used to solve real-world problems in business, government, economics, and even science—from meteorology to genetics. This hands-on course helps you use predictive analytics for improving business performance. Through several case studies, you learn how to identify situations where predictive analytics could be used, as well as learn tools and acquire skills for data definition, extraction, transformation, analytical modeling, and for exploiting patterns found in historical and transactional data for identifying risks and opportunities. This course focuses more on tools and applications than on the theoretical basis of predictive analytics. By the end of the course, you are able to use predictive analytics techniques for solving business problems.
Prerequisite(s): Recommended: COM SCI X 450.1 Introduction to Data Science.

Reg# 376567
Fee: $995
No refund after 20 Jan.
Remote Instruction
10 mtgs
Thursday, 6-9:30pm, Jan. 7-Mar. 11
Instructor to be announced

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 practicum 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# 376508
Fee: $995
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 6-9pm, Jan. 5-Mar. 16
Enrollment limited. Enrollment deadline: Jan. 11.
Yipeng Han, Yipeng is a recent graduate from UCLA Anderson school of management, master of financial engineering program. He has a bachelor degree from New York University with a double major in Mathematics and Economics. He joins Corelli LLC as a data scientist with concentration on Natural language processing tasks. His passion is searching and unveiling pattern hiding within big data through ML and DL.

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 Big Data Management
+ COM SCI X 450.4 Machine Learning

Courses begin on page 56.
Approved for International Students (I-20/F1)

Data Science Certificate

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 Big Data Management
+ COM SCI X 450.4 Machine Learning

Courses begin on page 56.
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
Database Management

This 8-course (32-unit) certificate is designed for systems analysts and program- mers who are or wish to become involved in the development and support of computer-based applications that employ a database management system.

+ COM SCI X 414.51 Relational Database Management
+ COM SCI X 414.56 Advanced Database Management Concepts
+ COM SCI X 417.96 Network Communications with TCP/IP

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.

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

Database Management

COM SCI X 414.51
Relational Database Management
4.0 units 3.6 CEUs
Understanding client-relational database design is vital to system design and implementation. Learn relational database technology, data modeling, SQL, data normalization, and the translation of logical designs to physical storage structures. Additional topics include indexes, storage management, transactions, database integrity, concurrency control, recovery, client/server relational database management, and introduction to query optimization.

Reg# 376311
Fee: $995
No refund after 10 Jan.
Online Jan. 6-Mar. 10
Enrollment limited. Enrollment deadline: Jan. 12.
Ronald Landers, BS, owner, Right-Click Consulting, LLC

COM SCI X 414.65
Advanced Structured Query Language (SQL) Syntax
4.0 units 3.6 CEUs
Structured Query Language (SQL) is an American National Standards Institute (ANSI) computer language for accessing and manipulating database systems. It works with database programs such as MS Access, DB2, Informix, MS SQL Server, Oracle, and Sybase. Designed for those with some knowledge of SQL, this hands-on course covers advanced SQL statements used in inserting, retrieving, and updating data in a database. Students learn how to use advanced features of SQL commands, including operators such as IN, AND, OR, BETWEEN, LIKE, DISTINCT, AGGREGATE, CONCATENATE, SUBSTRING, HAVING, and others. In addition, instruction covers advanced topics using table joins, sub-queries, “if” and “case” statements, and cast and convert statements, as well as stored procedures, triggers, functions, and cursors. You also learn how to stream text into a field; retrieve and send results in an email as text or attachment; perform error trapping; and create audit systems, dynamic SQL, and pivot tables with hyperlinks.

Prerequisite(s): COM SCI X 414.61 Introduction to SQL.

Reg# 376329
Fee: $1,050
No refund after 8 Jan.
Online Jan. 4-Mar. 8
Enrollment limited. Enrollment deadline: Jan. 10.
Erik Kellner, whose portfolio of businesses include Warner Bros. Dreamworks SKG, Ticketmaster, Hollywood.com, Qwest Communications, Luxury Link, and Evite. Additionally, Mr. Kellner has consulted for Holland America Cruise Lines, ESPN, Yokohama Tire Corporation, Cedars-Sinai, and Alaska Airlines.

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# 376488
Fee: $995
No refund after 9 Jan.
Online Jan. 5-Mar. 9
Enrollment limited. Enrollment deadline: Jan. 11.
Vincent LeVeque, MS, business information security officer, ADP

COM SCI X 420.5
Network, Operating System, and Database Security
4.0 units 3.6 CEUs
Cyber-based attacks and data breaches are a critical risk for organizations of any size. Effective defenses to the cyber threat are usually not well-understood or applied. This course delivers a step-by-step methodology to secure any infrastructure by enhancing defenses to the core components of networks, operating systems, and databases. The approach integrates cyber threat and risk management, defense-in-depth, network monitoring, cloud, and mobile devices. This course also provides effective strategies for security testing, mitigating the insider threat, and recovering from a security incident. Current events case studies illustrate key concepts, and cyber defense techniques are demonstrated in computer and DIY device (Beaglebone) labs. The final project enables students to apply the methodology to secure an infrastructure of their own choice. This course is relevant for security and IT professionals, students, technical users, management, and anyone seeking an understanding of the key principles of cyber defense.

Prerequisite(s): COM SCI X 420.1 Fundamentals of Cybersecurity.

Reg# 376490
Fee: $995
No refund after 10 Jan.
Online Jan. 6-Mar. 10
Enrollment limited. Enrollment deadline: Jan. 12.
Jack Chang

UCLA Extension
Specializations

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• Network with instructors and students
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Embedded Software
Full Stack Web Development Coding Boot Camp
Java
Python for Data Engineers

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Cybersecurity Certificate

This 4-course (16-unit) program provides training and education for those who would like to specialize in cyber security. Courses cover network security, cryptography, database, and network risk management and regulatory policies. Additionally, the certificate includes hands-on training on network security penetration testing and defensive strategies.

Approved for International Students (I-20/FI)

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

Systems Analysis

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/FI)

Required Courses

Offered In-Class & Online

- COM SCI X 414.5I Relational Database Management
- COM SCI X 414.20 Fundamentals of Software Development
- COM SCI X 414.6I 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.

For Complete Details
uclaextension.edu/digital-technology

Digital Technology

Certificates and Courses

Learn emerging technologies in Digital Technology that can advance your career.

Courses are offered via Online and Remote Instruction.

- Applications Programming
- Cybersecurity
- Database Management
- Java Programming
- Data Science
- Systems Analysis
- Embedded Software

Highlighted Courses

- COM SCI X 414.6I Introduction to SQL
- COM SCI X 450.4 Machine Learning Using R
- COM SCI X 418.104B Python Programming I
- COM SCI X 418.735B C++ Fundamentals for Visual Studio .NET

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

Programming Certificate

Learn to use specifications provided by a systems analyst for designing, testing, and debugging computer programs to meet user requirements. You may complete this 32-unit certificate entirely online.

Approved for International Students (I-20/F1)
Recommended courses for students with limited technical background. These courses can be applied as electives.

+ COM SCI X 414.20 Fundamentals of Software Development
+ COM SCI X 414.51 Relational Database Management

Required Courses

+ COM SCI X 418.85A Java Programming I
+ COM SCI X 414.61 Introduction to SQL
+ COM SCI X 418.735 Programming in C# for Visual Studio .NET Platform I
+ COM SCI X 418.735A Programming in C# for Visual Studio .NET Platform II
+ COM SCI X 418.102A Website Development with Adobe Software: Photoshop, Dreamweaver & Animate

In addition, choose 8 units of electives. Any COM SCI X 400 level course offered by UCLA Extension may serve as an elective toward this certificate.

+ Offered this quarter. Offered online.

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

The Coding Boot Camp

Become a Web Developer in 12 or 24 weeks

Future-proof your career by learning the skills for full stack web development at The Coding Boot Camp. This program is perfect for students who are interested in web development or who are actively seeking a career change or advancement.

This innovative boot camp features:

- Market-driven curriculum that covers front end and back end technologies: HTML, CSS, JavaScript, jQuery, MERN stack, and Java
- Real-world developer experience through challenging hands-on projects
- Comprehensive career services including portfolio reviews, technical interview training, 1:1 coaching, and more to get job ready

Choose the format that fits your schedule

Full-Time In-Person (12 weeks)
Class starts February 1; Remote Instruction

For More Information
codingbootcamp@uclaextension.edu | (310) 955-4093
bootcamp.uclaextension.edu/coding/learncode/

Part-Time In-Person (24 weeks)
Class starts January 11; Remote Instruction

For More Information
codingbootcamp@uclaextension.edu | (310) 955-4093
bootcamp.uclaextension.edu/coding/learncode/

Instructor-Led Online (24 weeks)
Class starts March 20 online or January 16 online

For More Information
codingbootcamp@uclaextension.edu | (310) 955-4093
bootcamp.uclaextension.edu/coding/online/

These boot camps are offered in collaboration with Trilogy Education Services.
Applications Programming

COM SCI X 414.20 Fundamentals of Software Development
4.0 units 3.6 CEUs

This course provides a comprehensive introduction to computer programming and software development. It benefits individuals pursuing programming and software development as a career, as well as anyone in the IT field who works with programmers and systems analysts in important areas that precede actual programming, including problem-solving approaches; specifications and requirements; user interface design; and structured program design using such tools as hierarchy, Nassi-Schneiderman, and UML charts. Instruction covers programming concepts common to modern languages, including C, C++, Java, Visual Basic, and shell scripting. In addition to creating procedural programs (using C as the example language) and object-oriented programs (using Visual Basic), students produce small business applications in these two environments, plus a commercial-level application by the course’s end. Instruction presents programming fundamentals, including variables and expressions; flow of control, including looping and selection; event-driven programming in the Windows.NET environment; file processing, and modular development. The course also covers the development cycle, including unit test and integration, alpha/beta testing, and software defect tracking and classification, plus examples of C#, Java, and SQL programming. This introductory course requires weekly programming assignments and prepares students for future coursework in C, C++, C#, Java, Visual Basic, or any other high-level language.

Reg# 376309
Fee: $995
No refund after 8 Jan.
Online
Jan. 4–Mar. 9
Enrollment limited. Enrollment deadline: Jan. 10.

Keith Jeffries, MBA, president, ComputerUp

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# 376326
Fee: $995
No refund after 8 Jan.
Online
Jan. 4–Mar. 9
Enrollment limited. Enrollment deadline: Jan. 10.

Erik Kellner, whose portfolio of businesses include Warner Bros. Dreamworks SKG, Ticketmaster, Hollywood.com, Qwest Communications, Luxury Link, and Evite. Additionally, Mr. Kellner has consulted for Holland America Cruise Lines, ESPN, Yokohama Tire Corporation, Cedars-Sinai, and Alaska Airlines.

Reg# 376324
Fee: $995
No refund after 10 Jan.
Online
Jan. 6–Feb. 10

This is an accelerated section. Enrollment required. Enrollment deadline: Jan. 12.

Clement S Lee

COM SCI X 418.735 Programming in C# for Visual Studio.NET Platform I
4.0 units 3.6 CEUs

This course provides new developers and application developers unfamiliar with the C# language the knowledge and skills to develop C# applications using the Microsoft.NET platform. Focusing on C# program structure, language syntax, and object-oriented concepts, students build projects using console applications, Windows forms, web forms, and XML web services. Upon completing the course, students should be able to list the major elements of.NET framework; analyze the basic structure of a C# program; and use the IDE to debug, compile, and run simple applications.

Prerequisite(s): Experience in other programming languages, such as Visual Basic, C, C++, and Java is useful. For students with little or no programming experience, we recommend taking COM SCI X 414.20 Fundamentals of Software Development before taking this course.

Reg# 376368
Fee: $995
No refund after 17 Jan.
Remote Instruction
8 mtgs
Monday, 6:30-9:30pm, Jan. 4–Mar. 8
Enrollment limited. Enrollment deadline: Jan. 10.

Keith Jeffries, MBA, president, ComputerUp

COM SCI X 418.735A Programming in C# for Visual Studio.NET Platform II
4.0 units 3.6 CEUs

This project-oriented course covers intermediate-level topics in Microsoft application development within the context of building a complete client-server database application using a Microsoft SQL Server database and a Windows desktop client application. Students should already be familiar with Visual Studio and have some experience with the C# language. Students should be conversant with variable declaration, initialization and assignment, expressions, reference and value types, and conditional and looping constructs, as well as have a basic understanding of classes and interfaces and how they support inheritance and polymorphism. We look at how to structure a multiple-assembly Visual Studio solution to support domain-driven development of a line-of-business application and embark on development of a sample application, starting with development of the domain model classes and introducing unit testing, generic and collections, and LINQ. Students learn to design and build relational databases using Microsoft SQL Server and develop SQL queries for manipulating data, then develop a Data Access Layer for persisting domain model objects to the database using ADD.Net. Windows Presentation Foundation (WPF) is then introduced as Microsoft’s current user interface technology for implementing Windows desktop client applications. Parallel with the sample application, students each design and develop an application of their own choosing from scratch as their course project.

Prerequisite(s): Students are assumed to have experience equivalent to the UCLA Extension course COM SCI X 418.735 Programming in C# for Visual Studio Platform I.

Reg# 376402
Fee: $995
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 6:30-9:30pm, Jan. 5–Mar. 16
Enrollment limited. Enrollment deadline: Jan. 11.

Garret Richardson

Reg# 376391
Fee: $995
No refund after 11 Jan.
Online
Jan. 7–Mar. 11

Fred Savage, MBA, ACE (authorized crystal engineer), MCT, MCSD, consultant

The Cybersecurity Boot Camp at UCLA Extension

Defend the World from Cyber Threat

Class starts January II at UCLA Extension, Westwood

Big data needs big protection. Information is generated at a rapid pace in the digital world. And as computer networks grow, so too does the quantity of vulnerable information housed within them.

The 24-week UCLA Extension Cybersecurity Boot Camp is a challenging, part-time program that takes a multidisciplinary approach to attaining proficiency in IT, networking, and modern information security.

Throughout the course, you will gain experience with a host of popular tools such as Wireshark, Kali Linux, Metasploit, and more. You will also learn methods, techniques, and best practices for convincingly conveying the severity of the risks facing an organization’s security posture.

With enrollment in the program, you’ll also benefit from our CompTIA partnership—receiving a complimentary test-prep course and voucher to take the CompTIA Security+ certification exam.

This boot camp is offered in collaboration with Trilogy Education Services.

For More Information
(310) 620-2438 | bootcamp.uclaextension.edu/cybersecurity/learnycyber

Reg# 376399
Fee: $995
No refund after 10 Jan.
Online
Jan. 6–Mar. 10
Enrollment limited. Enrollment deadline: Jan. 12.

Fred Savage, MBA, ACE (authorized crystal engineer), MCT, MCSD, consultant

UCLA Extension

The Cybersecurity Boot Camp at UCLA Extension

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

Digital Technology

HYBRID COURSE, page 5.

ONLINE COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.
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 - Offered this quarter.
+ COM SCI X 418.85C Java Programming III - Offered online.
+ COM SCI X 418.100 Java Programming II - Offered online.
+ COM SCI X 418.104F Google Android Development - Offered online.
+ COM SCI X 418.104G Intermediate Google Android Development - Offered this quarter.

Courses begin on page 62.

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

Mobile App Development

Specialization

Learn how to program applications for mobile devices, including Apple iPad, iPhone, and Google Android systems. Choose 3 courses from the list below to complete the specialization.

COM SCI X 418.104D iPhone and iPad Application Programming

COM SCI X 418.104F Google Android Development

COM SCI X 418.104G Intermediate Google Android Development

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.

Enroll in any of these certificates or courses and become a member of the SBI-Lab today!

- Data Science
- Cybersecurity

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.
- TEXTBOOK REQUIRED Visit our website for textbook information.
- 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 CEUs
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, sprites, 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# 376384
Fee: $995
No refund after 6 Jan.
Program Format: Online
Enrollment limited. Enrollment deadline: Jan. 10. Adobe Photoshop, Dreamweaver, and Animate are required. If you do not have this set of software, you will have the option to purchase Adobe Creative Cloud for the duration of the quarter during checkout. Visit https://adobe.com/photoshop/website-requirements.html for system requirements.
Sean Zhao, MS, University of Texas at Dallas, senior engineer, Fivestry Inc.

GIS (Geographic Information Systems)
UCLA Extension’s GIS and Geospatial Technology Certificate, created in partnership with the UCLA Department of Geography, provides a comprehensive introduction to the state-of-the-art methods and techniques used in the field of geographic information systems (GIS) and geospatial technology. The program teaches computer-based mapping and spatial analysis techniques with hands-on, project-based instruction using industry-standard GIS software platforms.

All courses are designed to accommodate the schedules of working professionals, and no prior GIS experience is required or assumed. Participants who complete the program can expect to be sufficiently prepared for an entry-level job in GIS and/or related geospatial industries. Students will be earning transferable UCLA course credit for all courses in the certificate program. This course is accredited and approved by the UCLA Academic Senate as a credit-bearing course. It carries lower-division undergraduate credit. Weekly activities include reviewing video lectures, technical screencasts, and readings. Completing practical assignments involve the use of GIS methods to address real-world scenarios, self-assessment using automated non-graded quizzes, and more.

The program is offered fully-online and may be completed in as little as one-year.

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 courses 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# 376389
Fee: $1,875
No refund after 18 Jan.
Program Format: Online
Enrollment limited. Enrollment deadline: Jan. 12. Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

GEOG X 180B Intermediate GIS
5.0 units
This course introduces the methods, techniques, and considerations behind geographic data visualization and GIS mapping. The first and most significant portion of the course covers best practices for cartographic design, including topics and techniques related to generalization, representationography, typographic, classification, color, and symbology. Students engage with the full extent of the cartographic design process in a practical context using ArcGIS, the leading commercial desktop GIS platform, by completing weekly projects that incorporate application of best practices of cartographic design. The second part of the course focuses on Web mapping and Web presentation of cartography, with a particular emphasis on cloud-based GIS and mapping platforms as well as cloud-based Web design and development essentials. Practical applications are provided throughout the course.
Reg# 376395
Fee: $1,500
No refund after 18 Jan.
Program Format: Online

GEOG X 180 Cartography
4.0 units
This course introduces concepts and techniques associated with the design, development, and management of geospatial databases, including databases used in shared and scalable enterprise GIS platforms. In addition to learning about relational database theory and design, students construct and maintain spatially enabled relational databases using the free and open source PostgreSQL/PostGIS database management system. Database performance and user access considerations are introduced, and students learn to develop and work with enterprise database systems that support large datasets and simultaneous access by many users. Enterprise GIS systems and techniques facilitating concurrent editing of shared spatial databases are introduced. The courses practical assignments involving enterprise databases are contextualized with a focus on GIS project management best practices.
Reg# 376392
Fee: $1,500
No refund after 18 Jan.
Program Format: Online

GEOG X 191C GIS Databases & Enterprise GIS
4.0 units
This course introduces concepts and techniques associated with the design, development, and management of geospatial databases, including databases used in shared and scalable enterprise GIS platforms. In addition to learning about relational database theory and design, students construct and maintain spatially enabled relational databases using the free and open source PostgreSQL/PostGIS database management system. Database performance and user access considerations are introduced, and students learn to develop and work with enterprise database systems that support large datasets and simultaneous access by many users. Enterprise GIS systems and techniques facilitating concurrent editing of shared spatial databases are introduced. The courses practical assignments involving enterprise databases are contextualized with a focus on GIS project management best practices.
Reg# 376393
Fee: $1,500
No refund after 18 Jan.
Program Format: Online

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

Digital Technology

Map Out a Better Future

With UCLA Extension’s GIS & Geospatial Technology Certificate Program

With location-aware technologies becoming more prevalent in everyday life, the Geospatial Information Systems (GIS) industry is growing and becoming more important than ever before.

Created in collaboration with the UCLA Department of Geography, this fully online program gives you the conceptual and practical knowledge to apply GIS and mapping in the workplace.

Required Courses

- GEOG XL 7 Introduction to GIS
- GEOG X 181B Intermediate 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

“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 course work 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.

Enrollment limited. Enrollment deadline: Jan. 10.

Enrollment limited. Enrollment deadline: Jan. 11.

Enrollment limited. Enrollment deadline: Jan. 19.

Enrollment limited to 50 students; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 19.

Enrollment limited to 50 students; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 19.

Enrollment limited to 50 students; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 19.

Enrollment limited. Enrollment deadline: Jan. 11.

Enrollment limited. Enrollment deadline: Jan. 11.

Enrollment limited. Enrollment deadline: Jan. 11.
EDUC X 21
Child Development
4.5 units
This is an introductory course in child growth and development spanning conception through middle childhood. The course covers theories of human development; the scientific study of development; genetic and environmental contributions; and interactions on child development; and developmental time frames from conception and prenatal development through infancy, toddlerhood, early childhood, and middle childhood. Students learn about milestones and the cultural contexts of development across domains: physical, cognitive, emotional, social, and behavioral development. Students are required to observe an infant 0-36 months old and a child 3-6 years old. This is the recommended first course in the ECE series. 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 completing everything in each week’s module. There is a significant amount of reading required. Professional-level English language proficiency in the following areas is required: reading comprehension, vocabulary, note-taking, and written expression.

Reg# 377790
Fee: $527
No refund after 29 Jan.
Online
Jan. 25-Mar. 21
Kathy Fuller, PhD, educational consultant; recipient, UCLA Extension Distinguished Instructor Award, 2012.

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 between 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, wellness, and counseling. Students also explore culture, diversity, and equity within the classroom and the larger community. Students examine their own and others’ understandings 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# 377791
Fee: $527
No refund after 8 Jan.
Online
Jan. 4-Feb. 28
Robert Brin, MA, education consultant; recipient, UCLA Extension Distinguished Instructor Award, 2015.

EDUC X 23
Foundations of Early Care and Education: an Introduction to Teaching Young Children
4.5 units
Learn about early care, education approaches, and how to identify quality care. This online course on teaching young children introduces the approaches, history, and development of early childhood education programs. The course offers an overview of developmentally appropriate learning environments, curriculum, and how to define play-based learning and outcomes. Students explore how different program approaches meet the needs of the young child. Students learn observation, assessment, and strategies for guiding children’s behavior. Field observations are required. This is a lower-division (entry level) college class. This is an intensive course, in which the work of a full academic quarter is offered 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# 377806
Fee: $527
No refund after 29 Jan.
Online
Jan. 25-Mar. 21
Lillian Pimentel-Stratton, EdD, Walden University; faculty, Bairstow College, early childhood education.

For more information call (310) 825-4191.
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.

**Totals 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>Chose one infant/toddler course</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC X 321.26 Observation, Documentation and Assessment of Young Children</td>
</tr>
<tr>
<td>EDUC X 25 Play and the Developing Brain in Early Childhood Education</td>
</tr>
<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.

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**

| EDUC X 321.19 Home and School Cooperation for Administration of Early Childhood Centers |
| EDUC X 321.2 Supervision and Administration of Early Childhood Centers: Part 1 |
| EDUC X 321.21 Supervision and Administration of Early Childhood Centers: Part 2 |
| EDUC X 321.23 Adult Supervision in Early Childhood Programs |

**Electives**
Choose 2 electives.

**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 online courses technical requirements see page 5.

For More Information
eceonline@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education
EDUC X 255

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 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# 377857
Fee: $527
No refund after 8 Jan.
Online
Jan. 4-Feb. 28
Karen Fite, JD, MA, senior adjunct faculty, Pacific Oaks College; early childhood consultant.

EDUC X 233

Early Childhood Consultant
2 units
This course provides an overview of working as an early childhood consultant. This is a certificate course for those wishing to enter or advance in the field of child care consultation.

Reg# 377830
Fee: $527
No refund after 29 Jan.
Online
Jan. 25-Mar. 21
Marilyn McGrath, MS, educational administration and supervision; Early Childhood Program director and faculty at Santa Monica College; trainer, Program for Infant/Toddler Caregivers.

EDUC X 321.1

Infant and Toddler Development and Care
4.5 units
In this course, students learn about the development of infants and toddlers and associated principles of inclusive and respectful caregiving. This course focuses on factors affecting the physical, cognitive, and emotional development of the young child in the first three years. The course covers developmental milestones, characteristics, and growth patterns of children from conception through 36 months. Essential policies; principles; and practices that lead to quality care, developmentally appropriate curriculum, and environments for children are examined. Topics include current brain research, infant health and well-being, recognition of atypical development, observation techniques, assessment strategies, and ways to communicate with parents and implement home visits. Students apply current theory and research to the care and education of infants and toddlers in group settings as they study infant/toddler development. Students are required to observe young children. Letter grade of C or better required for California permits.

Reg# 377826
Fee: $527
No refund after 8 Jan 2020
Online
Jan. 4, 2020-Feb. 28
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.
Víctor Soto, MA, human development; adjunct professor for Pacific Oaks College.

EDUC X 321.19

Home and School Cooperation for Administration of Early Childhood Centers
3.0 units
Learn ways to create an optimal learning environment where children, parents, and teachers function as a team in the educational process. Applies toward Title 22 Regulations for Supervisor, Administrator, and Director; Title 5 Child Development Permits for Master Teacher, Site Supervisor, and Program Director and is a core required course for Advanced Core Certificate Program.

Reg# 377852
Fee: $424
No refund after 8 Jan.
Online
Jan. 4-Feb. 28
This course requires purchase of a digital text for $73.50. Instructions and a link to purchase will be available on the course website. Internal students should verify their web access to Cengage Publishers before purchasing. 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.
Karen Fite, JD, MA, senior adjunct faculty, Pacific Oaks College; early childhood consultant.

EDUC X 321.2

Supervision and Administration of Early Childhood Centers: Part I
3.0 units
This course offers an overview of administering a child care center. An introduction to the logistical and philosophical details of planning, implementation, and appropriate care and education will be presented. Instruction covers national professional guidelines for how an effective administrator implements a plan, creates a safe and developmentally appropriate learning environment, and evaluates the quality and improvement of a center. You will learn about record-keeping, reporting, and staff policies. Licensing, permits, and regulations are covered for the state of California. The course covers toward California Title 22 and Title 5 regulation compliance and child development permits.

Reg# 377854
Fee: $424
No refund after 12 Feb.
Online
Feb. 8-Mar. 21
This course requires purchase of a digital text for $73.50. Instructions and a link to purchase will be available on the course website. International students should verify their web access to Cengage Publishers before purchasing.

EDUC X 321.21

Supervision and Administration of Early Childhood Centers: Part II
3.0 units
This course covers the philosophical details of planning, implementation, 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# 377855
Fee: $424
No refund after 12 Feb.
Online
Feb. 8-Mar. 21
Debra Pourroy, MA, adjunct professor, Los Angeles Valley College and Santa Monica College; site supervisor; Circle of Children School; recipient, UCLA Extension Distinguished Instructor Award, 2010.

EDUC X 321.23

Adult Supervision in Early Childhood Programs
3.0 units
Instruction examines staff organization for effective communication and interaction among early childhood professionals 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# 377836
Fee: $424
No refund after 5 Feb.
Online
Feb. 1-Mar. 14
Terri Emberling, MA in counseling and clinical psychology; founder/director, Relationship Roots.

EDUC X 321.31

Exploring Ideas from Reggio Emilia in American Context
3.0 units
An in-depth exploration of the Reggio Emilia approach to early childhood education. Learn how its theory, philosophy, and principles relate to current early childhood education practices. Emphasizes U.S. translations and adaptations. Covers history, context, the image of the child, relationships and interactions, rhythm of the day, role of teachers, documentation, long-term projects, and U.S. adaptations. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates.

Reg# 377858
Fee: $373
No refund after 8 Jan.
Online
Jan. 4-Feb. 28
Kristin Sherman, MA in human development and social change; CCE program, New School West, Santa Monica, CA CEE Mentor Program.

EDUC X 321.6

Positive Discipline Strategies for Young Children
3.0 units
Learn the causes of disruptive behavior, examine the forces that operate on the behavior of the young child in school, and identify problems that need teacher intervention. Covers strategies for eliminating disruptive behavior and helping young children achieve self-discipline. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates.

Reg# 377859
Fee: $373
No refund after 12 Feb.
Online
Feb. 8-Mar. 21
Debra Pourroy, MA, adjunct professor, Los Angeles Valley College and Santa Monica College; site supervisor; Circle of Children School; recipient, UCLA Extension Distinguished Instructor Award, 2010.

EDUC X 321.61

Including Children with Special Needs in Typical Child Care, Preschool, and Kindergarten Programs
3.0 units
For early childhood professionals, this course is designed to assist teachers, caregivers, and directors in better understanding and implementing procedures and policies for inclusion of young children with special needs into typical child care, preschool, and kindergarten programs in compliance with Title III of the ADA and Sections B and H of the IDEA. Learn 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# 377875
Fee: $424
No refund after 12 Feb.
Online
Feb. 8-Mar. 21
Euna Anderson, MS, Educational Leadership and Administration; principal, Early Childhood Education Center.

Reg# 377840
Fee: $373
No refund after 12 Feb.
Online
Feb. 8-Mar. 21
TiaMarie Harrison, MS

Higher Education & Adult Educators

College Counseling Certification
For information about the College Counseling Certificate, email onlinecccsu@launtension.edu, visit eduextension.cengage.com/certificates, or call (310) 983-1181.

EDUC X 414.81

Counseling the College Bound Student
4.5 units
This overview of a college counseling course covers the differences between guidance and college counseling; the college counselor’s unique responsibilities; college counselor’s timeline; and available resources, including computer tools. Learn techniques to manage a college counseling office and create informational programs for students and parents. The process of academic planning for college and issues of adolescence are discussed, and various environments—public and private high schools and independent practice—in which college counseling takes place are compared and contrasted.

Reg# 377894
Fee: $795
No refund after 15 Jan.
Online
Jan. 11-Mar. 21
Charlotte Klaar, PhD, CEP, certified educational plan- net, who is a nationally recognized leader in the independent educational counseling industry. She was awarded the Steven R. Antinoff Award for Professional Achievement in recognition of her contributions to the profession. She has more than 20 years of college counseling experience.

Reg# 377895
Fee: $795
No refund after 15 Jan.
Online
Jan. 11-Mar. 21
Pam Walker, MA, In her professional career of 29 years in higher education, she worked at both private and state colleges within the Massachusetts area.

Reg# 377896
Fee: $795
No refund after 15 Jan.
Online
Jan. 11-Mar. 21
Sally Lozada, PhD, who serves as a dean of Student Affairs at a Midwest college with the responsibilities of organizing and facilitating multiple aspects of student counseling needs, including orientation, financial aid, counseling, and diversity services.

Reg# 377898
Fee: $795
No refund after 15 Jan.
Online
Jan. 11-Mar. 21
Victoria Rueda, BA in child development; MA in school administration. Former K-12 and postsecondary teacher; former assistant principal, K-8; principal, K-8; former head of schools, K-12.
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# 377899
Fee: $795
Jan. 11–Mar. 21
Karen Grace-Baker, MPA, formerly was lead college counselor at a private Los Angeles-based high school. Presently working as an independent college counselor

EDUC X 414.89
Financial Aid Fundamentals
4.5 units
Financial aid is complex and information intensive, and college counselors must understand this important component of the college admissions process. Topics include history of financial aid; types and sources of financial aid; how to apply for federal, state, and institutional aid; eligibility; how aid is determined; and scholarship search services. 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 at onlinecc@uclaextension.edu if you wish to choose this option.
Reg# 377900
Fee: $795
Jan. 11–Mar. 21
Veronica Ortiz, MA, former assistant director of admissions and assistant dean of admission at two Los Angeles-based private colleges

EDUC X 414.90
Testing/Career Assessment
4.5 units
College-bound students encounter a series of standardized examinations as they progress toward college admission. The PSAT/NMSQT, SAT, ACT, and Advanced Placement tests are the most common. Topics include what each exam tests for, validity of test results, issues of bias, and the effect of coaching. In the realm of career planning, numerous career inventories can help students—both college-bound and otherwise—identify their career interests and propensities; some of the more widely used career instruments are highlighted.
Reg# 377902
Fee: $795
Jan. 11–Mar. 21
Alexandra Furgiuele, MA, 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.

EDUC X 414.91
Counseling the College-Bound Student
4.5 units
This course in the College Counseling Certificate focuses on individual groups of students who present unique challenges, such as students with learning disabilities, undocumented students, first-generation students, students who are members of the LGBT community, transfer students, etc. The specificity and changeability of the course content allows the program to keep information current and provide students with recent views or changing critical elements in the counseling profession.
Reg# 377903
Fee: $795
Jan. 11–Mar. 21
Linda Dagradi, EdD, educator with more than 35 years of experience in leadership positions in financial aid administration, school counseling, and enrollment management

EDUC X 414.92
College Counseling for International Students
4.5 units
This online course focuses on the unique counseling situation under professional supervision. Students complete 65 hours of supervised fieldwork in a local counseling venue and earn 50 hours of academic credit. 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.
Reg# 377907
Fee: $550
Jan. 11–Mar. 21
Francisca Marquez, MA in school counseling, PPS, college counselor at a Los Angeles-area high school; former assistant director, financial aid office at a Los Angeles-area university.

EDUC X 414.80
Finalizing the College Counseling Process
4.5 units
Drawing on the theory and information presented in the required courses included in the UCLA College Counseling Certificate program, this 45-hour course provides a project-based learning approach for Practicum-ready students to apply their knowledge and experience. Using the latest research and publications available in the field, this interactive class draws on the theory and information presented in other required courses and challenges students to apply their knowledge, strategies and approaches with real life students. Emphasis is on the development of tools and strategies in determining student goals, aspirations, college lists, admission and financial options—all focused on helping students and their families make the final college decision. This course is designed to meet the needs of counselors in public, private or independent settings.

EDUC X 414.98
College Counseling for International Students
EDUC X 414.99
Preparing Community College Counselor
EDUC X 414.81
Practicum in College Counseling
EDUC X 414.82
The College Admission Process
EDUC X 414.90
Testing/Career Assessment

EDUC X 414.93
Elective Courses (1 required)

EDUC X 414.94
Practicum in College Counseling
EDUC X 414.95
Practicum in College Counseling
EDUC X 414.96
The Business of Educational Counseling
EDUC X 414.97
Preparing Community College Counselor for Transfer

For More Information
onlinecc@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education

Electives
EDUC X 414.80
Finalizing the College Counseling Process
4.5 units
Drawing on the theory and information presented in the required courses included in the UCLA College Counseling Certificate program, this 45-hour course provides a project-based learning approach for Practicum-ready students to apply their knowledge and experience. Using the latest research and publications available in the field, this interactive class draws on the theory and information presented in other required courses and challenges students to apply their knowledge, strategies and approaches with real life students. Emphasis is on the development of tools and strategies in determining student goals, aspirations, college lists, admission and financial options—all focused on helping students and their families make the final college decision. This course is designed to meet the needs of counselors in public, private or independent settings.

Prerequisites: Students must have completed two other courses before becoming enrolled in Counseling the College Bound Student, and the College Admission Process.
Reg# 377885
Fee: $795
Jan. 11–Mar. 21

Peggy Rock McCauley, PhD, educational consultant based in northern California; former college counselor at a private high school.

Catherine Murphy, MA, director of college counseling at a northern California private college preparatory school. Active member of NACAC and WACAC; previously served a president for both organizations.
TESOL Certificate

- Do you want to be an English language teacher?
- Do you want to teach English abroad?
- Would you like to expand your knowledge of TESOL methods and online teaching strategies?

This program is for YOU!

This program is 100% online and covers theory, methods, and current technologies for teaching English.

For More Information
econe@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education

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 included are: matching the business plan, business structures, 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# 379797
Fee: $796
No refund after 15 Jan.
Online
Jan. 11-Mar. 21
Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

EDUC X 425.01
TESOL Methods: Reading, Writing, Listening and Speaking
5.0 units
This practical, online introduction for teachers of English to speakers of other languages (TESOL) presents techniques for teaching listening, speaking, reading, and writing skills to English as Second Language learners. Candidates learn to assess learner demands and understand the roles played by instructors of second-language learners. Candidates learn to identify learning objectives, formulate lesson plans, employ teaching strategies, select classroom materials, and design assessments for English learners at all levels.

Reg# 377845
Fee: $75
No refund after 8 Jan.
Online
Jan. 4-17
Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

EDUC X 425.03
Introduction to Linguistics for TESOL Educators: English Grammar and Language
5.0 units
This online course offers an introduction to the history and construction of languages and to the basic linguistic concepts of learning a second language, such as grammar, pragmatics, and syntax. Linguistics provides an introduction to language evolution and to an appreciation of human language. Participants improve their own English language mastery, gain insight into English in comparison with other languages, examine grammatical categories, and processes of other languages, and discuss the rich array of languages and language types spoken worldwide. Key topics include grammar, syntax, semantics, sociolinguistics pragmatics (the speech setting: assumptions, body language, etc.), dialects (areaal, social, professional, creole, and pidgin languages), writing systems, and computational linguistics.

Reg# 377847
Fee: $898
No refund after 29 Jan.
Online
Jan. 25-Mar. 21
Viktoria Lejko-Lacan, MA, lecturer, Department of Slavic Languages and Literatures, UCLA; language and language development instructor.

EDUC X 425.05
TESOL Practicum Portfolio
2.0 units
This course prepares the student for success in the TESOL Certificate and the TESOL Portfolio. The course is mandatory and must be taken first in the series. This course will give a clear overview of all that is expected to successfully complete the program. It reviews the entire program, including the scope of work, goals, requirements, and portfolio assignments in the four TESOL classes. Expectations for success and time frames are discussed. This course prepares students to save work from each course that will be compiled into a portfolio during the TESOL Practicum Portfolio course. The TESOL certificate is designed to balance current teaching theories and practical experience in second language acquisition instructional methods.

Reg# 377848
Fee: $230
No refund after 25 Feb.
Online
Feb. 22-Mar. 21
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.
Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016

K-12 California Teacher Credentialing & Authorizations

EDUC X 324.936
Methods of Teaching in Elementary Schools
4.0 units
Meets Commission on Teacher Credentialing (CTC) requirement of a “course directly related to teaching in a self-contained classroom, excluding the methods of teaching reading” for teachers who hold a Single Subject Teaching Credential and wish to obtain the Multiple Subjects Teaching Credential without completing the full professional preparation program. For details, visit ctc.ca.gov/credentials/leaflets/cid021a.pdf. This course provides a study of the objectives, selection, organization, and presentation of the subject matter of all elementary school subjects with the exception of reading. Teachers develop a repertoire of teaching strategies appropriate to the developmental characteristics and learning styles of elementary school children.

Reg# 377955
Fee: $725
No refund after 22 Jan.
Online
Jan. 18-Mar. 14
Credit students must log on to the course by the first week of class and fully participate in all sessions as outlined in the course syllabus.
Enrollment limited; advance enrollment required.
Patria Whitman, EdD, intern supervisor, UCLA Extension Education Department

EDUC X 330.53
Single Subject Methods for Teaching K-12 Physical Education
4.0 units
This course is for each student to gain increased ability to effectively and efficiently teach K-12 physical education in pursuit of the added authorization credential. Students learn strategies for teaching California standards-based physical education. Topics include curricular models, teaching styles, student and teacher assessment, class management and discipline, motivation, and teaching diverse learners.
Pren Nuagele, CA General Education Teaching Credential (Multiple Subject or Single Subject)

Reg# 377936
Fee: $725
No refund after 22 Jan.
Online
Jan. 18-Mar. 14
Enrollment limited, early enrollment advised.
Ken Hansen, PhD

EDUC X 375.937
TESOL and Special Education
2.6 units
This course will cover the roles played by special education teachers in relation to ELLs, and will cover instruction for ELLs with special needs, assessment, and diverse learning needs.

Reg# 377957
Fee: $725
No refund after 22 Jan.
Online
Jan. 18-Mar. 14
Enrollment limited; early enrollment advised.
Ken Hansen, PhD

EDUC X 390.936
Elementary Education Practicum
1.0 units
This course provides opportunities for candidates to implement the strategies taught in the core TESOL courses, utilizing their classroom experience and the strategies learned in the professional education courses. Students will have the opportunity to apply the pedagogical strategies and teaching methods learned in the core educational methods courses in the context of the classroom, and to critically reflect on their experiences.

Reg# 377958
Fee: $725
No refund after 22 Jan.
Online
Jan. 18-Mar. 14
Enrollment limited; early enrollment advised.
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) 0.5 CEUs

This orientation to the CLAD through CTEL Program gives applicants a clear understanding of the entire program, including its scope and goals, requirements, standards, procedures that affect competencies, and field experience(s). This orientation is a prerequisite for all other CLAD through CTEL courses and includes formal application to the UCLA Extension program.

Prerequisite(s): Payment of Certificate in Teaching English Language Learners candidacy fee (CF580).

Fee: $25
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Discounts cannot be applied to fees for this course.

Enrollment in this course is only for those who are seeking to obtain the CLAD-CTEL authorization on a CA teaching credential or are doing it for professional development. This course is not part of the TESOL program.

Lauren Flemming

EDUC X 426.2 Assessment of English Learners 3.0 units

Investigate the principles and design of standards-based assessment and instruction for English-language learners and their relationship to identifying students’ strengths and needs in English language/literacy development and academic achievement. Covers the roles, purposes, and types of formal and informal assessment that inform teachers in planning effective, differentiated instruction and monitoring English learners’ progress with respect to a given standard and issues of norming, test reliability, validity, and cultural and linguistic biases with respect to children of diverse backgrounds.

Fee: $200
No refund after 12 Mar.
Online
Mar. 6-21

Enrollment in this course is only for those who are seeking to obtain the CLAD-CTEL authorization on a CA teaching credential or are doing it for professional development. This course is not part of the TESOL program.

Kris Lambert, MA, UCLA Extension Distinguished Instructor Award, 2016
The UCLA Extension Education Department is pleased to offer courses in a range of topics for K-12 educators.

Add an MS Credential to Your Current SS
Contact us for state requirements to add an authorization to your credential.

EDUC X 324.936 Methods of Teaching in Elementary Schools

Add an SS Credential to Your Current MS/SS
EDUC X 330.53 Single Subject Methods for Teaching K-12 P.E.

EDUC X 330.57 Single Subject Methods for Teaching Science

EDUC X 439.2 Teacher Induction B: Differentiating Instruction

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 differentiate instruction for the learners present in my classroom? 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; c) 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; and d) in consultation with the assigned mentor, develop an individual learning plan (ILP) that identifies CSTP-related areas of need for professional growth.

Reg# 377935
Fee: $725
- No refund after 19 Feb.
- Online
  - Feb. 15-June 13
Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed.

Lauren Flemming

EDUC X 439.4 Teacher Induction Mentor Support D

2.0 CEUs

A key component of the teacher induction program is the 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 not 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# 377933
Fee: $100
- No refund after 5 Feb.
- Online
  - Feb. 1-14
Course restricted to students admitted into the UCLA Extension Teacher Induction—California Clear Credential program; no public enrollment allowed.

Elizabeth Chappelle, MEd, gifted education

For More Information
credentials@uclaextension.edu | (310) 825-4191 | uclaextension.edu/education

Enroll at uclaextension.edu or call (800) 825-9971
Advanced Plumbing Systems Design

MECH&AE X 400.14 High-Rise Building Plumbing Design

This course explores the subject of high-rise building plumbing design, including the components and systems typically found in such buildings, but also some less traditional approaches. Topics studied include: sanitary waste and vent stacks, storm water, domestic cold water systems, hot water systems, hot water recirculation systems, building services/utilities, equipment, LEED and sustainability considerations, plumbing fixtures, and others.

Prerequisite(s): Successful completion of PSD I, PSD II, and PSD III, or consent of instructor.

Fee: $999
No refund after 18 Jan.

Online

11 mtgs
Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

Daniel Murphy, PE, LEED, CIPE/CPD, CBCP, CFPS; principal, Murphy Exports.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering
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 1 course from the following list)
- C&EE X 438.8 Leadership in Energy and Environmental Design
- ENGR X 424.10 The Solar Energy Solution
- C&EE X 412.8 Construction Project Management Using MS Project

+ Offered this quarter.

For Complete Details uclaextension.edu/engineering

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

HVAC

MECH&AE X 424.7 HVAC Design Fundamentals

4.0 units 3.3 CEUs

This is the first course in air conditioning engineering and design. During the course, students will learn the basic engineering calculations and design rules. Available tools and software to design the HVAC system for a commercial building will be introduced and used. The design will follow the California codes and regulations. The goal is for the students to learn the steps needed for designing a sample project.

Prerequisite(s): High school math including algebra, geometry, and calculus. High school physics including thermal energy and units conversion.

Reg# 376967 Fee: $999
No refund after 21 Jan.
- Remote Instruction 11 mtgs
- Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
- Enrollment limited, early enrollment advised.

Amir Saadat, senior project manager, PE, building general contractor, ISO-9001 internal auditor, LEED

MECH&AE X 424.10 HVAC Systems and Equipment

This is the second course in HVAC. This course provides comprehensive coverage of HVAC equipment selection. Air conditioning topics include air handling equipment, refrigeration equipment, condensers, chillers, cooling towers, and absorption. Heating equipment topics include boilers, furnaces, unit heater convectors, and infrared heaters. General component topics include pumps, motors, fitting and unitary equipment, and air conditioner/heat pumps. The next course is MECH&AE X 424.8 HVAC Central Plants.

Reg# 376969 Fee: $999
No refund after 18 Jan.
- Remote Instruction 11 mtgs
- Monday, 6-9pm, Jan. 4-Mar. 15
- Enrollment limited to 25, early enrollment advised. Visitors out permitted.

Amir Saadat, senior project manager, PE, building general contractor, ISO-9001 internal auditor, LEED

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# 376951 Fee: $999
No refund after 18 Jan.
- Online 11 mtgs
- Jan. 4-Mar. 15
- Enrollment limited, early enrollment advised.

Dina Keswani, senior vice president, Jones Lang Lasalle; adjunct faculty at the New Jersey City University (NJCU) and at eCornell.com.

Reg# 376952 Fee: $999
No refund after 20 Jan.
- Remote Instruction 11 mtgs
- Wednesday, 6-9pm, Jan. 6-Mar. 17
- Enrollment limited; early enrollment advised.

Corey Rathbun, BS in industrial engineering technology and logistics at Purdue University, Six Sigma Black Belt, certified trainer for American Society of Quality (ASQ).

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 prepares 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# 376986 Fee: $999
No refund after 18 Jan.
- Online 11 mtgs
- Jan. 4-Mar. 15
- Enrollment limited; early enrollment advised.

David Arvonio, DM, MBA, MPA, Lean Six Sigma Master Black Belt, Amazon.com, Inc.
Biotechnology Engineering

Biotechnology engineering has widespread uses in both medicine and industrial manufacturing. Learn the design cycle, manufacturing process, and regulatory approval requirements of this fast-growing field. Courses provide theoretical and practical knowledge you can apply immediately in this 6-course (24-unit) certificate.

Required Courses

- BIOENGR X 431.1 Fundamentals of Biotechnology Engineering (4 units)
- BIOENGR X 431.2 Manufacturing Processes in Biotechnology (4 units)
- BIOENGR X 431.3 Process Development and Quality Systems for Biotechnology (4 units)
- BIOENGR X 431.4 Regulatory Affairs for Biotechnology (4 units)

Elective

- Offered this quarter.

For More Information

et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Bioengineering

Biotechnology Engineering

For a complete certificate description, visit uclaextension.edu/engineering. For information, call (310) 825-4100 or email et@uclaextension.edu.

BIOENGR X 431.2 Manufacturing Processes in Biotechnology (4 units)

This course provides an overview of the major topics related to manufacturing processes for biotechnology. It covers introduction of biopharmaceutical production, process development, product characterization, quality by design (QbD), risk management, quality assurance, process scale-up and validation, manufacturing facility, biogical drug regulations, process economy, outsourcing and vendor management, and overview of key topics. Students will have chances to play different roles in this field by increasing your knowledge of medical device design, manufacturing, quality control, biomaterials, biocompatibility, and European and U.S. FDA regulatory approvals. Courses benefit engineers, program managers, regulatory and clinical staff, and suppliers.

For More Information

et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

Medical Device Engineering

This certificate consists of 6 courses (24 units), including 5 required courses and 1 elective.

Medical devices play a critical role in the effectiveness of today's healthcare. Advance your career or enter this field by increasing your knowledge of medical device design, manufacturing, quality control, biomaterials, biocompatibility, and European and U.S. FDA regulatory approvals. Courses benefit engineers, program managers, regulatory and clinical staff, and suppliers.

Required Courses

- BIOENGR X 430.1 Fundamentals of Medical Device Engineering (4 units)
- BIOENGR X 430.2 Regulatory Affairs for Medical Devices (4 units)
- BIOENGR X 430.3 Process Development and Quality Systems for Medical Devices (4 units)
- BIOENGR X 430.4 Biomaterials and Biocompatibility (4 units)
- BIOENGR X 430.5 Medical Device Manufacturing: Processes, Equipment, and Techniques (4 units)

Electives

For More Information

et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

UC CREDIT, page 6.

ONLINE COURSE, page 5.
WEB-ENHANCED COURSE, page 5.
REMOTE INSTRUCTION, page 5.
TEXTBOOK REQUIRED

Reg# 376982

Fee: $999
No refund after 18 Jan.
Online
Jan. 4-Mar. 15
Enrollment limited; early enrollment advised.

Michael Colvin, vice president, R&D, Syntilla Medical LLC
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 408.75 Legal Aspects of Construction Projects and Contracts
- C&EE X 412.8 Construction Project Management using MS Project
- C&EE X 412.9 Reading Construction Blueprints
- C&EE X 438.8 Leadership in Energy and Environmental Design (LEED)
- C&EE X 489.16 Introduction to Building Information Modeling
- MECH&AE 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.

Offered this quarter.

Offered online.

Offered as Remoter Instruction.

**Get a Head Start on a Master of Science in Engineering**

Take advantage of an agreement between UCLA Extension and University of Wisconsin-Platteville. Complete your Construction Management Certificate, then apply 12 graduate credits toward UW-Platteville’s online MS in Engineering.

For Complete Details 
[www.uwplatt.edu/distance-education/online-master-science-engineering](http://www.uwplatt.edu/distance-education/online-master-science-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# 376216

Fee: $1,299
No refund after 1 Jan.

Remote Instruction

11 mtgs

Thursday, 6−9pm, Jan. 7−Mar. 18

Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Engineering and Management, USC; project manager, Morley Builders.

C&EE X 407.2 Construction Technology

4.0 units 3.3 CEUs

This course studies construction materials, equipment, methods, and regulatory impacts. 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 developments in materials, systems, and construction techniques in light of changing factors of production, regulatory constraints, and current trends.

Reg# 376215

Fee: $999
No refund after 18 Jan.

Online

Jan. 4−Mar. 20

Enrollment limited; early enrollment advised.

Perla Hernandez Lastra, MS, LEED AP, senior project manager, S.L. Leonard & Associates, Inc.

**BioENGR X 430.4 Biomaterials and Biocompatibility**

4.0 units 3.3 CEUs

This course serves as an engineering introduction to the field of biomaterials and biocompatibility, assuming some background in biology and organic chemistry. The first part of the class covers the structure and properties of materials used as biomaterials including ceramics, metals, synthetic polymers, and natural materials. The structures, chemistry, and surface morphology of these materials and how these factors ultimately define the biocompatibility of a material are reviewed. The second part of the course covers host reactions to biomaterials and emphasizes on common clinical applications of biomaterials. The process of material selection for biocompatibility is introduced with regards to body responses including cell and tissue interaction, immunological responses, and toxicity and safety. Students are presented with problems of property characterization, failure analysis, and performance testing. Design criteria, material selection, performance, property retention, stability, and typical failure modes are presented.

Reg# 376962

Fee: $999
No refund after 18 Jan.

Online

Jan. 4−Mar. 15

Enrollment limited; early enrollment advised.

Bill Tawil

Reg# 376904

Fee: $999
No refund after 18 Jan.

Remote Instruction

11 mtgs

Wednesday, 6−9pm, Jan. 6−Mar. 17

Visitors not permitted.

Craig Warner, BS Architectural Engineering; 30 Years of experience; University of Colorado; OSHA.

**C&EE 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, control, 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# 376960

Fee: $1,299
No refund after 1 Jan.

Online

Jan. 4−Mar. 15

Enrollment limited; early enrollment advised.

Dan McAuliffe, MS, PE, LEED AP +D+C, founder and principal, Argo Engineering, Inc. (argogroup.com); Distinguished Instructor Award 2019.

Reg# 376969

Fee: $1,299
No refund after 21 Jan.

Remote Instruction

11 mtgs

Thursday, 6−9pm, Jan. 7−Mar. 18

Enrollment limited; early enrollment advised.

Diego Ramirez, MS in civil engineering, Construction Engineering and Management, USC; project manager, Morley Builders.

C&EE X 412.1 Fundamentals of Construction Costs and Estimating

4.0 units 3.3 CEUs

This course provides an overview of the basic procedures for estimating general construction costs. Topics include the preparation of quantity surveys (take-offs) and the development of material, labor, and equipment costs, including pricing of contractor and subcontractor work from actual working drawings and specifications. The tools used in this course require a PC/Laptop with a Windows Operating System, and MAY NOT BE compatible with other operating systems.
C&EE X 408.16 Introduction to Building Information Modeling (BIM)
4.0 units 3.3 CEUs
This introductory course in Building Information Modeling (BIM) focuses on Autodesk’s Revit Architecture as a platform for learning key principles in the application of digital media in the design and documentation of building elements within a parametric environment. Fundamental training is provided so students 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.

Fee: $1,099
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 6-9pm, Jan. 5-Mar. 16
Enrollment limited; early enrollment advised.
Amir Zavichi Tork, Port of LA, PhD, Civil Engineering and Construction Management, registered civil engineer (PE), certified construction manager (CMC)

C&EE 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 sensibility. 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 versions of the rating system administered by USGBC, LEED 2009, 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.

Fee: $999
No refund after 18 Jan.
Remote Instruction
Jan. 4-Mar. 15
Enrollment limited; early enrollment advised.
Dimitris Klapsis, LEED AP BD+C, founder and manager of EC ENGR X 457.28 Introduction to Modern Radar Systems
4.0 units 3.3 CEUs
This course examines theoretical, design, and practical aspects of current radar systems design, as well as radar applications. Instruction includes discussions of radar signal spectral analysis, statistical detection theory, antenna design, receivers, transmitters, waveform design, and information extraction from processed signals. The course covers a wide variety of commercial and government radar applications, including space-based, police, weather, all-weather, air traffic control, and search-and-rescue radar. Military radar applications, including multiple target detection and tracking, air combat acquisition, early warning and control, and missile guidance are also reviewed. Additionally, the course investigates synthetic array radar (SAR) techniques. The course includes Matlab, MathCAD, System View, and other software simulation demonstrations for the analysis and solution of radar problems, but students are not required to use these programs. Prerequisite(s): SS in engineering, math, science, or other technical area; or consent of instructor.

Fee: $999
No refund after 18 Jan.
Online
Jan. 4-Mar. 15
David Taggart, PhD, senior engineering specialist, The Aerospace Corporation

C&EE X 408.75 Legal Aspects of Construction Projects and Contracts
4.0 units 3.3 CEUs
This course covers common construction law errors, basic contract and real estate principles in the construction context, contractor licensing, and bidding. “Standard” construction industry documents also are examined, including AIA 201 general conditions, breach by owner, breach by contractor, construction claims and damages, warranties and insurance, construction lending and deeds of trust, mechanics’ liens, bonds, stop notices, and litigation and arbitration.

Fee: $999
No refund after 21 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.
Mark Baker, JD, attorney at law, Baker & Associates

C&EE X 412.9 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 drawing symbols to 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. This course utilizes the pdf viewing and editing 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.

Fee: $1,099
No refund after 20 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17
Enrollment limited; early enrollment advised.
Evan Nishizu, project manager, MS in civil engineering, USCC
Communications Systems
Certificate

Learn the fundamentals and most common current systems applications with this 5-course (20-unit) certificate.

**Required Courses**
- **EC ENGR X 422.14 Modern Communication Systems**
- **EC ENGR X 422.19 Satellite Communication System Design**
- **EC ENGR X 422.20 Digital and Data Communications**
- **EC ENGR X 422.21 Fiber-Optic Communications**
- **EC ENGR X 425.20 Modern Microwave/Millimeter Wave Systems x DSP Enhancement**

**Electives** (Choose 1 from the following list)
- **EC ENGR X 422.28 Introduction to Modern Radar Systems**
- **EC ENGR X 422.8 Digital Signal Processing (DSP) Applications of Communication Systems**
- **EC ENGR X 422.4 Digital Signal Processing for Real-Time Systems**

**Offered this quarter.**

**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 457.57**

**CMOS Analog Integrated Circuit Design**

This course covers the design of CMOS analog integrated circuits with a focus on theoretical and practical circuit analysis, as well as design techniques from system functional blocks and transistor-level device physics. Fundamental concepts include CMOS devices emphasizing functionality limitations caused by short channel effects, single-stage amplifiers, current mirrors, bandgap references, and differential amplifiers. Building upon these concepts, the course explores multi-stage amplifiers, feedback, frequency response, stability, frequency compensation, and noise analysis. The course concludes with a design project, in which an operational amplifier is designed using two methods: the traditional square-law technique and the gm/ft graphical method. Special emphasis is made throughout the course on understanding the effects of device parasitics and on developing device physics driven circuit analysis and design skills.

**Prerequisites:** Students should have a basic understanding of mathematical concepts.

**Fee:** $999
- **Online**
  - Jan. 18
- **Jan. 4-Mar. 15**
- **David Taggart**, PhD, senior engineering specialist, The Aerospace Corporation

**Technical Management**

For a complete certificate description visit uclaextension.edu/techmanagement. For more information email et@uclaextension.edu or call (310) 825-4100.

**MGMT X 408.4**

**Legal Aspects of Government Contracts and Subcontracts**

This course covers the legal analysis of award and administration of contracts, government contract law sources, and legal principles applied to problems involving data and patents. Students also learn the formation of contracts, including terms, conditions, specifications, and interpretation; bids and proposals; sales, inspections; warranties; changes and amendments; equitable adjustments and damages; default and convenience; terminations; and remedies.

**Fee:** $999
- **Online**
  - Jan. 18
- **Jan. 4-Mar. 15**

**Contract Management**

**MGMT X 408.7**

**Types, Application, and Structuring of Contracts**

This course presents a review of the various types and forms of government contracts. Topics include choice of contract in view of the work statements and risk factors, how each type of contract works, contract structure, special requirements for administration, and incentive and award-fee contracts.

**Fee:** $999
- **Online**
  - Jan. 18
  - Jan. 4-Mar. 20

**Jeffrey Yost**, MBA, director of contracts, Intelligence Systems Division, Northrop Grumman Information Systems
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

Highlighted Summer Courses

Available in Westwood
MGMT 843.1 Project Management
Professional Exam (PMP) Preparation

Available in Westwood and DTLA
MGMT X 444.1 Fundamentals of Project Management

Available Online
MGMT X 446.3 Scaled Agile Approaches
MGMT X 408.61 International Business Contracting
MGMT X 443.6 Project Planning with MS Project
MGMT X 444.1 Fundamentals of Project Management

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

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 expertise in contract law, negotiation, international business contracting, bidding, financial management, and technology contracting.

The 2014 NCMA Salary Survey reports the average salary for contract managers is $97,000. Managers with certifications can earn an average of about $124,000, while the top 11% of executives earn more than $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
- + MGMT X 408.7 Types, Applications, and Structuring of Contracts
- + MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts
- MGMT X 408.61 International Business Contracting

Elective Courses
In addition, choose 2 elective courses (8 units).

Commercial Track
- MGMT X 408.66 Commercial Contracts: Bidding and Financial Management
- MGMT X 408.64 Technology Contracting

or

Government Track
- + MGMT X 408.65 Government Contracts: Bidding and Financial Management
- + MGMT X 408.4 Legal Aspects of Government Contracts and Subcontracts
- MGMT X 445.7 Federal Acquisition Regulations (FAR)

+ Offered this quarter.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering
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
+ MGMT X 445.66 Technology and Cost Management in the Supply Chain
+ MGMT X 445.67 Logistics, Operations, Methods, and Systems
+ MGMT X 445.4 Supply Chain Analysis and Compliance

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
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

Professional Engineer (PE) Mechanical Exam Preparation

Online
Saturday, January 16–February 20, 9–4pm

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

Government Cost Estimating & Pricing

MGMT X 442.13 Principles of Cost Estimating for Government Contracts
4.0 units  3.3 CEUs

This course covers the principles, practices, and procedures for preparing cost estimates by using a step-by-step methodology, which is compliant with government regulations. The course covers the pitfalls, problems, mistakes, and inaccuracies that can occur in cost estimates and can determine the difference between success and failure. Topics include the basic steps required to develop industrial engineering estimate types; labor, hour, and material-based parametric cost estimates; the preparation of software and development task estimates; computer tools and models used in estimate preparation that are acceptable to the DCAA; and documentation required by Federal Acquisition Regulation Part 15.

Reg# 376968
Fee: $999
No refund after 18 Jan.

Online Jan. 4-Mar. 20

Marek Gwosdziewski, 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 alternatives; 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# 376995
Fee: $999
No refund after 18 Jan.

Online Jan. 4-Mar. 20
Enrollment limited; early enrollment advised.

Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.

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
- MGMT X 442.12 Proposal Planning
- + MGMT X 442.13 Principles of Cost Estimating
- MGMT X 442.14 Cost/Price Analysis
- MGMT X 442.15 Compliance
- MGMT X 442.16 Pricing and Proposal Development

Many of our courses satisfy professional continuing education requirements for the National Contract Management Association and the Institute for Supply Management certifications.

+ Offered this quarter.

For More Information
et@uclaextension.edu | (310) 825-4100 | uclaextension.edu/engineering

MGMT X 445.66 Technology and Cost Management in the Supply Chain
4.0 units 3.3 GEUs

Many supply chain practitioners do a competent job of converting organizational requirements to purchase orders, sourcing and selecting suppliers, and developing operational schedules. In today’s rapidly changing technological and financial environment, however, supply chain professionals need to do more. They need to understand the role that information technology plays in purchasing and, specifically, how to use enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), and electronic commerce (e-commerce). Employees in the supply chain need to evaluate suppliers’ capabilities by investigating their commitment to Six Sigma, statistical process control (SPC), and ability to maintain a quality system (ISO 9001). Supply chain professionals must also have a firm grasp on how their job duties affect organizational financial activities and be able to assess suppliers’ financial health. This course provides essential information that elevates a supply chain practitioner to the next level. Instruction assists them in assimilating new information in the areas of information technology, quality, logistics, inventory, and financial management.

Reg# 376997
Fee: $999
No refund after 18 Jan.
Online
Jan. 4-Mar. 20
Enrollment limited; early enrollment advised.
Vincent Padilla, JD; USC, contracts lead; Boeing.

MGMT X 445.4 Supply Chain Analysis and Compliance
4.0 units 3.3 GEUs

This course covers the duties and responsibilities associated with the purchasing analysis and compliance functions. Topics include price analysis, value analysis, life cycle cost considerations, system audits, regulatory compliance, and ethics. Emphasis is on maintaining an approved procurement system and assuring that all contract and regulatory compliance requirements are met. Ethical issues associated with international and government procurements are reviewed. Instruction also covers the methods of proactively evaluating the supplier chain to identify opportunities for process improvements and cost reductions and to mitigate allegations of fraud, abuse, and unethical behavior.

Prerequisite(s): MGMT X 445 Fundamentals of Supply Chain Management or consent of instructor.

Reg# 376986
Fee: $999
No refund after 18 Jan.
Online
Jan. 4-Mar. 20
Enrollment limited; early enrollment advised.
Marek Gwozdzowski, MBA

MGMT X 445.5 Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts
4.0 units 3.3 GEUs

This course covers the relationship of Supply Chain Management with business law (Uniform Commercial Code); law of contracts: offer, acceptance, consideration, warranties, conditions, breach, and discharge; contract types; buyers’ rights and limitations; and differences in government contract purchasing.

Reg# 376984
Fee: $999
No refund after 18 Jan.
Online
Jan. 4-Mar. 20
Enrollment limited; early enrollment advised.
Lee Schuh, JD, contracts and financial consultant; recipient, UCLA Extension Distinguished Instructor Award, 2007.
Entertainment Studies Certificate Student Orientation

Exclusively for Certificate Students

The Entertainment Studies Certificate Student Orientation is a resource for all new certificate students in the fields of: Acting, Directing, Cinematography, Business and Management of Entertainment, Film and TV Development, Entertainment Business & Management of Entertainment, Music Business, and Post-Production.

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

Film & TV
For more information call (310) 825-9064, email entertainmentstudies@uclaextension.edu, or visit entertainment.uclaextension.edu.

FILM TV 804.2
Sneak Preview: Contemporary Films and Filmmakers
2.0 CUUs
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# 378026
Fee: $199
No refund after 3 Mar.
Remote Instruction
8 mtgs
Wednesday, 7-10pm, Mar. 10-Apr. 28
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 are not permitted.
Instructor to be announced

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 with industry guests, and case studies, instruction focuses on current business and production issues and introduces new business models to navigate content onto new distribution platforms. Some history is highlighted to provide a context for current practices and potential. The course also features opportunities to meet senior entertainment industry executives in various sectors. Topics include financing, contracts, intellectual property issues, licensing, worldwide theatrical marketing and distribution, worldwide home entertainment marketing and distribution, worldwide television production and distribution, multi-channel network distribution and opportunities, the impact of piracy, and leveraging new distribution platforms. By the end of the course, students should have an understanding of the opportunities available in the business of entertainment.

Reg# 378002
Fee: $699
No refund after 18 Jan.
Hybrid
Jan. 5-Mar. 16
This course will feature live Q&A sessions with guest speakers at a weekly time determined by the instructor. All live guest speaker sessions will be recorded for students to view at a later time if they are unable to attend.

Jim Milio, award-winning producer and director who has created more than 400 hours of TV for such networks as National Geographic (Dog Whisperer, Discovery Channel, and CBS (Rescue 911)). Mr. Milio has received three People’s Choice Awards and multiple Emmy and WGA nominations.

Reg# 378001
Fee: $699
No refund after 19 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Vernon Mortensen, filmmaker and development executive. Mr. Mortensen wrote and produced the movies Army Dog and A Sierra Nevada Gunfight, and produced and directed the limited series, Universal Ocean, as well as the pilot for the new animated series, Mars Bar. He is in pre-production on Dakota, starring Megan Fox.

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, the production budget to the financing, when a completion guarantor 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# 377992
Fee: $699
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
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.

MGMT X 476.99
Marketing Entertainment: Strategies for the Global Marketplace
4.0 units
Marketing entertainment is a global enterprise, and motion pictures, television shows, streaming content, and video games are the assets that drive expanding ancillary markets. How these properties are marketed determines their financial success and future. The instructor and a select number of the industry’s top marketing professionals address myriad issues on how entertainment content, including feature films, is 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 audio-visual, social/digital, 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# 376050
Fee: $699
No refund after 19 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
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.
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# 377794
Fee: $699
Online
Jan. 4-Mar. 21
Early enrollment advised.

David Wiener, talent lawyer at United Talent Agency. Before UTA, 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.

MGMT X 448.84 Copyright Law in the Entertainment Industry
4.0 units
What is intellectual property and how does it apply to the entertainment industry? As the ownership of intellectual property continues to be the lifeblood of the industry and the source of income for many, this course answers these questions while providing a general overview of intellectual property rights with a focus on copyright law and its role in the film, music, and television. Mr. Lifschitz has represented industry figures ranging from Quincy Jones to World Star Hip Hop and writes frequently in trade publications on major entertainment law issues.

Reg# 377942
Fee: $699
No refund after 19 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17

Daniel Lifschitz, associate counsel at Johnson & Johnson, LLP, focusing on entertainment, intellectual property, and business litigation in music, film, and television. Mr. Lifschitz has represented industry figures ranging from Quincy Jones to World Star Hip Hop and writes frequently in trade publications on major entertainment law issues.

MGMT X 448.85 Copyright Law in the Entertainment Industry (similar to MG 448.84)
4.0 units
What is intellectual property and how does it apply to the entertainment industry? As the ownership of intellectual property continues to be the lifeblood of the industry and the source of income for many, this course answers these questions while providing a general overview of intellectual property rights with a focus on copyright law and its role in the film, music, and television. Mr. Lifschitz has represented industry figures ranging from Quincy Jones to World Star Hip Hop and writes frequently in trade publications on major entertainment law issues.

Reg# 379001
Fee: $699
No refund after 8 Jan.
Remote Instruction
11 mtgs
Monday, 6:30-9:30pm, Jan. 4-Mar. 15

Jaia Thomas, entertainment and sports attorney. In addition to her practice, Ms. Thomas is a contributor to Uptown Magazine and Entrepreneur Magazine, where she regularly authors articles pertaining to the intersection of sports, entertainment, entrepreneurship, and the law.

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

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
Business & Management of Entertainment
Independent Producing

Are you looking for a shorter program? Our specializations can be completed in as little as 2-3 quarters!

Film & Television Specializations

Cinematography
Newly Revised

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!
Scholarships

UCLA Extension Entertainment Studies offers three scholarships for our students.

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. To help composers develop the specialized skills and essential contacts needed to pursue a successful career, BMI awards one student $2,500 to be applied toward course fees 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.

For more Information entertainment.uclaextension.edu/scholarships

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

MGMT X 452.2 Sold! Project Management Principles and Tools in the Entertainment Industry

4.0 units
This course will explore the tools and processes as the major function of organization for entertainment project management. Take a deeper look into concepts that include life cycles, creative development, scope, budget, schedule, managing conflict, and communication. Learn about the tools that help manage the budgets and schedules, and further your understanding about how to communicate progress and resolve conflicts. This intensive second step in the Entertainment Project Management suite of courses provides a meaningful foundation of these tools to connect project requirements with the teams that are needed to complete them.

Reg# 37610
Fee: $699
No refund after 20 Jan.
Remote Instruction 11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
The three courses in this specialization (MGMT X 452.1, 452.2, and 452.3) count toward elective credit in the Business and Management of Entertainment and the Entertainment Studies certificates.
Instructor to be announced

THEATER X 407.78 Improvisation Techniques for the Actor: A Course in Spontaneity

4.0 units
Gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Through theater games and improvised scenes, develop tools to make you more trusting of your own impulses and more generous with your fellow actors. Learn to go for active choices to play at the top of your intelligence and at the service of the scene. Actors also experience that the best comedy comes out of listening and responding honestly, not “going for jokes.”

Reg# 37772
Fee: $699
No refund after 11 Jan.
Remote Instruction 11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.
Toni Attell Emmy-nominated actor, comedian, and mime whose background includes a variety of work in theater, fim, and television. Ms. Attell has opened for Jay Leno, Steve Martin, and Robin Williams and has guest-starred on numerous television dramas and sitcoms.

THEATER X 422.12 Voice and Movement for the Screen Actor

4.0 units
This holistic approach to voice, movement, and speech aims at liberating and enhancing the performer’s natural capacity for moving, sounding, and speaking as applied to performance on camera. Using techniques developed by Alexander, Spolin, and Sills, learn to feel the way the human body naturally functions when it is free of adverse conditioning. Exercises in posture and breathing, tonal quality, pitch range, projection, and body characterization lead to enhanced character portrayal, emotional truth, and increased energy and mental alertness. You experiment with vocal and body energies, discover numerous choices in communicating text, and find new ways of tapping into the imagination and soul of a character.

Reg# 37775
Fee: $699
No refund after 11 Jan.
Remote Instruction 11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Crystal Robbins, actress whose work includes film roles (Time Changer, The Long Walk Home, Great Balls of Fire), theater acting, and directing. She completed studies in voice, speech, and body work with teaching legend Arthur Lessac and is a certified Lessac Trainer.

THEATER X 410.3 Acting for the Camera I

4.0 units
Learn to get comfortable in front of the lens. Exercises begin with on-camera interviews so students can view their screen images in playback. Instruction focuses on understanding technical and emotional adjustments required for working in front of the camera in a relaxed and truthful way and developing intimacy with the camera. Topics include the difference between frame sizes and learning to hit marks. Hone your acting techniques through scene-study guidelines and senory and moment-to-moment exercises, as well as monologue work. Some exercises are performed on camera with emphasis on close-ups, simple scenes, and basic camera moves. The instructor critiques individual students’ work during playback.

Reg# 376047
Fee: $699
No refund after 9 Jan.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Students record video exercises directly onto their own recording devices and submit files online. Enrollment limited; early enrollment advised.
Instructor to be announced

THEATER X 407.5 Acting Techniques: The Fundamentals

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

Reg# 37771
Fee: $699
No refund after 8 Jan.
Remote Instruction 11 mtgs
Monday, 7-10pm, Jan. 4-Mar. 15
Saturday, 2-5pm, Jan. 23-30
No meetings Jan. 18, Feb. 15. Enrollment limited; early enrollment advised.
Liza Chess, actor whose film credits include Frankie and Johnny, Married, The Hollow, and Separate Lives. Ms. Chess was a semi-regular on the TV series Picket Fences and has guest-starred on television shows such as The Practice, Family Law, and The Division.

THEATER X 410.3 Improvisation Techniques for the Actor:

4.0 units
Gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Through theater games and improvised scenes, develop tools to make you more trusting of your own impulses and more generous with your fellow actors. Learn to go for active choices to play at the top of your intelligence and at the service of the scene. Actors also experience that the best comedy comes out of listening and responding honestly, not “going for jokes.”

Reg# 37772
Fee: $699
No refund after 11 Jan.
Remote Instruction 11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.
Toni Attell Emmy-nominated actor, comedian, and mime whose background includes a variety of work in theater, film, and television. Ms. Attell has opened for Jay Leno, Steve Martin, and Robin Williams and has guest-starred on numerous television dramas and sitcoms.

THEATER X 422.12 Voice and Movement for the Screen Actor

4.0 units
This holistic approach to voice, movement, and speech aims at liberating and enhancing the performer’s natural capacity for moving, sounding, and speaking as applied to performance on camera. Using techniques developed by Alexander, Spolin, and Sills, learn to feel the way the human body naturally functions when it is free of adverse conditioning. Exercises in posture and breathing, tonal quality, pitch range, projection, and body characterization lead to enhanced character portrayal, emotional truth, and increased energy and mental alertness. You experiment with vocal and body energies, discover numerous choices in communicating text, and find new ways of tapping into the imagination and soul of a character.

Reg# 37775
Fee: $699
No refund after 11 Jan.
Remote Instruction 11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Crystal Robbins, actress whose work includes film roles (Time Changer, The Long Walk Home, Great Balls of Fire), theater acting, and directing. She completed studies in voice, speech, and body work with teaching legend Arthur Lessac and is a certified Lessac Trainer.

THEATER X 438 Performing in TV Commercials: Practices and Opportunities in the Field

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

Reg# 37774
Fee: $699
No refund after 10 Jan.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Students record video exercises directly onto their own recording devices and submit files online.
Gabrielle Schary, commercial casting director and president of Gabrielle Schary Casting for over three decades. Ms. Schary is hired to cast commercials for top brands, including Kay Jewelers, McDonald’s, Nielsen, Budweiser, Dannon, and Pistachio Growers.
FILM TV X 407.45
Acting Workshop: The Meisner Technique
4.0 units
Through improvisation and scene work, explore basic concepts of the Meisner approach to acting with a focus on creating and living in imaginary circumstances. Learn to work more independently, improve rehearsal and research skills, and strengthen vocal and movement skills.
Reg# 377376
Fee: $699
No refund after 10 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Enrollment limited; early enrollment advised.
Jeffrey Stubblefield, television, film and theater actor with supporting roles in the features Ted 2, Nesting, and Pedestrian. He also held recurring roles in Good Trouble, Desperate Housewives, Robert Townsend’s Diary of a Single Mom, Women’s Murder Club, Without a Trace, and The Practice, among others.

THEATER X 407.42
Inside Stanislavski: Applications for the Screen Actor
4.0 units
The great Russian actor, director, and teacher Konstantin Stanislavski had a method that combined physicality and spirituality when building a character as the shorter route to finding its inner life. Learn these practical techniques of Stanislavski to perform with confidence and depth. Exercises are supplemented with discussion of Stanislavski’s concepts, philosophy, and ethics. Most modern acting methods are grounded in the Stanislavski system, and understanding the basics of this system helps the actor understand and study other acting techniques. Topics include action vs. emotion, using imagination to create real emotions, relaxation and concentration, emotional memory, and building a character through personality and voice. At the end of the course, you will have acquired techniques to learn how to deal with stage fright, how to approach a role and inhabit it from the initial research to the physical embodiment of the character, and how to avoid bad acting habits, such as faking emotion or overacting.
Reg# 377376
Fee: $699
No refund after 9 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Eric Scott Gould, actor, director, scenewright, and producer. Mr. Gould has performed in more than 50 stage productions and has appeared in TV shows such as Curb Your Enthusiasm, Numb3rs, The District, Another World, and recurring on Without A Trace for the first four seasons.

Cinematography
FILM TV X 478.283
Lighting for Emotional Impact
4.0 units
This course is designed to help you develop a stronger understanding of lighting for motion pictures. Through lectures, workshops, assignments, and in-class exercises, you learn about different lighting styles and techniques. Special emphasis is placed on lighting tailored specifically for the story and the emotional impact that lighting can have on the audience. The class focuses both on theory and practical application of the concepts presented. Throughout the course, visual references are discussed, and completed assignments and supervised exercises are screened and critiqued in class.
Prerequisite(s): Successful completion of FILM TV X 478.27A Introduction to Cinematography is strongly recommended.
Reg# 378030
Fee: $699
No refund after 18 Jan.
Remote Instruction
9 mtgs
Tuesday, 7-10pm, Jan. 5-Feb. 16
Saturday, Sunday, 10am-5pm, Feb. 6-7
Enrollment limited; early enrollment advised.
Doug Glover, Two-Time Emmy Nominated cinematographer. Mr. Glover has served as the director of photography for numerous features and television shows, Dirty Jobs, Netflix’s The Dark and the Road Home, for which he won Best Cinematography at the New York Independent Film Festival.

FILM TV X 478.278
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# 378051
Fee: $699
No refund after 19 Jan.
Hybrid
7 mtgs
Wednesday, 7-10pm, Jan. 6-Feb. 17
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 Ba Ba.

FILM TV X 479.302
Becoming Camera-Savy: A Workshop for Today's Filmmakers
4.0 units
The camera is the essential tool of the filmmaker. This course prepares cinematographers and digital filmmakers to utilize the camera by employing an aesthetic and technical approach to projects. The essential technical aspects of how digital cinema cameras function are explored through lectures and practical application. Students participate in the testing and analysis of current digital cinema cameras and become more familiar with their individual features as well as the differences between them.
Prerequisite(s): Successful completion of FILM TV X 478.27A Introduction to Cinematography is strongly recommended.
Reg# 377167
Fee: $699
No refund after 6 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited; early enrollment advised.
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.

FILM TV X 478.27C
Advanced Lighting Workshop
4.0 units
A practical workshop in creating a look and executing a vision through cinematography by using the key tools that are available to the director of photography. Remote instruction will be applied through project work that challenges you through practical application. The course covers a variety of lighting situations (including exterior and interior lighting) through lectures and discussion, lighting demonstrations, and specific assignments, including problems often encountered in film and television production. Instruction also includes a review of color and exposure theory for advanced application in cinematic lighting.
Prerequisite(s): Successful completion of FILM TV X 478.283 Lighting for Emotional Impact or FILM TV X 478.27B Visualization and Exposure.
Reg# 378052
Fee: $699
No refund after 6 Feb.
Hybrid
7 mtgs
Tuesday, 8:30-11:30am, Feb. 2-Mar. 16
Enrollment limited; early enrollment advised.
This course will consist of live lectures and discussion on Zoom as well as significant time spent on practical application through guided projects done on your own time. A camera and light meter are required for this course, but additional gear is strongly recommended in order to get the full value of the course.
Leigh Lissabon Underwood, award-winning director of photography whose films have screened at Cannes, Tribeca, and Palm Springs, and on television for Lifetime. His credits include 1915, Brasil Meu Amor, and Sugar Baby. He received the best cinematography award at the 2013 Palm Springs International Shortfest for The Boy Scout.

For More Information
entertainment.uclaextension.edu/free-seminars
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 entertainments@uclaextension.edu | (310) 825-9064

Benefits of Remote Instruction

FILM TV X 476.44 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 directional skills required for a successful artistic collaboration with performers. You select one dramatic and one comic 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 performed during in-class auditions, and final scenes are performed on camera.

Prerequisite(s): Must have a working knowledge of directing.

Fee: $699
No refund after 15 Jan.
Remote Instruction 11 mtgs
Monday, 7-10pm, Jan. 4-Mar. 15
Saturday, 10am-1pm, Jan. 16
Saturday, 10am-1pm, Feb. 13
No meetings Jan. 18; Feb. 15.
Enrollment limited; early enrollment advised.

Reg# 377167

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

Prerequisite(s): X 476.95 Directing Workshop I, Composition and Movement or previous directing experience. Students must provide their own digital video camera and have access to editing equipment and software.

Fee: $699
No refund after 19 Jan.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Enrollment limited; early enrollment advised.

Reg# 377159

FILM TV X 476.12B Advanced Filmmaking Workshop: Production and Post-Production
4.0 units
In this capstone course of the Directing Certificate program, you maximize your learning experience and improve your filmmaking skills through the creation of a short film that is screened for an invited audience after the end of the course. Having first developed your projects in the course X 476.23 Developing Your Short Film, you enter the workshop ready to begin pre-production. Through lectures, demonstrations, and hands-on exercises, you learn the techniques for translating your script into moving images, as well as the creative and physical requirements for directing a film. Topics include budgeting and production scheduling, casting actors and eliciting the best performance, collaborating with the crew, camera blocking, creating the shoot list, visual composition, sound, and editing. By mid-class, you have the opportunity to put in practice all the producing and directorial basics you have learned throughout the program as you shoot and edit your film with guidance from the instructor. Dailies are reviewed and critiqued in class. Running time with credits must not exceed 15 minutes.

Prerequisite(s): Enrollment is restricted to Directing Certificate students who have successfully completed FILM TV X 476.23 Developing Your Short Film. Students with prior short film experience can enroll by consent of instructor, space permitting, and must submit a proposed script for the class. All students must complete an application for approval to enroll.

Fee: $699
No refund after 18 Jan.

Reg# 377153

FILM TV X 476.39 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. You then 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. 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.

Fee: $699
No refund after 19 Jan.
Remote Instruction 11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Students must have access to a camera and editing equipment.

Reg# 377168

Film & TV Development

FILM TV X 476.243 Developing Your Short Film
4.0 units
Learn the development process as it relates to short films with the focus on developing a short film 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.

Fee: $699
No refund after 18 Jan.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16

Cynthia Riddle, MFA, award-winning writer/producer, former development exec at MGM and WGA member whose credits include Crossroads, Puppy Love, Brittany Murphy Story and Poisoned Love: The Stacey Castor Story. She has written projects for Netflix, Showtime, Disney, Lifetime, Starz, Hallmark and others.

Reg# 377782

FILM TV X 476.22 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 major 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 for a job as a reader or an assistant.

Prerequisite(s): Strong English composition skills.

Fee: $699
No refund after 18 Jan.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16

Monique Sorgen, writer and director who has been hired to write both scripted and unscripted television and film for independent productions, as well as major studios and networks, local and foreign. Ms. Sorgen has also directed short films and music videos that have been picked up for distribution.

Reg# 377783

FILM TV X 476.29 Developing Your First Feature Film
4.0 units
In this course, you learn the basic structure and mechanics of screenwriting. You are challenged to transform your idea into a screenwriting masterpiece that can be sold. You will complete a full-length treatment and enter it into a contest for a chance to win a mentorship with an award-winning screenwriter.

Fee: $699
No refund after 18 Jan.
Remote Instruction 11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16

Reg# 377784

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

Looking to pursue a certificate in producing? Taught by Hollywood professionals, the Producing Certificate gives participants an insider view of the "real world" aspects of producing, providing the essential skills and knowledge needed for both creative and physical producing. The curriculum emphasizes the role of story, as well as principles of financing, marketing, and distribution.

Get started with these recommended courses.

FILM TV X 478.13A The Art of Line Producing

This course survey presents an overview of the real-world aspects of producing as practiced in the various tasks of a line producer such as creating a budget, location scouting, hiring crew, and everything in between.

Page 85.

FILM TV X 478.733 Producing Documentaries

Explore the stylistic and narrative, as well as technical and business, approaches to successful documentary filmmaking from inception to distribution, and create your own project proposal based on the strategies learned.

Page 86.

For More Information
Call (310) 825-9064 | entertainment.uclaextension.edu/certificates/producing
Building an Online Audience  4.0 units
In the Internet age, uploading your work to YouTube or Vimeo is imperative, and successful producers/directors can now demonstrate their artistic abilities to 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 projects. Instruction includes 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 branding sites; creating an individual brand and brand messages; understanding design as it relates to presentation; and critical thinking skills required to create a unique individual persona. In the final project, all students present a unique presentation/website with their online profiles.

Film Scoring  4.0 units
Explore why musical instruments sound as they do, how they are played, and their role in enhancing the creative vision of the filmmaker. Explore the characteristics and history of each instrument family (strings, woodwinds, brass, and percussion) and the differences among the territories. The following topics will be covered: the science of sound production, the instruments themselves, the history and current usage of various types of instruments, the music industry, recording techniques, arranging, composing, conducting, scoring, and orchestration. Coursework also includes a review of music notation, and an understanding of the fundamentals of notating music. Discussions will be conducted through a full command of craft, as well as an aesthetic understanding of story, character, and rhythm. By examining different editing styles, this course covers the elements of storytelling, performance, pace, emotion, action, continuity, and time manipulation. Instruction includes lectures, discussion, and viewing exercises. You also learn to select the most appropriate editing systems and technology by evaluating the limitations of budgets and time.

The Art and Craft of Film Editing  4.0 units
Editing is storytelling. Throughout the process, from first assembly to final delivery, editors are responsible for fulfilling the filmmaker’s vision through a full command of craft, as well as an aesthetic understanding of story, character, and rhythm. By examining different editing styles, this course covers the elements of storytelling, performance, pace, emotion, action, continuity, and time manipulation. Instruction includes lectures, discussion, and viewing exercises. You also learn to select the most appropriate editing systems and technology by evaluating the limitations of budgets and time.

Introduction to Adobe Premiere Pro  4.0 units
Adobe Premiere Pro is used by professionals across the spectrum of filmed entertainment, including feature films, music videos, and documentaries. You learn how to use this powerful program, from simple editing techniques to more complex compositing, layering, titling, motion graphics, and sound design. Instruction includes illustrated lectures, demonstrations, discussions, and class projects. Topics include starting a project, organizing and subclipping, timeline and basic editing tools, editing audio, video effects, color correction and grading, titles and motion, exporting, and posting online.

Instructor(s): You are required to have a working, current copy of Adobe Premiere Pro CC, as well as have video and audio files ready for use while learning Adobe Premiere Pro.

Fee: $699

No refund after 8 Jan.

Remote Instruction

Remote class. Students' pieces will be recorded remotely.

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

MUSIC X 483.43 Instrumentation and Introduction to Orchestration  4.0 units
Learn the characteristics and basic idiomatic scoring techniques for each orchestral instrument family (strings, woodwinds, brass, and percussion), as well as approaches of writing for different ensembles. Coursework also includes a review of music fundamentals and how to read and study an orchestral score. Apply your knowledge by composing three short pieces to be played in class.

Prerequisite(s): The ability to read music, knowledge of music notation, and an understanding of the fundamentals of music theory. Basic working knowledge of a music notation program such as Sibelius, Finale, or Dorico is required, as students are required to produce and print music scores and instrumental parts for their assignments. Additionally, it is recommended to have any professional quality computer-based Digital Audio Workstation.

Fee: $1,299

No refund after 14 Jan.

Remote Instruction

Students’ pieces will be recorded remotely.

Enrollment limited; early enrollment advised. Not permitted.

Richard Bronski, conductor for over 100 films, including Vice, Mission: Impossible– Rogue Nation, Hotel Transylvania, and 21 Jump Street. Mr. Bronski has worked with many notable Hollywood composers, such as Michael Giacchino, Nicholas Britell, Christopher Young, Christoph Beck, Mark Mothersbaugh, and Rolfe Kent.

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

86 Entertainment
MUSC X 403.52
Harmony I: Crash Course in Composing for Tonal Music
4.0 units
The study of harmony has been the foundation of composers for centuries. This intensive crash course not only serves as a complete review of diatonic harmony but also teaches you how to apply theoretical concepts to your own compositions. Instruction consists of three stages: establishing a strong foundation in diatonic harmony, studying music scores of the great masters who demonstrate these techniques, and creating your own music compositions emulating what you have learned. Concepts covered include proper usage of scales; functional chord progressions and how they work; roman numeral analysis; how to create both regional and true modulation; creating chord inversions; cadence types; and proper notational practices dealing with rhythm, meter, and score set-up. Scores studied include works by J.S. Bach, Mozart, Haydn, Beethoven, Mendelssohn, and more. As you work on your own compositions, utilizing many of the concepts learned, you receive guidance from the instructor and gain the opportunity to build your portfolio.
Prerequisite(s): The ability to read music, knowledge of music notation, and an understanding of the fundamentals of music theory.
Reg# 377144
Fee: $699
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 7-Mar. 16
Enrollment limited; early enrollment advised.
Steve Rothstein, PhD, composer of numerous orchestral, choral, and chamber works

MUSC X 403.53
Harmony II: Techniques for Composing Contemporary Music
4.0 units
In this course, you learn the techniques of twentieth/twenty-first century harmony while also applying the theoretical concepts to your own compositions. You are exposed to a wide variety of modern-era harmonic practices, starting with an introduction to the French Impressionists of the late nineteenth century and then moving forward to current trends of today. Instruction consists of three stages: establishing a foundation in contemporary harmonic techniques, studying the music scores of the great masters who demonstrate these techniques, and creating your own compositions by emulating what you have learned. Harmonic concepts include: modality and tonal ambiguity of the impressionists, total chromaticism, free atonality, serialism, tonalility, modern scales, pandiatonicism, tone clusters and sound mass, minimalism, neo-romanticism, and more. Scores studied include works by Debussy, Ravel, Schoenberg, Webern, Stravinsky, Ligeti, Penderecki, Reich, Adams, Glass, Part, and Whitacre. Utilizing many of the concepts learned, you work on your own compositions and study scores that use many of these harmonic techniques.
Prerequisite(s): MUSC X 403.52 Harmony I: Crash Course in Composing for Tonal Music, or consent of the instructor.
Reg# 377146
Fee: $699
No refund after 20 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.
Steve Rothstein, PhD, composer of numerous orchestral, choral, and chamber works

MUSC X 483.1
Film Scoring on a Budget
4.0 units
Learn to compose an effective film score on a limited budget using both MIDI pre-records and live professional musicians. Topics include spotting: the practical and psychological considerations of music placement; methods of synchronizing score to picture; and the dramatic utilization of melody, harmony, rhythm, and orchestral texture. You write three cues using MIDI that will be enhanced with live recording sessions played by professional musicians.
Prerequisite(s): Knowledge of music notation and theory, experience in music composition, MUSC X 449.91 The Art and Craft of MIDI, and MUSC X 482.1 Advanced Orchestration: Applied Techniques for the Studio and Scoring Stage, or consent of instructor.
Reg# 377315
Fee: $1,999
No refund after 10 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Students’ pieces will be recorded remotely.
Discounts cannot be applied to a portion of fees for this course.
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 483.3
Score like the Masters: Contemporary Techniques
4.0 units
Gain an understanding of and learn to emulate current compositional techniques and their enhanced possibilities of expression. Very often composers are asked to compose music “sounding like” that of the major composers today. Study recent film scores and their harmonic, melodic, and textural language of such composers as John Williams, Jerry Goldsmith, Alan Silvestri, and Danny Elfman. You have the opportunity to apply these techniques by composing short pieces using your own Daw MIDI setup.
Prerequisite(s): Access to and proficiency in using a computer, knowledge of music notation, and a basic familiarity with contemporary music. You should be able to read rhythms in 12/8 and 6/8 time, and understand basic principles of counterpoint and independent voice leading.
Reg# 377349
Fee: $699
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Enrollment limited; early enrollment advised.
Billy Sullivan, composer and musician on over 150 albums, TV soundtracks and film scores including Behaving Badly (Galeria Gornost, Big Momma’s House, Martin Lawrences, Five flights Up, Morgan Freeman, Monster in Law (Jennifer Lopez), Nutria (Eddy Murphy), Curb Your Enthusiasm (HBO), and VEEP (HBO).
Under the direction of talented industry professionals, learn the essential creative, business, and technical skills needed for a successful career in film scoring. Compose your own scores for film, TV, and video games, both electronically and using professional union musicians.

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

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

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

Film Scoring Certificate
Endorsed by the Society of Composers & Lyricists

The ability to read music, knowledge of music notation, and an understanding of the fundamentals of music theory.

Reg# 377200
Fee: $1,999
No refund after 13 Jan.
Remote Instruction
11 mtgs
Saturday, 10am-1pm, Jan. 9-Mar. 20
Discounts cannot be applied to a portion of fees for this course.

Prerequisite(s):
Dr. Norman Ludwin, DMA, instrumentalist, composer, orchestrator, author, and professional bassist who has played on hundreds of feature films, television scores, and records. As an orchestrator, Dr. Ludwin has worked on the recent films Jurassic World, Inside Out, and Star Trek Into Darkness.

MUSC X 482.3 Bringing the Power of Music to Film: A Film Scoring Seminar
4.0 units
This seminar is for film composers, filmmakers, and others interested in the subtle art of film scoring. It examines the crucial contribution music makes to narrative and emotional expression in film. Lectures and discussions, enhanced with film clips and recordings, cover such topics as great film themes and how melodies work in film; musical style, fashion, and concept; what’s in and what’s out, love and sex in film music; what’s hot and what’s not; horror, suspense, and how stories work in films; musical style, fashion, and concept; and future trends. The course concludes with constructive feedback on what improvements are advised that is music only. The latter assignment is to build up the student’s own library of music. Assignments are constructively critiqued by the instructor with specific detailed feedback on what improvements are advised to the music and scoring that is music only. The latter assignment is to build up the student’s own library of music. Assignments are constructively critiqued by the instructor with specific detailed feedback on what improvements are advised to make the music suit the commercial requirements and specifications of the course. Students who complete the course will have a compilation of their work to be used for their own promotion at their site or by their own behalf.

Reg# 377209
Fee: $699
No refund after 8 Jan.
Hybrid
2 mtgs
Jan. 4-Mar. 15
Monday, 7-10pm, Jan. 4
Monday, 7-10pm, Mar. 15
This course includes both synchronous (live) online meetings and asynchronous instruction. Refer to course syllabus for online session details. Attendance at the first meeting is mandatory. Enrollment limited; early enrollment advised.

Liz Myers, vice president, Trivers/Myers Music; composer and pianist for commercials and films who won a Clio Award for the arrangement of Gershwin’s Rhapsody in Blue created for United Airlines. Co-composer of the theme for the CBS Evening News with Scott Pelley.

MUSC X 483.12 Writing and Scoring for Strings
4.0 units
This comprehensive workshop in writing music for the string family—violin, viola, cello, and double bass—takes a thorough look at the contemporary and historical use of the strings and their usage in both film and concert music composition. The film composers studied include Bernard Herrmann, John Williams, Thomas Newman, Michael Giacchino, and Jerry Goldsmith. The concert composers include Johannes Brahms, Maurice Ravel, Leonard Bernstein, Edward Elgar, Igor Stravinsky, and John Adams. The course examines how film composition has utilized concert music for specific techniques, as well as for inspiration. Many sessions feature one of the members of the string family, with top professionals from L.A. recording studios demonstrating their respective instruments and playing student compositions. The final project is the writing and subsequent recording of a work for string quartet.

Prerequisite(s):

Reg# 377212
Fee: $1,999
No refund after 13 Jan.
Remote Instruction
11 mtgs
Saturday, 10am-1pm, Jan. 9-Mar. 20
Discounts cannot be applied to a portion of fees for this course.

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

Your Career in Music Begins Here!
The Music Business & Independent Music Production Certificates
BMI Proudly Supports UCLA Extension Certificates

Today, the music business—and independent music production—are complex, challenging, and changing constantly.

Yet, opportunities exist. Start your career, or move it to the next level, with our 2 certificates in these exciting fields. Both are comprehensive, nationally recognized programs, taught by industry professionals.

Advisors are available to provide guidance to students wishing to meet particular career goals.

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

Music Business
MUSC X 446.2 A&R: Making Music from Acquisition to Release
4.0 units
A definitive analysis of the functions of the A&R professional, this course stresses the collective effort needed from all departments—artist and label—in the creation of recorded music in all formats—from creation to acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release. Topics include new artist acquisition; record deals; the role of the producer; working with personal managers and booking agents; the role of social media from the artist and executive perspectives; A&R and sync strategies; independent acquisition and release.

Reg# 377686
Fee: $699
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Pablo Mathiason, music executive with over 20 years experience in discovering, developing and marketing talent. Mr. Mathiason’s most recent positions include director of Artist Relations for Greenpeace USA, and director of A&R for Starbucks Entertainment and for Live Record/Zomba Music Publishing.
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 find the perfect fit of new marketing strategies ranging from branding, product, price, place, promotion, and marketing information systems. The Internet, word-of-mouth, guerrilla 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# 377306

Fee: $699
No refund after 24 Jan.
Remote Instruction
11 mtgs
Monday, 7-10pm, Jan. 4-Mar. 15 Saturday, 10am-1pm, Jan. 30 Saturday, 10am-1pm, Feb. 27
No meetings Jan. 18, Feb. 25.

MUSC X 448.86 Touring, Tour Accounting, and Merchandising
4.0 units
Discover the fundamental aspects of the concert touring industry. This course guides students through the entire touring process, from planning to settling live performances. Participants gain an understanding of different tour revenue streams, such as ticket sales, sponsorship income, and merchandising. Students also learn how to maximize tour profits through effective marketing, promotion, budgeting, and monitoring. Instruction includes lectures, industry guest speakers, and discussion. Reg# 377396

Fee: $699
No refund after 19 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17

Seven Bailey: President of Omnis Records, where he oversaw the signing of several artists, three of which secured EP debuts on the top 100 on Billboard. Mr. Bailey also works with film producers and directors, including Clive Davis, Rihanna, and Ms. Lauryn Hill to create music driven film and television projects.

MUSC X 448.81 Music Publishing: A Creative and Business Perspective
4.0 units
This entry-level course is of interest to songwriters, bands, and producers but applicable to anyone who wants to learn both the creative and business basics of music publishing from A-Z. You learn how to improve your chances for getting seen, heard, and signed. Topics include effective songs, broadcast quality record-ings, and brand equity; how to ensure that you’re not getting ripped off; United States copyright basics, copyright registration in Washington D.C. and co-writer and producer splits; what music publishing companies can do for your career: song-plugging, advances, and copyright administration; how to make sense of publishing deals and copyright assignment: exclusive songwriter agreements, co-publishing deals, and administration agreements; how to get paid for your music and master recordings: mechanical royalties, performance royalties, sync fees, master-use fees, print royalties, new electronic transmissions, and foreign sub-publishing monies. You also learn how and when to join important music organizations and societies: ASCAP, BMI, SESAC, Sound Exchange, and The Harry Fox Agency; and how to start your own publishing company: self-publishing, music libraries, resource guides, and pitching your own music in film, TV games, advertising, corporate videos, movie trailers, and DVD features. No prior understanding of music publishing is needed. Reg# 377483

Fee: $699
No refund after 20 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.
Suzan Koc, songwriting mentor and owner of Songwriters Rendezvous, an exclusive songwriting workshop, and the boutique publishing company, House Call Music. She has held positions such as VP of Creative at BMG Rights Management and VP of Writer Development at BMG Music Publishing.

MUSC X 448.35 Legal and Practical Aspects of the Music Business
4.0 units
Whether you are an artist, manager, lawyer, accountant, music industry executive, producer, songwriter, music publisher, or work for a digital service provider or other digital media company, this course is essential to understanding the various ways in which rights are exploited and monetized and how revenue is generated in the music business. In addition, the critical topics of building your artist’s brand as a business, along with the necessity of ancillary revenue streams outside of music and the cutting edge deals dealt with in the digital space, are all covered. Also examined are arrangements between record companies and artists; production deals, producer agreements, and other legal and business issues that arise in the recording studio; trademark and rights of publicity; agreements relating to the artist’s team of advisors; topics and agreements relating to music publishing rights; monetizing and understanding the differences between subscription and ad-supported services, as well as other digital media opportunities; and fans, brands, social networking sites, and cultural communities as they affect music, copyrights, and merchandising in a global music market. Discussions on current events relating to the ever-changing tides of the music industry, including the ongoing legislative developments in Washington, D.C. affecting copyright reform and their impact on the future of the business are also woven into lectures throughout the course. Reg# 377185

Fee: $699
No refund after 20 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 18
Jonathan Larr, entertainment attorney at Icarus Law, PC in Los Angeles, a boutique transactional entertainment law firm whose clients include recording artists, songwriters, and producers. Mr. Larr has over a decade of experience in the music industry both as a lawyer and, formerly, as an artist manager.

MUSC X 448.31 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 many 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# 378015

Fee: $699
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Ryan Kofman, Senior Director of Creative Synch at BMG (Bertelsmann Music Group), where he pitches and procures synch placements for BMG’s catalog of music. Previously, Mr. Kofman served as the Associate Director of AWAL Synch at Kobalt Music Group, securing synch placements for independent artists.

Music Business Certificate
Winter is the perfect time to begin pursuing a Music Business Certificate! This program is for aspiring and established artists, producers, managers, songwriters, and publishers on the principles of the music industry in the areas of A&R, touring, marketing, legal issues, publishing, and artist management.

Don’t know where to begin? We recommend getting started with the following courses.

MUSC X 446.2 A&R: Making Music from Acquisition to Release
Learn the functions of the A&R professional, including the collective effort needed from all departments—artist and label—in the creation of recorded music in all formats, from inception to acquisition and release. Page 88.

MUSC X 448.80 Do-It-Yourself Music Marketing
Learn the exhaustive process of DIY music sales and promotion from developing your brand and identifying your vision all the way to promotions and publicity while creating your own customized, low-budget marketing plan. Page 89.

MUSC X 448.35 Legal and Practical Aspects of the Music Business
Discover how to monetize and maintain revenue in the music industry, no matter what your role may be, by exploring copyrights, streaming services, social networks, the nature of talent/business agreements, and much more. Page 89.

You do not need to be enrolled in a certificate to take a course.

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

Screenwriting
Courses
The UCLA Extension Writers’ Program offers more than 200 screenwriting courses annually—onsite and online—as well as certificates in Feature Film Writing, Television Writing, and Film/TV Comprehensive; specialization 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 149.

For more information call Jeff Bonnett at (310) 206-1542.
Music Production

MUSC X 451
Entrepreneurship for the Indie Artist
4.0 units
Record-low album sales, industry lay-offs, and ever-evolving changes in technology can be disheartening for the aspiring artist looking to break into the business, but nothing could be further from the truth! There’s never been a better time to be a do-it-yourself artist, and this course gives you the tools to assess what you can do yourself (and how) and when you should bring in the professionals. Many musicians record and market their own music, but only a handful actually monetize those efforts. Learn the importance of establishing a brand and how to harness the power of the Internet to generate awareness and excitement around your music. Topics include creating a business plan for yourself and your brand, forming a marketing campaign, deciding on distribution options, optimizing sales through targeted use of social media tracking tools, building a fan base through gigging and merchandise, publishing and licensing, and the latest developments in promotion—all on a shoestring budget. Instruction features guest speakers, who work in various facets of the industry, to bring real-world perspective to the topics.

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.

Prerequisite(s): 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 2016 (installed and fully updated); external hard drive/audio interface/mic/midi keyboard are optional but recommended.

Reg# 377140
Fee: $699
No refund after 8 Jan.
Online
Jan. 4-Mar. 14
Enrollment limited; early enrollment advised.

Maurizio OttO De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valen- tine, and Jesse Carmichael.

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 common signal processors, audio consoles, microphone techniques, and the digital audio workstation production process.

Reg# 377166
Fee: $699
No refund after 8 Jan.
Online
Jan. 4-Mar. 21

Maurizio OttO De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valen- tine, 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 aamps 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# 377142
Fee: $699
No refund after 8 Jan.
Online
Jan. 4-Mar. 14
Enrollment limited; early enrollment advised.

Maurizio OttO De Togni, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5’s James Valen- tine, and Jesse Carmichael.

MUSC X 448.6
The Record Production Process: Professional Practices
4.0 units
This course provides an overview of the role of the record producer and their responsibility through all the stages of making a record: pre-production, recording, overdubs, editing, mixing, and mastering. Topics include how to use appropriate terminology to communicate effectively with the various members of the production team, sharpening your listening skills so you can incorporate specific elements into your own production, producing for a specific artist’s genre of music and how to get the best performance from the artist, how producing a band is different from a solo artist, and how to budget for record production. You also learn arrangement techniques, as well as key vocal production techniques for main and background vocals. Discover the difference between producing a mix and engineering a mix, as well as the different style of mixes that are needed before going into the mastering phase of a project. At the end of the course, you will have gained musical, emotional, performance, and arrangement techniques designed to make your music more compelling.

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.

MUSC X 441.5
Creating Commercial Sounding Masters
4.0 units
Just understanding how to operate a DAW (Protocols or Logic) is not enough to help you to make your recordings competitive with commercial sounding masters. In this workshop-style class, independent artists learn how to create commercial-sounding recordings “in-the-style-of,” that is, re-producing a hit recording from the ground-up and emulating the work of the well-known producers and engineers. You learn what elements made those hits successful and how to re-create those winning production components: sound, feel, and emotional power. Classes are hands-on, real-world, intensive, and cover such concepts as choosing musicians and fine-tuning the best performance out of artists. You 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): You must be familiar with and comfortable working a DAW (Pro-Tools, Logic, Digital Performer, or Cubase).

Reg# 377185
Fee: $699
No refund after 18 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Enrollment limited; early enrollment advised.

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.

- ONLINE COURSE, page 5.
- HYBRID COURSE, page 5.
- WEB-ENHANCED COURSE, page 5.
- REMOTE ENHANCED COURSE, page 5.
- TEXTBOOK REQUIRED
- UC CREDIT, page 6.
Food Justice

Elective toward both the Sustainability and Food Studies Certificates

This online course examines food justice from diverse theoretical, applied, and ethical perspectives (e.g., socioeconomic class, race and ethnicity, culture, access and equity, law, economy, ecology, sovereignty, health and wellbeing). We will survey food justice organizations and initiatives working to create and maintain healthy and sustainable food systems locally, regionally, and globally.

Instructor: James Bassett, PhD, experienced instructor and expert in sustainable food and agriculture.

Page 94.

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 93.
- MGMT X 401 Principles of Sustainability II: Current Issues and Case Studies, page 93.
- ENVIRON X 402 Principles of Sustainability III: Stakeholders and Engaging Communities, page 93.

Electives

Additional electives may be offered in other quarters.

- GEOG XL 1 Earth’s Physical Environment, page 94.
- MGMT X 401 Principles of Sustainability II: Current Issues and Case Studies, page 93.
- MGMT X 403 Strategic Social Impact, page 93.
- PUB PLC X 477 Food Justice, page 94.
- PUB PLC X 495 Sustainability Internship, page 94.
- C&EE X 438.8 Leadership in Energy and Environmental Design, page 75.

+ 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**

+ GEOG XL 1 Earth’s Physical Environment

  Page 94.

+ GEOG XL 5 People and the Earth’s Ecosystems

+ PUB PLC X 461 Climate Change, Energy, and the Environment

  Page 94.

+ ENVIRON X 14 The Ocean Environment: An Ecosystem Perspective

  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**

ENVIRON X 405 Supply Chain Sustainability

PUB PLC X 460.5 Renewable Energy Economics and Policy

+ MGMT X 403 Strategic Social Impact

  Page 93.

+ MGMT X 481.5 Global Business Practices in Sustainability

+ Offered this quarter, contingent on enrollments.

All courses are also electives for the Sustainability Certificate; these courses can be used toward completing both programs!

**For More Information**

sustainability@uclaextension.edu | (310) 825-7093 | uclaextension.edu/sustainableBusMgmtCert

Stay connected!
Follow us on Facebook @UCLAExtensionSustainabilityCertificate
ENVRON X 400
Principles of Sustainability I: Introduction
4.0 units
This introductory survey lays the foundation for the study of global sustainability. With universal principles as a broad framework, this course provides a basic understanding of environmental systems and the interrelationship and effect of humans upon the environment. Topics include a historical overview of sustainability and the current problems and issues, an overview of earth's physical and biological systems and the impact of environmental issues like climate change on these systems, an examination of environmental and urban issues and strategies, and tools to investigate and analyze sustainable environmental practices.

Reg# 377630
Fee: $715
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Required course in Sustainability Certificate.
Nurit Katz, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

ENVRON X 402
Principles of Sustainability III: Stakeholders and Engaging Communities
4.0 units
This course focuses on the human element, addressing the adequacy and equity of sustainability efforts and taking the universal principles to a different level that includes environmental justice. The emphasis is on behaviors and characteristics of the individual as well as the larger group and community influences that help shape and transform the individual into a sustainable global citizen. Topics include psychosocial and socio-cultural behaviors affecting beliefs, change, and decision making; potential effects of sustainable action vs. inaction; pathways toward sustainable education and awareness; advocacy and activism; and the ethics of sustainability efforts across nations, including future opportunities and challenges. Includes guest experts, case studies, and site visits. Upon completing this course, students have a preparatory knowledge and understanding of individual and group roles in global sustainability, the interconnectedness and necessity of collaboration between social, economic, and ecological responsibilities; and the importance of advocacy and the media in raising and maintaining awareness of global sustainability and citizenry.
Prerequisites(s): ENVIRON X 400 Principles of Sustainability I: Introduction.
Reg# 377626
Fee: $715
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Required course in Sustainability Certificate.
Restricted course. Web enrollments automatically generate a “Permission to Enroll” request.
Mirei Takashima Claremon, PhD

MGMT X 401
Principles of Sustainability II: Current Issues and Case Studies
4.0 units
Gain a broad exposure and intimate knowledge of the business aspects of sustainability through real-world business case studies. Key elements of this course include identifying practical tools, measuring performance, and reviewing best practices. Upon completion, you’ll have an understanding of the challenging and often competing interests between businesses and the regulatory, social, and technological efforts occurring globally.
Prerequisite(s): ENVIRON X 400 Principles of Sustainability I: Introduction.
Reg# 376633
Fee: $715
No refund after 19 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Required course in Sustainability Certificate.
Restricted course. Web enrollments automatically generate a “Permission to Enroll” request.
James Bassett, PhD, senior member, Environmental Affairs Committee, Santa Monica Chamber of Commerce

MGMT X 403
Strategic Social Impact
4.0 units
This course offers an introduction to social impact strategy and social entrepreneurship, including key concepts, an overview of the field, and tools to get started as a change maker. Students learn how to innovate and design new ideas and new organizational forms to implement those ideas. Students who take this course are better prepared to evaluate current organizations and/or launch social impact organizations of their own invention. By moving through four stages: Define, Design, Pilot, and Scale, students turn their passion for changing the world into concrete plans for launching a venture designed to achieve a social goal. This course allows students to systematically think through challenges, develop potential solutions, build a business model, and measure and grow the venture’s impact. Additional topics include an overview of effective marketing communications, brand management and management of corporate social responsibility as an important driver for an organization’s success, and being socially responsible and profitable at the same time.
Reg# 377633
Fee: $715
No refund after 20 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Misha Kouzeh, MS, consultant, trainer, TEDx speaker

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

Environmental Studies & Public Policy

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 agri-food systems and the environment.

Elective Courses (choose 4 of the following)

- ANTHRO XL 133F Anthropology of Food
- PHYSICI X 451 Introduction to Human Nutrition
  Page 105.
- PUB PLC X 478 Sustainable Food and Agriculture
- PUB PLC X 477 Food Justice
  Page 94.
- 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
Strategic Social Impact

Making Businesses Socially Responsible and Profitable

This course offers an introduction to social impact strategy and social entrepreneurship, including key concepts, an overview of the field, and tools to get started as a change maker. Upon completion of this course, you will be better prepared to evaluate current organizations and/or launch social impact organizations of your own invention.

By moving through four stages: Define, Design, Pilot, and Scale, students will turn their passion for changing the world into concrete plans for launching a venture designed to achieve a social goal. This course encourages you to think through challenges, develop potential solutions, build a business model, and measure and grow the venture’s impact.

Additional topics include effective marketing communications, brand management, and management of corporate social responsibility.

Page 93.

GEOG XL 1
Earth’s Physical Environment

5.0 units

This course examines the Earth’s physical environment, with particular reference to the nature and distribution of landforms and climate and their significance to human populations. Instruction covers the major features of the Earth’s four environmental geospheres (atmosphere, hydrosphere, lithosphere, and biosphere) and the interactions between the numerous variables that constitute the geospheres and produce the Earth’s exceedingly complex physical environment. Transferable for UC Credit.

Reg# 377634
Fee: $845
No refund after 8 Jan.
Online
Jan. 4–Mar. 21
Fulfills Physical Sciences General Education requirement of the UCLA College of Letters and Science.
Evan Hart

PUB PLC X 477
Food Justice

4.0 units

This online course examines food justice from diverse theoretical, applied, and ethical perspectives (e.g. socioeconomic class, race and ethnicity, culture, access and equity, law, economy, ecology, sovereignty, health, and wellbeing). We survey food justice organizations and initiatives working to create and maintain healthy and sustainable food systems locally, regionally, and globally. The course explores the contemporary food system by examining food production, distribution, and consumption and their impacts on the quality of life of food producers, workers and consumers. The course provides a framework for understanding and addressing issues of food justice, specifically the role of policy and politics in determining what we eat, who experiences the costs and benefits of contemporary industrial food systems, and how we can build equity and sustainability for our food system. Upon completion of the course, students will have a working understanding of established and emerging approaches to the challenges of improving and promoting food justice. Students also gain the practical knowledge needed to advocate effectively for food justice.

Reg# 377637
Fee: $715
No refund after 18 Jan.
Hybrid
11 mths
Remote Instruction
Monday, 6-9pm, Jan. 4, Jan. 25-Mar. 15
Online
Jan. 11 & 18, Feb. 1 & 15, Mar. 1 & 15
Therese Zarilengo, Therese Zarilengo, MS, Retired meteorologist, National Weather Service

PUB PLC X 461
Climate Change, Energy, and the Environment

4.0 units

This course provides a better understanding of how future energy solutions—both power and transportation—address climate change and environmental protection from a policy standpoint. Instructors broadly discuss climate change, including greenhouse gas emissions, their impacts, and policy actions to reduce such impacts. The course also briefly discusses interrelationships among greenhouse gases, environmental quality, public health, energy security, and long-term sustainability. Upon successful completion of the course, students should be able to better analyze, plan, and advise on future actions in response to new and evolving federal, state, and local programs and policies in this area.

Reg# 377638
Fee: $715
No refund after 21 Jan.
Hybrid
Jan. 7–Mar. 17
This Hybrid class is designed to be held primarily online, except for one instructor-guided off-campus field trip to the Santa Monica Farmers Market.
James Bassett, PhD, senior member, Environmental Affairs Committee, Santa Monica Chamber of Commerce

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): Fifty percent of the program requirements (thus, three of the five courses) must be completed before taking the Internship course.

Reg# 377640
Fee: $810
No refund after 8 Jan.
Independent Study/Internship
Jan. 4–Mar. 21
Elective course in Sustainability Certificate.
Dan Beal, MPA, who has more than 35 years of experience developing, analyzing, and implementing legislation, advocacy efforts, and public policy and programs
CREDIT ANALYSIS & MANAGEMENT

FINANCE

96 Finance
98 Financial Literacy
99 Business Economics, Math & Statistics

For more information call (310) 206-7247.

Related Fields of Study

13 Accounting, Taxation & Internal Audit
29 Business & Management

100 INVESTMENTS

100 PERSONAL FINANCIAL PLANNING

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 98.

MGMT X 430.383 Internship in Personal Financial Planning
Page 102.

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 though 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.

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

Hybrid

Online

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 118.

Offered This Quarter:

Business Law: Fundamentals
Paralegal Training Program
Legal Secretary Training Program

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

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 tools, write comprehensive credit analysis reports, manage a loan or loan portfolio, based courses that give instruction of how to understand and adopt current evaluation tools.

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 tools, write comprehensive credit analysis reports, manage a loan or loan portfolio, based courses that give instruction of how to understand and adopt current evaluation tools.

Certificate Summary

<table>
<thead>
<tr>
<th>Courses</th>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT X 430.611 Introduction to Credit Markets</td>
<td></td>
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<tr>
<td>MGMT X 430.612 Conducting a Credit Analysis I</td>
<td></td>
</tr>
<tr>
<td>MGMT X 430.613 Conducting a Credit Analysis II</td>
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<tr>
<td>LAW X 420 Business Law: Fundamentals</td>
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<tr>
<td>MGMT X 891.02 Business Ethics</td>
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</tbody>
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For More Information
jcaruso@uclaextension.edu | (310) 206-1708 | uclaextension.edu/pre-mba-studies

Credit Analysis & Management

• Conducting a Credit Analysis I
  - MGMT X 430.612
  - 4.0 units
  - 3.6 CEUs
  - This course prepares you for your first day of work: where to start, what to look at, what to do, and what you need in a real-world work environment. Learn how to evaluate and explain how to repay an asset-based loan, revolving credit, and a term loan. The initial focus is on the cash conversion cycle in the analysis of asset-based loans, trade finance, factoring, accounts receivable securitization, and captive finance companies. Learn how to evaluate and explain credit decisions based on the financial condition of the applicant and other factors equally important in determining creditworthiness. You also learn what non-financial considerations to evaluate and how to incorporate internal concerns and competing priorities into a final credit decision.

• Conducting a Credit Analysis II
  - MGMT X 430.613
  - 4.0 units
  - 3.6 CEUs
  - Learn to look beyond financial statements to evaluate and explain the risk in a borrower’s accounting state-ments, financial projections, and business practices. Analyze aggressive and/or deceptive accounting principles, such as purchase accounting, unfunded pension liabilities, securitized receivables, deferred taxes, and channel stuffing. Examine financial projections, including aggressive assumptions, break-even analysis, and debt service coverage. Explore industry risk, including aggressive and/or deceptive practices used by manufac-turers, retailers, importers/exporters, real estate developers, utilities, transportation companies, and wholesalers. Additionally, learn how to dissect the Business Plan: (1) review the components of a complete plan; (2) read, research, fact-check, and evaluate the plan; and (3) communicate the SWOT of the business plan with appropriate conclusions.

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

Finance

For more information call (310) 206-1689 or email pwilkins@uclaextension.edu.

MGMT X 130A

Applied Managerial Finance

- 4.0 units
- This course offers an introduction to some of the most 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: MGMT X 1A and MGMT X 1B Principles of Financial Accounting or equivalent or consent of instructor.

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

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

Credit Analysis & Management Certificate

Courses Provided At A-Glance

- Online Course
- Textbook Required
- UC Credit
- Remote Instruction

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

For active duty U.S. military personnel, veterans, and their immediate families who are interested in pursuing courses in the financial management program 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

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

Course Icons Provide Information at-a-Glance

- Online Course
- Textbook Required
- UC Credit
- Remote Instruction

For More Information
jcaruso@uclaextension.edu | (310) 206-1708 | uclaextension.edu/pre-mba-studies
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**
- MGMT X 130A Applied Managerial Finance
- MGMT X 432.3 Financial Statement Analysis
- MGMT X 433.01 Fundamentals of Investing
- MGMT X 432.5 Financial Statement Analysis
- MGMT X 430.135 Money, Banking, and the Financial Markets
- MGMT X 130B Advanced Applications of Managerial Finance

**Elective Courses**
Total of 4 courses required.
Students may choose from I 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 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)
Our instructor-led online courses give you the flexibility to study from anywhere, at any time. Take individual courses entirely online, or enroll in the Finance Certificate and combine regular on-site courses with those online.

Offered Online This Quarter

MGMT X 430A Applied Managerial Finance
Page 96.

MGMT X 430.3 Financial Statement Analysis
Page 98.

MGMT X 433.380 Ethics in Finance
Page 98.

MGMT X 433.033 Managing and Understanding Stock Options
Page 100.

For a Complete List of Courses
uclaextension.edu/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 and 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

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# 378065
Fee: $295
No refund after 12 Jan.
Online
1 mtg
Britt Hastey, MS, MBA, vice chair, Business Administration, Los Angeles City College

MGMT 833.434
Financial Management in the COVID-19 Era
0.2 CEUs
What do you need to know about managing your finances during the COVID pandemic? Unemployment is at record levels, gold is at an all-time high, the stock market is at an all-time high, interest rates on Mortgages and Bonds at all-time lows, businesses are failing, and new laws are granting people greater access to retirement funds without penalty. These are today's realities, but what does this mean to me? Listen to a panel of financial experts discuss what this means and what you need to be thinking about.

Reg# 378055
Fee: $25
No refund after 12 Jan.
Remote Instruction
1 mtg
Wednesday, 10am-12pm, Jan. 13
Instructor to be announced

Courses Anywhere

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 and 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

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# 378065
Fee: $295
No refund after 12 Jan.
Online
1 mtg
Britt Hastey, MS, MBA, vice chair, Business Administration, Los Angeles City College

MGMT 833.434
Financial Management in the COVID-19 Era
0.2 CEUs
What do you need to know about managing your finances during the COVID pandemic? Unemployment is at record levels, gold is at an all-time high, the stock market is at an all-time high, interest rates on Mortgages and Bonds at all-time lows, businesses are failing, and new laws are granting people greater access to retirement funds without penalty. These are today's realities, but what does this mean to me? Listen to a panel of financial experts discuss what this means and what you need to be thinking about.

Reg# 378055
Fee: $25
No refund after 12 Jan.
Remote Instruction
1 mtg
Wednesday, 10am-12pm, Jan. 13
Instructor to be announced
Women in the Workplace

Wednesday, March 4, 6-8pm
Remote Instruction

For More Information
(310) 206-1689

Women, Wealth
and Wisdom Seminar

Women in the Workplace
Reg# 378054
Fee: $25
Page 99.

Business Economics, Math & Statistics

For more information email
cpanun@uclaextension.edu

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

MGMT X 100
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# 377844
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Bijan Raphael, MA, PhD

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# 377846
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Jesse U. Overall, PhD, member of the Technical Staff, Rigel’s 3 Group; recipient of the UCLA Extension Distinguished Instructor Award.

MGMT X 115
Business Statistics
4.0 units
This course covers 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.
Reg# 378016
Fee: $765
No refund after 20 Jan.
Remote Instruction
11 mtgs.
Wednesday, 6:15-9:30pm, Jan. 6-Mar. 17

MGMT X 430.2
Applying Data Science to Financial Services
4.0 units 3.3 CEUs
The focus of this course will be on the end user of data science rather than the data scientist or engineer. The course will introduce participants in the financial services field to various aspects of data, data processing, and data interpretation. It will examine the data analytics tools which are widely used and discuss the processing and design challenges involved with each. It will emphasize the importance of being able to collect, assemble, organize, and clean data as technology advances and for use in AI applications.
Reg# 378050
Fee: $765
No refund after 10 Jan.
Online
Jan. 4-Mar. 21
Jerald Savin, BA, CPA, CEO, Cambridge Technology Consulting Group

MGMT X 826.2
Hospital Revenue Cycle Claims Analyst: Part Two
The Hospital Revenue Cycle Claims Analyst curriculum will train students in the hospital revenue cycle as related to claims edits. The scope is to provide a foundation of training materials from essential concepts to applications of these concepts which culminate in understanding how to submit a clean claim. The intent of the materials is to equip each student with the ability and skill to recognize, analyze, and assess each claim scenario for its integrity and immediately apply these skills in the workplace.
Reg# 37856
Fee: $395
No refund after 15 Jan.
Remote Instruction
6 mtgs.
Saturday, 8:30am-12:30pm, Jan. 9-Feb. 13
Karla Gibbs, Revenue Integrity Analyst, Patient Business Services (UCLA)

MGMT X 103A
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.
Reg# 378056
Fee: $765
No refund after 6 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited.
Ralph Zwierow, MBA, principal, Credit Training Resources

MGMT X 130A
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.
Reg# 378059
Fee: $765
No refund after 19 Jan.
11 mtgs.
Tuesday, 6:30-8pm, Jan. 5-Mar. 16
Visitors not permitted.
Fred Kuhns, CMA, MBA, principal, FRK Consulting

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# 378053
Fee: $380
No refund after 6 Jan.
Online
Jan. 4-Feb. 1
Britt Hastey, MS, MBA, vice chair, Business Administration Department, Los Angeles City College

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.
Reg# 378057
Fee: $765
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited.
Panagiotis Koutsoglou, Pan Koutsoglou, MBA, Director Financial Planning and Analysis, JH Capital Group

For More Information
Enroll at uclaextension.edu or call (800) 825-9971
Investments

MGMT X 433.01 Fundamentals of Investing
4.0 units
This course offers an introduction to investing, including investment analysis, portfolio management, and capital markets. Designed to provide the basic concepts and principles of investing, the course examines investment policies, types of securities, factors that influence price changes, timing purchases/sales, preparing investment programs to meet objectives, investment risk and return, and portfolio balancing. Instruction also includes an overview of the securities market and its behavior, including sources of information about the various instruments traded, procedure of trades, and the relevant mechanics and techniques of the market.

Reg# 378063
Fee: $765
No refund after 17 Jan.
Hybrid
11 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16
Visitors not permitted.

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

MGMT X 433.03 Advanced Security Analysis
4.0 units
This rigorous and exciting course builds upon the foundation laid in MGMT X 433.02 Security Analysis using advanced techniques of analysis to seek profitable opportunities in securities. Students are introduced to several useful concepts that many hedge funds employ today. Instruction also includes an overview of the “boom-to-bust cycle” from a historical perspective and how it can affect investment strategy. Using case studies of companies, securities, and investment managers, participants gain further insight to portfolio management, risk control, and how to use those skills to increase performance of their portfolios.

Reg# 378067
Fee: $765
No refund after 21 Jan.
Hybrid
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 7-Mar. 18
Elective course in Certificate in Finance.

Visitors not permitted.

Steven Yamshon, Ph.D, LHD, MBA, managing director, Stevens First Principles Investment Advisors

MGMT X 433.02 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 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# 378064
Fee: $765
No refund after 19 Jan.
Hybrid
11 mtgs
Tuesday, 6-9:30pm, Jan. 5-Mar. 16
Elective course in the Finance Certificate.

Visitors not permitted.

Brett Cicinelli, CFA, CFP®, president, Confluence Capital Advisors

MGMT X 433.033 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 programs. Intended for investors who want to utilize options as part of their overall investment mix or for those who already employ options and want to expand their usage, this course explores the basics of options and some of the common misconceptions regarding them. Participants learn about the unique attributes of options and why investors have to think differently when investing in these instruments, whether as a stand-alone investment or in conjunction with existing stock positions. The course includes stock and index option strategies, as well as an understanding of the nomenclature of the terms used in option trading. Additional topics include the use of spreads, straddles, combinations, butterflies, condors, and other intermediate forms of option strategies.

Reg# 378064
Fee: $765
No refund after 8 Jan.
Hybrid
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17
Visitors not permitted.

Panagiotis Koutsogiannis, Fami Koutsogiannis, MBA, Director Financial Planning and Analysis, JHS Capital Group

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 Examination.

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 interrelated facets of a wide range of 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 the financial services industry 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.

Reg# 377919
Fee: $765
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited.

Robert Watson, MBA, financial advisor, ING Financial Partners

MGMT X 430.391 Financial Analysis in Personal Financial Planning
4.0 units
3.0 CEUs
This course covers the basic analytic tools and mathematical techniques used in personal financial planning and introduces the economic concepts underlying the profession. Topics include percentage calculations, family cash flows, basic corporate financial statements, interest and compound growth, understanding the financial section of the newspaper, bond yield calculations, internal rate of return, net present value, basic statistics, and equity analysis. Economic concepts covered include national income accounting, the Federal Reserve System, economic indicators, recession, depression, inflation, deflation, supply and demand, and the money supply. An HP 12C calculator is required. May be taken concurrently with MGMT X 430.31 Survey of Personal Financial Planning. This course and MGMT X 430.31 Survey of Personal Financial Planning must be taken before all other courses in the Professional Designation in Personal Financial Planning.

Reg# 377971
Fee: $765
No refund after 20 Jan.

Richard Learman, BA, MBA, CPA

Steve Mithrall, MBA, CFP®, Westlake Financial Advisors LLC, recipient of the UCLA Extension Distinguished Instructor Award, 2019.
MGMT X 432.32
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 tangibles.
Prerequisite(s): MGMT X 430.391 Financial Analysis in Personal Financial Planning, MGMT X 430.31 Survey of Personal Financial Planning, or consent of instructor.
Reg# 377920
Fee: $765
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited. 
Robert Watson, MBA, financial advisor, ING Financial Partners

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, or MGMT X 427.08 Fundamentals of Tax Preparation, or MGMT X 127 Federal Income Taxation, or consent of instructor.
Reg# 377970
Fee: $765
No refund after 21 Jan.
Remote Instruction
11 mtgs
Every Thursday, 6:30-8:30pm, Jan. 7-Mar. 18
Visitors not permitted. 
Mark Cocchini, Mark A. Cocchini, CFP®, Senior Wealth Manager, Aspirant, 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# 377969
Fee: $765
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited. 
Walter Whitaker, JD, MBA, LA Elder Law
The Joseph G. Devanney 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

MGMT X 439.31 Advanced Estate Planning
3.0 units
This course examines estate planning techniques designed primarily for individuals with estates of more than $5 million. Included are in-depth examinations of the following topics: generation-skipping transfers, life insurance planning and irrevocable life insurance trusts, and effective uses of charitable remainder trusts and charitable lead trusts. The course also includes an intensive review of discounted giving techniques, including Qualified Personal Residence Trusts, Grantor Retained Annuity Trusts and Unitrusts, and the effective use of gifts involving family limited partnerships and limited liability companies. The instructor encourages the attendance of attorneys, accountants, financial planners, life insurance agents, and trust officers.
Prerequisites(s): MGMT X 439.3 Estate Planning or consent of instructor.
Reg# 378072
Fee: $595
No refund after 21 Jan.
Hybrid
11 mtgs
Thursday, 6:30-9pm, Jan. 7-Mar. 18
Visitors not permitted.
Jeffrey C. Goodrich, MBA, MST, CFP®, CLU, ChFC, Wealth Consultant, LPL Financial

MGMT X 430.2 Introduction to Data Analytics and Data Science for Non-Data Scientists
4.0 units
This course provides a general overview of Data Science topics and introduces students to R, a statistical computing language. Emphasis is placed on the effective use of R for Data Analysis. Students will work in teams to explore data, and to build and evaluate models that can be used to inform decision making. Students enrolled in the course must have access to a personal computer with R installed. The course has been designed for all interested in the Data Science field, whether they are majoring in Computer Science, a Math major, an Art major, or any other major.
Reg# 377785
Fee: $865
No refund after 8 Jan.
Hybrid
11 mtgs
Wednesday, 4-7pm, Jan. 29-Feb. 25
For additional dates and times please contact Phil Williams at pwilliams@uclaextension.edu

New Courses

Check out our newest financial management courses.

MGMT 826.2 Hospital Revenue Cycle Claims Analyst: Part Two
Page 99.

MGMT X 430.2 Introduction to Data Analytics and Data Science for Non-Data Scientists
Page 99.

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

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# 377571
Fee: $1,125
No refund after 29 Jan.
Hybrid
11 mtgs
Thursday, Monday, Wednesday, 4:30-7:30pm, Jan. 29-Feb. 24
For additional dates and times please contact Phil Williams at pwilliams@uclaextension.edu or (310) 206-1689 for further information. (discounts not applicable for Review).

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 Ethics 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 believe to be in the best interest of the client” is emphasized throughout.
Reg# 377890
Fee: $765
No refund after 10 Jan.
Independent Study/Internship
Jan. 4-Mar. 15
Enrollment limited.
Nancy McCreary, CFP®, CRPC®, MBA, financial advisor, Wells Fargo Advisors

MGMT 833.383 Internship in Personal Financial Planning
4.0 units
The internship provides practical experience in a variety of financial planning job functions within the financial advisory 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 Dec. 11. 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# 377372
Fee: $255
No refund after 27 Jan.
Hybrid
12 mtgs
Jan. 25-Feb. 22
Required course in the Personal Financial Planning Certificate.
Enrollment limited.
Instructor to be announced

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 plan development course requirement to CFP Board’s education standards, effective Jan. 1, 2012. This course may also be taken by individuals who plan to sit for the CFP Examination on a “challenge status” (e.g. CPA, JD, CFA®, ChFC, CLU). Prerequisite(s): Completion of the other seven required courses in the Personal Financial Planning Certificate.
Alcohol & Drug Abuse Counseling Certificate

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 470.7 Individual Counseling Skills**
4.0 units
This course introduces the application of individual counseling skills when working with people with substance use disorders. Topics include an introduction to the therapeutic relationship between client and counselor; professional ethics; role and responsibility of the counselor; major theories of individual counseling with a focus on evidence-based practices; introduction to and practice with Motivational Interviewing; introduction to and practice with Screening, Brief Intervention, and Referral to Treatment (SBIRT); four-hour training to meet DHHS requirement.

Prerequisite(s): Completion of COM HLT X 470.5 Introduction to Counseling and the 12 Core Functions.

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### Employment Projected to Grow 25%*

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.

* BLS: Growth projected from 2019-2029, much faster than the average for all occupations.

**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.
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

**PHYSICI X 400.6 Human Anatomy and Physiology**
- 4.0 units

**PHYSICI X 449 The Human Body: How It Functions**
- 4.0 units

**PHYSICI X 451 Introduction to Human Nutrition**
- 4.0 units

For More Information

fitness@uclaextension.edu  |  (310) 825-7093

Reg# 377987

**PHYSICI X 400.6 Human Anatomy and Physiology**
4.0 units

This course provides an introduction to the structure; function; and integration of cells, tissues, and organs of the human body. Students learn about the muscular, nervous, cardiovascular, respiratory, digestive, renal, endocrine, reproductive, sensory, and cognitive systems. Instruction develops from molecular and cellular principles through organs and organ systems. It also covers energy metabolism and fluid compartments; homeostasis and responses to stress; and central nervous system functions in movement, consciousness, and language.

Reg# 377987

Fee: $805

No refund after 8 Jan.

Online Jan. 4-Mar. 21

Meets Physiology requirement in Fitness Instruction Certificate

Enrollment deadline: Jan. 8

Alin Akopian, MD, PhD
**Prepares 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](mailto:fitness@uclaextension.edu).

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**PHYSCI X 449**

**The Human Body: How It Functions**

4.0 units

The body is a dynamic organism exhibiting a complex integration of biochemical, mechanical, and physical functions. This course provides a systems approach in order to understand the normal function of cells, nerves, hormones, muscles, respiratory system, heart and circulation, immune system, digestion, and metabolism.

Reg# 377158

- **Fee:** $805
- **No refund after 8 Jan.**
- **Online**

Jan. 4–Mar. 21

This course provides a foundation for additional required courses in the Fitness Instruction Certificate and should be taken first. Meets physiology requirement in the Fitness Instruction Certificate.

Enrollment deadline: Jan. 8.

**John Farr**, MS, MA, CSCE, USAW, strength and conditioning coach

**PHYSCI X 450**

**Exercise Physiology**

4.0 units

This course provides fitness instructors with an in-depth exposure to the interaction of the cardiovascular, respiratory, endocrine, nervous, and musculoskeletal systems during exercise. Instruction emphasizes practical application of the physiologic concepts in determining fitness levels, prescribing exercise, and monitoring people for signs of overexertion and underlying disease. Topics include energy metabolism; the circulatory, respiratory, 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.

Reg# 377157

- **Fee:** $705
- **No refund after 19 Jan.**
- **Remote Instruction**

11 units

Tuesday, 7–10pm, Jan. 5–Mar. 16


**Perry L. Powell**, MS, MBA; director, Western U.S. EDS.

**PHYSCI X 451**

**Introduction to Human Nutrition**

4.0 units

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.

Reg# 377156

- **Fee:** $805
- **No refund after 8 Jan.**
- **Online**

Jan. 4–Mar. 21

This course provides a foundation for additional required courses in the Fitness Instruction Certificate and should be taken first. Meets physiology requirement in the Fitness Instruction Certificate.

Enrollment deadline: Jan. 8.

**Suzanne Elizondo**, MS, RD, registered diettitian in private practice. As a dynamic teacher and coach, Ms. Elizondo provides individual consultations, group programming, and corporate workshops. She also consults for Healthy Ads, a boutique advertising network connecting ethical food companies with health bloggers.

**PHYSCI X 452**

**Applied Anatomy and Biomechanics**

4.0 units

This course provides fitness instructors with an understanding of musculoskeletal anatomy and the application of basic biomechanical principles to the moving body. This application allows fitness instructors to analyze a movement and identify poor mechanics that could contribute to injury, design exercises for particular muscle groups, and more safely and effectively advise patients. In this program, students receive thorough grounding in principles and are taught the intricate skills necessary to assume responsibilities in scrubbing, draping, retracting, exposing, clamping, ligating, and suturing.

Reg# 377155

- **Fee:** $805
- **No refund after 8 Jan.**
- **Online**

Jan. 4–Mar. 21

Required course in Fitness Instruction Certificate.

Enrollment deadline: Jan. 8.

**Elizabeth Likes**, MA, exercise physiologist and educator

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**RN First Assistant Training Programs**

Date to be arranged, Los Angeles, California

The RN First Assistant (RNFA) Program consists of 52 hours of lecture and laboratory, plus a required independent preceptorship.

The RNFA’s role is diverse, involving close relationships with the surgeon and patient. In this program, students receive a thorough grounding in principles and are taught the intricate skills necessary to assume responsibilities in scrubbing, draping, retracting, exposing, clamping, ligating, and suturing. Practicing surgeons, clinical professionals, and perioperative nurse specialists provide the knowledge and techniques essential for assuming the position of RNFA.

Applications are now available. Enrollment limited; early application recommended.

**Learn More**

(310) 825-7093 | [uclaextension.edu/rnfa](http://uclaextension.edu/rnfa)

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**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/degrecredit](http://uclaextension.edu/degrecredit))
- Convenient evening and weekend courses
- 12 courses qualify for financial aid
- More information: [uclaextension.edu/premedcert](http://uclaextension.edu/premedcert)

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See page 133.
Introduction to Public Health

Online
Explore the nation’s health challenges, the epidemiologic basis of the public’s health, the organization and financing of health services in the United States, and current strategies for advancing public health.

The course introduces students to a range of topics, issues, and frameworks to help understand current public health issues and modern public health systems, policies, and practices.

Instructor: Claudia Mikail, MD, MPH Page 107.

For complete details and application process, visit health.uclaextension.edu/ucla-map.

UCLA Medical Assistant Program (UCLA MAP)

Become a medical assistant in 12 months! Apply for Fall 2021!

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 68 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 More Information (310) 825-7093 | health.uclaextension.edu/ucla-map

Basic Concepts & Skills of Perioperative Nursing

For the Advanced-Practice Registered Nurse (APRN)

Offered in partnership with Long Beach Memorial & Miller Children’s Hospital Nursing Education Department, an American Nurses Credentialing Center’s Magnet Recognition Program.

Increase your understanding of perioperative patient care needed to be admitted to Extension’s RN First Assistant Program.

Designed to clinically prepare you to function in the surgical arena, this 8-hour course is directed toward all APRNs (NPs, CNMs, CNS, nurse anesthetists) who need experience in perioperative patient care.

Lecture & Practicum Topics
- Pre- & post-operative care
- Aseptic technique
- Scrubbing, gowning, and gloving
- Surgical instruments

Prerequisite to the RN First Assistant Program for APRNs who lack the necessary 2 years of operating room experience.

For More Information (310) 825-7093 | health.uclaextension.edu/RNFA

COM HLT X 453 Fitness Testing
4.0 units
This course introduces a comprehensive review of fitness testing and screening clients through the development of intake forms and questionnaires used to identify a client’s goals and needs. Each health-related component of fitness will be discussed from the perspectives of validity and reliability, and comparing ACSM standards and procedures to other methods of testing that are available in the modern fitness industry. Additional topics essential to today’s personal trainer role will be covered, including skill-related components of fitness, wearable technology, and the interpretation and explanation of data to clients. This remote class differs from previous in-person Fitness Testing classes, in that the students do not get the opportunity to practice the physical skills necessary to perform ACSM standard fitness tests. It instead focuses on the value added to a personal trainer’s business, the comparison of ACSM to other methods of testing, and the future of testing with regards to technology and other elements of fitness unrelated to the traditional health related components, but which are very relevant in today’s industry.

Prerequisite(s): PHYSIC X 452 Applied Anatomy and Biomechanics and PHYSIO X 450 Exercise Physiology.

Reg# 37760
Fee: $705
No refund after 12 Jan.
Remote Instruction
22 mtgs
Tuesday, Thursday, 3-4:30pm, Jan. 5-Mar. 18
No meetings Jan. 18, Feb. 15.
Full elective course in Fitness Instruction Certificate.
Enrollment/class participation contingent on signing a liability waiver.
Enrollment deadline: Jan. 6, 2021.
Instructor to be announced

COM HLT X 457.4 Advanced Athletic Training: Evaluation of Athletic Injuries
4.0 units
This course takes a systemic approach to injury recognition and evaluation in emergency and nonemergency situations. Instruction emphasizes the knee, foot and ankle, shoulder, elbow, head, neck, and back. Prerequisite(s): A course in beginning athletic training (i.e. COM HLT X 457.5 Prevention, Recognition, and Care of Athletic Injuries).

Reg# 377808
Fee: $705
No refund after 11 Jan.
Remote Instruction
18 mtgs
Monday, Wednesday, 6-8pm, Jan. 4-Mar. 10
No meetings Jan. 18, Feb. 15.
Full elective course in Fitness Instruction Certificate.
Enrollment/class participation contingent on signing a liability waiver.
Enrollment deadline: Jan. 6, 2021.
Instructor to be announced
Pediatric Medicine Specialization
This specialization is designed for students who want to explore the specialty of pediatric medicine. This program is perfect for pre-medical and pre-health students, as well as professionals already working in health care who are seeking more knowledge in the field of pediatrics. This fully online specialization consists of only 2 courses and is open to all students.
For More Information
humsci@uclaextension.edu
(310) 825-7093
health.uclaextension.edu/pediatric

Patient Advocacy

HLT POL X 407.4 Health Care Law and Legal Issues in Patient Advocacy
4.0 units
Our nation’s health care providers and delivery systems conduct their varied activities under an array of ever-changing, complex state and federal laws. To function effectively, patient advocates need a current working knowledge of the laws and regulations involving patient rights and responsibilities. Taught by experts in health law, this course presents the fundamental legal structure that affects the provision of health care in the United States.
Reg# 377154
Fee: $795
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Instructor to be announced
Marcy Boroff, JD, MPH

HLT POL X 407.9 Communication Strategies in Health Care: Navigating High-Stakes Conversations
4.0 units
High-quality communication between health care providers, patients, and families has been shown to have a positive influence on patient health outcomes, including emotional health, function, physiologic measures, and symptom resolution. Conversely, failures in communication lead to increased patient harm, length of hospital stays, resource utilization, caregiver dissatisfaction, as well as staff turnover. Given the critical role communication plays, this course provides evidence-based strategies to optimize communication for professionals working in health care. Topics include principles of human communication, confidentiality, HIPAA, motivational interviewing, the influence of culture and diversity on communication, family dynamics and communication, communication with teams, conflict and crisis management, professional boundaries, skills for high-intensity communications, and grievance management. The focus is on helping improve individual communication strategies to support a patient-centered and value-oriented health care system.

Transfer Credit Psychology Courses

Offered This Quarter
PSYCH XL 10 Introductory Psychology
PSYCH XL 127A Abnormal Psychology
PSYCH XL 130 Developmental Psychology

Courses begin on page 109.

Public Health

PUB HLT XL 10 Introduction to Public Health
4.0 units
This course explores the nation’s health challenges, the epidemiologic basis of the public’s health, the organization and financing of health services in the United States, and current strategies for advancing the public health. The course introduces students to a range of topics, issues, and frameworks to help understand current public health issues and modern public health systems, policies, and practices.
Reg# 377421
Fee: $795
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Enrollment limited to 25. Enrollment deadline: Jan. 8.
Instructor to be announced
Claudia Mikail, MD, MPH, who is a clinical geneticist and author of Public Health Genomics: The Essentials. As a medical school admissions consultant, she helps students achieve their best. She received her BA at Princeton, MD at Mt. Sinai School of Medicine, MPH at Columbia, and fellowship at UCLA.

Patient Advocacy Certificate

Join a growing profession by enrolling in the UCLA Extension Patient Advocacy Certificate.

In the complex and fast-evolving field of health care, patients encounter a wide variety of options and obstacles that can overwhelm their ability to understand and effectively navigate the health care system.

Patient Advocates:
• Help patients navigate health care and insurance
• Interface with patients, families, and the health care team to mediate and solve problems
• Foster compliance
• Find patient-centered solutions that achieve positive outcomes
• Improve the patient experience

Offered This Quarter
HLT POL X 407.4 Health Care Law and Legal Issues in Patient Advocacy
Page 107.

HLT POL X 407.9 Communication Strategies in Health Care: Navigating High-Stakes Conversations
Page 107.

For More Information
patientadv@uclaextension.edu | (310) 825-7093 | uclaextension.edu/patientadv

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.
## 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# 377115  
Fee: $688  
No refund after 8 Jan.  
Online  
Jan. 4-Mar. 14  
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 Jan. 8. 🛑  
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# 377116  
Fee: $688  
No refund after 8 Jan.  
Online  
Jan. 4-Mar. 14  
Niree Kodaverdian, PhD, economics, USC; visiting assistant professor at Pomona College and an adjunct instructor at Pasadena City College.

## History

**HIST XL 22**  
**Contemporary World History: 1760 to the Present**  
5.0 units  
This course presents a broad thematic survey of world history since the mid-eighteenth century. Instruction examines the global implications of imperialism, total war, nationalism, cultural change, decolonization, changes in women’s rights and roles, and the eclipse of world communism. The course is designed to introduce students to historical study, help them understand issues and dilemmas facing the world today, and prepare them for more in-depth work in the history of specific regions or countries of the world. 🔄  
Reg# 377102  
Fee: $798  
No refund after 8 Jan.  
Online  
Jan. 4-Mar. 21  
Max Kent, PhD, European history, UCLA.

## Linguistics

**LING XL 1**  
**Introduction to Study of Language**  
5.0 units  
What is known about human language, its unique nature, structure, universality, diversity, social and cultural setting, and its relation to other aspects of human inquiry and knowledge? Instruction covers the structure of human language, including articulation and interaction of speech sounds (phonetics and phonology), word formation and sources of new words (morphology), structure of sentences (syntax), meaning (semantics), and the origin of English and related languages (historical linguistics). The course may be taken as an introduction to the scientific study of language and also provides the necessary background for higher level linguistics courses. 🔄  
Reg# 377103  
Fee: $798  
No refund after 8 Jan.  
Online  
Jan. 4-Mar. 21  
Natalie Operstein, PhD, linguistics, UCLA.

## Political Science

**POL SCI XL 150**  
**Political Violence**  
4.0 units  
Examination of one or several different uses of violence in revolutionary processes: demonstration, mass uprising, coup d’etat, assassination, and terrorism. 🔄  
Reg# 377110  
Fee: $688  
No refund after 8 Jan.  
Online  
Jan. 4-Mar. 14  
Louis Gordon, JD, Cardozo School of Law; PhD, Political Science, USC.
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# 377135
Fee: $895
No refund after 20 Jan.
Remote Instruction
11 mtgs
Monday, Tuesday, Wednesday, Thursday, 6:30-8:30pm, Jan. 5-Mar. 19
Visitors not permitted. Enrollment deadline: Jan. 15.
John W. Carter, PhD, instructor, Psychology, UCLA Extension

PSYCH XL 127A
Abnormal Psychology
4.0 units
This course presents the study of psychological disorders including depression, anxiety, substance use disorders, and schizophrenia across lifespan. The role of biological, behavioral, social, cognitive, and cultural factors; diagnosis; and treatment approaches are reviewed. Students will critically evaluate theories, research, and treatment related to psychological disorders from a cultural and social perspective. Discussion will focus on how stigma affects access to care and what practices can be implemented to support inclusiveness.

Prerequisite(s): PSYCH XL 10 (Introductory Psychology)

Reg# 377325
Fee: $895
No refund after 21 Jan.
Remote Instruction
11 mtgs
Monday, 6:15-9:15pm, Jan. 4-Mar. 15
Wednesday, 6:15-9:15pm, Jan. 20; Feb. 17
No meetings Jan. 18; Feb. 15.
Lecture three hours. Weekly one-hour discussion online through the Canvas Learning Management System.
Visitors not permitted. Enrollment deadline: Jan. 11.
Andrea Mandelblatt-Rashtian, PhD, lecturer, Los Angeles City College; lecturer, CSUN; psychologist in residence, Valley Trauma and Family Services, Santa Clarita; psychologist in private practice.

PSYCH XL 130
Developmental Psychology
4.0 units
This course covers the developmental aspects of physical, mental, social, and emotional growth from birth to adolescence.

Prerequisite(s): PSYCH XL 10 (Introductory Psychology) and PSYCH XL 100A (Psychological Statistics)

Reg# 377324
Fee: $895
No refund after 21 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
Lecture three hours. Weekly one-hour discussion online through the Canvas Learning Management System.
Lynn Davison, PhD

For more information
(310) 825-7093

Economics

ECON XL 1 Principles of Economics: Microeconomics
Page 108.
ECON XL 2 Principles of Economics: Macroeconomics
Page 108.

History

HIST XL 22 Contemporary World History: 1760 to the Present
Page 108.

Languages

Courses begin on page 116.
Satisfy Your GE Requirements

UCLA Extension Winter Quarter courses that satisfy UCLA General Education Requirements

Students should consult their respective counseling office to determine which courses best fulfill their GE requirements.

Foundations of the Arts and Humanities

Literary and Cultural Analysis
LING XL I Introduction to the Study of Language
Page 108.

Foundations of Scientific Inquiry

Statistics
STATS XL 10 Introduction to Statistical Reasoning
Page 134.

STATS XL 13 Introduction to Statistical Reasoning for Life and Health Sciences
Page 135.

Quantitative Reasoning

STATS XL 10 Introduction to Statistical Reasoning
Page 135.

Physical Sciences
Chemistry and Biochemistry
CHEM XL 14A Atomic and Molecular Structure, Equilibria, Acids, and Bases
Page 152.

CHEM XL 14B General Chemistry for Life Scientists II
Page 132.

CHEMXL 14BL General and Organic Chemistry Laboratory I
Page 132.

Sociology

SOCIOL XL 130 Self and Society
4.0 units
What is reality and where does it come from? Why do we understand the world in the ways we do? How are society’s rules enforced and experienced? Where does society end and your “self” begin? This course examines the social processes that shape experience, definition, and enactment of self and personal identity. Designed to provide an overview of how the social environment affects human behavior and how the individual affects the social environment, the course immerses students in the theories and research associated with Social Psychology, not only through reading and writing, but also through personal experience. The main goal of this course is for you to understand how, through our everyday interactions with one another, we make and remake our social worlds and how these worlds make and remake us.

Reg# 377118
Fee: $688
No refund after 8 Jan.
Jan. 4-Mar. 14
Terri L. Anderson, PhD, lecturer, sociology, UCLA

SOCIOL XL 156 Race and Ethnicity in American Life
4.0 units
What are “race” and “ethnicity” and how are they interpreted and enacted in everyday life? This course focuses on racial and ethnic relations that continue to permeate American lives and color our national character. How is the structure of American society shaped by racial and ethnic distinctions and how does that structure affect individuals and communities? Students are encouraged to apply a sociological perspective to their own observations about race and ethnicity.

Reg# 377119
Fee: $688
No refund after 8 Jan.
Jan. 4-Mar. 14
Enrollment limited. Enrollment deadline: Jan. 8.
Terri L. Anderson, PhD, lecturer, sociology, UCLA

Map Out a Better Future

With UCLA Extension’s GIS and Geospatial Technology Certificate Program

Created in collaboration with the UCLA Department of Geography, this fully online program gives you the conceptual and practical knowledge to apply GIS and mapping in the workplace.

Required Courses
+ GEOG XL 7 Introduction to GIS
+ 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

Boost Your Career with an UCLA 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.
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
Landscape Architecture Curriculum

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Summer/Fall</th>
<th>Fall/Winter</th>
<th>Winter/Spring</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to the Landscape Design Professions (4 units)</td>
<td>Landscape Design 1: 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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<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>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<td>Construction Drawing 1 (4 units)</td>
<td>Human Factors in Landscape Architecture (4 units)</td>
<td>Capstone Project Seminar (3 units)</td>
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<tr>
<td></td>
<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

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. 27, 8am-5pm
LARE 2: Sun, Feb. 28, 8am-5pm
LARE 3: Sun, Jan. 24, 8am-5pm
LARE 4: Fri & Sat, Jan. 22, 12-5pm & Jan. 23, 8am-5pm
Courses begin on page 113.

ARCH X 471.1B
Landscape Design 2: Site Design 4.0 units
This course introduces the landscape architectural design process. Emphasizing process and concept development, students identify a problem and then use site inventory, analysis, program development, and exploration to test solutions. Projects are small-scale sites—preferably actual and visitable, such as intimate courtyards, street plazas, and pocket parks—and/or physically built (i.e. limited use of computer drafting, rendering, and 3D modeling).
Prerequisite(s): ARCH X 471.1A Landscape Design 1 and ARCH X 472.4E Design Graphics 2. Candidacy in the Landscape Architecture Program.
Reg# 377667
Fee: $925
No refund after 12 Jan.
Remote Instruction
11 mtgs
Wednesday, 7-10pm, Jan. 6-Mar. 17
Visitors not permitted.
Jim Smith, MArch, UCLA; AIA, architect (CA 14453); chief of the Development Division, Planning and Development Agency for the Los Angeles County Department of Parks and Recreation.
He has a BA in cultural geography from CSUN and an MA in architecture from UCLA. He is a licensed architect in California.

ARCH X 472.4F
Design Graphics 3: Digital Rendering and Presentation Drawings 4.0 units
This third course in the Design Graphics Sequence takes the same site plan and designs and renders them with digital media. Advanced and additional details fill out the sequence with a full graphic package that encompasses digital renderings, sections, and elevations.
Prerequisite(s): ARCH X 472.4E Design Graphics 2 and ARCH X 471.1A Landscape Design 1. Candidacy in the Landscape Architecture Program.
Reg# 377671
Fee: $1,050
No refund after 10 Jan.
Remote Instruction
10 mtgs
Wednesday, 6:30-10pm, Jan. 4-Mar. 15
Saturday, 9am-12:30pm, Feb. 20
No meetings Jan. 18; Feb. 15.
Laura Razo, BSLA, MLA, project manager/landscape designer, who has more than 13 years of professional experience as a landscape designer and project manager. She received her BS in landscape architecture (BSLA) from Cal Poly, Pomona and her MLA in 2015.

Landscape Architecture Electives

Some Horticulture & Gardening courses count toward elective requirements in the Landscape Architecture certificate. Horticulture & Gardening courses begin on page 114.
ARCH X 472.9 Landscape Design 4: Environmental Analysis and Planning 4.0 units
This course studies the methods and attitudes of environmental research and analysis utilized by landscape architects. Students investigate the natural, historical, and cultural factors that impact land-use suitability, design programming, and design development. Instruction emphasizes the application of these methods to both the natural and built environments.
Prerequisite(s): ARCH X 471.2 Landscape Design 3; ARCH X 472.12A Grading and Drainage.
Reg# 377673
Fee: $925
No refund after 11 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Visitors not permitted.
Emily Gabel-Ludy
Served 10 years as Mayor/Council member for the City of Burbank following a 3-decade career for the LA City Planning. There, she established the award-winning Urban Design Studio and served as its first Director. She currently serves on the Los Angeles Neighborhood Initiative Board (LANI.org).
ARCH X 472.88 Plant Identification: Shrubs 4.0 units
One of the two required plant material courses, focusing on plants, their communities, and their place in the landscape. Instructors focus on plants that often influence the landscape architect’s overall site composition. This course focuses on medium-scale materials, such as shrubs, vines, ground cover, and special-effects plants used to fulfill specific site requirements; companion plant groupings; and planting locations as design elements. Students take Saturday and Sunday field trips (itinerary discussed at the first class) to urban landscapes, campuses, gardens, arboretum, and nurseries, meeting once (first class) at UCLA in a classroom setting. Students are responsible for their own transportation to remote lecture locations (carpooling is encouraged) and must bring a camera to all classes.
Reg# 377672
Fee: $925
No refund after 22 Jan.
Remote Instruction
9 mtgs
Saturday, 9am-1pm, Jan. 9-Mar. 20
No meetings Jan. 16; Feb. 13.
Tom Rau
BA, architecture, UC Berkeley; MBA, USC; ASLA, landscape architect (CA 5681), who specializes in water-sensitive design of residential, commercial and public projects. Mr. Rau is currently a principal of Urban Water Group, Inc.
ARCH X 472.14C Landscape Construction Drawing 2 4.0 units
This second construction drawing course completes the construction document package. Students prepare and incorporate electrical plans, planting plans, detail sheets, miscellaneous site furnishing schedules, specifications, and cost estimates.
Prerequisite(s): ARCH X 494.6 AutoCAD 2, ARCH X 472.14B Landscape Construction Drawing 1, and ARCH X 472.14A Landscape Construction Methods and Materials
Reg# 37764A
Fee: $925
No refund after 13 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 17-Mar. 18
Visitors not permitted.
Perla Arquinta, who has worked with Galper/Baldon Associates, Laura Saltzman Associates, Artechio Landscape Architects, KAA Design Group, and, most currently, The County of Los Angeles Parks and Recreation. Ms. Arquinta’s body of work includes residential, institutional, commercial, and public projects. She is a member of ASLA.
ARCH X 472.23 Human Factors in Landscape Architecture 4.0 units
This course presents an introduction to current concepts and research on how people interact with their environments and how design shapes human behavior and perception. Topics include the cultural and social determinants of territoriality; personal space and life style as design generators; designing for community, privacy, and safety; perception and recognition of urban form; designing streets and plazas for pedestrian use; the sensory environment; and learning from and programming for clients.
Prerequisite(s): ARCH X 472.19 Design 6: Concept Development.
Reg# 377669
Fee: $925
No refund after 11 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Visitors not permitted.
Eileen Alduenda
Intern executive director of the Council for Watershed Health. She has an MLA from the University of Washington where she focused on urban ecological systems and completed research for Seattle Public Utilities on Natural Drainage Systems as an approach to Low Impact Development.
ARCH X 493.77 Introduction to SketchUp for Landscape Architects 3.0 units
This course is intended for students and practitioners of landscape architecture with little or no 3D drawing or SketchUp experience who want to learn to create 3D models using SketchUp, beginning with basics through 3D modeling. Students learn the various ways SketchUp can be used to design, analyze, and present information and projects.
Reg# 377674
Fee: $695
No refund after 22 Jan.
Remote Instruction
4 mtgs
Saturday, 9am-4pm, Jan. 23-Feb. 13
Students must have SketchUp Pro student software installed on their computers prior to the first class meeting. sketchup.com/3Dfor/education-students
Visitors not permitted.
Laura Razo
BSLA, MLA, project manager/landscape designer, who has more than 13 years of professional experience as a landscape designer and project manager. She received her BS in landscape architecture (BSLA) from Cal Poly Pomona and received her MLA in 2015.
ARCH X 494.65 Sketching and Plant Identification 3.0 units
Held at locations in and around the Southern California area, this course is an introduction to scientific sketching and plant identification. Students are introduced to plant taxonomy and terminology. The instructor establishes a plant pallet to be studied for each location. Above all, students develop a keen sense of awareness and observation.
COVID 19 Update: This course will meet online via weekly Zoom meetings. No assigned field trip locations. Students are required to do plant sketching and field observations on their own with the instructor’s guidance.
Reg# 378011
Fee: $925
No refund after 13 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10pm, Jan. 22-Feb. 18
Visitors not permitted.
Perla Arquinta, who has worked with Galper/Baldon Associates, Laura Saltzman Associates, Artechio Landscape Architects, KAA Design Group, and, most currently, The County of Los Angeles Parks and Recreation. Ms. Arquinta’s body of work includes residential, institutional, commercial, and public projects. She is a member of ASLA.
ARCH 747 LARE Section 1: An Intensive Review 4.0 units
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# 377662
Fee: $337
No refund after 25 Feb.
Remote Instruction
1 mtg
Saturday, 8am-5pm, Feb. 27
Advance 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 748 LARE Section 2: An Intensive Review 4.0 units
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# 377663
Fee: $337
No refund after 26 Feb.
Remote Instruction
1 mtg
Sunday, 8am-5pm, Feb. 28
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 3.0 units
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# 377664
Fee: $337
No refund after 22 Jan.
Classroom
1 mtg
Sunday, 8am-5pm, Jan. 24
Students are expected to have basic drafting supplies, trace paper, and a calculator.
Advance 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 750 LARE Section 4: An Intensive Review 3.0 units
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# 377665
Fee: $588
No refund after 20 Jan.
Remote Instruction
2 mtgs
Friday, 12-5pm, Jan. 22
Saturday, 8am-5pm, Jan. 23
Students are expected to have basic drafting supplies, trace paper, and a calculator during class meetings.
Advance 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.

Free Information Session!
The Horticulture & Gardening Program
February 6, 9:30-11am (Live Zoom Presentation)
The certificate program is designed for aspiring horticulturists, as well as current industry professionals looking for more formal education.
Attend our informative Open House to learn more about the curriculum, career opportunities, and the benefits of enrolling in our certificate, courses, and specializations. Speakers include the program director, program instructor, and current and former students.

Course Discount
Each new program student who attends the Open House receives a 10% discount on the following courses:

BIOLOGY X 494 Introduction to Horticulture
BIOLOGY X 496.2 General Botany

To register, use Reg# 377893 at uclaextension.edu/horticulture @uclaextension.edu (310) 825-9414

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

Landscape Architecture & Horticulture 113
Horticulture Certificate Curriculum Sequence

**Students Can Begin the Program at Any Time**

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. Enroll in courses individually or as part of the certificate.

**Core**

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</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

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**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.

**BIOLOGY 751**

**Horticulture & Gardening Open House**
Interested in taking your passion and turning it into a career? The Horticulture & Gardening program offers a wide range of programs and courses to get you on your way. Whether you are looking for a new career path or desire the knowledge to care for your own landscape more efficiently, we have the course for you. This free information session covers program certificate curriculum, specializations, individual courses, schedules, and fees associated with taking this new “green” path. Led by the program director, former students, and a current instructor, we’ve got the answers to all your questions. We will raffle off a free class and offer discounts on select courses for NEW program students who attend this open house.

**Reg# 377950**
Fee: $625
No refund after 12 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

Gretchen Renshaw, BS in ornamental horticulture from Cal Poly, San Luis Obispo, horticulturist, horticulture teacher, and director of Manhattan Beach Botanical Garden

**BIOLOGY X 493.2**

**Soils and Plant Nutrition**
4.0 units
This introductory course covers the physical, biological, and chemical properties of soils, as well as basic plant nutrition and fertilization. Soil conditions that affect plant-soil-air-water relations are discussed, including the effects of soil compaction and drainage. Other topics include the texture, structure, and classification of soils, the use of soil amendments to improve soils, and the properties and applications of fertilizers.
Prerequisite(s): Recommended but not required for enrollment: BIOLOGY X 496.2 General Botany for Gardeners or BIOLOGY X 494 Introduction to Horticulture.

**Reg# 377950**
Fee: $625
No refund after 12 Jan.
Remote Instruction
11 mtgs
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

Gretchen Renshaw, BS in ornamental horticulture from Cal Poly, San Luis Obispo, horticulturist, horticulture teacher, and director of Manhattan Beach Botanical Garden

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**The Study of Trees**

With trees being the largest and often longest-living elements of our outdoor environment, proper tree selection and management are important to maximize the environmental, social, and economic benefits they offer.

If you are passionate about these majestic and often misunderstood giants of our urban landscapes, sign up today and find out how to be a good tree steward and advocate.

Core course in the Arboriculture Specialization

**Page 115.**

**For More Information**
horticulture@uclaextension.edu | (310) 825-9414
Gardening Specialization

Take your love of plants to the next level with the Gardening Specialization. Designed for gardening enthusiasts, students will learn the fundamentals of gardening via lecture, hands on practice, and field trips to unique garden destinations in and around the Los Angeles area. Individuals who desire the knowledge to successfully grow and maintain plants should sign up today.

Required Courses

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Horticulture</td>
<td>Soils and Plant Nutrition</td>
<td>Introduction to Horticulture</td>
<td>Gardening Practices and Techniques</td>
</tr>
</tbody>
</table>

All courses are open enrollment, students can start the program any quarter. Courses begin on page 117.

For More Information

Visit horticulture.uclaextension.edu or call the Horticulture & Gardening program office at (310) 825-9414.

BIOLGY X 424.41

Plant Taxonomy and Identification

2.0 units

This course introduces students to the tools needed for navigating and identifying the diverse kingdom of plants. Topics include: scientific classification and naming, differences between major plant groups, terminology for describing plant anatomy, characteristics of common flowering plant families, and use of identification tools such as keys.

Reg# 377947

Fee: $445
No refund after 10 Jan.
Online
Jan. 4-Feb. 8
Valerie Wong, PhD, plant and microbial biology. Dr. Wong earned a bachelor’s degree in biochemistry from Wellesley College, and her most recent research investigates microbes living inside plants and lichens of the subarctic, through work with the University of Minnesota.

BIOLGY X 492.67

The Study of Trees

4.0 units

With trees being the largest and often longest-living elements of our outdoor environment, proper tree selection and management are important to maximize the environmental, social, and economic benefits they offer. This class features a combination of lectures, discussions, research, and field trips designed for those who desire a basic understanding of tree care—both ornamental and fruit-bearing. Students will learn theoretical and practical concepts of tree selection; establishment, management, and preservation of trees in a landscape environment; and professional standards in the proper selection, planting, pruning, and training of trees.

Prerequisite(s): BIOLGY X 496.2 General Botany for Gardeners (preferred) or BIOLGY X 494 Introduction to Horticulture, or approval of program office.

Reg# 377948

Fee: $625
No refund after 13 Jan.
Remote Instruction
11 mtgs
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
Darlene Pickell, ISA Certified Arborist #WE-3769A, has 30+ years retail nursery management. She currently works part-time at Marina del Rey Garden Center, volunteers at the Los Angeles County Arboretum, and serves on the Horticulture & Gardening Program Advisory Board.

BIOLGY X 465.33

Indoor Plants: Care and Maintenance

4.0 units

Growing plants in an indoor space can create a beautiful and healthy living environment. Successfully caring for these plants is an art and a science. Learn the fundamentals of successful indoor plant care. Topics include: introduction to 50+ plants, proper light, water and temperature requirements, soil, diseases and pests, and so much more.

Page 115.

For More Information

horticulture.uclaextension.edu | 310-825-9414
LANGUAGES
& ENGLISH FOR
INTERNATIONAL
STUDENTS

LANGUAGES
117  Chinese
117  French
117  Spanish

For more information call
Languages: (310) 825-7093;
English for International Students: (310) 794-3252.

Free Interpretation
and Translation
Information Session

Online
Thursday, February 25, 5:30–6:30pm
Via Zoom
Reg# 378345

For More Information or to RSVP
interpretation@uclaextension.edu | (310) 825-7093 | uclaextension.edu/interpretation

Learn a Language Online

Offered This Quarter

FRNCH XL 1 Elementary French
Page II7.

SPAN XL 1 and XL 3 Elementary Spanish
Page II7.

Most courses offer transfer credit*.
* Transfer credit conferred by receiving institution.

Become an Interpreter
in Just 1 Year!

Contact us today and secure your spot in this unique program.

Admission Requirements
• Applicants must be fluent and bilingual in Spanish/English and Chinese/English with college-level knowledge of each language (verbal and written).
• Pass the online entrance assessment ($20 fee).
• Complete the application form and submit the $125 nonrefundable certificate fee.

Admission notification is by email; you’ll be expected to join the incoming year’s class.

For More Information
interpretation@uclaextension.edu | (310) 825-7093 | uclaextension.edu/interpretation

Intermediate Mandarin

Interested in improving your Mandarin language skills? Preparing to take the HSK 4 Mandarin exam?

The second 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

For More Information
(310) 825-7093
Languages
For more information call (310) 825-7093.

Chinese
CHIN X 399B
HSK 4 Intermediate Mandarin 2
4.0 units
HSK 4 Intermediate Mandarin 2 is the second of a three-quarter series of Intermediate Mandarin language and culture. The main goal for this course is to help students get prepared for the HSK 4 test. The communicative Language Teaching Approach method will be used in this course. This broad and dynamic method emphasizes communication for real-life situations. It will develop linguistic fluency in an interactive way. In class, the student will be engaged in communicative activities in Mandarin.

CHIN X 403A
HSK 5 Advanced Mandarin 1
4.0 units
HSK 5 Advanced Mandarin 1 is the first of a four-quarter series of Advanced Mandarin language and culture. The main goal for this course is to help students get prepared for the HSK 5 test. The communicative Language Teaching Approach method will be used in this course. This broad and dynamic method emphasizes communication for real-life situations. It will develop linguistic fluency in an interactive way. In class, the student will be engaged in communicative activities in Mandarin. Therefore, students must prepare using online materials, as well as put time and effort into mastering it before coming to class for participating enthusiastically in a variety of oral activities in groups and pairs.

French
FRNCH XL 1
Elementary French
4.0 units
This course begins a sequence of three courses (XL 1, XL 2, XL 3) covering first year college-level French using a communicative, thematically based approach. This approach develops speaking, listening, reading, and writing skills, as well as an understanding of the cultures of the French-speaking world. The course integrates vocabulary, grammar, and cultural insights with themes related to personal experiences, French lifestyle, and travel. Conducted entirely in French; no previous knowledge of French required. Not open to students who have learned, from whatever source, enough Spanish to qualify for more advanced courses. Academic credit not available to native speakers.

Spanish
SPAN XL 1
Elementary Spanish
4.0 units
This course begins a program of three courses (XL 1, XL 2, XL 3) covering first year college-level Spanish. Using a communicative integrated skills approach, the program simultaneously develops speaking, listening, reading, and writing skills. Reading and writing activities provide opportunities to practice key grammatical structures, acquire vocabulary, and develop cultural insights. Instruction emphasizes the present tense of regular and major irregular verbs and the building of a basic conversational vocabulary. Conducted entirely in Spanish; no previous knowledge of Spanish required. Not open to students who have learned, from whatever source, enough Spanish to qualify for more advanced courses. Academic credit not available to native speakers.

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)

The AIEP program prepares students for undergraduate and graduate degree programs in U.S. colleges and universities. It is appropriate for non-college-bound students who wish to pursue a more academically oriented course of English language study.

Full-Time Intensive English Communication Program (IECP)

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.

Advanced Mandarin

Interested in advancing your Mandarin language skills? Preparing to take the HSK 5 Mandarin exam?

Through this series, students
• Learn complex language materials on a wide range of themes
• Learn to write proficiently; create cohesive discourse; and express themselves comparatively, fluently, and spontaneously.
• Gain extensive Chinese cultural knowledge and acquire cross-cultural competence and international perspectives

For More Information
(310) 825-7093
**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.

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**SPAN XL 2**

**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.

Enrollment deadline: Jan. 8.

Enrollment limited to 25 students. Visitors permitted.

UCLA College of Letters and Science.

If taken for credit, successful completion of SPAN XL 2 Elementary Spanish will satisfy the Foreign Language requirement of the UCLA curriculum and earn 4.0 units for course credit.

**ESL X 433B**

**High-Intermediate Academic Writing and Presentation Skills**

4.0 units

This 4-unit course is designed to improve students’ academic English skills. The writing component focuses on academic composition skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as improving vocabulary, while grammar is studied in the context of these activities.

Prerequisite(s): Students who wish to enroll in this course must have a TOEFL (iBT) score between 91 and 99 or an IELTS score of 6.5 with a 6.5 or above in writing.

Reg# 378112

Fee: $880

No refund after 8 Jan.

Instructor to be announced

Enrollment deadline: Jan. 8.

Enrollment limited; early enrollment advised. Visitors not permitted.

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**ESL X 433C**

**Advanced 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 and research skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as improving vocabulary, while grammar is studied in the context of these activities.

Prerequisite(s): Students who wish to enroll in this course must have a TOEFL (iBT) score between 91 and 99 or an IELTS score of 6.5 with a 6.5 or above in writing.

Reg# 378113

Fee: $880

No refund after 12 Jan.

Remote Instruction

10 mtgs

Friday, 9am–1pm, Jan. 8–Mar. 12

Enrollment limited; early enrollment advised. Visitors not permitted.

Instructor to be announced

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**Jump-Start Your Paralegal Career**

**Free Information Session**

Saturday, November 14 or January 16; Livestream from 10am–12pm

Join us at a free information session!

- Learn about opportunities in the paralegal field
- Explore the benefits of UCLA Extension’s Paralegal Training Program
- Get information on financial aid and lifetime career services
- Hear from a recent graduate of our paralegal program, a paralegal program instructor, and a school administrator
- Sign up for our upcoming program

Reg# 376933: Saturday, November 14 or Reg# 377998: Saturday, January 16

Page 119.

Paralegals may not provide legal services to the public, except as permitted by law.

**For more information**

paralegal@uclaextension.edu | (310) 825-0741 | uclaextension.edu
**Paralegal Studies**

**LAW X 406**

**Paralegal Training Program**

36.0 units

UCLA Extension’s Paralegal Training Program (PTP) is approved by the American Bar Association and seeks to prepare students to function as ethical, effective, and efficient professional paralegals in law firms, businesses, government, and nonprofit organizations. To perform a wide variety of legal work under the supervision of attorneys; and to adapt easily to the changing role of the paralegal as well as the changing needs of the legal community. The PTP provides training in substantive and procedural law, legal analysis, professional responsibility, legal forms, legal technology, and practical skills needed to work in the public or private sector as a competent and professional paralegal. This program fulfills educational requirements to practice as a paralegal in California. Instructors for the program are approved by the UCLA School of Law and include judges, attorneys, paralegals, and other legal professionals. Assistance in career counseling and job search opportunities are available to current students and program graduates. Paralegals may not provide legal services directly to the public, except as permitted by law. Lifetime placement assistance is available to PTP graduates.

Reg# 374440

Fee: $7,995
- Remote Instruction 86 mtgs
  - Thursday, Tuesday, 6:30-10pm, Jan. 28-Dec. 9

Aymara E. Zielina, JD

**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 member of the Los Angeles Paralegal Association.

Reg# 377998
- Remote Instruction 1 mtg
  - Saturday, 10am-12pm, Jan. 16

A Free Event

Aymara E. Zielina, JD

**LAW X 407.1**

**Oral Communication and Presentation Skills for Legal and Business Professionals**

1.0 units

This course provides a foundational summary of the manner in which to approach oral business communications, from informal one-on-one status reports to formal business presentations for larger audiences. It also covers how to communicate during meetings with colleagues and clients. Topics include understanding your objective; selecting the appropriate tone for the audience; preparation, including knowledge acquisition, time management, and validation of information; selecting supporting materials; handling questions; post presentation communication; and self-assessment.

Reg# 37816B

Fee: $195
- Remote Instruction 2 mtgs
  - Saturday, 9am-2pm, Jan. 23; Feb. 6

Aria Safar, JD, Partnerships, Nike Valiant Labs

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**Other Legal Programs**

**LAW X 420**

**Business Law: Fundamentals**

4.0 units

This course explores the legal environment in which businesses operate and the critical interaction between business and the legal system. Students examine various areas of the law which are integral to the operation of business enterprises today. Topics include contracts, torts, agency, Uniform Commercial Code, bankruptcy, and the different forms of business entities. Business owners, managers, accountants, paralegals, and all those seeking to enrich their understanding of the legal system can benefit from this course.

Reg# 377999

Fee: $795
- No refund after 13 Jan.
  - Online
  - Jan. 6-March 17

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# 377997

Fee: $995
- No refund after 10 Jan.
  - Online
  - Jan. 6-March 17

Deborah Adams Deutsch, paralegal; recipient of the UCLA Extension Distinguished Instructor Award, 2013

**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

**11-Month Evening Program**

Tuesday & Thursday, 6:30-10pm
Start Date: January 28
Application Deadline: December 1
Financial Aid Deadline: December 14
Reg# 374840

**5-Month Daytime Program**

Monday-Friday, 9am-12:30pm
Start Date: January 29
Application Deadline: December 1
Financial Aid Deadline: December 14
Reg# 374841

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

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**Paralegal Training Program**

**Designed for Working Professionals Like You**

Offered in Fall, Winter, and Spring quarters.

Develop the knowledge and skills to enjoy a rewarding career as a legal secretary. In just 11 weeks, you’ll learn the legal principles necessary to understand the litigation process and become familiar with practice areas like personal injury, real estate, bankruptcy, and family law.

For More Information
(310) 825-0741 | uclaextension.edu/lstp
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.

GENINT 711.344

**Introduction to Mindfulness**

Mindfulness training allows us to cultivate our natural capacity for greeting life with a wise and open heart, enhancing our ability to live with more joy, purpose and satisfaction. With mindfulness, it’s easier to deal with life’s challenges and surprises with less fear, anger and disappointment. Integrating Buddhist and Western approaches with current science, you are introduced to methods for calming the inner storms of thoughts and emotions. Paradoxically, by learning how to remain curious and emotionally open to all your experiences, you discover how you can be more and more present, mind and body quiet. This supports states of clarity, deeper awareness of your authentic core and creative choices and possibilities in your life.

*Reg# 376908*

**Fee:** $15

No refund after 5 Jan.

Remote Instruction

1 mtg

Tuesday, 10am-12pm, Jan. 5

Open to the public. Plus members pay no fee for this course. No refund allowed.

Jeffrey Hutter, PhD, psychologist in private practice; former assistant clinical professor, School of Medicine, UCLA; past president, Gestalt Therapy Institute of Los Angeles; former clinical consultant to the Mindfulness and Psychotherapy training program for clinicians at the Institute for Meditation and Psychotherapy.


generously provided.

**Genuinely Osher**

Please download a free version of zoom at zoom.us to participate in this course.

For more information call (310) 206-2693.

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Lecture Courses

Lecture courses are taught by the high-caliber instructors and guest speakers for which UCLA Extension is world renown. Our courses explore art, music, literature, history, science, languages, psychology, current events, and many other exciting fields. There are no tests, grades, or homework, though some courses include readings.

GENINT 731.183
Coming to Terms with the Holocaust, Part V: Eyewitnesses to the Holocaust

In this course, we explore—through their own words—the experiences and consciousness of Nazi perpetrators, bystanders, and Jews condemned to the ghettos and the death camps. We begin with the letters and diaries of men who served on the front lines of the murder units. Then we look closely at a representative German village which drove out its ‘Jewish residents and residents’ recollections of their home. We explore the thinking of descendants of the leaders of the Reich about the crimes their parents and grandparents committed. And we close with a study of the rise and fall of Vienus, Lithuania, the one-time Jerusalem of Europe.

GENINT 731.370
Mahayana Buddhism: The Great Vehicle

Around the first millennium, 500-600 years after the Buddha, traditional Buddhism was criticized for being too calcified and intellectual, its clergy too monastic and aloof, and the path to nirvana/enlightenment too lengthy and arduous. From this "great schism," emerged Mahayana/Great Vehicle Buddhism, now the world’s dominant Buddhist tradition. In this course, we explore the transformations and the innovators of this populist movement—how it presented fundamental paradigm shifts; radical remodeling of the ideal, newly revealed scriptures; deification of the Buddha and concomitant religious trappings; diversified faster-tracks to nirvana; vast expansion of the pantheon of buddhas and other celestial beings; and dynamic philosophical, scientific, physiological and psychological investigation into the nature of reality, perception, mind, consciousness, epistemology and relativity.

GENINT 731.239
California Cool: The West Coast Jazz Scene of the 1950s

During the 1950s, the eyes of the jazz world became focused on Los Angeles as "West Coast jazz" exploded onto the scene. Shorty Rogers led the Stan Kenton Orchestra in 1951 and recorded Modern Sounds, which helped establish the sound and style reflective of West Coast cool. Howard Rumsey established a jazz policy at a small nightclub in Hermosa Beach called The Lighthouse and formed The Lighthouse All Stars. At the end of 1951, Gerry Mulligan hitchhiked from New York to Los Angeles, eventually forming his own quartet. The quartet, which featured Chet Baker, was such a hit that it brought national attention to the West Coast and opened the door for an unprecedented amount of activity for the West Coast musicians. This course discusses artists such as Shorty Rogers, Gerry Mulligan, The Lighthouse All Stars, Art Pepper, Shelly Manne, June Christy, Hampton Hawes and Greer, Jack Sheldon, Jimmy Guiffre, Chico Hamilton, Buddy Collette, Bill Holman, Bill Perkins, Conte Candoli, Dexter Gordon, Marty Paich, Dave Pell, Frank Rosolino, and Bud Shank, through rare recordings, film footage, photographs, and memorabilia drawn from the vast archive of the Los Angeles Jazz Institute.

GENINT 731.386
All That Jazz: Appreciating an American Art Form 1915-1985

A musical journey that covers one hundred years of jazz as it sings, swings, and plays it hot and cool. We explore the Dixieland of King Oliver and Louis Armstrong, the Big Bands of Duke Ellington, Benny Goodman, and Stan Kenton; Charlie Parker and Dizzy Gillespie’s Bebop to the Post-Bop era of Miles and Coltrane; the West Coast Cool Jazz of Gerry Mulligan and the Ventures; the East Coast Hard Bop of Horace Silver, Sonny Rollins, and Thelonius Monk; and Modern/Free Jazz with Ornette Coleman and Eric Dolphy. In the mid-1980s, the inclusion of new technologies led to the Fusion Jazz of Michael Brecker and Pat Metheny and then to the New Age and the current Contemporary palette. This course is an informative and fun way to both listen to jazz and gain a real understanding of a uniquely American art form.

GENINT 731.317
Improvitations in Western Classical Music

Improvisation from the very start has accompanied, and in many cases, directly shaped musical practices of the Western European world. From vocal polyphony of the Renaissance period to aleatoric (or chance music), of the twentieth century, improvisation has informed the structural formation and perceptive dimension of many classical music compositions. Understanding the role and the extent of the influences of improvisation greatly our ability to engage with specific genres and works of music. In this course, we study various improvisation practices prevalent at different time periods, such as ornamentation, ground bass, ad libitum, style, and aleatoric chance music, to name a few. We also trace the development of these practices in fully-fledged musical compositions, including sonatas and passacaglias, fugues fantasies, theme and variations, cadenzas, and more.

GENINT 731.357
The West Coast Jazz Scene of the 1950s

This presentation is free and open to the public.

Reg# 377295
Fee: $115
No refund after 12 Jan.
Online 6 mtgs
Monday, 1-3pm, Jan. 4-Feb. 22
No meetings Jan. 18; Feb. 15.
Plus members pay only $34 for this course. Visitors not permitted.
Don Parris, JD, lecturer, lifelong student, and teacher of Buddhist thought and guide throughout the Buddhist Himalayas.

Reg# 376915
Fee: $115
No refund after 12 Jan.
Remote Instruction 6 mtgs
Monday, 10am-12pm, Jan. 4-Feb. 22
No meetings Jan. 18; Feb. 15.
Plus members pay only $34 for this course. Visitors not permitted.
Steve Sohmer, PhD, MA

GENINT 731.363
Architects Who Defined the California Landscape

The unique culture and climate of California as well as our receptiveness to novel ideas offered a splendid variety of opportunities for those architects who designed our built environment in the early and mid-twentieth century. This course explores and richly illustrates the works of distinguished California architects such as Julia Morgan, Paul Williams, Wallace Neff, Richard Neutra, Rudolph Schindler, William Pereira, John Lautner, and others. Each architect brought an individuality of style to the California landscape, and the innovative characteristics of their work as well as the personal attributes and challenges that influenced their designs will be discussed.

Reg# 370509
Fee: $115
No refund after 12 Jan.
Remote Instruction 6 mtgs
Monday, 1-3pm, Jan. 4-Feb. 22.
No meetings Jan. 18; Feb. 15.
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.

Reg# 376919
Fee: $135
No refund after 13 Jan.
Remote Instruction 8 mtgs
Tuesday, 10am-12pm, Jan. 5-Feb. 23
Plus members pay only $40 for this course. Visitors not permitted.
Emilia Chiquin, PhD, Spanish, UIMM, Albuquerque

GENINT 731.376
Improvisations in Western Classical Music

This presentation is free and open to the public.

Reg# 377262
Fee: $135
No refund after 13 Jan.
Remote Instruction 8 mtgs
Tuesday, 6:30-8:30pm, Jan. 5-Mar. 2
Plus members pay only $40 for this course. Visitors not permitted.
Max Kellner, MFA in film and television producing; DRM project coordinator at MAX, film and video instructor at several community colleges.

GENINT 741.293
The Origin of Food Names

A light-hearted, spirited trip through culinary history based on foods which bear the names of famous people, places, and events. In this course we learn important historical food facts such as the identities of Tootsie (Tootsie Roll) and Benedict (Eggs Benedict); how the tiny Italian village of Marengo came to have a major French chicken dish named after it; and who concocted creations for whom, why, or under what circumstances. Discover the often-fascinating and unlikely history, actual facts and fanciful lore behind the names of many foods of the past and present and how they are related to famous and not-so-famous people, places, and events. It’s certain you may have—maybe—prepared or actually eaten many of the foods discussed!

Reg# 376050
Fee: $135
No refund after 14 Jan.
Remote Instruction 8 mtgs
Wednesday, 10am-12pm, Jan. 6-Feb. 24
Plus members pay only $40 for this course. Visitors not permitted.
Carlo Coppola, PhD in comparative literature, University of Chicago

Reg# 375970
Fee: $135
No refund after 13 Jan.
Remote Instruction 8 mtgs
Tuesday, 1-3pm, Jan. 5-Feb. 23
Plus members pay only $40 for this course. Visitors not permitted.

CARLO COPPOLA
Learn, Discover, and Have Fun as an OLLI at UCLA member!

The Osher Lifelong Learning Institute (OLLI) at UCLA provides a unique opportunity for individuals 50+ to be part of an exciting non-credit program of lectures, discussion groups, and creativity and movement courses. Our engaging instructors come from distinguished UCLA faculty, insiders from the arts and entertainment industries, and other experts in a variety of professional fields.

**All OLLI Members Enjoy:**
- Access to a dynamic offering of courses each quarter
- Invitations to special events and volunteer opportunities
- Connections with OLLIs across the nation
- Discounts on goods and services in Westwood Village

**Membership Options**

You can enroll in courses online at uclaextension.edu/olli. If you are not a current member, you will be prompted to add a membership to your cart when checking out. Choose from 2 tiers of membership:

- **OLLI Basic Membership $50**
- **OLLI Plus Membership $295**

A membership covers one person and is nonrefundable and not transferable to a family member or friend. 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!

**Reversal 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, news, and discoveries regarding multiverses, 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 Europa—Jupiter’s ice covered moon, and much more.

**Reg# 376987**

**Fee: $135**

- No refund after 14 Jan.
- Remote Instruction
- 8 mtgs

**Term:**
- Wednesday, 6:30-8:30pm, Jan. 6-Feb. 24
- Plus members pay only $40 for this course. Visitors not permitted.

**Shelley R. Bonus,** award winning writer, astronomers, historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

**GENINT 731.371**

**Maestro Andrés Segovia: His Life, Influence, and Legacy**

Hailed as the greatest classical guitarist of all time, Andrés Segovia captivated audiences with his expressive and technical virtuosity for more than 60 years. A driving force in re-establishing the guitar as a legitimate concert instrument and the emergence of a standard guitar repertoire, Segovia left an enormous impact that is still evident to this day. In this course, we explore his life, influence and legacy. This includes an in-depth look at his early years in Spain, his visit to Mexico, his debut tour in the US, the Montevideo period, commissioned works and transcriptions, guitar pedagogy, pupils, and his controversy and criticisms. Our exploration includes analyzing recordings, films and documentaries, books, and in-class performances of selected works.

**Reg# 377339**

**Fee: $135**

- No refund after 15 Jan.
- Remote Instruction
- 8 mtgs

**Term:**
- Thursday, 10am-12pm, Jan. 7-Feb. 25
- 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 711.294**

**The Isms of Early Twentieth-Century Art**

Fauvism, Cubism, Orphism, Expressionism, Futurism. Following the revolution that is Impressionism, the art world splintered into many different artistic movements. Driven by a desire for independence, originality and experimentation, the start of the twentieth century ushered in a multitude of avant-garde styles. Supported by a burgeoning open art market, a strong economy, and an attitude of optimism, artists became free to experiment with increasingly individual artistic styles and methods. This course gives an overview of some of these unique styles and the artists—such as Henri Matisse, Pablo Picasso, and Wassily Kandinsky—who created them.

**Reg# 377391**

**Fee: $115**

- No refund after 15 Jan.
- Remote Instruction
- 6 mtgs

**Term:**
- Wednesday, 1-3pm, Jan. 6-Feb. 10
- Plus members pay only $34 for this course. 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 712.491**

**Cosmology, Astronomy, and Space Exploration in the News**

**Reg# 378106**

**Fee: $135**

- No refund after 14 Jan.
- Remote Instruction
- 8 mtgs

**Term:**
- Wednesday, 1-3pm, Jan. 6-Feb. 17
- Plus members pay only $37 for this course. Visitors not permitted.
GENIIT 731.314  
Colonial America  
The social, cultural, economic, and political changes that occurred in North America before 1750 comprised a dynamic era in American history. In this course, we trace developments during the colonial period beginning with indigenous North America through European settlement and migration. We explore servitude and slavery, race and gender, popular religious and material cultures, as well as colonial economics and politics. We then discuss how and why the British colonies were becoming more or less like Great Britain in the decades prior to the American Revolution, and how the concept of sovereignty evolved on American soil.  
Reg# 375945  
Fee: $315  
No refund after 15 Jan.  
Remote Instruction  
8 mtgs  
Thursday, 1-3pm, Jan.-Feb. 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.  

GENIIT 741.298  
The Worlds of Comedy  
There are surveys of the history of art, history, art history, and (this is true) history of art history, isn’t it time for one of the most vibrant and popular of the arts to be taken seriously? This course has the temerity to claim humor is an art form, then try to prove it by looking at the history, mythology, anthropology, biology, psychology, philosophy, and even theology of humor. This multimedia presentation has copious examples from comedy experts, including Chaplin, Keaton, Groucho, Woody, Sellers, Pryor, Martin, Ferrell, Python, Colbert, Stiller, Silverman, and Schumer. The instructor also draws on his background to show how professional comedy is made. Contains adult themes and language.  
Reg# 357032  
Fee: $115  
No refund after 15 Jan.  
Remote Instruction  
6 mtgs  
Thursday, 6:30-9:30pm, Jan.-Feb. 11  
Plus members pay only $34 for this course. Visitors not permitted.  
David Misch, screenwriter (Mork and Mindy, The Muppets Take Manhattan, Saturday Night Live), author (Funny: The Book, instructor UCLA and USC), and speaker (the Smithsonian, Grammmy Museum, Yale, Oxford, Univ. of Sydney, Midwest Popular Culture Asso.).  

POL SCI 747  
Beyond the Headlines  
Pulled from today's headlines, this speaker series offers in-depth analysis of significant contemporary issues. Each week, an expert from the political, social, technological, or economic spectrum focuses on a major global, national, or local issue, thus highlighting the most striking and pertinent news today.  
Reg# 370098  
Fee: $165  
No refund after 20 Jan.  
Remote Instruction  
8 mtgs  
Tuesday, 10:30am-12pm, Jan.-Mar. 2  
Course fee is $165 for both OLLI Basic and Plus members. Enrollment limited; enrollment prior to the first class required. Visitors not permitted.  
James Aldinger, former two-term mayor of Manhattan Beach during his tenure on the Manhattan Beach City Council. He worked for Hughes Aircraft Company (later Boeing) designing and building satellites for more than 30 years.  

GENIIT 731.327  
The Music of Franz Schubert  
Franz Schubert is one of the great composers of the early nineteenth century. Born in 1797, Schubert was first noticed by Antonio Salieri, continued a career as a young prodigy and composer of beauty at Beethoven’s court but sadly died at the very young age of thirty-one. Schubert was known primarily as the best composer of lieder during this period. While songs make up the bulk of his repertory, he is also known for his exciting chamber music, masterful melody, rhythmic style and expressive, virtuosic piano writing. His music is often more intimate and emotional, challenging even the most mature listeners. In this course, we will tend to analyze some of the most famous works by Schubert and relate them to the art, literature, and history of the early nineteenth century.  
Reg# 377532  
Fee: $135  
No refund after 30 Jan.  
Remote Instruction  
8 mtgs  
Friday, 10am-12pm, Jan.-Mar. 12  
Plus members pay only $40 for this course. Visitors not permitted.  
Ryan Shiotsuki, PhD in musicology; lecturer in musicology, UCLA and Chapman University.  

GENIIT 731.373  
The Music of J.S. Bach: Part 2  
U.S. (1685-1750), a German composer of the Baroque period, composed in many established musical forms, such as the cantata and fugue, and developed them into complex and sublime pieces. His music is notable for its counterpoint composition, style and emotional expressiveness. This course explores Bach’s musical 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. As the sequel to the first installment of this course, we explore repertory previously not covered, including works more unusual and obscure works by Bach.  
Reg# 377321  
Fee: $135  
No refund after 30 Jan.  
Remote Instruction  
8 mtgs  
Friday, 1-3pm, Jan.-Mar. 12  
Plus members pay only $40 for this course. Visitors not permitted.  
Ryan Shiotsuki, PhD in musicology; lecturer in musicology, UCLA and Chapman University.  

GENIIT 721.567  
Evolution of Science: Part 3  
We span three centuries to explore the mystery of electricity, from Franklin’s kite to Faraday’s motor and from Maxwell’s electromagnetic equations to Einstein’s distribution of electric power, which paved the way for the electronic revolution of the twentieth century. Along the way we take a deeper look at Alan Turing, an honest look at Linus Pauling, and a revealing look at Jacques Cousteau. We recognize more inventions that continue to change our world and highlight women in science too often overlooked, including Lise Meitner (physicist), Barbara McClintock (biology), and Vera Rubin (astronomy). Plus an eye-opening look at the Nobel Prize, the most desired award in science—winners and losers—who navigate the politics, prestige, and controversy started by Alfred Nobel over 100 years ago. No background in science is required; only curiosity and a desire to stimulate your mind, as we examine and translate serious ideas into fun and accessible concepts. (Attention Discussion Groups are for members who want to ask questions, offer answers, and share their knowledge in the classroom. Established instructors 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—members should be ready to participate.  
Reg# 375032  
Fee: $80  
No refund after 12 Jan.  
Remote Instruction  
6 mtgs  
Monday, 10am-12pm, Jan., 4-8 Mar.  
No meetings Jan. 18; Feb. 15.  
Plus members pay only $40 for this course. Visitors not permitted.  
Beverly Olevin, MA, author of the award-winning novel, The Good Side of Bad. She directed The Manor at Greystone Mansion, now in its 18th year. She was an Academic Director at Oxford, England, receiving UCLA Extension’s Distinguished Instructor Award, and was Osher’s first Artist-In-Residence.  

GNDNIT 731.364  
Nobel Laureates You May Not Know, Part 1: The Short Story  
The Nobel Prize in literature is recognition for a life-time’s achievement, and what is always singled out for praise is an original voice in the service of moral or social vision. The greatest literature always tells us, in broad or specific ways, how we live—and how we might live, giving us a window on human failures, hopes, and victories. We read short stories by four Nobel Laureates: Nadine Gordimer (South Africa), recognized as a woman whose writing has been, in the words of Alfred Nobel, “of very great benefit to humanity”; Ivan Bunin (Russia), the first Russian writer to award the Nobel Prize for Literature, the rightful literary successor to Tolstoy and Chekhov; S.Y. Agnon (Israel) whose works deal with the tension between the traditional Jewish life and the modern world; and Jose Saramago (Portugal). His works, some of which are allegorical, commonly present subtle perspectives on historical events and personal life. Texts include Agnon’s A Book That Was Lost, Bunin’s Collected Short Stories, Gordimer’s Jump and Other Stories, and Saramago’s The Lives of Things.  
Reg# 376019  
Fee: $80  
No refund after 12 Jan.  
Remote Instruction  
6 mtgs  
Monday, 10am-12pm, Jan., 4-8 Mar.  
No meetings Jan. 18; Feb. 15.  
Plus members pay only $40 for this course. Visitors not permitted.  
Katya Williamson, MFA in Creative Writing; author, Bringing the Soul Back Home.  

GNDNIT 731.379  
The American Leviathan: How and Why the Law Touches Everything  
The law in America has become the most pervasive and powerful force today. In nearly everything in the lives, the hopes and dreams, the successes and the inevitable failures, it lives and breathes like an autonomous anonymous creature. We tease that creation out of our life and examine the history of the law has become both the answer and question to even the simplest concerns of our daily lives, and then we come to our own conclusions about whether it acts for good or ill and on what terms we can control its pervasive influence.  
Reg# 378031  
Fee: $80  
No refund after 4 Jan.  
Remote Instruction  
6 mtgs  
Monday, 6:30-8:30pm, Jan.-Feb. 22  
No meetings Jan. 18; Feb. 15.  
Plus members pay only $40 for this course. Visitors not permitted.  
Kurt Hohenstein, PhD, MA, JD, author of Coining Corruption: The Making of the American Campaign Finance Systematic. The Rules of the Game: Simple Truths Learned from Little League. Dr. Hohenstein has taught as a Associate Professor of History at William and Mary University, and is an independent historian for the SEC Historical Society.  

GNDNIT 741.268  
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 Spanish skills. Using authentic sources 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# 378923  
Fee: $80  
No refund after 13 Jan.  
Remote Instruction  
8 mtgs  
Tuesday, 1-3pm, Jan.-Feb. 23  
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.  
Emilia Chupin, PhD, Spanish, UNM, Albuquerque
GENINT 731.200 Intermediate French Conversation
Designed for students who have taken a year or more of French, this class prepares you to have a conversation with native speakers of French. Real-life dialogues and engaging topics such as meeting people, making plans, discussing leisure activities, and just having fun. The book used in class is Sur le vif: Niveau intermediaire.

Reg# 377035
Fee: $80
No refund after 13 Jan.
• Remote Instruction
  8 mtgs
Wednesday, 6:30-8:30pm, Jan, 5-Feb, 23
Plus members pay only $40 for this course. Visitors not permitted.

Vincent Coppola, PhD in French and Francophone studies, UCLA

GENINT 731.375 Friends Across the Pacific: Australia and the United States
Since before Herman Melville described Australia in Moby Dick as that “great America on the other side of the world,” Australia and the United States have had a close relationship. In fact, modern Australia may not have been founded but for the American colonists’ victory in the US War of Independence. In this course, we look at fascinating differences and similarities between the two countries—UK origins, political systems, landscapes, arts, indigenous and migrant relationships, and camaraderie in war. Cross-fertilization in ideas as well as traffic across the Pacific will be covered (did you know Emir Flynn came from Tasmania?). Our discussion provides a deeper insight into one of America’s closest international relationships as well as the promise of renewed love for America through an Australian perspective.

Reg# 377040
Fee: $80
No refund after 15 Jan.
• Remote Instruction
  8 mtgs
Thursday, 1-3pm, Jan. 7-Feb. 25
Plus members pay only $40 for this course. Visitors not permitted.

John Cheever, author of the perspective of the twenty-first. Text: The New Yorker, The Wall Street Journal, the Washington Post, and the Los Angeles Times. These include political writers such as David Brooks, Thomas Friedman, Paul Krugman, Ross Douthat, Fareed Zakaria, John Bolton, Peggy Noonan, Maureen Dowd, and many more whom the class may wish to cover. We also examine magazines, such as The New Yorker, The Atlantic, The New Republic, and other journals that give in-depth coverage of current topics. This is your chance to listen and to be heard on the events of the world.

Reg# 377060
Fee: $80
No refund after 15 Jan.
• Remote Instruction
  8 mtgs
Thursday, 10am-12pm, Jan. 7-Feb. 25
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.

Myrna Hant, PhD, research scholar, Center for the Study of Women, UCLA, who has researched communication culture and mature adults in the media.

GENINT 721.807 Real Life Spanish Conversation I
This Spanish conversation course provides a comfortable space for members to practice their fluency with others under an instructor’s guidance. Members respond to prompts provided by the instructor, while the learners ask follow up questions or make comments, all in Spanish. The instructor facilitates the conversation and corrects vocabulary or grammar as needed. Please note: This is not a beginner’s class; some Spanish is required.

Reg# 377017
Fee: $80
No refund after 15 Jan.
• Remote Instruction
  8 mtgs
Thursday, 10am-12pm, Jan. 7-Feb. 25
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.

Susan McMillen Villar, PhD in Hispanic and Iuso Literatures, languages, cultures, and linguistics. Retired director of Spanish and Portuguese Language Instruction, University of Minnesota, Twin Cities

GENINT 721.374 The Souls of Black Folk: Books by African-American Authors
In this course, we read landmark works written by African-American authors, past and present, that resonate deeply within U.S. society today. We start with James Baldwin’s The Fire Next Time, which includes a letter written by Baldwin to his fourteen-year-old nephew. Next, we read Rep. John Lewis’s March graphic novel trilogy about Lewis’s role in the Civil Rights Movement. Then we read Toni Morrison’s Pulitzer Prize-winning novel Beloved, about a formerly enslaved woman who, out of desperation, does the unthinkable. We conclude with Between the World and Me, Ta-Nehisi Coates’s essay to his son about being Black in America.

Reg# 377028
Fee: $80
No refund after 20 Jan.
• Remote Instruction
  5 mtgs
Tuesday, 10-12pm, Jan. 12-Mar. 9
Plus members pay only $40 for this course. Visitors not permitted.

Maria Siciliana, MPA, Harvard University; M.S. in gero‑technology, USIC; principal and founder, Gerontology in Action.

GENINT 731.362 African-American Short Stories
In this course, we read powerful works of fiction that examine African-American issues: slavery, segregation, social injustice, inequality, and a sense of home deferred. From the nineteenth century, we read Paul Laurence Dunbar, who was born to freed slaves in Kentucky; W.E.B. Du Bois, Pan-Africanist, who helped establish the NAACP; and Charles Chesnutt, best known for exploring racial and social identity in the post-Civil War South. Moving to the early years of the twentieth century, we read Zora Neale Hurston, who examined racial struggles in the early-1900s American South; Chester Himes, who won France’s Grand Prix de Littérature Policicre; Frank Yerby, the first African-American to have a book purchased for screen adaptation; as well as the works of Langston Hughes, Richard Wright, James Baldwin, and LeRoi Jones (Iamuari Baraka). Finally, from the end of the twentieth century we read Maya Angelou: Toni Cade Bambara—author, film-maker, and social activist; Rosemarie Rothfenn, senior editor at Simon & Schuster and deputy editor of Essence magazine; and Alice Walker, whose novels, The Color Purple, won the National Book Award and the Pulitzer Prize for Fiction. The text for the course is: Black American Short Stories: A Century of the Best.

Reg# 377050
Fee: $80
No refund after 1 Feb.
• Remote Instruction
  8 mtgs
Sunday, 12-2pm, Jan. 24-Feb. 21
No meeting Feb. 14.
Plus members pay only $40 for this course. Visitors not permitted.

Leonard Koff, PhD, UC Berkeley, associate, UCLA Center for Medieval and Renaissance Studies. He taught in the English Department and developed courses for the Comparative Literature Department at UCLA, and is the recipient of the Distinguished Instructor Award from UCLA Extension (2009) and the Dean’s Award (2019).

GENINT 712 Ways of Looking at Contemporary Art
This salon opens the door to enhancing our experiences of contemporary art. Close looking at artists’ work, with discussion of theme and context facilitate conversation on artists use of materials, the time and place of the artists’ activity, perception of two and three dimensional pieces, the figure, abstraction, and performance. The interactive meetings include video presentations and virtual exhibition tours by invited artists, curators, museum and gallery educators, and the instructor.

Reg# 377044
Fee: $80
No refund after 19 Feb.
• Remote Instruction
  6 mtgs
Thursday, 1-3:30pm, Feb. 11-Mar. 18
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.

Deborah Cohen, MA in culture and performance, UCLA; PhD in culture and performance, UCLA.
Creativity, Games & Movement

These courses are interactive. Members are able to practice or apply what they learn in class.

GENINT 731.361
Reading and Acting Shakespeare’s All’s Well That Ends Well

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# 377043
Fee: $0
No refund after 12 Jan.
Remote Instruction
8 mtgs
Tuesday, 10am-12pm, Jan. 5-Feb. 23
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 741.344
Drawing is a Feeling, Part II: Exploring Light, Shade, and Shadow

As an introduction to representational picture making, we learn how to learn to draw the objects and spaces that surrounds us—those things we see every day. Using the pencil, our fundamental tool, we explore space as expressed through shade, shadow, and light. Class sessions include drawings together, and discussion of individual processes. Drawings are shared during class sessions. Students and instructor interact during sessions. Additionally, guest artists are invited to present and discuss their work; museum and gallery educators, curators, and directors are invited to present virtual tours of related exhibitions that discuss the subject at hand. Drawing materials include: drawing pads; drawing pencils HB to 6B, and charcoal pencils/sticks.

Reg# 377048
Fee: $80
No refund after 13 Jan.
Remote Instruction
6 mtgs
Tuesday, 1-3:30pm, Jan. 5-Feb. 9
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.

Deborah Cohen, MA in culture and performance, UCLA; PhD in culture and performance, UCLA.

GENINT 731.346
Finding Your Movement Intelligence

The Feldenkrais Method® works slowly and systematically to build new patterns of movement. By doing very small and easy but complex movement puzzles, we learn to revitalize our nervous systems to align mind with body. In this course, we become experts at knowing to feel painlessly and gracefully.

Reg# 377309
Fee: $80
No refund after 14 Jan.
Remote Instruction
10 mtgs
Wednesday, 10-11:30am, Jan. 6-Mar. 10
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted. Participants are required to sign a waiver form which will be provided.

Stacy Barrows, PT, EFT, GCPP, PT, GCPP is a doctor of physical therapy, is a certified PMA Pilates and Feldenkrais® instructor. Ms. Barrows has invented tools for self-care and authored a book on their use. She is the owner of Smart Somatic Solutions, a small private practice in Southern California.

GENINT 741.287
Life Stories Worth Telling

As we travel our life’s path, our stories are the most precious gifts we can pass on. In this course you write your stories, then share them—the good, the bad, the happy, the sad, even the sacrificial! Come tell us about the one that got away or the date that went wrong, the love of your life, or the dream deferred.

Reg# 376988
Fee: $80
No refund after 14 Jan.
Remote Instruction
9 mtgs
Wednesday, 1-3pm, Jan. 6-Feb. 24
Plus members pay only $40 for this course. Enrollment limited. Visitors not permitted.

Shelley R. Bous, award winning writer, astronomical historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

Education 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.

For more information call (310) 206-2714 or email industrysementprograms@uclaextension.edu.
Real Estate Certificate

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 I-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.

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 476.1 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 476.32I Fundamentals of Commercial Real Estate
MGMT X 476.35 Internship in Real Estate

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

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 relationships.
Prerequisite(s): MGMT X 475.1 Real Estate Principles or consent of instructor.
Reg# 377238
Fee: $800
No refund after 8 Jan.
Online
Jan. 4 ‑ Mar. 15
Sarabina Roque, JD, Western State College of Law; BA, UCLA.

MGMT X 475.4
Real Estate Finance
5.0 units
This course surveys the concepts, methods, and 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 FHA, VA, 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 anti‑foreclosure law issues; guarantees; 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# 377239
Fee: $800
No refund after 8 Jan.
Online
Jan. 4 ‑ Mar. 15
Jayson Crouch, MBA

MGMT X 475.5
Real Estate Appraisal
5.0 units
This course surveys the principles and tools of appraisal using various types of real estate, as well as provides an analysis of value, price, property, and legal rights. Topics include principles of valuation; the real estate market; the relationship between real estate values and economic, social, and government trends; economics of urbanization, including location, value, and use potential; neighborhood analysis; site utilization and property value; estimating site value; the relationship of construction and architecture to cost standards; depreciation; and approaches to cost, market data, and income valuation. Students must complete a demonstration appraisal report.
Prerequisite(s): MGMT X 475.1 Real Estate Principles or consent of instructor.
Reg# 377240
Fee: $800
No refund after 8 Jan.
Online
Jan. 4 ‑ Mar. 15
Enrollment limited.
Robert Abelson PhD, PhD, real estate consultant, AQB‑Certified USPAP instructor, California certified general appraiser

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# 377244
Fee: $765
No refund after 8 Jan.
Online
Jan. 4 ‑ Mar. 15
Enrollment limited.

MGMT X 476.2
Property Management
4.0 units
This course provides an overview of property management fundamentals for the real estate professional, individual owner, or real estate student. Property types covered include office, retail, industrial, condominium, and apartment buildings. Responsibilities of the property manager/owner will be studied, including tenant relations, landlord/tenant law, leasing/renting, human resources, office administration, insurance, financial statements/budgets, building maintenance, vendor services, and property management as a career. The course includes weekly online discussions on current industry events and issues.
Reg# 377242
Fee: $765
No refund after 8 Jan.
Online
Jan. 4 ‑ Mar. 15
Tom Morehouse, CBRE, e‑PRO, MBA/broker/co‑owner, Berkshire Hathaway HomeServices California Properties

MGMT X 476.32I
Fundamentals of Commercial Real Estate
4.0 units
This course is for people who are interested in entering the practice of commercial real estate. The course provides an introduction to the fundamentals of commercial real estate by covering the four major property types: multi‑family, office, retail, and industrial. Students are presented with an overview of the major differences between commercial real estate and personal use real estate. Topics include the common agent activities found in the commercial real estate marketplace, including leasing, brokerage, development, property management, and financing; the financial factors in commercial real estate investments; and discussion of the common rules of thumb, including cost per square foot, gross rent multiplier, capitalization rate, and the cash on cash return. Participants also learn common loan terminology that applies to commercial real estate, the types of loans available, and an understanding of the concept of leverage.
Prerequisite(s): MGMT X 475.1 Real Estate Principles or consent of instructor.
Reg# 377243
Fee: $765
No refund after 18 Jan.
Hybrid
Jan. 12 & 26; Feb. 9 & 23; Mar. 9
Enrollment limited.

Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.
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. 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 instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.

Reg# 377244
Fee: $765
No refund after 10 Jan.
Independent Study/Internship
Jan. 4–Mar. 15
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. An advisor will contact you after initial application review.
Restricted course.
Discounts cannot be applied to fees for this course.

Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

MGMT X 476.35
Internship in Real Estate
4.0 units
This 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. 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 instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.

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Restricted course.
Discounts cannot be applied to fees for this course.

Todd Weaver, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

Internships are restricted to students enrolled in the real estate program.

Internship in Real Estate

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 125.
MGMT X 475.2 Real Estate Practice
Page 126.
Plus 1 course from the following:
MGMT X 1A Principles of Financial Accounting
Page 14.
LAW X 420 Business Law: Fundamentals
Page 119.
MGMT X 475.4 Real Estate Finance
Page 126.

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

Internships 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.

Page 127.
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.

**Prerequisite(s):** MGMT X 475.1 Real Estate Principles or previous experience and consent of instructor.

Reg# 377248
Fee: $765
- Hybrid 6 mtgs
Remote Instruction
Wednesday, 7-9pm, Jan. 5 & 19; Feb. 1 & 16; Mar. 1 & 16
Online Jan. 14 & 27; Feb. 10 & 24; Mar. 10

Jonathan Macias

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# 377249
Fee: $765
- Hybrid 6 mtgs
Remote Instruction
Tuesday, 7-8:30pm, Jan. 5 & 19; Feb. 2 & 16; Mar. 2 & 16
Online Jan. 12 & 26; Feb. 9 & 23; Mar. 9

Jessica Frazier, MBA, Frazier Group Realty Inc.

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

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!
PHYSI X 410
Pulmonary Physiology
4.0 units
The respiratory system is a complex network of organs and tissues that controls essential functions of the human body. This course examines pulmonary physiology at the molecular, cellular, and system level to elucidate how the human lungs function to facilitate gas exchange related to metabolism. Topics include anatomy of the respiratory system; mechanics of breathing; gas exchange and delivery to and from cells; regulation of homeostasis; neural control of breathing; and modulatory compensation in response to stressful situations, such as exercise, high altitude, diving, and sleep apnea. Course instruction overviews common pathologies, chronic diseases, and current treatments to understand the disorders of the respiratory system.
Prerequisite(s): One year college-level biology.
Reg# 377447
Fee: $865
No refund after 8 Jan.
Online
Jan. 4-Mar. 21
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment deadline: Jan. 8.

Joseph Esdin, PhD

For more information call (310) 825-7093.
PHYSIO X 435
Neurophysiology: How the Brain Thinks
4.0 units
This course explores the molecular, cellular, and circu- latory mechanisms that underlie the function of the mammalian nervous system, with special emphasis on the human brain. Topics include analysis of electrical properties of neurons, chemical communication between neurons, cellular processes responsible for synaptic transmission as well as short- and long-term plasticity, and the functional organization of the central nervous system.
Prerequisite(s): Students should possess a basic knowledge of biology, neuroanatomy, general physiology, and electrical principles.
Reg# 377148
Fee: $865
Online Jan. 4-March 21
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam.
Enrollment limited to 25. Enrollment deadline: Jan. 8. Joseph Esdin, PhD

PHYSIO X 452.6
Foundations in Human Physiology
3.0 units
Everyone experiences the elegant workings of the body, but few of us understand the underlying processes. Unfold the mysteries of the cell and the basic structures and function of the nervous, muscular, endocrine, cardiovascular, respiratory, digestive, and immune systems by taking this online course. Whether you are preparing for a career in health sciences, planning to teach introductory science courses, or simply want to understand the latest news stories about genetic engineering or personal health, you can benefit from the cutting-edge information presented in this introductory course offered in an asynchronous online format.
Prerequisite(s): Basic college-level chemistry and a human anatomy course are strongly recommended.
Reg# 377151
Fee: $760
Online Jan. 4-March 14
Enrollment limited to 25. Enrollment deadline: Jan. 8.
Dr. Judith N. Halle, PhD, RNC, professor, research faculty, Doctorate of Executive Leadership Program, Mountain State University; former dean of health sciences and nursing, Mountain State University.

PHYSIO X 459.10
Introduction to Pathophysiology: Disease States in the Human Body
4.0 units
This course is designed as an overview of the mechanisms and consequences of disease based on physiological dysfunction in the major organ systems. Each organ system is introduced by a brief and basic review covering normal structure and function, followed by the pathology and some common disorders of each system. Discussion includes common clinical presentations of disease and the mechanisms underlying signs and symptoms. Diseases covered include cardiovascular, cancer, Parkinson’s, Alzheimer’s, hepatitis, infections, and diseases of the kidney and cardiovascular system (some topics may vary by quarter).
Recommended: Basic college-level chemistry and a human anatomy course are strongly recommended.
Reg# 377152
Fee: $865
Online Jan. 4-March 21
Midterm and final exams are proctored online; additional requirements include microphone, headphones/speakers, and webcam. Coursework must be submitted as Microsoft Word or Excel attachments.

Dr. Judith N. Halle, PhD, RNC, professor, research faculty, Doctorate of Executive Leadership Program, Mountain State University; former dean of health sciences and nursing, Mountain State University.

BIOL CH X 401
Introduction to Protein Structure: From Disease to Therapy
4.0 units
Proteins are involved in almost every physiological process that occurs within the body. They are necessary for countless metabolic processes, including converting glucose into energy, carrying oxygen in your blood, and recognizing and destroying foreign pathogens. Knowing the structure of the proteins that perform these essential functions is paramount to understanding how they work normally and why mutations lead to disease. Although proteins are involved in innumerable diseases, they may also be key in the development of therapeutic treatments. By understanding protein structure, scientists can design small molecules and even novel proteins that can treat a variety of diseases. This course provides an introduction to protein and nucleic acid structure as it relates to the essential functions that these macromolecules perform within cells. Lectures focus on how protein structure relates to a variety of common human pathologies and on the therapies that are used to treat these diseases.
Prerequisite(s): LIFESCI XL 3 or LIFESCI XL 7A
Reg# 377145
Fee: $740
Online Jan. 4-March 21
Remote Instruction 11 mtg
Saturday, 9am-12pm, Jan. 9-Mar. 20
Enrollment limited to 25. Enrollment deadline: Jan. 16.
Rishab Gupta, PhD, UCLA School of Medicine PBL Tutor Faculty, professor emeritus, Surgical Oncology, UCLA David Geffen School of Medicine; chief due diligence officer, IndieBio.

PATH X 401
Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine
4.0 units
Variations in human DNA over generations result in evolution and beneficial adaptations. However, some changes in human DNA that cause genetic variation occasionally result in genetic disorders. The field of molecular diagnostics focuses on the development of tests that aid in the diagnosis and prognosis of disease. This course examines pulmonary physiology at the molecular, cellular, and system levels to elucidate how the respiratory system functions to facilitate gas exchange related to metabolism.
Topics include:
• Anatomy of the respiratory system
• Mechanics of breathing
• Gas exchange and delivery to and from cells
• Regulation of homeostasis
• Neural control of breathing
• Modulatory compensation in response to stressful situations such as exercise, high altitude, diving, and sleep apnea
This course also reviews common pathologies, chronic diseases, and current treatments.
Instructor: Joseph Esdin, PhD
Page 129.
M PHARM X 401
Introduction to Pharmacology
3.0 units
This course introduces students to the mechanisms underlying the action of various classes of drugs and their receptor targets in the body. An overview of 100 of the most widely used drugs provides insight into their therapeutic effects, clinical indications, adverse reactions, and drug interactions.
Prerequisite(s): PHARM X 452, Foundations in Human Physiology or successful completion of an introductory college-level physiology course.
Reg# 37725
Fee: $830
No refund after 8 Jan.

Jana Johnson
Jan. 8.
Lecture only. The textbook will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase iClicker 2 for this course.
LIFESCI XL 7A
Cell and Molecular Biology
5.0 units
Introduction to basic concepts of cell structure and cell biology, biochemistry, and molecular biology. P/NP or letter grading.
Reg# 377238
Fee: $1,010
No refund after 11 Jan.
Remote Instruction
19 mtgs
Monday, 6:30‑9:30pm, Jan. 4‑Mar. 15
Wednesday, 6:30‑7:45pm, Jan. 6 & 13
Wednesday, 6:30‑9:30pm, Jan. 20
Wednesday, 6:30‑7:45pm, Jan. 27‑Feb. 10
Wednesday, 6:30‑9:30pm, Feb. 17
Wednesday, 6:30‑7:45pm, Feb. 24‑Mar. 10
Lecture only. The textbook and iClicker will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase iClicker 2 for this course. Visitors not permitted. Enrollment deadline: Jan. 8. ⚫
Instructor to be announced
Reg# 377177
Fee: $1,010
No refund after 12 Jan.
Remote Instruction
21 mtgs
Tuesday, 6:30‑9:30pm, Jan. 5‑Mar. 16
Thursday, 6:30‑7:45pm, Jan. 7‑Mar. 11
Lecture only. The textbook and iClicker will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase either iClicker 2 for this course. Visitors not permitted. Enrollment deadline: Jan. 8. ⚫
Miguel-Angel Gutierrez, PhD
LIFESCI XL 7B
Genetics, Evolution, and Ecology
5.0 units
Principles of Mendelian inheritance and population genetics. Introduction to principles and mechanisms of evolution by natural selection, population, behavioral and community ecology, and biodiversity, including major taxa and their evolutionary, ecological, and physiological relationships. Letter grading.
Prerequisite(s): LIFESCI XL 7A Cell and Molecular Biology
Reg# 377302
Fee: $1,010
No refund after 11 Jan.
Remote Instruction
19 mtgs
Monday, 6:30‑9:30pm, Jan. 4‑Mar. 15
Wednesday, 6:30‑9:30pm, Jan. 6‑Mar. 10
No meeting Jan. 18; Feb. 15.
Lecture only. The textbook will be used throughout LIFESCI XL 7A, 7B, and 7C. Visitors not permitted. Enrollment deadline: Jan. 8. ⚫
Jana Johnson, MS, PhD

Reg# 377333
Fee: $1,010
No refund after 12 Jan.
Remote Instruction
21 mtgs
Tuesday, 6:30‑9:30pm, Jan. 5‑Mar. 16
Thursday, 6:30‑9:30pm, Jan. 7‑Mar. 11
Lecture only. The textbook will be used throughout LIFESCI XL 7A, 7B, and 7C.
Jana Johnson, MS, PhD

LIFESCI XL 7C
Physiology and Human Biology
5.0 units
Organization of cells into tissues and organs and principles of physiology of organ systems. Introduction to human genetics and genomics. Letter grading.
Prerequisite(s): LIFESCI XL 7B - Genetics, Evolution, and Ecology
Reg# 377378
Fee: $1,010
No refund after 11 Jan.
Remote Instruction
19 mtgs
Monday, 6:30‑9:30pm, Jan. 4‑Mar. 15
Wednesday, 6:30‑7:45pm, Jan. 6 & 13
Wednesday, 6:30‑9:30pm, Jan. 20
Wednesday, 6:30‑7:45pm, Jan. 27‑Feb. 10
Wednesday, 6:30‑7:45pm, Feb. 17
Wednesday, 6:30‑7:45pm, Feb. 24‑Mar. 10
Lecture only. The textbook and iClicker will be used throughout LIFESCI XL 7A, 7B, and 7C. Students can purchase iClicker 2 for this course.
Miguel-Angel Gutierrez, PhD

LIFESCI XL 23L
Introduction to Laboratory and Scientific Methodology
3.0 units
Introductory life sciences laboratory designed for undergraduate students. Opportunity to conduct wet‑laboratory cutting‑edge bioinformatics laboratory experiments. Students work in groups of three conducting experiments in areas of physiology, metabolism, cell biology, molecular biology, genotyping, and bioinformatics. Letter grading.
Prerequisite(s): LIFESCI XL 7B. Recommended to be taken concurrently with LIFESCI XL 7C.
Reg# 377190
Fee: $765
No refund after 19 Jan.
Remote Instruction
10 mtgs
Tuesday, 6:30‑9pm, Jan. 5‑Mar. 9
Sherry Soliman, MS, science editor, Demand Media

How the Brain Thinks
Explore the molecular, cellular, and circuitry mechanisms of the mammalian nervous system, with emphasis on the human brain.
Topics include:
• Analysis of electrical properties of neurons
• Chemical communication between neurons
• Functional organization of the central nervous system
• Cellular processes responsible for synaptic transmission as well as short‑ and long‑term plasticity
Instructor: Joseph Esdin, PhD
Page 130.

Introduction to Pathophysiology
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: Judith Halle, PhD, RNC
Page 132.

Introduction to Protein Structure
From Disease to Therapy
Proteins are involved in almost every physiological process that occurs within the body. Knowing the structure of proteins that perform essential functions is paramount to understanding how they work normally and why mutations lead to disease. By understanding protein structure, scientists can design small molecules and even novel proteins that can treat a variety of diseases.
This course focuses on how protein structure relates to a variety of common human pathologies and on the therapies that are used to treat these diseases.
Instructor: Rishab Gupta, PhD
Page 132.

Enroll at uclaextension.edu or call (800) 825‑9971
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 131). LIFESCI XL 23L should be taken concurrently with LIFESCI XL 7C.

Please call (310) 825-7093 for further advisement.

LIFESCI XL 107 Genetics
5.0 units
Not open for credit to students with credit for Life Sciences 4. Advanced Mendelian genetics, recombination, biochemical genetics, mutation, DNA, genetic code, gene regulation, and genes in populations. Prerequisite(s): LIFESCI 7C, 23L, CHEM 14A (or 20A), 14C (or 30A).
Reg# 377099
Fee: $995
No refund after 11 Jan.
Remote Instruction
20 mtgs
Monday, Wednesday, 7-10pm, Jan. 4-Mar. 17
No meeting Jan. 16; Feb. 15. Letter grading. Lecture only.
Visitors not permitted. Enrollment deadline: Jan. 8. Michael Dowicki, PhD

MCD BIO XL 100 Introduction to Cell Biology
5.0 units
This course covers the analysis of cell organization, structure, and function at the molecular level. Cell membranes and organelles, membrane transport, cellular signaling, cytoskeleton and cell movement, intracellular trafficking, and cell energetics are also covered. Not open for credit to students with credit for C139 or M140.
Prerequisite(s): LIFESCI XL 3 and XL 23L or LIFESCI XL 7A, XL 7B, XL 7C.
Reg# 377862
Fee: $995
No refund after 19 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Visitors not permitted. Enrollment deadline: Jan. 12. Olivier Pernet, PhD

Online weekly one hour discussion through the Canvas Learning Management System.

PHYSIO 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 life as we know it.

PHYSIO XL 13 Introduction to Human Anatomy
5.0 units
This course presents a structural survey of the human body, including the musculoskeletal, nervous, circulatory, respiratory, digestive, and genitourinary systems. Laboratory includes examination of human cadaver specimens.
Reg# 377600
Fee: $1,050
No refund after 12 Jan.
Remote Instruction
22 mtgs
Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
Instructor to be announced
Reg# 377603
Fee: $1,050
No refund after 16 Jan.
Remote Instruction
22 mtgs
Saturday, 9am-12pm, Jan. 9-Mar. 20
Monday, 1-4pm, Jan. 9-Mar. 20
Instructor to be announced
Reg# 377689
Fee: $995
No refund after 19 Jan.
Remote Instruction
11 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 16
Thursday, 7-10pm, Jan. 7 & 22
Friday, 7-10pm, Jan. 26, Feb. 18
Friday, 7-10pm, Feb. 19
Thursday, 7-10pm, Mar. 4
Fulfills in part the UCLA General Education requirement for Life Sciences. Not open for credit to Physiological Science majors. Enrollment/class participation contingent on signing a liability waiver form.
Enrollment limited to 21 students. Visitors not permitted. Enrollment deadline: Jan. 8.
Ronald Cooper, PhD
Cord D Kirshner, RN, MSN, CNL

CHEM XL 14B General Chemistry for Life Scientists II
4.0 units
This course covers phase changes; thermochromy; first, second, and third laws of thermodynamics; free energy changes; electrochemistry and its role as an energy source; chemical kinetics, including catalysis, reaction mechanisms, and enzymes; coordination compounds; general classes and naming of organic molecules; structure, conformations, and relative energies of organic molecules; application of thermodynamics and kinetics to organic and biochemical reactions; and use of molecular modeling software to illustrate molecular structures and their relative energies.
Prerequisite(s): CHEM 14A. MATH 3A or MATH 31A, with a grade of C- or better.
Reg# 377655
Fee: $935
No refund after 23 Jan.
Remote Instruction
10 mtgs
Tuesday, 6-10pm, Jan. 5-Mar. 9
Not open for credit to students with credit for CHEM 11A or 20A. This is the first chemistry course in the sequence for premedical and other pre-allied health studies. Fulfills in part the UCLA General Education requirement for Physical Sciences. Enrollment deadline: Jan. 12.
David James Watts, MS in chemistry, UCLA

CHEM XL 148 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.
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

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. This certificate is approved for federal financial aid. Please visit uclaextension.edu/premedcert.

The Certificate consists of 9 courses from the core disciplines of biology, chemistry, life sciences, mathematics, and physics; the remaining 3 electives can be chosen from other science disciplines, humanities, or social sciences.

• Credit transfers to all UC campuses and many other universities and colleges (visit uclaextension.edu/degreecredit)
• Convenient evening and weekend options
• Weekday UCLA concurrent enrollment (based on space availability and departmental approval; visit uclaextension.edu/concurrent)

For financial aid eligibility requirements, call the UCLA Extension Financial Aid Office at (310) 825-4246.

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For financial aid eligibility requirements, call the UCLA Extension Financial Aid Office at (310) 825-4246.
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.
STATS 10, 11, 12, or 14. Not open for credit to students with credit for bootstrap methods and parametric models.

The presentation and interpretation of data, descriptive statistics, introduction to basic statistical inference (estimation, theory, probability distribution, sampling techniques, and Quantitative Methods).

This introductory statistics course emphasizes practical application of statistical analysis. Instruction includes an examination of the role of statistics in research; understanding statistical terminology; use of appropriate statistical techniques; and interpretation of findings in the fields of economics, business, nursing, and medical research. Topics include graphing and tabulation of data, hypothesis testing for small and large samples, chi-squared, statistical quality control, analysis of variance (ANOVA), regression, correlation, and decision making under uncertainty.

Prerequisite(s): STATS X 402.

Placement Exam
Students enrolling in this course need to complete the math placement exam before the first class. Please sign up for the math placement exam through ALEKS. Each student will be charged a $20 fee (non-refundable) which will be charged to your student account if you enroll in Pre-Calculus MATH XL 1.

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 311.
• If you score between 60% - 79%, we recommend that you enroll in Pre-Calculus 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.
• The retake exam will become available 24 hours after the initial exam was completed.
• You will have access to the Prep and Learning Module for 12 months after taking the initial exam.

MATH XL 1 Precalculus
4.0 units
This course covers function concept, linear and polynomial functions and their graphs; applications to optimization; inverse, exponential, and logarithmic functions; and trigonometric functions.

Prerequisite(s): MATH 903 Intermediate Algebra for college students with a grade of C or better, or two-and-a-half years of high school mathematics.

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.

Online

PHYSICI X 449 The Human Body: How It Functions
Page 105.

PHYSICI X 452.6 Foundations of Human Physiology
Page 130.

PHYSICI X 400.6 Human Anatomy and Physiology
Page 104.

PHYSICI X 408 Pathophysiology of Cardiovascular Disease
Page 125.

PHYSICI X 410 Pulmonary Physiology
Page 129.

PHYSICI X 435 Neurophysiology: How the Brain Thinks
Page 130.

PHYSICI X 452 Applied Anatomy and Biomechanics
Page 130.

PHYSICI X 459.10 Introduction to Pathophysiology: Disease States in the Human Body
Page 130.

STAXS X 402 Introduction to Statistics and Quantitative Methods
Page 135.

STAXS X 402.1 Advanced Statistics and Quantitative Methods
Page 135.

M PHARM X 401 Introduction to Personalized Medicine
Page 131.

PATH X 401 Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine
Page 130.
**WRITING & JOURNALISM**

<table>
<thead>
<tr>
<th>136</th>
<th>Writers Studio</th>
</tr>
</thead>
<tbody>
<tr>
<td>139</td>
<td>Basics of Writing</td>
</tr>
<tr>
<td>140</td>
<td>Special Topics for All Writers</td>
</tr>
<tr>
<td>141</td>
<td>Beginning Fiction Writing</td>
</tr>
<tr>
<td>143</td>
<td>Intermediate Fiction Writing</td>
</tr>
<tr>
<td>144</td>
<td>Advanced Fiction Writing</td>
</tr>
<tr>
<td>145</td>
<td>Beginning Creative Nonfiction</td>
</tr>
<tr>
<td>146</td>
<td>Intermediate Creative Nonfiction</td>
</tr>
<tr>
<td>147</td>
<td>Advanced Creative Nonfiction</td>
</tr>
<tr>
<td>148</td>
<td>Editing and Publishing</td>
</tr>
<tr>
<td>149</td>
<td>Special Topics for Film &amp; Television Writers</td>
</tr>
<tr>
<td>150</td>
<td>Feature Film</td>
</tr>
<tr>
<td>152</td>
<td>Beginning Feature Film Writing</td>
</tr>
<tr>
<td>153</td>
<td>Intermediate Feature Film Writing</td>
</tr>
<tr>
<td>154</td>
<td>Advanced Feature Film Writing</td>
</tr>
<tr>
<td>155</td>
<td>Writing for Young Readers</td>
</tr>
<tr>
<td>156</td>
<td>Journalism</td>
</tr>
</tbody>
</table>

For more information call Writers' Program (310) 825-9415

**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.
What Is the Writers Studio?
Push aside the demands and deadlines of daily life, and dive into your writing at the Writers Studio.
During 4 intensive days, you learn and write in a workshop equivalent to a regular 10-week Writers’ Program course.
Select 1 workshop from a choice of 12, each taught by a Writers’ Program instructor who is also an accomplished screenwriter, novelist, short fiction writer, editor, or creative nonfiction writer.
To ensure the health and safety of our students, instructors, and staff in the 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.

Writers Studio 2021 Workshops
This year’s workshops offer a rich variety of learning experiences.

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: Noel Alumit
- Storytelling for Live Audiences
  Instructor: Cole Kazdin
- Structuring Your Story
  Instructor: Jeanne De Vita
- Developmental Editing
  Instructor: Tobi Harper

Screenwriting Workshops
- Writing Your First Feature Film
  Instructor: Koji Sakai
- Writing Powerful Scenes for Movies and TV
  Instructor: Roberto Marinas
- Creating the Half-Hour Television Pilot
  Instructor: Eric Abrams
- Creating the One-Hour Television Pilot
  Instructor: Zac Hug
- Showrunners Bootcamp
  Instructor: Cynthia Hsiung

Writers Studio Fee
The Writers Studio fee is $788
A 10% discount is available for WP NOW members. To join the WP NOW membership program, go to uclaextension.edu/wp-now
- Registration in one 4-day workshop
- Special keynote speaker
- Industry guest speakers daily
- Access to a exclusive book sale online

Refund Policy
A $150 administrative fee is withheld from all refunds. Refund requests must be postmarked or phoned in by January 18. No refunds are available after that date (full refund if workshop is canceled, discontinued, or rescheduled).

How to Enroll
Online
Visit writers.uclaextension.edu/writers-studio for full information on the Writers Studio. Follow the links to complete your secure enrollment.

Phone
Online enrollment is highly recommended. Please reserve enrollment by phone for urgent needs only. Call (800) 825-9971 and have your American Express, Discover, JCB, MasterCard, or VISA ready.

Other Requirements
Attendees will be emailed detailed logistical information beginning in November. Please provide your email address when you register.

Praise from One of Last Year’s Participants
“If you want to learn from experienced and prepared professionals, you should take this class, the experience is amazing.”

— Vanesa Varela, Mexico City, Mexico, 2020 Writers Studio Participant

For More Information About the Writers Studio
writers@uclaextension.edu | (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 a year of benefits.

Learn more about the WP NOW membership program and complete benefits at uclaextension.edu/wp-now.

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NEW

WRITING X 462.3WS
Character and Conflict
3.0 units
One of the most misunderstood concepts in the craft of fiction writing is the relationship between character and conflict. A story can involve a complex character with fascinating thoughts, ideas, and interests, but without a conflict that motivates the character to act, the ensuing story will be stagnant and flat. In this workshop, we explore, through our own writing and through published work, how to create richly imagined characters and how to challenge them with conflicts that threaten their hidden, most deeply held desires, forcing them to act in ways that change the world around them. We read sample fiction to identify craft tools that help us identify and convey the flaws in our characters, flaws that then help us pick a conflicted situation to push our characters into action. Writing exercises put theory into practice and help you discover what works (and doesn’t) in your own writing practice.

Fee: $788
No refund after 18 Jan.

NEW

WRITING X 451.2WS
Developmental Editing
3.0 units
To be successful, an editor must draw from a broad base of skills, consider the entire publishing process, and be capable of developmentally editing a book into its best version. Developmental editing requires big picture thinking coupled with the ability to focus on critical areas that reflect on the entire text. Students will learn how to choose a manuscript, developmentally edit the text, craft an editorial letter, and give feedback directly to the author in a video interview with the class.

Fee: $788
No refund after 18 Jan.

NEW

WRITING X 461.22WS
Structuring Your Story
3.0 units
If every project starts with a compelling idea, the journey to completing that project begins with an understanding of structure. Structure is the foundation—the bones—of a well-executed story. This intensive workshop provides practical instruction in the two most popular narrative formats: the three-act structure and the hero's journey. Relying on examples from popular and canonical works of both fiction and nonfiction, we define the essential building blocks of an effective story and test the strength of those building blocks with practical exercises. We develop plot grid templates for both narrative formats and write scenes that allow authors the opportunity to build the connections between the pieces that form a strong foundation.

Fee: $788
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Fee: $788
No refund after 18 Jan.
Creating the Half-Hour Television Pilot

3.0 units

Today, you need that original half-hour pilot script in your portfolio to break into the business of writing television comedy. In this lively workshop, you will discover the ingredients you need to create great sitcoms, learn contemporary techniques to write comic conventions a fresh feel, and then set about turning your pilot concept into a show that has the “legs” to last five years. In a professional writing room atmosphere, find and select the ideas to build that outline and unearth the unique ingredients you bring to the mix: your own comedic sensibility, your experience, your creative inspiration, your visions, and your humor that runs the network. Okay, not everyone has a useful cousin, but you leave the workshop with a solid outline and encouragement to write the script that might be your ticket into the business of writing half-hour sitcoms.

Reg# 375565
Fee: $788
No refund after 18 Jan.
Remote Instruction
4 mtgs
Thursday-Sunday, 10am-6pm, Feb. 18-21
Enrollment limited to 15 schools. Visitors not permitted. $150 nonrefundable.
Eric Abrams, screenwriter/producer and WGA member, whose TV credits include Liv & Maddie. Married with Children, Abby, Gary & Mike, among many others. Mr. Abrams co-wrote the film Crocodile Dundee in Los Angeles and has sold pilots to Fox, NBC, CBS and UPN.

Creating the One-Hour Television Pilot

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 run it through a basic structure of beginning, middle, and end. From there, we talk about the world of your show and the characters who inhabit that world. Finally, we work those things into an outline for a pilot episode, write intensively, and get feedback from the instructor and fellow participants. Throughout this process, you learn how to envision the world of your show, create characters and conflict, build a storytelling engine; and nail down your show’s structure, tone, story, and act breaks. By the end of course, you have strong act breaks, a full beat outline, and both an outline and an 10-page pitch document.

Reg# 375566
Fee: $788
No refund after 18 Jan.
Remote Instruction
4 mtgs
Thursday-Sunday, 10am-6pm, Feb. 18-21
Enrollment limited to 15 students. Visitors not permitted. $150 nonrefundable.
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 Outset short film Lazy (Sunday).

Showrunners Boot Camp

3.0 units

How do you create a narrative dramatic series, sell it, and have the series made, all while keeping your vision a priority in every aspect of the creative process? This is the role of the showrunner—the lead producer/writer on a television or digital series, responsible for the creative vision along with the business and logistical aspects of a series. There is currently a high demand for skilled showrunners, and in this workshop, we focus on demystifying what a showrunner does. This workshop is set up as a boot camp, exploring the breadth of knowledge a showrunner needs using hands-on exercises, lectures, viewing of footage including dailies and rough cuts, discussing the pilot script and series writing process, and giving notes on scripts—as well as covering the practical issues of production, maximizing budgets, and overall series logistics.

Reg# 375567
Fee: $788
No refund after 18 Jan.
Remote Instruction
4 mtgs
Thursday-Sunday, 10am-6pm, Feb. 18-21
Enrollment limited to 15 students. Visitors not permitted. $150 nonrefundable.
Cynthia Hsiung, exec. producer, writer/director, who served as a showrunner for Young Hercules, FanAddicts!, and a sci-fi series for Alibaba. She was part of the team that launched The Larry Sanders Show, Taxi Cab Confessions and The Real World and a former development exec for HBO, MTV and Warner Bros.

Basics of Writing

These basic creative writing courses are for students with no prior writing experience. Instruction is exercise-driven; the process of workshopping—in which students are asked to share and offer feedback on each other’s work with guidance from the instructor—is introduced. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

WRITING 704

Defeating Distraction: Creating a Writing Practice One Day Workshop

Whether you are writing a screenplay, short story, personal essay, or even writing yet at all (but would like to), the way to create and finish any project is through a consistent and committed writing practice. The regular discipline of writing can feel elusive and at times unattainable, but it can be done! In this course, students learn the fundamentals of creating a lasting writing practice as well as concrete tools to employ as defenses against procrastination and writer’s block. Class time will consist of lectures, in-class writing prompts, and exercises to build craft. Think of it as “Couch to 5K” personal training—but for writing. Rather than focusing on revising or improving a particular writing project, the class focuses solely on committing to the writing practice itself. All levels of writers are welcome.

Reg# 373495
Fee: $455
No refund after 20 Feb.
Remote Instruction
3 mtgs
Saturday, 10am-1pm, Jan. 23
Cole Kazdin, MS, writer, performer, and Emmy-winning television journalist. Ms. Kazdin 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 410

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 workshopped 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# 373494
Fee: $475
No refund after 17 Feb.
Online
Feb. 3-Mar. 16
Enrollment limited to 15 students.
Jennifer Chukwu, MFA, writer and visual artist whose work has appeared in New Delta Review, Black Warrior Review, and DIAGRAM.
Fiction: Essential Beginnings
Page 159.

For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.
Challenge your writing abilities by exploring the craft of ekphrastic writing, a form of descriptive writing that interprets visual art. This workshop will introduce you to the ancient practice of ekphrasis, allowing you to delve into the creation of vivid and evocative descriptions that capture the essence of visual works. Whether you're a beginner or an experienced writer, this course promises to inspire and challenge your creativity. A WGA writer-in-residence and panelist on modern horror, Wally Rudolph will guide you through this journey, sharing insights and strategies to hone your skills. Don’t worry about any preliminary knowledge; the course is designed to accommodate writers of all levels, ensuring a dynamic and interactive learning experience. Register now to secure your spot for this exciting opportunity to expand your writing horizons!
WRITING X 463.1E
Women’s Writing Workshop
3.0 units
Women’s stories are as diverse as women’s experiences. In this course, we focus on finding our voice on the page and allowing the stories that want to emerge to emerge naturally. Each week, we focus on a different theme, utilize fun in-class writing prompts, and write and share in class. We create a nurturing community for our stories, from the hilarious to the heartbreaking, the funny to the intense. All stories are welcome. Students write with compelling details and heart. By the end of the class, students have a variety of pieces in progress.

Reg# 377594
Fee: $665
No refund after 27 Jan.
Remote Instruction
10 mtgs
Wednesday, 7-10pm, Jan. 13-Mar. 17
Enrollment limited to 15 students.

Robin Finn, MPH, MA, is the author of the novel Restless in L.A. Her writing has appeared in The Washington Post, The Los Angeles Times, BuzzFeed, and many others. She is a creativity and project coach, and the creator and founder of Heart, Soul, Pen, an L.A.-based course that blends deep-dive creativity and writing.

WRITING X 463.3E
When Research Ends and Writing Begins
3.0 units
Every writer is an expert in something—in fact, most of us know far more than we realize about the topics that inspire us. Whether it’s a criminal court case, the meat of your specialized day job, the history of violin-making in Prussia, the ins and outs of dental surgery, the subject of your master’s thesis, or simply the fine details of your own lived existence, fact-based material is the backbone of art. Everything we create and imagine draws upon the real world. By the end of the course, you have completed one short creative project and a longer work that incorporate your found or tacit knowledge. As you work toward your final project, you will develop a more comprehensive understanding of the research and writing process, and consider whether you are ready to pursue this kind of work as a career.

Reg# 377063
Fee: $695
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Alyx Dellamora, author of The Town on Blighted 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.

WRITING X 461.14E
Writing the Erotic
3.0 units
Writing about sex can be challenging. This course helps writers build erotic writing grounded in various characters, settings, and voices. We explore how humor, bad sex, or even problematic sex lend themselves to a fuller—and more erotic—interaction between two characters to establish a relationship between sex and literature, as well as how we make it fit naturally in the flow of a good story. This course encourages students to take chances and experiment with building eroticism into their work or creating a story that is primarily driven by the erotic, along the lines of Pauline Reade’s Stories of George Bataille’s The Story of the Eye. Students engage with the course with an understanding of both erotic writing as a genre and incorporating the erotic into other writing.

Reg# 377072
Fee: $695
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Trebor Healey, author of three novels, a book of poetry, and three collections of stories. Mr. Healey co-edited Queer & Catholic and Beyond Definition: New Writing from Gay and Lesbian San Francisco. His poetry has appeared in anthologies including Corpus and Queer Dharma: Voices of Gay Buddhists. He is a recipient of the Lambda Literary Award.

WRITING X 432.6E
Hybrid and Cross-Genre Poetics
2.0 units
Techniques of poetry are ubiquitous in advertising and popular music, and professional writers across genres attest to poetry’s utility for sharpening one’s skills—for reasons not unlike why football players study ballet. Through an exploration of hybrid poetics, students strengthen and diversify their toolbelt of creative techniques. Students develop new ways to explore and cultivate their creativity through readings, discussions, experiments, and creation of new work in a variety of hybrid forms, blending poetry with other forms of literary art, as well as with visual and performing arts. Writers from all genres and backgrounds welcome. Students leave the course with a portfolio of hybrid poetic works and a deeper understanding of the ways in which hybridity can broaden a writer’s audience and evolve their voice and imagination.

Reg# 377299
Fee: $475
No refund after 3 Feb.
Online
Jan. 20-Mar. 2
Enrollment limited to 15 students.

Amber West, MFA, PhD, playwright, and author of the poetry collection Hen & God and the chapbook Daugh‑ter Eraser. Ms. West’s writings have appeared in jour‑nals and anthologies such as Calyx, Puppetry International, and Furies: A Poetry Anthology of Women Warriors. She is the co-founder and director of the artist collective Alphabet Arts.

NEW
WRITING X 460
Creative Writing Certificate Capstone
3.0 units
Creative writers benefit from opportunities to assess their growth, review their work, and reflect on their learning and artistic development. The Creative Writing Capstone satisfies the final requirement for Certificate in Creative Writing candidates by providing a structured environment in which to engage in these activities. Students provide a sample of their writing which they will develop into a portfolio representative of their skills, revising it once with peer input. A reflective essay project encourages students to measure their creative progress during their time in the program and documents important lessons learned. An artist’s statement generated in this course articulates each student’s approach to writing. By the end of the course, students complete a portfolio of writing and a clear assessment of their own personal growth and achievements during the program, and they engage in preliminary career planning to identify their professional and creative next steps.

Reg# 377498
Fee: $475
No refund after 17 Feb.
Online
Feb. 5-Mar. 16
Enrollment limited to 12 students. Restricted course; only Creative Writing Certificate students who have completed 18 units are eligible to enroll.

Rachel Kann, MFA, author of the collection 10 for Everything. Ms. Kann is an award-winning poet whose work has appeared in various anthologies, including Word Warriors: 35 Women Leaders in the Spoken Word Revolution. She is the recipient of the UCLA Extension Outstanding Instructor Award for Creative Writing.

WRITING X 413.14E
Taking the Mystery Out of Writing the Mystery Novel
1 unit
This course is a crash course in how to put your dream on paper with a commitment of just fifteen minutes a day. You learn how to determine which mystery sub-genre best suits your style and interests; explore the basic tools of storytelling; and develop your sleuth, sidekick, and villain. Through helpful exercises, tips, and tricks to overcome the inevitable roadblocks (full-time job, family obligations, or attacks of self-doubt), you gain the confidence and tools to start your journey to publication. You also get frank and helpful advice on what will be expected of you, the author, in terms of self-promotion and marketing, including the importance of a website and building a social platform. Note: Although the course is geared toward the mystery genre, it can equally apply to mainstream fiction.

Reg# 377510
Fee: $305
No refund after 29 Jan.
Remote Instruction
4 mtgs
Saturday, Sunday, 9am-12:30pm, Jan. 30-Feb. 7
Enrollment limited to 15 students.

Hannah Dennison, author of the bestselling Vicky Hill mystery series ( Berkley Prime Crime/Penguin USA and Constable & Robinson/UK) and Murder at Honeychurch Hall, the first book in her new series (Minotaur/US and Constable & Robinson/UK).

For advice on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.
Mr. Rashid has published short stories in *The Kenyon Review*. Aatif Rashid, his pen name, can support larger themes well—if done thoughtfully and enliven your work. Setting and description are foundational to a story and have improved skills in writing descriptively to enrich the content is influenced by the description of setting, its power in establishing setting and mood while enlivening action and supporting symbolic relationships in fiction and creative nonfiction. Each week, we read sample fiction and creative nonfiction to identify how the content is influenced by the narrative choices the writers make. We discuss how dialogue can bring characters and situations to life without imitating the hesitation or redundancy of real conversation and identify the benefits and drawbacks of narrating your work in first, second, and third-person point-of-view. We explore the power of voice and the influence of narrative distance on the reader. Weekly exercises put theory into practice and help discover what works (and what doesn’t) in your own writing practice.

**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](http://uclaextension.edu/writing-journalism/creative-writing/certificate/creative-writing) to learn more about certificate student benefits and to sign up today.
Reg# 375702
Fee: $745
No refund after 20 Jan.  
Online  
Jan. 6- Mar. 23  
Enrollment limited to 15 students.  Wendy Olson, MFA, PhD, fiction writer, poet, and essayist whose work has appeared in journals and anthologies including Copper Nickel, Baltimore Review, PANK, and The Journal. She was a Van Sicke Fellow and a recipient of a Washington Square Review Fiction Award, the Elizabeth Russ Prize, and the Story South Million Writers Award.

WRITING X 412.1 Short Story I  3.0 units
It is said that all of us have locked inside at least one good story to tell. Through lectures on craft, short writing exercises, assignments, and discussion, you learn how to tell yours. Topics include plot, point-of-view, setting, description, conflict, characterization, dialogue, tension, rewriting, and submission strategies. The course goal is to draft and revise at least one short story. This course is a prerequisite for students who are continuing in the short-fiction sequence.

Reg# 375705
Fee: $695
No refund after 27 Jan.  
Remote Instruction 10 mtgs  
Wednesday, 7-10pm, Jan. 13-Mar. 17  
Enrollment limited to 15 students.  Adam McOmer, MFA, fiction writer whose short story collection, The Beautiful Wishes of Ugly Men, was published by Black Lawrence Press. His work has appeared in The Southern Review and Missouri Review, among others. He is a Pushcart Prize nominee and a T residences Fellow at the Gilman School in Baltimore.

Reg# 375706
Fee: $665
No refund after 27 Jan.  
Remote Instruction 10 mtgs  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  Jennifer Caloyeras, MFA, MA, author of the short fiction collection, Utterly Creaturely, and two young adult novels, Strange and Urban Falcon. Ms. Caloyeras has also published stories in several magazines, including Monday Night Literary, Storm Cellar, and Boulevard Magazine.

WRITING X 413.5E Writing the Horror Novel 3.0 units
The horror novel is one of its on us, and America has a huge interest in vampires, zombies, paranormal activity, and Lovecraftian cosmic horror. Horror is both highbrow (Penguin Classic is reissuing Thomas Ligot- tis collections) and lowbrow (Tales from the Crypt has returned). This course provides aspiring horror writers with a broad understanding of the modern horror genre and its roots and helps you figure out how your vision and style fit into it. You discover what you’re good at, learn the pitfalls and obstacles you must avoid to create the well-paced novel that will sell, and acquire the skills and techniques you need to scare the pants off your readers. The course goal is to create an outline for your entire project, craft the perfect beginning for your horror novel, and receive expert advice about selling it.

Reg# 375709
Fee: $695
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  Carolene Leavitt, New York Times best-selling author who has published 11 novels, including her latest, Crucel Beautiful World A critic for The San Francisco Chronicle and People, Ms. Leavitt is a recipient of the UCLA Extension 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 ten 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# 375710
Fee: $665
No refund after 27 Jan.  
Remote Instruction 10 mtgs  
Wednesday, 7-10pm, Jan. 13-Mar. 17  
Enrollment limited to 15 students.  Tanya Bansko, MFA, fiction writer, poet, and award-winning author with hundreds of publications, including four chapbooks, one novella, and two full-length fiction books. A graduate of the Iowa Writers’ Workshop, Ms. Bansko has a psychological suspense series, The Agent of the Newworld.

Writing & Journalism 143

WRITING X 413.15E Revising Your First Draft Novel 3.0 units
You’ve just finished writing a first draft of your novel through “National Novel Writing Month” (NaNoWriMo), or you’ve written your first draft on your own. Now what? This workshop helps you move that first draft forward by exploring strategies for revision and delving deeper into the elements of novel writing, including shape, structure, point-of-view, characterization, dialogue, and different approaches to the use of time. The class proceeds in two modes: lectures on the art of the novel and its working components and close consideration of your draft, including constructive in-class critique and written feedback. Participants must come into the course with the completed first draft in hand. Prerequisite(s): At least one fiction writing course and/or the course Write a Novel in a Month in Part of National Novel Writing Month.

Reg# 375760
Fee: $665
No refund after 27 Jan.  
Remote Instruction 10 mtgs  
Wednesday, 7-10pm, Jan. 13-Mar. 17  
Enrollment limited to 15 students.  Ian Randall Wilson, MFA, fiction writer and poet whose work has appeared in North American Review, The Gettysburg Review, Alaska Quarterly Review, and The Boston Literary Review, among others. Mr. Wilson’s story collection, Hunger and Other Stories, and his novella Great Things Are Coming, were published by Hollywood Press.

WRITING X 412.2 Short Story II  3.0 units
Focusing on close textual analysis and intensive writing practice, you create two short stories and revise one in this ten-week workshop. Weekly lectures on technique, analysis of published stories, and in-depth instructor and peer critique develop and deepen your understanding of the art and craft of short story writing. Strategies for approaching the marketplace are also discussed. Prerequisite(s): WRITING X 412.1 Short Story I or comparable workshop experience.

Reg# 375767
Fee: $665
No refund after 26 Jan.  
Remote Instruction 10 mtgs  
Tuesday, 7-10pm, Jan. 12-Mar. 16  
Enrollment limited to 15 students.  Harlow Loomy, MFA, author of the collection Stories for Nighttime and Some for the Day (Penguin), winner of the 2012 Noble Award for Book of the Year. His stories have been published in The New Yorker, The Redlining Wall, and The Los Angeles Review of Books, among others, and performed on NPR’s This American Life.

Reg# 375766
Fee: $695
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  Teun Cuyvers, former co-chair of the Asian American Writers Collective, 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 Extension Outstanding Instructor Award in Creative Writing.
Writers’ Program

Open House

Online
Tuesday, February 4, 4-6pm

The Writers’ Program at UCLA Extension invites you to a virtual Open House event where you can learn more about who we are, what we do, and why we’re the best choice for your writing education.

Whether you’re a prospective student or a current student looking for more information on all the opportunities available, the Open House is here to answer your questions on our courses, certificate programs and specializations, competitions, scholarships, mentorships, events, and more. Learn about our general programs in this interactive Zoom session and meet advisors and other writers in small breakout rooms.

For More Information
writers@uclaextension.edu | (310) 825-9415

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 winter is Dec. 14 at 5pm (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, 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 in the Writers’ Program or other programs with instructors (when known).

WRITING X 411.2 Novel II

3.0 units

Awarded with your overall concept and first chapter, you continue to develop your knowledge of craft by writing scenes using characters and situations from the projected novel and workshopping your in-progress work. Mini-lectures on the art of the novel, intuitive creative process, and conventional vs. non-conventional approaches to novel structure also are covered. The goal is to complete fifty pages of your novel.

Prerequisite(s): WRITING X 411.1 Novel I or comparable workshop experience.

Reg# 375793
Fee: $965
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Chris L. Terry, MFA, author of the novels Black Card (Catapult, 2019) and Zero Fado (Curbside Splendor, 2013), which was named Best Book of the Year by Slate and Kirkus Reviews. Mr. Terry’s short work has appeared in PANK, Razorcake, Very Smart Brothers, and more. He has taught for PEN America, Writing Workshops LA, and Storycatchers Theatre.

WRITING X 445.2 Young Adult Novel II

3.0 units

Readers of young adult novels demand immediate action, fascinating characters, interesting situations, realistic dialogue, and unique, yet somehow familiar settings—all at the same time! Crafting all of those elements, while also developing a distinctive voice, can be quite tricky. This course helps take your young adult novel—either a work-in-progress or a completed draft—to the next level by exploring the nuance of the young adult novel: diving deeper into elements like character, voice, plot, dialogue, and description and supportively critiquing each other’s work. By the end, you will have completed approximately thirty to fifty pages of a young adult novel and have a workable plan for finishing the draft.

Reg# 37521
Fee: $965
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
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 a forthcoming Hallmark Channel movie. Ms. Askew’s work has appeared in The Wall Street Journal, Elle, the anthology The May Queen, and elsewhere.

WRITING X 411.3 Novel III

3.0 units

For those with a minimum of fifty pages of a novel-in-progress, this workshop guides you to generate at least fifty new pages, as well as learn essential self-editing techniques with the instructor and peers reviewing each participant’s project in detail. Refinements of character, structure, emotional content, and the development of the writer’s voice are also explored. The goal is to produce a substantial portion of your novel.

Prerequisite(s): WRITING X 411.2 Novel II or comparable workshop experience.

Reg# 37754
Fee: $965
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Jessica Barksdale, MFA, MA, author of 15 novels including The Play’s the Thing and a poetry collection, When We Almost Drowned. Ms. Barksdale short stories, poems, and essays have appeared in Compose, Salt Hill Journal, The Coachella Review, and Carve Magazine. She is a professor of English at Diablo Valley College and teaches in the MFA program at Southern New Hampshire University.

Reg# 37765
Fee: $965
No refund after 28 Jan.
Remote Instruction
10 mtgs.
Thursday, 7-10pm, Jan. 14-Mar. 18
Enrollment limited to 15 students.


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.

Prerequisite(s): WRITING X 411.3 Novel III or comparable workshop experience.

Reg# 37582
Fee: $755
No refund after 5 Jan.
Remote Instruction
10 mtgs.
Tuesday, 7-10pm, Jan. 12-Mar. 16
Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

Mark Sarvas, MFA, author of the novels Harry, Revised (Bloombury), finalist for the SoCal Independent Booksellers First Novel Award; and Memento Park (Farrar, Straus & Giroux), winner of the 2019 American Book Award and finalist for the Sami Rohr Prize in Jewish Literature. Mr. Sarvas is a member of the National Book Critics Circle and PEN/America.

WRITING X 411.5 Novel V

3.0 units

For students who have completed Novel 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 the author’s unique 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 student to reach a professional level appropriate for eventual publication.

Prerequisite(s): WRITING X 411.4 Novel IV or comparable workshop experience.

Reg# 37523
Fee: $755
No refund after 6 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

Robert Eversz, MFA, author of the novels Zero to the Bone, Digging James Dean, Burning Garth, Killing Paparazzi, Gypsy Hearts, and Shooting Elvis. Mr. Eversz’s novels have been translated into 15 languages. He was the final judge for the AWP Award Series in the Novel.
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 workshopping. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of their work. Those new to writing should consider courses in the Basics of Writing section. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

NEW

WRITING X 424.23
Writing Through Grief and Tragedy
1.0 units
This workshop will guide you through the process of crafting a narrative from tragic events in our lives. We will cover examples in memoir and essays that take the reader on a journey layered with the outcomes of tragedy, that include grief as well as gratitude and moving forward. Wherever you are in the grieving and writing process, this course will kick start students towards publishing their experiences to form a story around tragedy as well as inform others and find community amongst readers.

Reg# 377558
Fee: $305
No refund after 16 Feb.
Remote Instruction
4 mtgs
Tuesday, 7-10pm, Feb. 16-Mar. 9
Enrollment limited to 15 students. ❌
Tony DuShane, author of Confessions of a Teenage Jesus Jerk and award-winning screenwriter of the adaptation directed by Eric Stoltz. His work has appeared in the Los Angeles Times, The Believer, Mother Jones, and he was a music columnist for the San Francisco Chronicle.

WRITING X 424.20E
Writing Short Form Nonfiction
2.0 units
Short, well-focused articles provide one of the surest pathways for breaking into publication. It’s easier than you might think—if you know how the print and online publishing worlds work, understand the needs and demands of particular markets, and put some effort into polishing your skills. In this enjoyable six-week course, you achieve all those goals while you produce weekly assignments of 250-500 words in specific nonfiction genres, including personal essay, how-to story, interview/profile, reviews, trends stories, ghostwriting, narrative nonfiction, and research essays—which are then workshopped in class. You gain valuable experience in thinking and writing like a pro, all while having fun in a workshopized in class. You gain valuable experience in thinking and writing like a pro, all while having fun in a workshop.

Reg# 377549
Fee: $399
No refund after 18 Feb.
Remote Instruction
6 mtgs
Thursday, 7-10pm, Feb. 4-Mar. 11
Enrollment limited to 15 students. ❌
Norman Kolpas, author and editor whose several hundred nonfiction pieces have appeared in many publications, including Bon Appetit, HOME, Elle, Sunset, Southwest Art, and The Times of London. Mr. Kolpas is also the author of more than 400 nonfiction books and consults with and ghost writers for many top personalities and brands.

WRITING X 424.2E
Creative Alchemy: Finding and Writing Life Stories You Were Meant to Tell
3.0 units
This course is for anyone who has a story from “real life” that needs to be told. Sometimes your story is about a person, place, thing, or some 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# 377553
Fee: $665
No refund after 26 Jan.
Remote Instruction
10 mtgs
Tuesday, 7-10pm, Jan. 12-Mar. 16
Enrollment limited to 15 students. ❌
Harry Youst, fiction writer and Pushcart Prize-nominated poet whose recent collections include I’ll Always Be from Lorain and Outbound for Elsewhere. Mr. Youst is a co-recipient of the UCLA Extension Outstanding Distinguished Instructor Award and the UCLA Extension Instructor Award in Creative Writing. Judyth Prager, PhD, fiction and nonfiction writer whose works include The Newman Factor, Verbal First Aid and The Worst Is Over: What to Say When Every Moment Counts. She is a co-recipient of the UCLA Extension Outstanding Distinguished Instructor Award and the UCLA Extension Outstanding Instructor Award in Creative Writing.

WRITING X 421.1
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# 377544
Fee: $695
No refund after 27 Jan.
Remote Instruction
15 mtgs
Wednesday, 7-10pm, Jan. 13-Mar. 23
Enrollment limited to 15 students. ❌
Miekke Erkens, MFA, author of All Ships Follow Me: A Family’s Inheritance of War. Ms. Erkens’ works have appeared in publications such as Creative Nonfiction and Best Travel Writing 2011, among others. She has received distinguished fellowships at VCFA and the James Merrill House.

WRITING X 421.2
Creative Nonfiction II
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# 377545
Fee: $695
No refund after 27 Jan.
Remote Instruction
10 mtgs
Wednesday, 4-7pm, Jan. 13-Mar. 17
Enrollment limited to 15 students. ❌
Marianne Villanueva, MA, author of Jarayln, Ginsang and Other Tales from Manila, The Mayor of the Roses: Stories, and The Lost Language. Her stories have appeared in Jacket, Willness, BlueSTEM, Your Impossible Voice, Café Ireal, Crab Orchard Review, and Beltingham Review.

Courses in Editing and Publishing

Whether you’re a writer or are considering a career in publishing as an editor or literary agent, it’s important to know how a project goes from finished manuscript to published book. Learn the roles of editors, as well as essential editing, proofreading, and fact-checking skills with these courses in editing and publishing.

Internship in Editing and Publishing
Instructor: Charles Jensen, MFA, author of six chapbooks of poetry and two collections, including Nanopedia (2018).

Copyediting I
Instructor: Christa Desir, freelance content and copy editor for multiple publishers and author of contemporary young adult fiction.

Copyediting II
Instructor: Jeanne De Vita, developmental editor for Waterhouse Press and award-winning author.

Developmental Editing
Instructor: Scott Eagan, MA, owner and acquisitions editor for Greyhaus Literary Agency focusing on traditional romance and women's fiction.

Self-Publishing
Instructor: Angela Bole, chief executive officer of the Independent Publishers Association (IBPA).

Contracts, Rights, and Signing Authors
Instructor: Linda Camacho, agent at Gallt & Zacker Literary Agency representing award-winning children’s and adult fiction.

The Editorial Toolbox
Instructor: Tobi Harper, deputy director/marketing director at Red Hen Press; editor and founder of Quill.

Editorial Management II: Publication and Beyond (Hybrid)
Instructor: Julia Callahan, acquisitions editor and director of sales and marketing for Rare Bird Books and fiction editor of The Rattling Wall.

Building a Network of Writers, Editors, and Publishers
Instructor: Eve Porinchak, former literary agent with Jill Corcoran Literary Agency, and award-winning nonfiction author.

Writer Friendly Careers: Webinar
Instructors: Julia Callahan, Jeanne De Vita, Katie Dunham, Seth Fischer, Tobi Harper, Eve Porinchak

The Agent/Author Partnership (WP NOW Members only)
Instructor: Sarita Hernandez, VP and Senior Literary Agent at the Corvisiero Literary Agency. With fiction writer and journalist Mayra Cuevas, author of Salty, Bitter, Sweet.

Courses begin on page 148.
Advanced Creative Nonfiction Writing

Advanced-level courses are primarily workshop-driven and are designed for students who are well into their projects. Admission is by submission only and the selection process is competitive. It is recommended that students take intermediate-level courses prior to submitting their work. For instructions on submitting work, contact the Writers’ Program at (310) 825-9415 or go to writers.uclaextension.edu/continuing-students. The submission deadline for winter is Dec. 14 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 in the Writers’ Program or other programs, with instructors (when known).

WRITING X 423.3
Memoir III

3.0 units

Designed for serious writers who seek to refine their manuscripts into polished memoirs, this intensive workshop offers a structured writing regimen and ongoing critique. Issues of structure, theme, and honoring the author’s unique voice are emphasized. You also develop and perfect self-editing techniques. The course goal is to write or revise two chapters or essays and increase mastery over this artistic form.

Prerequisite(s): WRITING X 423.2 Memoir II or comparable workshop experience.

Reg# 377356
Fee: $785
No refund after 6 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

Shawna Kenney, MFA, award-winning author of the memoir I Was a Teenage Dominatrix and Contributing Editor with Narrative magazine. Her latest book is Live at the Safari Club, and her essays have been published in The New York Times, Playboy, Creative Nonfiction, and more.

Writing for Young People

Writing for Kids and Middle Grade Readers

NEW
WRITING 762.5E
Writing Poetry for Children

Poetry for children is having its moment. Its Golden Age, actually. Teachers, parents, and publishers are hungering for poetry, not just during National Poetry Month, but all year. Poetry is woven into school curriculum—in science, math, and more. So join the fun! In three hours of lecture, group participation, and individual writing time, you learn the basics of writing poetry for children, play with different forms, and learn to hear children’s poetry with new ears.

WRITING X 446.2E
Introduction to Writing for Young Readers

3.0 units

If you want to write for kids, you need to think like a kid and enjoy the process of returning to the imaginative, possibility-filled world of childhood. This course introduces you to all major categories of writing for young people, including concept books, picture books, beginning readers, chapter books, middle grade novels, young adult (YA) novels, and nonfiction for all age ranges. You learn the basic storytelling principles of story structure, plot, character development, and dialogue as it applies to each genre, and discover your own niche in the world of children’s publishing. You also learn how to tailor your work to the psychological and emotional development, reading abilities, and interests of each age group. The goal is to complete a draft of a manuscript for a picture book or a sample chapter and chapter outline for older readers. Query letters, marketing, and resources for children’s book writers are also covered in detail.

Reg# 378028
Fee: $695
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Kelly Barson, MFA, author of the novels 45 Pounds and Charlotte Cuts It Out. Ms. Barson has published articles in Highlights for Children Magazine, Hunger Mountain Literary Journal, and other local family magazines. She is a panelist and speaker at many library events and conferences.

Writing Picture Books

WRITING X 441.2
Picture Book II

3.0 units

This workshop takes you beyond the picture book basics and teaches you to master the specific craft techniques used in creating successful picture books, including strong beginnings and endings, the power of the page turn, audience participation, engaging language, humor, and musicality. Short writing exercises help you develop a deeper understanding of each of these techniques and their purposes and prepare you to undertake your main project for the course: a picture book manuscript. You engage in an ongoing feedback process overseen by the instructor, which provides a “safe zone” for discussion of student work and helps you hone your own critique skills. The course goal is to complete a picture book manuscript.

Reg# 377073
Fee: $695
No refund after 27 Jan.
Online
Jan. 13-Mar. 23
Enrollment limited to 15 students.

Terry Pierce, MFA, author of 23 children’s books including Mama Loves You So, My Busy Green Garden, and Soccer Time! Ms. Pierce has received an Association of Educational Professionals Distinguished Achievement Award and was an AEP Golden Lamp Finalist for Mother Goose Rhymes.

The Writers’ Program Congratulates

Our 2020–2021 Phyllis Gebauer Scholarship in Writing Recipients

Sana Hussein
Amy Huynh
Kathy Pinyerd
Sharmin Rahman

Each recipient is given the opportunity to enroll in 3 full-length Writers’ Program courses during a 1-year period.

For more information about the Phyllis Gebauer Scholarship in Writing, visit writers.uclaextension.edu/scholarship.

Applications for the 2021–2022 Scholarship will be available in March.

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.

NEW
WRITING 762.9E
How to Jumpstart Your Inner Poet through Memory and Story

The three-hour workshop jumpstarts the poet within and inspire and ignite new work. Memory is a storehouse of who we are and what we have seen and done (and smelled and touched and heard). All of it is specific, sensory, and concrete—like the best writing. We take a deep dive into the rich territory of ideas, objects, people, and emotions from our past and examine how memory can inform our imaginations to awaken fresh work. Students see how uncovering one memory often leads to another and another, creating work that surprises both the writer and reader. The day a mixture of lecture, reading poetry and practicing “automatic writing,” tapping into our memories and the subconscious, and reading aloud to the class as jumping-off points for new poems. Of value to non-writers as well by showing how we can capture and utilize details from our past to use as inspiration no matter what our creative discipline.

Reg# 377753
Fee: $30
No refund after 5 Mar.
Remote Instruction
1 mtg
Saturday, 10am-1pm, Mar. 6
Enrollment for this course opens on Feb. 20.

Kim Dower, BFA, former City Poet Laureate of West Hollywood, author of four poetry collections including Air Kissing on Mars, Slice of Moon, and Sunbathing on Tyrone Power’s Grave. Ms. Dower’s poems have been featured in “The Writer’s Almanac,” Academy of American Poets’ “Poem-a-Day,” and are widely anthologized.

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# 377992
Fee: $699
No refund after 21 Jan.
Remote Instruction
11 mtgs
Thursday, 7-10am, Jan. 7-Mar. 18
Enrollment limited; early enrollment advised.

Rick Bursky, MFA, poet and author of the poetry collections I’m No Longer Troubled by the Extravagance, Death Obscura, and The Soup of Something Missing, which won the Dorothy Brunsman Prize; and The Invention of Fiction. Mr. Bursky’s work has appeared in American Poetry Review, Iowa Review, Harvard Review, Black Warrior Review, and Prairie Schooner.
Give Yourself the Gift of Time to Write!

September 12–17, 2021

Join us in beautiful Lake Arrowhead for the writing retreat of a lifetime. You’ll spend 5 days and nights focused on the project of your choice, writing at your own pace among a community of writers in a peaceful and cozy mountain setting.

Find your perfect spot in nature, hunker down, and get those pages written. Come together for meals with like-minded peers and join in optional guided activities designed to bolster your writing and keep it moving forward.

Enjoy private single rooms and baths, three meals a day, and all the beverages you can drink for one affordable all-inclusive price of $1,699, plus a $10 nonrefundable registration fee. Enrollment is limited and closes August 1.

Daily Schedule

7am–12pm  
Writing Time

5:30pm–7pm  
Optional Social Time

1–2pm  
Optional Group Craft Talk

7pm–7am  
Dinner

For More Information  
(310) 825-9415 | writers.uclaextension.edu/writing-retreat-at-lake-arrowhead

WRITING X 431.2  
Poetry II

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# 377678  
Fee: $685  
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  

WRITING X 432.1E  
Poetry of Witness

2.0 units

For those with an interest in poetry and social justice, this workshop helps students generate new work in response to current dark times. In this course, we read and analyze contemporary witness and social justice poetry with the purpose of finding strategies for writing new poetry that is both personal and political. With a focus on experimentation and exercise, students play with new forms while reaching for higher meaning and a wider audience, culminating in a small portfolio of work ready to be submitted to literary journals of varying size and aesthetics.  
Reg# 377094  
Fee: $665  
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  

WRITING X 432.2E  
Self-Publishing

3.0 units

Self-publishing has opened new opportunities for writers who want to take control of making their work commercially available to readers. While technological advances in typesetting, printing, and distribution have made it possible to create self-published books on par with their traditionally published counterparts, understanding how to navigate the complex book publishing industry is still necessary for success. This course explores how self-publishing fits within the greater book publishing industry. Students learn best practices for self-published book production, marketing, sales, and distribution. Guest lecturers include industry experts and successful self-published authors. Instruction focuses on all genres of book publishing including fiction, nonfiction, and poetry for adult, young adult, and children’s literature.  
Reg# 377592  
Fee: $665  
No refund after 27 Jan.  
Remote Instruction  
1 mtg  
Wednesday, 7-10pm  
Jan. 13-Mar. 17  
Enrollment limited to 15 students.  

WRITING X 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# 377294  
Fee: $695  
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  

WRITING X 451.4  
Copyediting II

3.0 units

This course provides extensive copyediting practice. 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# 377095  
Fee: $695  
No refund after 27 Jan.  
Online  
Jan. 13-Mar. 23  
Enrollment limited to 15 students.  

WRITING X 454.1  
Copyediting I

3.0 units

This course provides extensive copyediting practice. 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# 377315  
Fee: $0  
No refund after 5 Feb.  
Remote Instruction  
1 mtg  
Saturday, 10am-1pm  
Feb. 6  
Enrollment open only to WP NOW members.  

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.

NEW WRITING X 451.1  
Copyediting I

3.0 units

This course provides extensive copyediting practice. 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# 377315  
Fee: $0  
No refund after 5 Feb.  
Remote Instruction  
1 mtg  
Saturday, 10am-1pm  
Feb. 6  
Enrollment open only to WP NOW members.  

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.

NEW WRITING X 454.1  
Copyediting II

3.0 units

This course provides extensive copyediting practice. 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# 377315  
Fee: $0  
No refund after 5 Feb.  
Remote Instruction  
1 mtg  
Saturday, 10am-1pm  
Feb. 6  
Enrollment open only to WP NOW members.  

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.

Writing & Journalism

Enroll at uclaextension.edu or call (800) 825-9971
The Rattling Wall
Julia Callahan

The film market is changing faster every day. Audiences have become hungrier for a wider variety of stories and voices. As economic trends in the film industry shift and change, savvy writers can prepare for a variety of production sizes. This is a perfect time to develop a lower budget film that is creative. In this course, students learn how to write a lower budget film. There are some tricks and techniques to master when writing a low budget feature film. Budgetary restrictions can often lead to greater creativity. In this course, students learn how to write a screenplay for a low budget film. This workshop focuses on the best practices of writing a low budget feature film that is still exciting, surprising, and innovative. The course also explores low budget and indie films that launched careers, as well as different ways of getting that script from paper to screen.

NEW

SCRIPT X 415.8
Writing a Low Budget Feature
3.0 units
The film market is changing faster every day. Audiences have become hungrier for a wider variety of stories and voices. As economic trends in the film industry shift and change, savvy writers can prepare for a variety of production sizes. This is a perfect time to develop a lower budget film that is creative. In this course, students learn how to write a screenplay for a low budget film. This workshop focuses on the best practices of writing a low budget feature film that is still exciting, surprising, and innovative. The course also explores low budget and indie films that launched careers, as well as different ways of getting that script from paper to screen.

NEW

SCRIPT X 463.4E
Writing Monologues
3.0 units
A great monologue can be the most memorable moment in a film, play, or novel. A wonderfully written speech can bring an audience to their feet or to their knees. What makes a good monologue? That is what this class/workshop will be exploring and experimenting with. We read and examine monologues written by Aaron Sorkin to Phoebe Waller-Bridge to Shakespeare to David Sedaris to ADC on the house floor. Each week, we read and discuss, and you write. The monologues can be based on characters you’re currently working on in your novels, films, or plays—or use these exercises to find new voices and stories. After ten weeks, you have some wonderfully crafted speeches to use wherever they may live best.

Turn Your Passion into Paychecks

Editing & Publishing Certificate and 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 148.
Welcome Our Screenwriting Instructors for Winter!

Jon Callan, writer and narrative designer for games and animation including Raw Data, Sprint Vector, Walking Dead, Onslaught, and Westworld: Awakennings.

Video Game Story and Structure
Page 150.

Laurel Ollstein, MFA, award-winning playwright whose plays include Cheese, Esther’s Moustache, Blackwell’s Corner, Insomniac, and The Dark Ages.

Writing Monologues
Page 149.

Annie Gilbertson, award-winning journalist, audio producer, and host of the serialized investigative podcast Repeat for KPPC, as well as frequent contributor to NPR.

Narrative Podcast Pilot Development Part I
Page 150.

Jacqueline Zambrano, writer/producer and WGA member who has written for numerous shows, including CSI: Crime Scene Investigation and Star Trek.

Beginning Writing for the One-Hour Spec I
Page 154.

Shari Goodhartz, multi-award nominated WGA writer with credits including Dragonheart: A New Beginning, Young Hercules, Star Trek: The Next Generation, and Aeon Flux.

Seasonal-Arc Structure for TV
Page 150.

For advisement on courses or to learn about our certificates call (310) 825-9415 or email writers@uclaextension.edu.
workshop in order to initiate meaningful discussion in small breakout groups.

Reg# 378056
Fee: $0
No refund after 26 Feb.
Remote Instruction
1 mtg
Saturday, 10am–1pm, Feb. 27
Early enrollment required. Registration opens 2 weeks prior to start date.

John Henry Davis, MFA, director/screenwriter, playwright; WGA, DGA, SDC member whose credits include directing OZ, 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.

NEW
SCRIPT X 461.2E
Adaptation for Screenwriters II
3.0 units
A glance at movie listings or network, cable, and streaming offerings will indicate that adaptations are the basis of the contemporary industry. This is the continuation of a course created and designed for students who want to focus on adapting literary, theatrical, graphic novel, and fact-based material into films and long form television. Participants can start or continue projects based on public domain material and develop short films or complete full length scripts. The goal is the development of an adaptation and the writer’s unique voice and style. The students’ major project will be a completed and polished, camera ready script for the short film—twenty-two pages maximum—begun in Adaptation I or a rough draft for a full length screenplay.
Prerequisite(s): SCRIPT X 461.1E Adaptation For Screenwriters I, or equivalent, or department approval.
Students must bring a polished outline and opening pages of their script created in Adaptation I to their first class meeting and be prepared to pitch it.

Reg# 373514
Fee: $865
No refund after 23 Jan.
Remote Instruction
10 mtgs
Saturday, 10am–1pm, Jan. 9-Mar. 13
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.

NEW
SCRIPT X 469.9E
Script Doctoring
3.0 units
Script doctors are the unsung heroes of the script development phase. They come in at the last minute to fix a script before production can start, and they often remain anonymous or uncredited but get paid well for that. In this course, you learn the difference between a script analyst, script consultant, and script doctor, and how script doctors address the rewriting or polishing process of a script. We cover how to deepen concept and world, fix structure, enhance and flesh out characters, address characters’ relationships and interactions, escalate conflict and drama, work on specific scenes, elevate the dialogue, and best tailor and exploit theme, all while staying true to the essence of the script assigned to do this. You discover how to do this.

Reg# 377536
Fee: $695
No refund after 20 Jan.
Online
Jan. 6-Mar. 16
Enrollment limited to 15 students.

Cody Smart, an independent writer and script doctor from Chile. She holds degrees in English Literature and Linguistics, Screenwriting, Developing and Producing. She worked as a script analyst for Sony, she’s a judge for multiple script and film competitions, she’s written some award winning shorts, she’s head of the coverage department at a script hosting site and she writes a blog on Screenwriting for Story Data. She takes pride in helping writers take their work to the next level.

SCRIPT X 469.1E
Strategies for Getting Representation
2.0 units
Understanding how Hollywood operates is crucial for any new screenwriter seeking agents and managers for representation. First, you must know the differences between the roles an agent plays versus a manager. Furthermore, differentiating between power agents, boutique agents, and managers who act like agents empowers you to find the representation that is right for you. Special attention is paid to preparing your script for agency submission to demystify what reps really look for in their next hot writing client, as this can be different from what development executives and buyers look for. While it’s true that formulaic scripts tend to sell better in Tinseltown, this course also covers strategies for writers who seek representation with more character-driven Indies in their portfolios. By the end of the course, you have a solid understanding of what steps to take next for your career.

Reg# 377537
Fee: $475
No refund after 27 Jan.
Online
Jan. 13-Feb. 23
Enrollment limited to 15 students.

Chris Sablan, owner of Avenue 220, and former agent at Original Artists, he has sold several high profile screenplays and pitches and has represented clients involved with Bates Motel, Saw, Rampage, Journey to the Center of the Earth, Colony, Grey’s Anatomy and many more.

SCRIPT X 464.9E
Creating Memorable Characters Through Their Core
3.0 units
Memorable stories are grounded by great characters. The core of who those characters are drive the story, but characters need to take action, and those actions need to ring true to their core as they move from one plot point to the next. Why is your character making that specific choice at a particular moment? What’s their motivation? Whether you are finished with a draft or just have a nugget of an idea, the core of your characters must be excavated. Through examples, discussions, and writing exercises, you discover your characters’ needs, wants, and drives. You flush out how your characters think and feel to discover who they are fundamentally. You also address how the core elements of your characters influence plot and structure and discover ways to reveal that through action and dialogue. The goal of this course is to chart the emotional journey of your protagonist character and leave with tools that can be applied to make every character, regardless of how big or small, play meaningful roles in your story.

Reg# 377538
Fee: $695
No refund after 20 Jan.
Online
Jan. 6-Mar. 16
Enrollment limited to 15 students.

Roz Weisberg, MFA, teacher/writer/book & script consultant. Her producing credits include Beauty and Where the Heart is and the short films The Beehive Jeebies and Being Vincent. She served as a consultant for Netflix, Resonate, The Disney Channel, National Geographic, Mission Pictures, and Focus Features.

SCRIPT X 464.5E
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 your screenplay project!). 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, workshops, and scene writing, giving you the ultimate toolbox for creating truly great characters every time.

Reg# 377540
Fee: $695
No refund after 19 Jan.
Remote Instruction
10 mtgs
Tuesday, 7-10pm, Jan. 5-Mar. 9
Enrollment limited to 15 students.

Donald H. Hewitt, screenwriter and WGA member whose feature film credits include the English-language screenplay for Hayao Miyazaki’s Oscar-winning film Spirited Away, My Neighbor Totoro, and the Oscar-nominated Howl’s Moving Castle. Mr. Hewitt has written for Pixar, Miramax, New Line, and Disney.

SCRIPT X 415.4
Crafting Powerful Dialogue
3.0 units
Dialogue may seem to be the easiest and most fun aspect of screenwriting (look at all those pages by the script, 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 developing themes, 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 clips 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# 377542
Fee: $695
No refund after 20 Jan.
Online
Jan. 6-Mar. 16
Enrollment limited to 15 students.

Karl Iglesias, MFA, screenwriter and script doctor, who is the author of The 101 Habits of Highly Successful Screenwriters and Writing for Emotional Impact. Mr. Iglesias is a former development executive for Samson Entertainment. He is a recipient of the UCLA Extension Outstanding Instructor Award in Screenwriting.

SCRIPT 726.4
Winning a TV Writing Fellowship to Jumpstart Your Career
3.0 units
One of the best ways to launch a TV writing career is to participate in a TV writing program from one of the major television networks. These programs typically give you a period of intensive instruction and pair you with working writers and producers. The goal is to launch your writing career and give the network a new, qualified writer. This workshop is taught by a WGA writer who won three TV writing fellowships (Fox Diversity, ABC Daytime TV Fellowship and Writer’s Bootcamp Diversity Fellowship). In this workshop, you learn about the fellowship processes and how to go about participating in a fellowship. You also learn which program is right for you and how the many fellowships differ. Additionally, two former UCLA Writers’ Program students discuss their experiences in the ever changing TV writing landscape, TV fellowships remain a great way to launch your TV writing career.

Reg# 377543
Fee: $0
No refund after 29 Jan.
Remote Instruction
1 mtg
Monday, 7-10pm, Jan. 30
Early enrollment required. Registration opens 2 weeks prior to start date.

Ron McCants, MFA, TV, writer, playwright; WGA member who has written for Speechless and Chicago Fire. His plays have been produced in LA, New York and London. Ron’s been a writer for the Disney ABC Writing Program and recipient of multiple playwriting awards.

Kristine Huntley, television writer; WGA member, whose credits include The Unsettling, Freakish, Mind Games and Legend of the Seeker. Ms. Huntley was a participant in the Disney/ABC Writing Program in 2013.

SCRIPT X 426.2
TV Pilot Essentials and the TV Business
2.0 units
What is a pilot? Most people think of a pilot as the first episode of a series, which it often is—but not always. In this comprehensive course, you explore how a pilot is different from a regular episode of a series; define elements of a great pilot and how those differ from a feature film; and discover why some pilots get ordered to series and others, even great ones, do not. In addition, you discuss real-world pilots and series and dissect their conceptual strengths and weaknesses, as well as specific execution (for those publicly available), as it relates to the associated networks’ brand. Through this process, you gain a better understanding of the differences between a network pilot and a cable pilot, a franchise show, and a mythology show and see how those ideals fit within existing network brand identities. Course also includes insight into the business of television development and network programming/scheduling. During the course, each student’s one original pilot idea is evaluated to determine its most suitable network(see) based on its creative content and the network brands as identified in class. Each student is also responsible for creating and presenting an original network schedule.

Reg# 377539
Fee: $399
No refund after 8 Feb.
Remote Instruction
6 mtgs
Monday, 7-10pm, Jan. 25-Mar. 8
No meeting Feb. 15
Enrollment limited to 15 students.

Lee Hollin, M.E.I.M. currently the Senior Vice President & Head of Current Programming at Lionsgate Television, Mr. Hollin oversees all domestic and international scripted series and pilots. Select shows include Sony’s Extraordinary Playlist, Dear White People, Mythic Quest and the Power spinnoffs.
New Screenwriting Courses for Winter

Narrative Podcast Pilot Development Part I

Instructor: Annie Gilbertson
Page 150.

Video Game Story and Structure

Instructor: Jon Callan
Page 150.

Writing Monologues

Instructor: Laurel Ollstein
Page 149.

Writing a Low Budget Feature

Instructor: Julia Camara
Page 149.

Seasonal-Arc Structure for TV

Instructor: Shari Goodhartz
Page 150.

Writing the Dramedy Pilot II

Instructor: Andrew Osborne
Page 155.

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

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 Script, 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.

SCRIPT X 410.1

Writing the First Screenplay I

5.0 units

The first in a four-part sequence designed to take you through the full process of writing a feature film screenplay, this course guides 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 create 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 prose description of your screenplay. The course goal is to learn how to write effective, compelling scenes and to create a four-to-five-page outline that clearly delineates your script's beginning, middle, and end. The ability to write an outline is an 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.

SCRIPT X 410.2

Writing the First Screenplay II

3.0 units

This second in a four-part sequence in writing a feature film script has you hit the ground running. You begin by pitching your story based on your outline and revising it to make sure the premise can carry the entire movie. Armed with a workable outline, you then flesh it out into either a beat sheet or treatment (at the instructor's discretion) and begin writing your screenplay. Personalized feedback along with mini-lectures on key craft points, including character development, story structure, and conflict, help you to meet the course goal, which is to write Act I (approximately 30 pages). May be repeated for credit.

Enrollment limited to 15 students.

Ron Wilkinson, writer/director and WGA member whose credits include Stargate SG-1, Star Trek: The Next Generation, Star Trek Voyager, and Trade Show. He is currently developing Dreamland for ABC Studios and is a recipient of the UCLA Extension Outstanding Instructor Award in Screenwriting.

SCRIPT X 411.3E

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 comedic scene construction. You also learn the precise terminology used in story sessions, the foundations for great dialogue. How to find original approaches for great dialogue, and how to find original approaches for the foundations and comic scene construction. You also learn the preparatory environment focused on assessing the professional standards in preparation for a job as either a story analyst or screenwriter who needs to critique his or her own scripts effectively.

SCRIPT X 412.0

Writing the First Screenplay III

6.0 units

Put those theories into action on your own material. The speakers offer insight and instruction on each topic, beginning with Seasonal-Arc Structure for TV, 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.
SCRIPT X 410.4  
Writing the First Screenplay IV  
3.0 units  
In the last of a four-part sequence in writing a feature film screenplay, you reach FADE OUT. In the process of completing your script, you hone in on structuring conversations, explore how to maximize your story’s visual implications, deepen scene writing skills, assemble scenes to form powerful sequences, ensure your script’s central focus, kick off the Hero’s Journey, and work on theme and imagery. Also covered are revision techniques and the business aspects of feature film writing. The goal is to complete writing your first feature film script.  
Prerequisite(s): SCRIPT X 410.1 Writing the First Screenplay I, SCRIPT X 410.2 Writing the First Screenplay II, and SCRIPT X 410.3 Writing the First Screenplay III.  
Students must bring their beat sheets or treatments, Act I and 45 pages of Act II to the first class meeting and be prepared to write.

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 work Act I. Brief lectures on craft issues based on the demands of the participants’ work supplement the workshop.

SCRIPT X 411.2  
Mastering Your Story by Revising the Screenplay  
3.0 units  
This workshop guides you to complete your current project. You focus on developing a successful second and third act with special attention given to structure, character development, emotional content, and cinematic style. You also acquire self-editing techniques essential for the professional writer. This is not a rewrite course; you must be working toward the completion of a feature-length script and have your outline and Act I of your script in hand.  
Prerequisite(s): SCRIPT X 411.1 Feature Film Writing Workshop: Outline and Act I, or equivalent, or consent of instructor.

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 winter is Dec. 14 at 9am (PT); visits are not permitted in advanced-level courses.

SCRIPT X 412.5  
Mastering Your Story by Revising the Screenplay  
3.0 units  
This course focuses on strengthening elements of the feature film screenplay derived from the principles taught in the Fundamentals of Story course. Every week, a segment of the screenplay is workshopped in class with feedback from the instructor and guided critique from class peers. Special attention is given to the tasks of making the work visual, as well as building unique characters through dialogue and behavior, including an advanced critique of structure, as well as an examination of selected elements of filmmaking. Students find the best way to build dramatic tension through each act, focusing on creating powerful turning points for the central characters. The crucial first ten pages, as well as final pages are analyzed and revised to find the best possible screenplay and board for the story, incorporating relevant dramatic questions. By the end of the course, students have a final draft of their screenplay forged by this process of thorough revision, providing a significant step towards submission to industry professionals.  
Prerequisite(s): The completed feature film draft you wish to rewrite in this course is required to apply.
Three exclusive opportunities recognize the highest levels of screenwriting students’ skill and craft: the UCLA Extension Feature Film Competition and the UCLA Extension Television Writing (Spec and Pilot) Competitions. All three competitions provide winners with one-on-one mentoring and targeted and invaluable Hollywood-industry exposure.

Applications for this year’s competitions are now available. Deadline is April 1. Visit writers.uclaextension.edu/competitions for details and to submit.

For More Information
writers@uclaextension.edu | (310) 206-1542

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 421.1
Beginning Writing for the Half-Hour Spec I
3.0 units
This course teaches you how to create an airight story and outline—the critical first step in writing a strong half-hour comedy spec script and a process that makes writing your script much easier, faster, and more successful. You begin by learning how to pinpoint what makes any half-hour comedy show tick, studying the appeal and quirks 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 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# 377476
Fee: $695
No refund after 20 Jan.
Online
Jan. 6-Mar. 16
Enrollment limited to 15 students.

Jaci Zambrano, writer/producer and WGA member and multiple award nominee. Ms. Zambrano has written for numerous shows, including CSI: Crime Scene Investigation and Star Trek. She has also created and executive produced dramatic television series for Fox, CBS, Pax, and Showtime, and the Internet.

SCRIPT X 377475
Fee: $695
No refund after 21 Jan.
Remote Instruction
10 mtgs
Thursday, 7-10pm, Jan. 7-Mar. 11
Enrollment limited to 15 students.

Richard Manning, MFA, television writer/producer and WGA member whose credits include Frasier, Star Trek: The Next Generation, and When Calls the Heart. He has also developed and executive produced dramatic television series for Fox, CBS, Pax, and Showtime, and the Internet.

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 story and outline, nailing 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# 377478
Fee: $695
No refund after 20 Jan.
Remote Instruction
10 mtgs
Saturday, 10am-1pm, Jan. 9-Mar. 20
No meeting Feb. 20
Enrollment limited to 15 students.

Eric Abrams, screenwriter/producer and WGA member, whose TV credits include TV's, Philly, and Above the Law. He has written pilots for all the major networks, and series for television. Currently, he is writing the NBC series Death in the Family.

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, rife 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 course, you have strong act breaks, a full beat outline, and a critique of the beginning pages of your original half-hour pilot script.

Reg# 377479
Fee: $695
No refund after 20 Jan.
Remote Instruction
10 mtgs
Saturday, 1-4pm, Jan. 9-Mar. 13
No refund after 20 Jan.

Andrew Osborne, MA, screenwriter and WGA member whose indie film credits include On, Line, The F Word, and Apocalypse Bop. Mr. Osborne received an Emmy Award for the Discovery Channel program, Cash Cab. He has developed projects for Warner Bros, HBO, MTV, and Orion.

SCRIPT X 422.2
Writing the Half-Hour Pilot II
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, rife 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 course, you have strong act breaks, a full beat outline, and a critique of the beginning pages of your original half-hour pilot script.

Reg# 377480
Fee: $695
No refund after 20 Jan.
Remote Instruction
10 mtgs
Saturday, 1-4pm, Jan. 9-Mar. 13
No refund after 20 Jan.

Jeffrey Kahn, MFA, Emmy award winning writer, WGA member, who co-created The Ben 10 Show. Mr. Kahn’s credits include All-American Girl, Dilbert, and D raven Together. He has 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 networks 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 storytelling 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 draft of the first ten pages of your original one-hour pilot script.

Prerequisite(s): SCRIPT X 421.3 Beginning Writing for Soap Veronica’s Closet supervising producer on and until it captures your original vision and matches a idea and outline as needed, fixing story problems and 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 word, 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 to the first day of class.

Prerequisite(s): SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent, or department approval.

Reg# 37753

Fee: $695
No refund after 20 Jan.

Online

Jan. 6-16

Enrollment limited to 15 students.

**Term 2**

Laurence Walsh-Hodson, screenwriter, WGA member whose feature credits include Shackles, Toto, Dim Sum Funeral, Isabelle, Milton’s Secret, and Never Too Late. Mr. Martin has over 40 produced movies, mini-series, and series for television. Currently, he is writing the CBBC series Death in the Family.

Prerequisite(s): SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent, or department approval.

Reg# 377465

Fee: $695
No refund after 20 Jan.

Online

Jan. 6-16

Enrollment limited to 15 students.

**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 word, 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 to the first day of class.

Prerequisite(s): SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent, or department approval.

Reg# 37753

Fee: $695
No refund after 20 Jan.

Online

Jan. 6-16

Enrollment limited to 15 students.

**Writing the Dramedy Pilot I**
3.0 units

Continuing the exploration of what’s possible in the drama format, which emphasizes the full range of human emotions, deep character development, distinctive narratives, and experimentation with genre, this course pushes students towards completion of the half-hour or one-hour project they began in Writing the Dramedy Pilot I. Lectures and workshop assignments focus on the process of scripting a pilot episode designed to hook the interest of decision makers and, eventually, viewers via dialogue, action, and scene construction. The class also considers the importance of assessing work objectively prior to revisions and the realities of the current media landscape, including discussions of how to secure representation and the realities of selling and producing an original series.

Prerequisite(s): SCRIPT X 422.7 Writing the Dramedy Pilot I

Reg# 377569

Fee: $695
No refund after 20 Jan.

Online

Jan. 6-16

Enrollment limited to 15 students.

**Writing the Dramedy Pilot II**
3.0 units

You’ve written a draft of your original half-hour pilot and now you need to dig deeper, raise the stakes higher, and stretch your characters further to make your script one that will leave an indelible mark on its readers. Have you introduced us to characters and situations that we want to come back to week after week? In this course, you review the choices your characters make, the consequences of those choices, and how to make those consequences more dramatic. You look at your actions, your pacing, your tension and your stakes, especially the big moment of the climax. Then you design the readers’ attention.

Prerequisite(s): The completed one-hour pilot draft you wish to rewrite in this course is required to apply.

Reg# 377562

Fee: $755
No refund after 7 Jan.

Remote Instruction

10 mtgs.

Thursday, 7-10pm, Jan. 14-18

Enrollment limited to 15 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

**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/continuing-students.

The submission deadline for winter is Dec. 14 at 9am (PT). Visitors are not permitted in advanced-level courses.

**SCRIPT X 422.3**

**Advanced Half-Hour Pilot Rewrite**
3.0 units

If 90 percent of writing is rewriting, then 99 percent of television writing is rewriting. And, for the most part, means fixing story problems and maximizing the potential of a story idea. Story development is such a complex set of ideas, even for working television writers and executives, that probably half the episodes produced each year need to be rethought in whole or part after their table readings. And that is after weeks of the initial hard work of breaking the story and writing and rewriting the script. In this workshop, the goal is to take your previously written half-hour scripts, both originals and specs, that ultimately did not fulfill their ambitions, and determine where they fall short and make the necessary changes so that each premise is fully realized.

Prerequisite(s): The completed half-hour pilot draft you wish to rewrite in this course is required to apply.

Reg# 377532

Fee: $755
No refund after 6 Jan.

Remote Instruction

10 mtgs.

Wednesday, 7-10pm, Jan 13-17

Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

Phil Kolland, 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 422.4**

**Advanced One-Hour Pilot Rewrite**
3.0 units

You’ve written a draft of your original one-hour pilot and now you need to dig deeper, raise the stakes higher, and stretch your characters further to make your script one that will leave an indelible mark on its readers. Have you introduced us to characters and situations that we want to come back to week after week? In this course, you review the choices your characters make, the consequences of those choices, and how to make those consequences more dramatic. You look at your actions, your pacing, your tension and your stakes, especially the big moment of the climax. Then you design the readers’ attention.

Prerequisite(s): The completed one-hour pilot draft you wish to rewrite in this course is required to apply.

Reg# 377562

Fee: $755
No refund after 7 Jan.

Remote Instruction

10 mtgs.

Thursday, 7-10pm, Jan. 14-18

Enrollment limited to 12 students. Visitors not permitted. $100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

Matt Witten, WGA member whose credits include Pretty Little Liars, Law and Order, House, CSI: Miami, Supernatural, Medium, and Homicide. He has written pilots for ABC, MTV, and the CW. His novel THE NECKLACE, optioned by Appian Way, will be published this fall, and he’s developing a futuristic drama with MWM.

**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 one-hour television series and develop it through outline, the pitch, 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 characterization, 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, dramedy, or animation.

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# 378471

Fee: $2,850
No refund after 28 Dec 2020.

Hybrid

Jan. 4–June 13

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 Bp. 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 series and develop it through outline, the pitch, 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 characterization, 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# 378472

Fee: $2,850
No refund after 28 Dec 2020.

Hybrid

Jan. 4–June 13

Enrollment limited to eight students. Restricted course; approval needed to enroll. Not eligible for any discounts. 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

The Skills to Succeed in Today’s Multimedia Market

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With numerous media outlets delivering a constant stream of news and information, journalism has become one of the fastest-growing professions. Successful journalists and media professionals must master tech-savvy storytelling to create blogs, viral videos, and broadcast coverage with ease.

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For More Information
humsci@uclaextension.edu | (310) 825-7093
uclaextension.edu/writing-journalism/journalism

JOURN X 469.3
Broadcast News Reporting and Writing

3.0 units
This course presents a thorough foundation in broadcast news journalism, from reporting to writing to presentation. Guest speakers from local stations explain the roles and duties of each member of a broadcast newsroom in today’s evolving media marketplace. Students critique broadcast news stories, analyze show rundown, and assess the weight of various news sources. Discussion addresses the mechanics, timing, and flow of regular news shows and longer form shows; how different types of stories fit into the context of a newscast; and broadcast standards and ethics. This practical course also addresses covering an on-the-spot news story with a camera crew, television production, and on-camera techniques. Exercises focus on reporting methods that yield broadcast-suitable stories, the art of fast rewriting of print and wire copy for broadcast, distilling days of reporting into pieces that last just minutes, and developing a clear broadcast writing style that connects the details of a story with the pictures, especially on deadline.

Prerequisite(s): Proficiency in college-level writing; strong typing skills.

Reg# 377749
Fee: $573
No refund after 29 Dec 2020

Remote Instruction
9 mtgs
Tuesday, 7-10pm, Jan. 12-Mar. 9
Enrollment limited to 25 students.
Robert L. Henry, former assignment editor and news writer, NBC4. Mr. Henry also is the recipient of two Golden Mike Awards for Best Live News Coverage and Best Daytime News Broadcast.

UCLA Extension

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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.
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.

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 1 (310) 825-2986 or 1 (800) 825-2986. 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/tuition-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 enroll@uclaextension.edu. An enrollment specialist will assist you in applying your discount toward eligible courses.

RESTRICTIONS / PERMISSION TO ENROLL
Many of our courses and certificates are restricted, requiring you to apply for admission and obtain permission to enroll (PTE). The course description usually describes the minimum requirements for admission.

WHO CAN ENROLL?
As UCLA’s principal provider of continuing education, the majority of UCLA Extension courses are designed for the post-baccalaureate professional-level 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 competence and approval by the instructor. 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
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 (000 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/enrollment limitations permit. Before visiting, call 1 (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 1 (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 visit 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 after 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, 39, 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@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 Lindbrook Center, 10920 Lindbrook Dr.
• UCLA Extension Gayley Center, 1145 Gayley Ave.

For daytime courses 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 157). Commercial lots also are open at night.

UCLA EXTENSION DTLA
261 S. Figueroa St., Los Angeles 90012
The parking structure at the Park DTLA is $8 with student validation available at the front desk. Ample all-day 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 166. 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/Metrolink: 1 (832) 486-3876
Santa Monica Blue Bus: 1 (310) 451-5444
Culver CityBus: 1 (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/guiding-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 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/VALLE COMMONS
Textbooks for many UCLA Extension courses are stocked at the UCLA Store/Lu Vallee 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 luvalle@asucla.ucla.edu.

UCLA BOOKZONE
The UCLA BookZone is on the ground floor of Akesman 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 (online 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.

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 $25 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; biomedical-ref@library.ucla.edu; 1 (310) 825-4904
Young Research Library: 280 Charles E. Young Drive North; 1 (310) 825-4732; yrl-circ@library.edu.
TAPPING 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 comprehensible 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 the 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-refundable 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 18 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 1 (800) 825-9971.

- 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 posting. Students who complete their academic certificate programs with a GPA of 3.5 or higher have the honor “Awarded with Distinction” cited on the certificate and posted to transcript. Awards are posted only after final grades have been recorded. 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 1 (800) 825-9971 to verify your award and make payment or submit payment along with a brief note that includes your name as it was when you attended, the approximate dates of your attendance, your name as you would like it to appear, and the title of the certificate to P.O. Box 24901, Los Angeles, CA 90024-0901.

BRUINCARDS 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 holder may deposit money to their Guest Bruincard account, which will be charged as they make purchases. When you register for a course using your Guest Bruincard, 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 1 (800) 825-9971. 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 157) and services provided by the UCLA Libraries (page 158).

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 sports at UCLA's Marina Aquatic Center. To pay fees, present your current Bruincard along with printed verification of current 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 1 (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: 1 (800) 825-9971
- 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 cancel you and issue a full refund. Courses canceled or discontinued due to an emergency may be eligible for a partial, full or no refund (including the administrative fee). Depending on the circumstance and the time of the quarter, Enrollments are not transferable.

Allow two weeks for refund checks and one week for American Express, Discover, JCB, MasterCard, and Visa credit vouchers. There are no cash refunds. Restitution 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 enrollment fees may 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.

SURPRISE! The following courses (the ones marked with an *) are equivalent to undergraduate courses offered by the UCLA regular session. All courses are transferable for unit credit toward the bachelor's degree at any campus 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 pedagogy, 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.

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. 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-level degree credit classes already taken

Undergraduate classes (XLC 1 to XLC 199) are transferable for unit, subject credit, and grade point average (GPA) in the College of Letters and Sciences at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate and professional level courses. Units earned at the graduate or professional level through Concurrent Enrollment will not provide advanced standing to students who are subsequently admitted to higher degree programs through...
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 how online test proctoring works, 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 — Pass (at grade C 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 103 under Student Conduct)

FINANCIAL AID/FUNDING OPTIONS

FINANCIAL AID OFFICE: 1 (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 $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.

FEDERAL LOAN & GRANT PROGRAMS
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. For more information see federal regulation 34 CFR 668.43(a)(5)(v) or visit UCOP.edu

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 1 (310) 206-7247 or email bamcertificate@uclaextension.edu.

VETERANS EDUCATIONAL BENEFITS
Certain UCLA Extension certificates are approved under the Veterans’ educational benefits program (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 EXTENSION 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 (LWA) 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 servicecatalog.org and enter your ZIP code.

AFMCORPS 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, visit uclaextension.edu.

JAMES R. NORTHCUTT SCHOLARSHIP
Open to students in the Certificate in Interior Design: Foundation Level. For more information, call 1 (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
Available to students enrolled in the Certificate in Personal Financial Planning. For more information, visit uclaextension.edu.

LAURENCE SCORING SCHOLARSHIP
Available to women enrolled in certificates. For more information, visit uclaextension.edu.

BMI/JERRY GOLDSMITH FILM SCHOLARSHIP
Available to students in the Strategic Branding and Entertainment Studies course of their choosing. For more information, call 1 (310) 206-7427 or email jmgcertificate@uclaextension.edu.

FRANK ZAPPALA FAMILY SCHOLARSHIP
Available to students in the Certificate in Interior Design: Foundation Level. For more information, visit uclaextension.edu.

RUTH KENDALL SHAPIRO SCHOLARSHIP
Available to students enrolled in the Strategic Branding and Entertainment Studies course of their choosing. For more information, visit uclaextension.edu.

Benny Goodman Scholarship
Available to students in the Certificate in Interior Design: Foundation Level. For more information, visit uclaextension.edu.

VETERANS EXTENSION CERTIFICATE
Available to students who are veterans or their immediate families. For more information, call 1 (310) 206-2724 or email fmpcertificate@uclaextension.edu.

STORM FAMILY SCHOLARSHIP
Available to students in the Certificate in Interior Design: Foundation Level. For more information, visit uclaextension.edu.

SCORING SCHOLARSHIP
Available to students enrolled in the eight-course Certificate in Personal Financial Planning. For more information, visit uclaextension.edu.

LAURENCE SCORING SCHOLARSHIP
Available to women enrolled in certificates. For more information, visit uclaextension.edu.

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RUTH KENDALL SHAPIRO SCHOLARSHIP
Available to students enrolled in the Strategic Branding and Entertainment Studies course of their choosing. For more information, visit uclaextension.edu.
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 1 (310) 825-9064.

PHYLLIS 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 1 (310) 825-9415.

TAX INFORMATION

UCLA Extension students may be eligible for the Lifetime Learning Tax Credit or American Opportunity Act 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 recorded in our system 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: 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:

Site ID number: 11558
User Name: Your UCLA Extension ID (a number beginning with X)
Password: For your initial login, your password is the last six 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 "0000." 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 1 (888) 220-2540 or e-mail us at tab@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 or herself). Currently, earnings and qualified distributions from 529 savings plans are tax-free at both the state and federal level. Qualified distributions may be applied toward fees and required books and supplies for all courses, certificate candidacies, colloquia, inde-
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; 1 (310) 825-0953.

SEXUAL VIOLENCE & SEXUAL HARASSMENT
The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct") that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, 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/4000385/SVSH.

SEXUAL VIOLENCE
If you are a UCLA Extension student and believe you are a victim of sexual violence and wish to report it:

If you are in danger and need help now: call 911.

If the incident occurred on or near the UCLA campus, report it to the UCLA Police Department: 601 Westwood Plaza; 1 (310) 825-1401. info@ucpd.ucla.edu.

If the accused is a UCLA or UCLA Extension student, instructor, or staff member, we are here to support your personal choice regarding next steps. Contact our Student Rights and Responsibilities Center for consultation, advice, and/or to file a report: SRRC@uclaextension.edu; 1 (310) 825-0953.

DOMESTIC/RELATIONSHIP VIOLENCE
If you believe you are a victim of domestic or relationship violence and wish to report it:

If you are in danger and need help now: call 911.

If the incident occurred on or near the UCLA campus, report it to the UCLA Police Department: 601 Westwood Plaza; 1 (310) 825-1401. info@ucpd.ucla.edu.

If the accused is a UCLA or UCLA Extension student, instructor, or staff member, we are here to support your personal choice regarding next steps. Contact our Student Rights and Responsibilities Center for consultation: SRRC@uclaextension.edu; 1 (310) 825-0953. For additional support and other resources, visit:完善自身.ucla.edu/domestic-violence-resources.

NONDISCRIMINATION POLICY
The University of California, in accordance with applicable federal and state laws and University policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy and childbearing), 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; 1 (310) 825-1401. info@ucpd.ucla.edu.

• Otherwise, contact your local police department.

• If the accused is a UCLA or UCLA Extension student or instructor, please contact our Student Rights and Responsibilities Center for additional support and assistance: SRRC@uclaextension.edu; UCLA Extension Gayley Center, 1 (800) 825-9971.

DISCRIMINATION-BASED HARASSMENT
If you believe you are experiencing discrimination-based harassment, we are here to support your personal choice regarding next steps. Please contact our Student Rights and Responsibilities Center for consultation, advice, and/or to file a report: SRRC@uclaextension.edu; 1 (800) 825-9971.

PRIVACY NOTICE
Furnishing all information required on forms presented by UCLA Extension is mandatory with the exception of Social Security number (SSN), date of birth, gender, educational level, and ethnic identity. Failure to provide required information will delay or may even prevent completion of the action for which the form is being filled out.

Information that is not required but which we ask you to volunteer (such as gender, educational level, and ethnic identity) will be used solely for statistical purposes to measure the diversity of the audience we serve.

• If you do not have or could not provide us with your SSN/TIN, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payments that might entitle you to tax credits provided under the Taxpayer Relief Act of 1997. Each year in December, UCLA Extension will conduct an annual solicitation of students whose records are subject to IRS reporting but where the SSN/TIN field remains blank; to ensure that an oversight on your part can be addressed. You may append your record online at any time by logging into 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 deferrals 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 and 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 is relevant and necessary for the inquirer or is a properly assigned subject matter for the inquirer.

An Official is determined to have a Legitimate Educational Interest in a particular Record if the information requested is relevant and necessary for that official to:

1. Perform a task or determination that is an employ‑ment responsibility or is a properly assigned subject matter for the inquirer;

2. Perform a task that is related specifically to the official’s participation in the Student’s education;

3. Perform a task that is related specifically to the discipline of the Student; or

4. Provide a service or benefit relating to the Student or Student’s family, such as health care, counseling, job placement, or Financial Aid.

FERPA allows Universities to confirm attendance and publish directories of their students without their prior consent, but requires a procedure to be presented allowing you to opt out. Certain conferences and short courses are designed to support professional networking opportunities and will include provisions for name tags 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

srrc@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 1 (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 1 (310) 825-1227 or visit lostfound.ucla.edu.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>accounting, 13-19</td>
<td>architecture, 21-28, 111-113</td>
<td>CCAPP credit, 105</td>
</tr>
<tr>
<td>auditing, 20</td>
<td>design. See design</td>
<td>CAD. See AutoCAD</td>
</tr>
<tr>
<td>CPA Exam, 15, 17, 18, 19, 95</td>
<td>drawing, 53, 54, 112, 113, 125</td>
<td>calculus, 99, 134, 135</td>
</tr>
<tr>
<td>ethics, 16</td>
<td>environmental, 25</td>
<td>camera. See cinematography, digital, journalism, photography</td>
</tr>
<tr>
<td>internal audit, 20</td>
<td>filmmaking, 83, 84, 86</td>
<td>campus map, UCLA, 166</td>
</tr>
<tr>
<td>international, 15</td>
<td>history, 53</td>
<td>Canvas, 5</td>
</tr>
<tr>
<td>internship, 13, 16</td>
<td>interior design, 24, 25, 26-28</td>
<td>career planning/development</td>
</tr>
<tr>
<td>nonprofit, 16</td>
<td>landscape architecture, 111-113</td>
<td>certificates, 7-9</td>
</tr>
<tr>
<td>online courses, 13-19</td>
<td>mentorship, 51</td>
<td>construction management, 74-75</td>
</tr>
<tr>
<td>pre-MBA, 17, 32</td>
<td>painting, 54</td>
<td>construction systems design, 71-72</td>
</tr>
<tr>
<td>QuickBooks, 17, 19</td>
<td>photography, 54-55</td>
<td>real estate, 125-128</td>
</tr>
<tr>
<td>Accounting, Taxation &amp; Internal Audit, 13-20</td>
<td>studio workshops, 53-54</td>
<td>sustainable, 21</td>
</tr>
<tr>
<td>accreditation, UCLA Extension, 158</td>
<td>athletes/athletics. See fitness instruction, health/healthy</td>
<td></td>
</tr>
<tr>
<td>acting, 82-83</td>
<td>attorney</td>
<td>leadership and management, 30-31</td>
</tr>
<tr>
<td>for camera, 82</td>
<td>legal programs, 118-119</td>
<td>legal programs, 118-119</td>
</tr>
<tr>
<td>alcohol, 103-104</td>
<td>MCLE credit, 159</td>
<td>marketing, 39-42</td>
</tr>
<tr>
<td>drugs, 103-104</td>
<td>paralegal training, 118-119</td>
<td>math and statistics, 99-100, 134-135</td>
</tr>
<tr>
<td>See also counseling, therapy</td>
<td>public relations, 42-43</td>
<td>MCL credit, 159</td>
</tr>
<tr>
<td>Adobe</td>
<td>public speaking, 34</td>
<td>music industry, 89</td>
</tr>
<tr>
<td>Dreamweaver, 63</td>
<td>real estate, 125-128</td>
<td>nonprofit, 16</td>
</tr>
<tr>
<td>Illustrator, 22, 26, 49</td>
<td>restaurant management, 43</td>
<td>international, 38</td>
</tr>
<tr>
<td>InDesign, 49</td>
<td>social media, 40, 41</td>
<td>internship, 30, 37, 40, 42</td>
</tr>
<tr>
<td>Photoshop, 23, 48, 49, 55, 63</td>
<td>statistics, 99-100, 134-135</td>
<td>speaking, 35</td>
</tr>
<tr>
<td>adult education. See also Lifelong Learning Institute at UCLA (OLLI)</td>
<td>supply chain management, 78-79</td>
<td>systems, 79</td>
</tr>
<tr>
<td>advertising, 39-42</td>
<td>sustainability, 93-94</td>
<td>writing, 41</td>
</tr>
<tr>
<td>See also counseling, therapy</td>
<td>taxation, 19-20</td>
<td>writers/writing</td>
</tr>
<tr>
<td>alcohol and drug abuse studies</td>
<td>wine education and management writing, 41</td>
<td>computer(s)</td>
</tr>
<tr>
<td>for camera, 82</td>
<td></td>
<td>Adobe. See Adobe</td>
</tr>
<tr>
<td>accounting, 13-19</td>
<td>AutoCAD, 23</td>
<td>Android, 62</td>
</tr>
<tr>
<td>architectural, 21-28, 111-113</td>
<td></td>
<td>applications programming, 61-63</td>
</tr>
<tr>
<td>AutoCAD, 23</td>
<td>C# .NET, in 62</td>
<td>C# .NET, in 62</td>
</tr>
<tr>
<td>building systems, 28</td>
<td>AutoCAD, 23</td>
<td>C# .NET, in 62</td>
</tr>
<tr>
<td>color, 22</td>
<td>C#, 62</td>
<td>CSS, 64</td>
</tr>
<tr>
<td>construction management, 74-75</td>
<td>C#.NET, in 62</td>
<td>database management, 59</td>
</tr>
<tr>
<td>design, 21-24, 111-113</td>
<td>C#, 62</td>
<td>design communication arts, 48-62</td>
</tr>
<tr>
<td>design software, 23-24</td>
<td>C# .NET, in 62</td>
<td>Google Android, 62</td>
</tr>
<tr>
<td>history, 24</td>
<td>C#, 62</td>
<td>HTML, 64</td>
</tr>
<tr>
<td>interior design, 24, 25, 26-28</td>
<td>C#, 62</td>
<td>Internet. See Internet, web/website</td>
</tr>
<tr>
<td>internship, 28</td>
<td>C#, 62</td>
<td>iPad, 62</td>
</tr>
<tr>
<td>landscape, 114-117</td>
<td>C#, 62</td>
<td>Java, 62, 63</td>
</tr>
<tr>
<td>lighting, 22</td>
<td>C#, 62</td>
<td>Javascript, 63</td>
</tr>
<tr>
<td>open house, 20</td>
<td>C#, 62</td>
<td>jQuery, 64</td>
</tr>
<tr>
<td>plumbing systems, 71-72</td>
<td>C#, 62</td>
<td>Linux, 60</td>
</tr>
<tr>
<td>Revit Architecture, 23</td>
<td>C#, 62</td>
<td>Logic Pro, 92</td>
</tr>
<tr>
<td>SketchUp, 23</td>
<td>C#, 62</td>
<td>Microsoft</td>
</tr>
<tr>
<td>SU Podium, 23</td>
<td>C#, 62</td>
<td>SQL, 31, 59, 60, 61</td>
</tr>
<tr>
<td>sustainable, 21</td>
<td>C#, 62</td>
<td>mobile application development, 63</td>
</tr>
<tr>
<td>Architecture &amp; Interior Design, 21-28</td>
<td></td>
<td>network communications, 60</td>
</tr>
<tr>
<td>art(s)</td>
<td>homeland security/emergency preparedness, 30</td>
<td>PHP, 64</td>
</tr>
<tr>
<td>architecture, 21-28, 111-113</td>
<td>human resources, 35-38</td>
<td>post-production, 86</td>
</tr>
<tr>
<td>design. See design</td>
<td>international, 38</td>
<td>QuickBooks, 17, 19</td>
</tr>
<tr>
<td>drawing, 53, 54, 112, 113, 125</td>
<td>investments, 100</td>
<td>relational database management, 59</td>
</tr>
<tr>
<td>environmental, 25</td>
<td>law, 118-119</td>
<td>Revit Architecture, 23</td>
</tr>
<tr>
<td>filmmaking, 83, 84, 86</td>
<td>leadership and management, 30-31</td>
<td>SketchUp, 23</td>
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<td>SQL, 31, 59, 60, 61</td>
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<td>interior design, 24, 25, 26-28</td>
<td>marketing, 39-42</td>
<td>SU Podium, 23</td>
</tr>
<tr>
<td>landscape architecture, 111-113</td>
<td>math and statistics, 99-100, 134-135</td>
<td>systems analysis, 60</td>
</tr>
<tr>
<td>mentorship, 51</td>
<td>SU Podium, 23</td>
<td>TCP/IP, 60</td>
</tr>
<tr>
<td>painting, 54</td>
<td>supply chain management, 78-79</td>
<td>Visual Studio .NET, 62</td>
</tr>
<tr>
<td>photography, 54-55</td>
<td>sustainability, 93-94</td>
<td>web development, 62</td>
</tr>
<tr>
<td>studio workshops, 53-54</td>
<td>taxation, 19-20</td>
<td>web development, 62</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Reg#</th>
<th>COURSE TITLE AND NUMBER</th>
<th>CREDIT STATUS</th>
<th>FEE</th>
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</thead>
<tbody>
<tr>
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<td>(Please check appropriate box) Courses marked with a diamond may not be taken passed/not passed</td>
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</tr>
<tr>
<td></td>
<td>1. For Credit–Letter Grade</td>
<td></td>
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<td></td>
<td>2. For Credit–Passed/Not Passed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3. Not For Credit</td>
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<td></td>
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<tr>
<td></td>
<td>4. CEU</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>5. Do Not Record</td>
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<tbody>
<tr>
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<tr>
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<td>1. For Credit–Letter Grade</td>
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<td></td>
<td>2. For Credit–Passed/Not Passed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3. Not For Credit</td>
<td></td>
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<tr>
<td></td>
<td>4. CEU</td>
<td></td>
<td></td>
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<td></td>
<td>5. Do Not Record</td>
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<td></td>
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<thead>
<tr>
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<th>COURSE TITLE AND NUMBER</th>
<th>CREDIT STATUS</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>1. For Credit–Letter Grade</td>
<td></td>
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<td></td>
<td>2. For Credit–Passed/Not Passed</td>
<td></td>
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<tr>
<td></td>
<td>3. Not For Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. CEU</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Do Not Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
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</tbody>
</table>

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