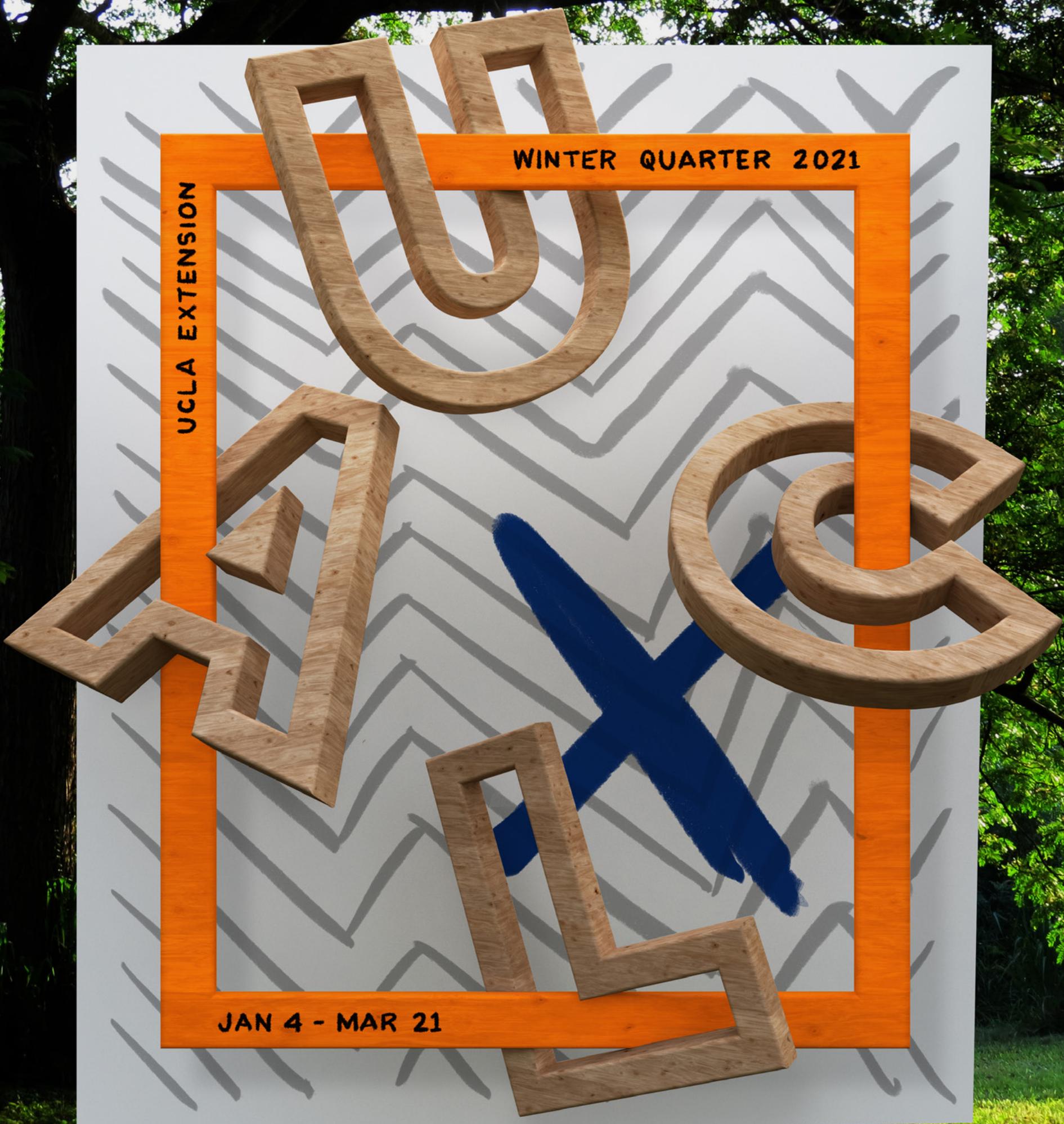


**UCLA EXTENSION**

**WINTER QUARTER 2021**

**JAN 4 - MAR 21**





# 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 reimaged 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,

A handwritten signature in white ink, appearing to read "Eric Bullard".

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

# UCLAXOPEN

## 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](https://uclaextension.edu/UCLAxOpen)

**UCLA** Extension



# Explore UCLA Extension

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

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### Cover Artist

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### Master Cover Series Curator

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## Find the Right Course, Then Enroll

### ► Online at [uclaextension.edu](https://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](mailto:po@uclaextension.edu) or **(310) 825-5686**.

### Visit the UCLA Extension Website

For additional course and certificate information, visit [uclaextension.edu](https://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

**A** FILM TV X 476.22

## Story Analysis for Film and Television

**B** 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.

**C** *Prerequisite:* Strong English composition skills.

**D** **Reg# 247926**

**E** **Fee: \$605**

**F** *No refund after 27 June.*

**G** ❖ *Remote Instruction*

**H** 10 mtgs

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

**K** *Elective course in Entertainment Media Certificate.*

*Enrollment limited. Visitors not permitted.*

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

**A** Course number

**B** Units

**C** Prerequisites

**D** Registration number

**E** Fee

**F** No refund date

**G** Delivery

**H** Number of meetings

**I** Start/end times and dates

**J** Other course info

**K** Instructor bio

### 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](https://uclaextension.edu)  
**For General Information,**  
**see page 157.**



# What's Happening at UCLA Extension

*Learn more. Achieve more.*

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

## Free Information Sessions

- |          |   |   |   |
|----------|---|---|---|
|          | <p><b>The Pre-Medical and General Sciences Certificate Virtual Open House</b> Page 102<br/> <i>A Free Event Via Zoom</i><br/>           Tuesday, November 10; December 8; January 12, 12-1:30pm<br/>           For more information or to RSVP online: <a href="https://uclaextension.edu/sciences-math">uclaextension.edu/sciences-math</a></p>                              | <p><b>Personal Financial Planning Online Information Session</b><br/> <i>A Free Livestream Event</i><br/>           Monday, January 11, 10-11am<br/>           For more information: <a href="mailto:pwilliams@uclaextension.edu">pwilliams@uclaextension.edu</a>; (310) 206-1689</p> |   |
| Page 119 | <p><b>Paralegal Training Program (PTP) Information Session</b><br/> <i>Livestream</i><br/>           Saturday, November 14, or January 16, 10am-12pm<br/>           For more information: <a href="mailto:paralegal@uclaextension.edu">paralegal@uclaextension.edu</a>; (310) 825-0741</p>  | Page 144  | <p><b>Writers' Program Open House</b><br/> <i>Online</i><br/>           Tuesday, February 4, 4-6pm<br/>           For more information: <a href="mailto:writers@uclaextension.edu">writers@uclaextension.edu</a>; (310) 825-9415</p>  |
| Page 50  | <p><b>UX and Design Communication Arts Virtual Open House</b><br/>           Tuesday, December 1<br/>           For more information: (310) 206-1422<br/>           Enroll online: <a href="https://uclaextension.edu">uclaextension.edu</a></p>  | Page 114  | <p><b>Horticulture &amp; Gardening Free Information Session</b><br/>           Saturday, February 6, 9:30-11am<br/>           For more information: <a href="mailto:horticulture@uclaextension.edu">horticulture@uclaextension.edu</a>; (310) 825-9414</p>  |
|          | <p><b>Sustainability and Environmental Programs Virtual Open House</b><br/> <i>Via Zoom</i><br/>           Tuesday, December 1, 12-1:30pm<br/>           For more information or to RSVP: <a href="mailto:sustainability@uclaextension.edu">sustainability@uclaextension.edu</a>;<br/>           (310)825-7093; visit our <a href="https://uclaextension.edu">website</a></p> | Page 116  | <p><b>Free Interpretation and Translation Information Session</b><br/> <i>Via Zoom</i><br/>           Thursday, February 25, 5:30-6:30pm<br/>           For more information or to RSVP: <a href="mailto:interpretation@uclaextension.edu">interpretation@uclaextension.edu</a>;<br/>           (310) 825-7093; visit our <a href="https://uclaextension.edu">website</a></p> |
|          |   | Page 21   | <p><b>The Architecture &amp; Interior Design Program Open House</b><br/>           Thursday, April 22, 6-7:30pm<br/>           RSVP: <a href="https://arcid.uclaextension.edu/openhouse">arcid.uclaextension.edu/openhouse</a></p>  |

## Special Events

- |  |  |          |  |
|--|--|----------|--|
|  | <p><b>Panel Discussion: Why Should I Consider a Career in Taxation?</b><br/> <i>A Free Livestream Event</i><br/>           Thursday, November 5, 10am-12pm<br/>           For more information: <a href="mailto:jcaruso@uclaextension.edu">jcaruso@uclaextension.edu</a>; (310) 206-1708</p> | Page 94  | <p><b>35th Land Use Law &amp; Planning Conference</b><br/> <i>Virtual Event</i><br/>           Friday, January 8<br/>           For more information and to register: <a href="mailto:humsci@unex.ucla.edu">humsci@unex.ucla.edu</a>; (310) 825-1390;<br/> <a href="https://uclaextension.edu/landuse">uclaextension.edu/landuse</a></p>   |
|  | <p><b>Panel Discussion: Personal Financial Planning Careers</b><br/> <i>A Free Livestream Event</i><br/>           Thursday, December 3, 10am-12pm<br/>           For more information: <a href="mailto:pwilliams@uclaextension.edu">pwilliams@uclaextension.edu</a>; (310) 206-1689</p>     | Page 137 | <p><b>The 2021 Writers Studio: Home Edition</b><br/>           Thursday-Sunday, February 18-21<br/>           For more information and to register: <a href="mailto:writers@uclaextension.edu">writers@uclaextension.edu</a>;<br/>           (800) 825-9415; <a href="https://writers.uclaextension.edu/events/writers-studio">writers.uclaextension.edu/events/writers-studio</a></p> |
|  |  |          | <p><b>Toastmasters at UCLA Extension!</b><br/>           Tuesdays, 12-1:30pm. For more information, email Chita Oje, <a href="mailto:coje@unex.ucla.edu">coje@unex.ucla.edu</a></p>  |

# Online Courses at UCLA Extension

For a full list of online courses and technical requirements visit [uclaextension.edu/online](https://uclaextension.edu/online).

## Directory of Online Courses

Browse our catalog and look for the online course icon .

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### ARCHITECTURE & INTERIOR DESIGN

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### WRITING & JOURNALISM

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## UCLA Extension's Course Delivery Options

### Online

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

### Hybrid Course

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

### Remote Instruction

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

For additional information visit [uclaextension.edu/student-resources](https://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](https://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.



# UCLA Extension

## Transfer Credit Courses

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:

<b>DIGITAL TECHNOLOGY</b>		<b>LANGUAGES</b>	
63	GIS & Geospatial Technology	117	French
		117	Spanish
<b>ENVIRONMENTAL STUDIES &amp; PUBLIC POLICY</b>		<b>SCIENCES &amp; MATH</b>	
93	Sustainability & Environmental Studies	129	Biology
		132	Chemistry
		134	Math & Statistics
<b>HUMANITIES &amp; SOCIAL SCIENCES</b>		<b>WRITING &amp; JOURNALISM</b>	
108	Anthropology	136	Beginning Fiction Writing
108	Economics	147	Poetry
108	History		
108	Linguistics		
108	Political Science		
109	Psychology		
110	Sociology		

- 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](https://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](https://uclaextension.edu/transfercourses)

Questions? Contact us at 1 (800) 825-9971 or [humsci@uclaextension.edu](mailto:humsci@uclaextension.edu).



## UCLA Extension Certificates

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

**\$15,459**

reported average annual salary increase since starting a certificate\*

**85%**

of graduates reported a certificate helped enhance their careers\*

**85%**

recommend a certificate to others\*

**50%**

of graduates switched careers after completing a certificate\*

### What is a certificate?

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

### Benefits of earning a certificate

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

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

### Specializations

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

#### These programs are:

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

# Academic Certificate Programs & Specializations

Enhance Your Knowledge & Résumé

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

## Accounting, Taxation & Internal Audit

(310) 206-7247

### Certificates

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

### Specializations

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

## Architecture & Interior Design

(310) 825-9061

### Certificate

- +■ Interior Design: Foundation Level

### Specializations

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

## Business & Management

(310) 206-4271

### Certificates

- Advanced Leadership
- + Business Analysis
- Business Communications
- Business Fundamentals
- + Emergency Management & Homeland Security
- + Enterprise Risk Management
- + General Business Studies
- + General Business Studies with Concentration in Advertising
- + General Business Studies with Concentration in Emergency Management & Homeland Security
- + General Business Studies with Concentration in Entrepreneurship
- + General Business Studies with Concentration in Human Resources Management
- + General Business Studies with Concentration in International Trade and Commerce
- + General Business Studies with Concentration in Leadership
- + General Business Studies with Concentration in Marketing
- +■ Human Resources Management
- +■ International Trade and Commerce
- + International Trade and Commerce, Financial Management Concentration

- + International Trade and Commerce, Global Business Management Concentration

- + International Trade and Commerce, Import/Export Operations Concentration

- +■ Marketing
- +■ Marketing with Concentration in Digital Marketing
- Professional Selling and Sales Management
  - Pre-MBA Studies
- +■ Project Management
- + Small Business Management and Technology
- Strategic Branding and Public Relations
- + Wine Education and Management

### Specializations

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

## Design & Arts

(310) 206-1422

### Certificates

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

## Digital Technology

(310) 206-6794

### Certificates

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

### Specializations

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

## Education

(310) 825-4191

### Certificates

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

### Specializations

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

## Engineering

(310) 825-4100

### Certificates

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

### Specializations

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

## Entertainment

(310) 825-9064

### Certificates

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

### Specializations

- Film Editing
- Entertainment Industry Fundamentals
- Entertainment Project Management
- Music Supervision

## Environmental Studies & Public Policy

(310) 825-7093

### Certificates

Environmental Studies

Food Studies

- Sustainability

### Specialization

Sustainable Business and Management

## Finance & Investments

(310) 206-7247

### Certificates

- + Credit Analysis and Management
- + Finance
- + Finance with Concentration in Corporate Finance
- Finance with Concentration in Credit Analysis and Management
- + Finance with Concentration in Investment Management and Analysis
- + Finance with Concentration in Real Estate Finance
- + General Business Studies with Concentration in Credit Analysis and Management
- + General Business Studies with Concentration in Finance
- + General Business Studies with Concentration in Personal Financial Planning
- + Personal Financial Planning
- + Personal Financial Planning: Accelerated Online

## Health Care & Counseling

(310) 825-7093

### Certificates

- + Alcohol and Drug Abuse Counseling
- + Fitness Instruction
- Health Care Administration
- Health Coaching
- + 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](https://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-RAP Program.

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

## Online Programs

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

## Federal Financial Aid

Only students who enroll in certificates identified by this symbol (▶) may be eligible to be considered for Federal Direct Student Loans; online programs are not eligible. Students enrolled in the Pre-Medical and General Science Studies Certificate also may be eligible for Pell Grants. Courses that are not part of a certificate curriculum are not eligible for federal financial aid. For more information, see page 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/financial-aid-scholarships-discounts/financial-aid/](https://uclaextension.edu/financial-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](https://uclaextension.edu/WIB). To locate a California One-Stop Career Center go to [servicelocator.org](https://servicelocator.org) and enter your ZIP code.

## Private Educational Loans

Many leading institutions offer private loans for education. For more information on options for funding your education, see page 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\(a\)\(5\)\(v\)](https://www.ecfr.gov/current/title-34/chapter-I/subchapter-A/part-668.43) or visit [UCOP.edu](https://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](http://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](http://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](mailto: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](mailto:bamcertificate@uclaextension.edu).

## Ingrid Skulstad Williams Scholarship for Women

Available to women enrolled in certificates. For more information, visit [uclaextension.edu](http://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](http://uclaextension.edu/student-services/financial-aid-scholarships-discounts)

## Extension Grants

Limited Extension Grants are available each quarter for students with financial need. Up to \$400 in enrollment fees can be waived in no more than one limited-enrollment course and no more than two courses per quarter total. Extension Grants are not available for 800- or 900-series courses, XLC courses, online courses, or certificates eligible for federal financial aid (those marked with an arrow [▶] on pages 8–9). For more information, see *Financial Aid, Scholarships, and Discounts under Student Services* on our website. The filing period is August 3–18, 2020.

## Federal Loan & Grant Programs

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

## Private Educational Loans

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

## Veterans Educational Benefits

Certain UCLA Extension certificates are approved under the Veterans' educational benefits program (those marked with a plus sign [+] on pages 8–9). Those who are eligible should determine benefits and obtain authorization from the appropriate Veterans Administration Office prior to enrolling.

## Financial Assistance for Displaced Workers

You may be eligible for financial assistance through the Workforce Innovation and Opportunity Act and California's Workforce Development system, which you can apply toward earning a certificate (those marked with a square [■] on pages 8–9). Contact the Local Workforce Investment Area (LWIA) in your area to determine your eligibility and receive authorization to attend. For more information, visit [uclaextension.edu/WIB](http://uclaextension.edu/WIB). To locate a California One-Stop Career Center go to [servicelocator.org](http://servicelocator.org) and enter your ZIP code.

## AmeriCorps Awards

AmeriCorps alumni are eligible for education awards. For more information, visit [AmeriCorps.gov](http://AmeriCorps.gov) or see *Financial Aid, Scholarships, and Discounts under Student Services* on our website.

For more information about financial aid see page 162.



William and Laurel Hummel.

*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 |  
 Lover of classical music | Early blogger on personal finance | Author, *Money: What It Is and How It Works* |  
 World Traveler | Gardener | Photographer | Dog lover | Lifelong learner | Friend and supporter of UCLA Extension

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](https://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

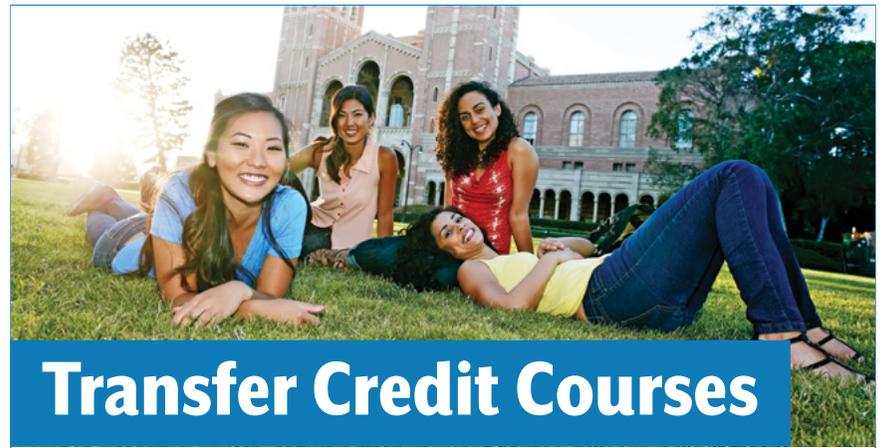
Homestead is a multidisciplinary design studio run by Eric Pieper—and a nomadic tribe of collaborative makers. As an art director with experience developing campaigns and design solutions for clients in advertising, music, fashion, and social justice, Eric leads the Homestead with a passion for progressive 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](https://homestead-studio.com) and on Instagram: [@homestead\\_studio](https://www.instagram.com/homestead_studio).



# ACCOUNTING, TAXATION & INTERNAL AUDIT



## 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.

### 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.

## 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](mailto:legal@uclaextension.edu) | (310) 825-0741

## 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.

**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](mailto:ggonzale@uclaextension.edu).

\*Certificate students must complete a minimum of 5 courses before enrolling in an internship.



## 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!



# 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 423.422 Ethics in Accounting**

2¼ years when taking one course a quarter

\$200 Candidacy Fee\*

\$6,885 Tuition costs.

### 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**

1 year when taking one course a quarter

\$100 Candidacy Fee\*

\$3060 Tuition costs

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

Internships are available to certificate students. Contact **Greg Gonzalez** at [ggonzale@uclaxextension.edu](mailto:ggonzale@uclaxextension.edu).

## Accounting & Bookkeeping

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

### Accounting

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

Reg# 377756

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

**Kurt Hull**, MBA, CPA, consultant

Reg# 377755

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Feb. 1

**Accelerated section.** Read chapters 1-3 before the first class.

Enrollment limited; early enrollment advised. 🌐 📖

**Deidra Duncan**, MBA, CPA

Reg# 377753

Fee: \$765

No refund after 19 Jan.

❖ Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm,

Jan. 5-Mar. 16 🌐 📖

**David Harmon**, MBA, CPA, CIA, CFE, CCSA

Reg# 377754

Fee: \$765

No refund after 15 Jan.

🌐 Hybrid

5 mtgs

Saturday, 9am-12pm, Jan. 9-Feb. 6

**Accelerated section.** Read chapters 1-3 before the first class.

Visitors not permitted. 🌐 📖

**Mark Frohnauer**, CPA, MBA, owner, Frohnauer & Associates

### MGMT X 1B

#### Principles of Financial Accounting II

4.0 units

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.

Reg# 377758

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

**Anne Rich**, PhD, MBA, BB, CPA, CMA

Reg# 377759

Fee: \$765

No refund after 19 Jan.

🌐 Hybrid

11 mtgs

Tuesday, 6:30-8pm, Jan. 5-Mar. 16 🌐 📖

**Richard Kim**, CPA, MBA

Reg# 377760

Fee: \$765

No refund after 21 Feb.

🌐 Online

Feb. 15-Mar. 15

**Accelerated section.** Read chapters 14-16 before the first class.

Enrollment limited. 🌐 📖

**Deidra Duncan**, MBA, CPA

Reg# 377757

Fee: \$765

No refund after 26 Feb.

🌐 Hybrid

5 mtgs

Saturday, 9am-12pm, Feb. 20-Mar. 20

**Accelerated section.** Read chapters 14-16 before the first class.

Visitors not permitted. 🌐 📖

**Mark Frohnauer**, CPA, MBA, owner, Frohnauer & Associates

### MGMT X 120A

#### Intermediate Accounting Theory and Practice

4.0 units 3.6 CEUs

This is the first course in the three-course Intermediate Accounting sequence. MGMT X 120A covers the interpretation, use, processing, and presentation of accounting information and the preparation of principal accounting statements. Topics include an overview of the conceptual framework of accounting; valuation; recording; and presentation of the balance sheet, income statement, and statement of cash flows. Students are introduced to time value of money concepts, as well as accounting for cash, receivables, and the first part of inventories. 🏠

Prerequisite(s): MGMT X 1A and MGMT X 1B Principles of Financial Accounting and MGMT X 422 Cost Accounting and Analysis, or consent of instructor.

Reg# 377762

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

**David Reinus**, MBA, CPA, owner, David Reinus, CPA

Reg# 377761

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

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

→ → →

### For More Information

[fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu) | (310) 206-1654 | [uclaextension.edu/accounting](http://uclaextension.edu/accounting)

# Prepare for Accounting

## Licensing Exams

### CPA Review

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

### CMA Exam Review

These review courses provide an overview to assist you in preparing for the CMA Exam. Instruction utilizes the IMA's

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.

### For More Information

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

Reg# 377763

**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

### 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**, MBT, 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

Thursday, 6:30-9:30pm,

Jan. 7-Mar. 18 🌐 📖

**Gary Krausz**, MAcc, CPA, accounting manager, Gurseys, 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.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

**Brenda Forde**, MBA, CPA

Reg# 377767

**Fee: \$765**

No refund after 19 Jan.

🌐 Hybrid

16 mtgs

Remote Instruction

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. Wolod**, CPA, JD, LLM

Reg# 377770

**Fee: \$765**

No refund after 19 Jan.

🌐 Hybrid

11 mtgs

Tuesday, 6-8pm, Jan. 5-Mar. 16 🌐 📖

**Brandon Tran**, CPA

# Accounting Specializations

## Stackable Accounting Specializations

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

### Focuses in Accounting Specialization Summary

4 Courses

**MGMT X 423 Financial Auditing**

**MGMT X 423.2 Internal Auditing**

**MGMT X 127 Federal Income Taxation**

**MGMT X 423.4 International Accounting**

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

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

Students who complete a specialization receive an Award of Completion. They also qualify for an internship. Contact **Greg Gonzalez** at [ggonzalez@uclaextension.edu](mailto:ggonzalez@uclaextension.edu) for more information.

# 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](http://uclaextension.edu/accounting)



## 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.

## 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\*.

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

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

You become a member of the UCLA Alumni Association.

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



## Vets Count Scholarship Fund

*Open application. Scholarships awarded annually.*

For active duty U.S. military personnel, veterans, and their immediate families who are interested in pursuing 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](mailto:vetscount@uclaextension.edu) | (310) 206-7247

### 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; receiverships, 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# 377772

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

Wendy Achilles, PhD, CPA

Reg# 377771

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 people who are preparing for careers in accounting or those currently in production planning, material control, production control, program management, and pricing and/or purchasing.

*Prerequisite(s):* MGMT X 1B Principles of Financial Accounting II.

Reg# 377774

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

Justin P Goss, CPA, MSA

Reg# 377773

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 also are discussed. Instruction emphasizes verification of the major items reported in clients' statements, audit programs, and case studies.

*Prerequisite(s):* MGMT X 120A, B, and C Intermediate Accounting Theory and Practice, or consent of instructor.

Reg# 377776

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

Kurt Hull, MBA, CPA, consultant

Reg# 377775

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited. 🌐 📖

Rosalyn Wong, CPA, CIA, 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, guaranties, grants, 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# 377777

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, MSBE, 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

Enrollment limited. 🌐

Deidra Duncan, MBA, CPA

### MGMT X 423.422

#### 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](mailto:jcaruso@uclaextension.edu) | (310) 206-1708 | [uclaextension.edu/pre-mba-studies](http://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.

**Prerequisite(s):** MGMT X 1A and MGMT X 1B Principles of Financial Accounting and MGMT X 127 Federal Income Taxation or consent of instructor.

Reg# 377780

**Fee: \$765**

No refund after 10 Jan.



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.



Jan. 4-Mar. 21

34 hours of MCLE credit available.

**Dale Wallis**, MS

Reg# 377778

**Fee: \$765**

No refund after 19 Jan.



11 mtgs

Tuesday, 6:30-8:30pm,

Jan. 5-Mar. 16

**Roderick Fong**, CPA, MBA, JD

MGMT X 423.423

## Integrating Sustainability into Financial Reporting

4.0 units 3.6 CEUs

Company financial statements are going green. Understanding and reporting on the impact of sustainability activities in financial reports is becoming increasingly necessary, both for ensuring compliance with financial reporting standards and to provide 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# 377781

**Fee: \$765**

No refund after 10 Jan.



Jan. 4-Mar. 21

Enrollment limited; early enrollment advised.

**Jess Stern**, CPA, LLC

MGMT X 423.44

## Intermediate Accounting Practice and Process

4.0 units 3.6 CEUs

This course is a presentation of accounting information, accounting statements, the time value of money, control of cash and receivables, inventory, the acquisition and disposal of property, plant and equipment, depreciation, liabilities, and equity. This course is designed for people with an undergraduate degree in something outside of finance who are working or looking to work in a position with financial responsibilities.

Reg# 377782

**Fee: \$765**

No refund after 10 Jan.



Jan. 4-Mar. 21

**Kendall L. Simmonds**, Sr. MBA

MGMT 827.7A

## Wiley CPAexcel CPA Review Program—Gold

The Wiley CPAexcel Gold CPA Review Course is a complete solution for CPA Exam success. It features unlimited access until you pass, with the highest quality online CPA review materials and an easy learning platform. With the Wiley CPAexcel Gold Review Course, you also get access to study guides, 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# 378017

**Fee: \$1,400**

No refund after enrollment.

Independent Study/Internship

**Uninstructed Lab**



# Bookkeeping

# Specialization

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**

and

**MGMT X 423.432 Accounting Using QuickBooks**

or

**MGMT X 423.433 Cloud Based QuickBooks**

1 year when taking one course a quarter

\$75 Candidacy Fee

\$3,090 Tuition costs

## For More Information

(310) 206-1654 | [uclaextension.edu/bookkeeping](http://uclaextension.edu/bookkeeping)

# Artificial Intelligence (AI)

# in Business and Finance

## New!

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

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

## Coming 2021

**MGMT X 430.2 Applying Data Science to Financial Services**

**MGMT 828.8 Introduction to AI for the Finance Industry**

## For More Information

[fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu) | (310) 206-7247

## 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.



## Taxation Programs

### Taxation Certificate

The Taxation Certificate is four courses long and is stackable with other Accounting, Finance, and Audit specializations. This program is designed for attorneys or CPAs looking into a tax specialization, students who are looking into a tax career, or current tax preparers looking to enhance their skills and advance their careers.

#### Certificate Summary

##### 4 Courses

**MGMT X 127 Federal Income Tax**

**MGMT X 427.III Federal Tax Practice, Research, and Ethics**

**MGMT X 427.9 Partnership Taxation**

**MGMT X 427.8 Taxation of Corporations and Shareholders**

*1 year when taking one course a quarter*

*\$100 Candidacy Fee*

*\$3,060 Tuition costs*

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

### Stackable Taxation Specializations

There are three stackable taxation specializations which would allow students to expand their knowledge into specific other aspects of taxation or continue on to gain the comprehensive knowledge within the field.

### Tax Planning for Individuals

#### Specialization Summary

##### 3 Courses

**MGMT X 427.12 Estate and Gift Taxation**

**MGMT X 439.3 Estate Planning**

**MGMT X 430.33 Income Taxation in Personal Financial Planning**

*3 quarters when taking one course a quarter*

*\$75 Candidacy Fee*

*\$2,295 Tuition costs*

### Tax Planning for Entities

#### Specialization Summary

##### 3 Courses

**MGMT X 427.13 Payroll Tax and Accounting**

**MGMT X 427.904 Retirement Plans and Other Employee Benefits**

and

**MGMT X 427.121 International Taxation**

or

**MGMT X 427.123 Nonprofit Organizations: Tax Compliance and Governance**

*3 quarters when taking one course a quarter*

*\$75 Candidacy Fee*

*\$2,295 Tuition costs*

### Enrolled Agent

#### Specialization Summary:

##### 4 Courses

**MGMT 822.12 Fundamentals of Tax Preparation**

**MGMT 822.22A Enrolled Agent Examination Preparation: Individuals**

**MGMT 822.22B Enrolled Agent Examination Preparation: Businesses**

**MGMT 822.22D Enrolled Agent Examination Preparation: Representation, Practice, and Procedures**

*Can be completed within 5 months.*

*\$75 Candidacy Fee*

*\$1,410 Tuition costs*

Internships are also available.

Contact **Greg Gonzalez** at [ggonzale@uclaextension.edu](mailto:ggonzale@uclaextension.edu) for more information.

### For More Information

(310) 206-1654 | [uclaextension.edu/taxation](http://uclaextension.edu/taxation)

## Enrolled Agent Specialization

The 4-course Enrolled Agent Specialization can be completed within 6 months and consists of a tax preparation foundation course and the Enrolled Agent (EA) Review instructor-led program which prepares students to sit for the Enrolled Agent certification examination.

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

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

### Candidacy Fee

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

### Required Courses:

**MGMT 822.12 Fundamentals of Tax Preparation**

*(may be waived under special conditions)*

**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](http://uclaextension.edu/taxation)

### MGMT 827.7B Wiley CPAexcel CPA Review Program—Platinum

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

Reg# 378018

**Fee: \$1,800**

*No refund after enrollment. Independent Study/Internship* 🌐

**Uninstructed Lab**

### Bookkeeping

#### MGMT X 423.430 Bookkeeping and Accounting Essentials I

4.0 units

This introductory course is the first course in the Bookkeeping Essentials sequence and provides an overview of the essential skills needed to be a successful bookkeeper. The course is ideal for bookkeepers and accountants who are early in their career or for individuals considering a career transition. Students learn the principles of double-entry bookkeeping, the basics of preparing financial statements, and how to analyze business transactions from an accounting standpoint. Topics include recording entries in a general ledger, preparing end-of-period worksheets and financial statements, and adjusting and closing entries accounting.

Additional topics include accounting for cash; preparing bank a reconciliation; a general overview of payroll accounting; employee earnings and deductions; employer taxes and reporting; using the payroll register and journal entries; accounting for sales, cash receipts, purchases, and cash payments; and accounting for merchandise inventory using weighted average, FIFO, and LIFO methods.

Reg# 377868

**Fee: \$765**

*No refund after 10 Jan.*

🌐 Online

Jan. 4-Mar. 21

Enrollment limited. 🌐 📖

**Jean Rhee**, MBA, CPA

#### MGMT X 423.431 Bookkeeping and Accounting Essentials II

4.0 units

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

*Prerequisite(s):* MGMT X 423.431 Bookkeeping and Accounting Essentials II

→ → →

Reg# 377869

**Fee: \$765**

No refund after 19 Jan.

❖ Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm,  
Jan. 5-Mar. 16 🌐 📖

Shaël B. Jacobson, CPA

MGMT X 423.432

### Accounting Using QuickBooks

4.0 units

This desktop and Windows-based course provides instruction on the objectives covered for the QuickBooks Certified User exam, covering both introductory and advanced aspects for using the program. Ideal for business owners, office managers, and bookkeepers, participants learn “hands-on” how to expertly navigate through QuickBooks using a combination of menu items, icons, and keyboard shortcuts. Participants have the opportunity to perform a number of day-to-day business transactions as well as view the reports that are available. This course also covers more advanced QuickBooks topics, including how to export existing items chart of accounts lists, how to use QuickBooks in multi-user mode, how to export reports to Excel, the workflow of the purchasing cycle in QuickBooks, setting up the payroll, and how to run a payroll cycle. Basic knowledge of bookkeeping is recommended and experience using QuickBooks is also helpful.

Reg# 377870

**Fee: \$765**

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Course utilizes PC-compatible QuickBooks software only. Students must purchase new textbook or ebook in order to receive complimentary access to the QuickBooks software. 🌐 📖

Crystalynn Shelton, BA, CPA, author, QuickBooks Certified ProAdvisor Advanced Online.

## Taxation

For more information call (310) 206-1708 or email [icaruso@uclaextension.edu](mailto:icaruso@uclaextension.edu).

**Students who plan to become tax professionals in industry or professional tax preparers are advised to enroll in the Taxation Certificate. Students are advised to complete MGMT X 1A and MGMT X 1B Principles of Accounting (or equivalent courses) before enrolling in the certificate, since these are prerequisites for many courses in the curriculum.**

MGMT X 127

### Federal Income Taxation

4.0 units 3.9 CEUs

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 exchanges; and capital gains and losses. 🏠

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

Reg# 377874

**Fee: \$835**

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited.

Wendy Achilles, PhD, CPA

Reg# 377875

**Fee: \$835**

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited.

Dana Leland, PhD

Reg# 377876

**Fee: \$835**

No refund after 19 Jan.

❖ Remote Instruction

13 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Two meetings to be arranged.

Nidal Ramadan, CPA, MBA, Internal Revenue agent

MGMT X 427.111

### Federal Tax Practice and Procedures

4.0 units 3.6 CEUs

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.

Reg# 377886

**Fee: \$765**

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited.

Steve Rubens, JD, MBA

MGMT X 427.121

### International Taxation

4.0 units

0.0 CEUs

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 how to identify the key international 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.

Reg# 377887

**Fee: \$765**

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited.

Steve Rubens, JD, MBA



## Review Programs

Credentials such as CPA, CFP, and EA can significantly enhance your marketability within the field. Employers know you have learned a standard set of skills, have an understanding of those skills, and are driven enough to complete the work required to earn the credential. This makes you less of a hiring risk for the potential employer and separates you for other candidates for the job or promotion.

There are two different aspects of preparing for these exams:

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

### 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**

### 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** 🌐

🌐 Hybrid

🌐 Online

## 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](mailto: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 (External) Auditing**

**MGMT X 423.2 Internal Auditing**

**MGMT X 423.421 Financial Investigations and Forensic Accounting**

**MGMT X 423.426 Ethically Managing Organizational Structures, Procedures and Processes**

**MGMT X 423.427 Information Technology (IT) Auditing**

**MGMT X 423.419 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 427.123 Nonprofit Organizations: Tax Compliance and Governance**

### Internship

(May be used as one elective)

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

### CIA Certification

The Certified Internal Auditor is the only globally accepted designation for internal auditors and is the standard by which internal auditing professionals demonstrate their knowledge and competence. For more information on earning the CIA certification, contact the Institute of Internal Auditors at (407) 937-1100, or visit [theiia.org](http://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 multinational payroll responsibilities as well as for those who are preparing for the Certified Payroll Professional (CPP) Examination. After completion, students should have the skills to set up a rudimentary payroll tax system for a small office or business, as well as setting up and/or operating a payroll system within a larger corporation. The deposit requirements, penalties, and how these forms are to be used and filed are covered in addition to some exposure to tax treaties. Lectures include the use of workbook examples and the completion of tax forms required by the taxing authorities.

Reg# 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 736 payments; death of partner; and setting up family and limited partnerships as an association for tax purposes. Prerequisite(s): MGMT X 127 Federal Income Taxation or equivalent experience and consent of instructor.

Prerequisite(s): MGMT X 127 Federal Income Taxation or equivalent experience and consent of instructor.

Reg# 377889

Fee: \$765

No refund after 10 Jan.

Online

Jan. 4-Mar. 21

Enrollment limited.

Edward Monsour, CPA, MBA, JD

## Internal Audit

### MGMT X 423.2

#### Internal Auditing

4.0 units

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

Prerequisite(s): MGMT X 120A, B, and C Intermediate Accounting Theory and Practice or consent of instructor.

Reg# 377858

Fee: \$765

No refund after 10 Jan.

Online

Jan. 4-Mar. 21

Enrollment limited.

Jim Tiao, BA, MBA, CIA, CISA

Reg# 377857

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 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# 377860

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

For More Information

(310) 206-1654 | [uclaextension.edu/internalaudit](http://uclaextension.edu/internalaudit)

# ARCHITECTURE & INTERIOR DESIGN

- |                        |                                    |
|------------------------|------------------------------------|
| 21 DESIGN FUNDAMENTALS | 25 PROFESSIONAL DEVELOPMENT        |
| 23 DESIGN SOFTWARE     | 26 MASTER OF INTERIOR ARCHITECTURE |
| 24 DESIGN STUDIOS      |                                    |
| 24 HISTORY OF DESIGN   |                                    |

For more information call (310) 825-9061.

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](http://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](http://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 [arc\\_id@uclaextension.edu](mailto:arc_id@uclaextension.edu), visit [arcid.uclaextension.edu](http://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# 377815

Fee: \$635

No refund after 12 Jan.

- ❖ Remote Instruction  
11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

**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.

### ARCH X 467.17A Design Communication I

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

Reg# 378100

Fee: \$799

No refund after 11 Jan.

- 🌐 Online  
Jan. 4-Mar. 21

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

Reg# 378099

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 Arc-ID Program. Mr. Leonardi heads his own independent practice as a licensed architect specializing in interior architecture, surface materials, historic conservation, and industrial design.

→ → →

Reg# 378097

Fee: \$799

No refund after 12 Jan.

- ❖ Remote Instruction  
11 mtgs  
Tuesday, 7-10pm, Jan. 5-Mar. 16

**Mamun Hashem**, BSc in architecture, The University of Texas at Arlington; Master of Interior Architecture, UCLA Extension-Cal Poly Pomona. Creator of Studio Mamun; freelance design professional with extensive formal training and a broad portfolio of experience from Gensler, HOK, Westfield, and Studio MAL.

Reg# 378098

Fee: \$799

No refund after 14 Jan.

- ❖ Remote Instruction  
11 mtgs

Thursday, 2:30-5:30pm, Jan. 7-Mar. 18

**Christopher Carr**, CID, BS, Art Center College of Design, founding principal of Wiehle-Carr architecture. His experience in the interior design and architecture informs his teaching in many areas of design. Many of his projects have received national acknowledgment and design awards.

### ARCH X 466E Design Communication II

6.0 units

This course further introduces the student to the use of line drawings as a medium for communicating design concepts. Beginning with the connections of architectural plan, section, and elevation, the course proceeds to explore the full range of constructed line drawings, including axonometric, one-point perspective, and model-making. This course uses U.S. standard basic units of length (inch, foot, yard, etc.), not the international metric system. Two conceptual design projects help develop skills in communicating design ideas.

*Prerequisite(s):* ARCH X 467.17A Design Communication I. Enrollment limited. This course is equivalent to Cal Poly Pomona INA 512.

Reg# 378092

Fee: \$799

No refund after 12 Jan.

- ❖ Remote Instruction  
11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

*One meeting to be arranged.* 🌐

**Patrick Allen**

Reg# 378091

Fee: \$799

No refund after 13 Jan.

- ❖ Remote Instruction  
11 mtgs

**Wednesday**, 7-10pm, Jan. 6-Mar. 17 Mamun Hashem, BSc in architecture, The University of Texas at Arlington; Master of Interior Architecture, UCLA Extension-Cal Poly Pomona. Creator of Studio Mamun; freelance design professional with extensive formal training and a broad portfolio of experience from Gensler, HOK, Westfield, and Studio MAL.

Reg# 378090

Fee: \$799

No refund after 14 Jan.

- ❖ Remote Instruction  
11 mtgs

Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

**Patrick Allen**

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.



# Contemporary Applications of Historical Design

## Part I & Part II

New

Gain a deep understanding of the historical decorative arts with **Gray Adams** in *Contemporary Applications of Historical Design Part I & II*.

*Part I* 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. *Part II* covers how ancient Egyptian, Greek, and Roman styles influenced Early and Late Neo-Classic, which in turn influenced Art Deco.

These courses can be taken separately and in any order.

Page 24.

### ARCH X 466F

#### Design Communication III

6.0 units

This course helps students translate 2D floor plans into 3D space. Exercises, including the creation of quick-sketch vignettes, expand the student's ability to visualize design concepts and communicate them rapidly and vividly.

*Prerequisite(s)*: ARCH X 466E Design Communication II.

Reg# 378094

Fee: \$799

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17 🌐

**Instructor to be announced**

Reg# 378093

Fee: \$799

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 1-4pm, Jan. 6-Mar. 17 🌐

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

### ARCH X 454A

#### Elements of Design I

4.0 units

An introduction to design fundamentals, including exercises in figure-ground relationships, color interaction, line, texture, shape, scale, balance, rhythm, emphasis, and organization of elements in the 2D plane, this course develops perceptual skills, sensitivity, creative awareness, and the technical ability necessary to handle a variety of design media.

→ → →

### 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# 378089

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 Arc-ID Program. Mr. Leonardi heads his own independent practice as a licensed architect specializing in interior architecture, surface materials, historic conservation, and industrial design.

Reg# 378088

Fee: \$799

No refund after 11 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐

**Alvalyn Lundgren**, BFA, Art Center College of Design, founder of Alvalyn Creative, a design practice focusing on visual branding and design for marketing. Her clients include CSUN, City of Los Angeles, Epson, Baxalta US, and Southern California Edison.

### ARCH X 452.1

#### Color Theory and Application

4.0 units

This course covers the study of the perception of color, its permutations, and its dimensions using traditional as well as contemporary methods with an emphasis on individual experimentation through lab exercises and demonstrations. Topics include the color wheel; Munsell and Albers theories; perception, symbolism, and psychology; pattern-painting techniques; and the applications of color theories to art, architecture, and interior design. Student projects and lectures combine intense exploration of theories with hands-on experience in a variety of media.

*Prerequisite(s)*: ARCH X 454A Elements of Design I or consent of program advisor.

Reg# 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

Wednesday, 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*.

### ARCH X 427.7

#### Surface Materials

4.0 units

An introduction to surface materials for interior designers, this course covers the selection and use of textiles, wall coverings, hard and soft surfaces, floor coverings, rugs, ceramic and vinyl tile, woods, and plastics. Instruction includes illustrated lectures, demonstrations, guest speakers, field trips, and research assignments.

*Prerequisite(s)*: All courses through the third quarter in the Interior Design Certificate (see curriculum sequence).

Reg# 378075

Fee: \$799

No refund after 12 Jan.

❖ Remote Instruction

11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16 🌐 📖

**Klara Kanai**, BA, Woodbury University; MA, Cal State L.A.; interior designer specializing in residential and commercial design; principal, Kanai & Associates, which offers a broad range of interior design services.

Reg# 378076

Fee: \$799

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

No meetings Jan. 18; Feb. 15. One meeting to be arranged. 🌐

**Mark Lewison**, MS, University of Massachusetts; principal, Mark Lewison Design. Mr. Lewison designs and markets interior design-centered software (apps) for smart devices. He has utilized his professional background to teach lighting design, surface materials, specifications, and design studio courses since 2007.

### ARCH X 467.15

#### Lighting Design

4.0 units

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

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

Reg# 378096

Fee: \$799

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.

**Mark Lewison**, MS, University of Massachusetts; principal, Mark Lewison Design. Mr. Lewison designs and markets interior design-centered software (apps) for smart devices. He has utilized his professional background to teach lighting design, surface materials, specifications, and design studio courses since 2007.

Reg# 378095

Fee: \$799

No refund after 12 Jan.

❖ Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

No meetings Jan. 18; Feb. 15. One meeting to be arranged.

**Kathy Pryzgoda**, BA in theatre, UCLA; owner/principal Designer, Light Studio LA, Inc. Credits: Design Within Reach Stores, Hollywood Bowl, Pacific Symphony, ABC's *World News Tonight*, Long Beach: Opera, Jazz Tap Ensemble. Recipient, UCLA Extension Arts Department Instructor of the Year Award, 2011.

## Design Software

### CAD COURSE REQUIREMENTS

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

**Note:** All computer courses are taught on a Windows platform in computer labs. Mac users may download Mac-compatible versions of AutoCAD, Photoshop, Illustrator, SketchUp/SketchUp Pro, and Podium for laptop or home use but will be responsible for learning mouse clicks or 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 versions of Illustrator and Photoshop.

Reg# 377818

**Fee: \$935**

No refund after 12 Jan.

- ❖ Remote Instruction  
11 mtgs

Tuesday, 3-6pm, Jan. 5-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# 377816

**Fee: \$935**

No refund after 12 Jan.

- 🌐 Online

Jan. 5-Mar. 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 Seaview 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.

Reg# 377827

**Fee: \$935**

No refund after 12 Jan.

- ❖ Remote Instruction  
11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

This course is equivalent to Cal Poly Pomona INA 550.

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# 377824

**Fee: \$935**

No refund after 12 Jan.

- 🌐 Online

Jan. 5-Mar. 16

This course is equivalent to Cal Poly Pomona INA 550. Attendance at the first class is mandatory.

Enrollment limited; early enrollment advised. 📖

**Beth Rabkin**, MArch, University of Pennsylvania; owner of creative design firm Seaview 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

Thursday, 2:30-6pm, Jan. 7-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-ASID-LEED AP BD+C; principal, EnviroTechno Architecture Incorporated. A graduate of UCLA Extension's Interior Design Program, Mr. de Moraes has been practicing for more than 30 years. His experience includes many well recognizable commercial, hospitality, and residential projects.

Reg# 377820

**Fee: \$935**

No refund after 14 Jan.

- 🌐 Online

Jan. 7-Mar. 18

This course is equivalent to Cal Poly Pomona INA 551. Enrollment limited; early enrollment advised. 🌐

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

Reg# 377819

**Fee: \$935**

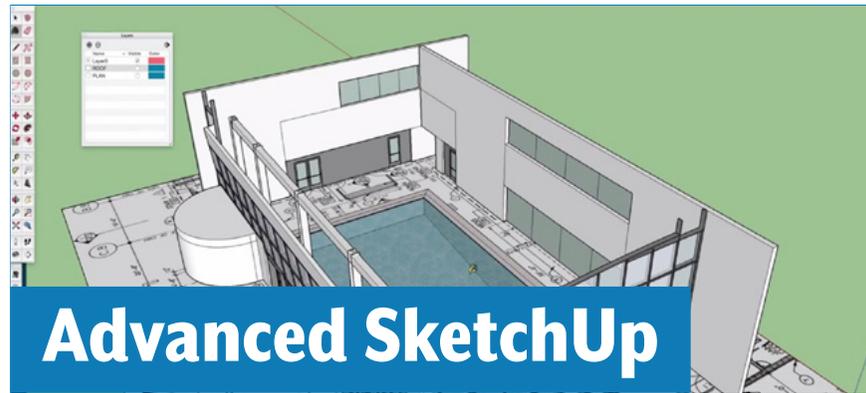
No refund after 14 Jan.

- 🌐 Online

Jan. 7-Mar. 18

This course is equivalent to Cal Poly Pomona INA 551. Enrollment limited; early enrollment advised. 🌐

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



## Advanced SketchUp

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

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.

### ARCH X 468.13A

#### Digital Presentation II: Revit Architecture I

4.0 units

Through lecture and demonstration, this hands-on workshop introduces the basic concepts and tools of Revit, a building information modeling program for architects and interior designers. Students are introduced to Revit's powerful 3D model organization to visualize, present, and create construction documents. Students 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# 377976

**Fee: \$935**

No refund after 12 Jan.

- 🌐 Online

Jan. 5-Mar. 16

This course is equivalent to Cal Poly Pomona INA 552.

Enrollment limited; early enrollment advised. 🌐

**Mark Owen**, BArch, Woodbury University; MArch, UCLA; professor of architecture, Woodbury University; director of technology, senior associate, Johnson Fain. The primary focus of his 20+ year career has been the integration of digital media and technology into the design, production, fabrication, and construction process.

Reg# 377977

**Fee: \$935**

No refund after 16 Jan.

- ❖ Remote Instruction  
10 mtgs

Saturday, 9am-12:30pm, Jan. 9-Mar. 13

This course is equivalent to Cal Poly Pomona INA 552. Attendance at the first class is mandatory.

Visitors only permitted at the first class if space allows. Internet access required to retrieve course materials. 🌐

**Ben Mansouri**, IDP, NCARB, pending AIA, MS in manufacturing engineering, Murray State University; Autodesk-certified BIM instructor with more than 20 years of architectural and structural experience. Mr. Mansouri received the UCLA Extension Arts Department Instructor of the Year Award, 2012.

### ARCH X 468.5B

#### Digital Presentation III: 3D CAD (Using SketchUp, SU Podium, and AutoCAD)

4.0 units

This continuation of ARCH X 468.5A Digital Presentation II: 2D CAD/AutoCAD covers the basic commands necessary to construct and view in 3D. Using SketchUp software, students draw a floor plan while simultaneously creating a complete 3D virtual building. Instruction covers the accurate drawing of walls, doors, windows, details, and other 3D objects. Additionally, the course covers numerous basic menu commands and other features, such as modifying, editing, offsetting, layers, line types, color, solid modeling, perspectives, rasterizing, layouts, printing, plotting, and methods for importing and exporting files between SketchUp and AutoCAD.

**Prerequisite(s):** ARCH X 468.5A Digital Presentation II: 2DCAD/AutoCAD. Software requirement: The most recent version of AutoCAD. A student version of the AutoDesk software will be provided for free upon proof of student status. Review CAD course requirements.

Reg# 377980

**Fee: \$935**

No refund after 12 Jan.

- 🌐 Online

Jan. 5-Mar. 16

This course is equivalent to Cal Poly Pomona INA 554. 🌐 📖

**Mark Owen**, BArch, Woodbury University; MArch, UCLA; professor of architecture, Woodbury University; director of technology, senior associate, Johnson Fain. The primary focus of his 20+ year career has been the integration of digital media and technology into the design, production, fabrication, and construction process.

Reg# 377979

**Fee: \$935**

No refund after 12 Jan.

- 🌐 Online

Jan. 5-Mar. 16

This course is equivalent to Cal Poly Pomona INA 554. 🌐 📖

**Mark Owen**, BArch, Woodbury University; MArch, UCLA; professor of architecture, Woodbury University; director of technology, senior associate, Johnson Fain. The primary focus of his 20+ year career has been the integration of digital media and technology into the design, production, fabrication, and construction process.



# 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

4.0 units

This continuation of 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 worksheets, room schedules, walkthroughs, and solar studies and utilize other advanced drawing features. *Prerequisite(s):* ARCH X 438.13A Revit Architecture I, or consent of instructor. *Software requirement:* The most recent version of Revit Architecture. A student version of the AutoDesk software will be provided for free upon proof of student status. Review CAD course requirements.

Reg# 377990

**Fee: \$935**

*No refund after 16 Jan.*

❖ *Remote Instruction*

10 mtgs

Saturday, 1-4:30pm, Jan. 9-Mar. 13

*This course is equivalent to Cal Poly Pomona INA 555.*

*Enrollment limited; early enrollment advised. Visitors only permitted at the first class if space allows.* 🌐

**Ben Mansouri**, IDP, NCARB, pending AIA, MS in manufacturing engineering, Murray State University; Autodesk-certified BIM instructor with more than 20 years of architectural and structural experience. Mr. Mansouri received the UCLA Extension Arts Department Instructor of the Year Award, 2012.

## ARCH X 468.6A SketchUp

2.0 units

This comprehensive hands-on workshop covers the basic 2D and 3D commands necessary to construct 3D objects and interiors using the award-winning SketchUp software. Developed for the conceptual stages of design, this "pencil of digital design" is powerful yet easy to learn. Students use an existing floor plan to design a project that incorporates 3D interiors and various types of renderings. Students learn advanced

commands, such as modifying, editing, and offsetting 3D objects. Additional topics are the fundamentals of creating textures, defining materials, using architectural dimensioning, using perspective and isometric views, creating sections, and editing text.

Reg# 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 Cataldo 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. 8-Mar. 14

*Software requirement: The most recent version of SketchUp.*

*Enrollment limited; early enrollment advised.* 🌐

**Orlando Flores**, BArch, Catholic University of El Salvador; AS in interior design, College of the Canyons. His professional experience includes mixed-use developments, affordable housing, hotels, high-end residences, and restaurants. He also consulted for Honda Performance Development and Cataldo 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 clearance requirements, as well as the required circulation and exit paths for a variety of building types.

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

Reg# 378080

**Fee: \$995**

*No refund after 13 Jan.*

❖ *Remote Instruction*

11 mtgs

Wednesday, 6:45-10pm, Jan. 6-Mar. 17

*Restricted course; call (310) 825-9061 for permission to enroll. Web enrollments automatically generate a "Permission to Enroll" request.* 🌐

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

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

*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, 6:45-10pm, Jan. 6-Mar. 17 🌐

**Ellen Lanet**, California licensed architect, BS in architecture from Cal Poly, San Luis Obispo. Ms. Lanet is the principal of a collaborative architectural design firm specializing in custom residential designs. Ms. Lanet has 25+ years of architectural and urban design practice in Los Angeles.

## 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# 378115

**Fee: \$449**

*No refund after 14 Jan.*

❖ *Remote Instruction*

6 mtgs

Thursday, 6:30-9:30pm, 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 1979. 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-Classical, 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.

Reg# 378116

Fee: \$449

No refund after 25 Feb.

❖ Remote Instruction

6 mtgs

Thursday, 6:30-9:30pm, Feb. 18-Mar. 18 🌐

**Gray Adams**, who has worked in the interior design field since 1976. He taught architectural history, decorative arts, and art history at various colleges in the Los Angeles area since 1979. He received multiple Outstanding Instructor of the Year awards at UCLA Extension and FIDM.

ARCH X 427.8B

**History of Environmental Arts: Part II**

4.0 units

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

Reg# 377812

Fee: \$799

No refund after 13 Jan.

🌐 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# 377811

Fee: \$799

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 2-5pm, Jan. 6-Mar. 17 🌐

**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.

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 movements in architecture, interior design, furniture, and decorative arts of the twentieth century. Subjects covered include Viennese Secessionism, Art Deco, Romantic Revivalism, De Stijl, Bauhaus, International Style, Mid-Century Modernism, Postmodernism, and Contemporary. 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 function, 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 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# 377813

Fee: \$799

No refund after 13 Jan.

🌐 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.

## Professional Development

For information on enrollment, location, and space availability call (800) 825-9971. For information on course content email [arc\\_id@uclaextension.edu](mailto:arc_id@uclaextension.edu), visit [arcid.uclaextension.edu](http://arcid.uclaextension.edu), or call (310) 825-9061.

ARCH X 443.40

**Accessories for Residential Interiors**

2.0 units

This concentrated six-week course examines the appropriateness, timing, aesthetics, function, and availability of accessories in residential interior design through slide demonstrations, guest lecturers, and field trips to the marketplace. Covers lamps and lighting, wall-hangings and art, area rugs and Oriental carpets, and antique accessories.

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, decorative arts, and art history at various colleges in the Los Angeles area since 1979. He received multiple Outstanding Instructor of the Year awards at UCLA Extension and FIDM.

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

ARCH X 497.10

**Interior Design Law I: The Designer-Client Relationship**

2.0 units

This course serves as an introduction to principles of contractual law as applied to the relationship between the interior designer and the client. The course emphasizes the designer-client relationship and incorporates analysis of a sample designer-client contract and reading of actual court cases involving interior designers. The course is appropriate for students with all levels of interior design education and experience, from Certificate or master's program students to students not enrolled in a program to practicing interior designers with years of work experience. After completion of this course, it is recommended, but not required, that

# Interior Design Law

Online

I: The Designer-Client Relationship

II: Intellectual Property, Trade Secrets, Unfair Competition, Employment, and Special Topics

Artist, engineer, entrepreneur, diplomat, therapist—these are some of the many hats that interior designers are required to wear in their practice. The diversity of roles also multiplies the number of potential legal perils that interior designers face.

The goal of the course is to help students develop an instinct for the legal issues that impact the interior designer's practice that might not be evident to the non-lawyer.

Interior Design Law II introduces students to fundamental principles regarding the different forms of business entities and contracts with employees and independent contractors. Each class can be taken independently and in any order.

Taught by **Henry Lien**, JD and private art dealer.

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students enroll in the companion course Interior Design Law II: Intellectual Property, Trade Secrets, Unfair Competition, Employment, and Special Topics.

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

**Interior Design Law II: Intellectual Property, Trade Secrets, Unfair Competition, Employment, and Special Topics**

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 apply to the interior design business. The course incorporates analysis of contracts and reading of actual court cases involving interior designers. The course is appropriate for students with all levels of interior design education and experience, from certificate or master's program students and students not enrolled in a program to practicing interior designers with years of work experience. Prior completion of Interior Design Law I: The Designer-Client Relationship is recommended but not required. No other prior preparation or coursework is required.

Reg# 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 interested 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 critique process. Lectures focus on the history of architecture in photography up through the medium's current trends. Demonstrations cover basic compositional and lighting techniques. *This course is equivalent to Cal Poly Pomona INA 560.*

Reg# 377975

Fee: \$579

No refund after 12 Jan.

🌐 Online

Jan. 5-Mar. 16

Due to the prevalence of digital technology in today's shelter publishing and printing industries, using Photoshop to manipulate imagery is integral to the process; students must have access to a digital camera and Photoshop.

Enrollment limited; early enrollment advised. 🌐

**Douglas Hill**, photographer of architecture and interior design who has been published in *Los Angeles Times Magazine*, *Metropolitan Home*, *Progressive Architecture*, *Architectural Record*, *Garden Design*, *Interior Architecture*, *A+U*, *Camera*, *Los Angeles Magazine*, *Hospitality Design*, *House Beautiful*, and *World Architecture*

ARCH X 406.6

**Residential Remodeling**

3.25 units

This introductory course explores current information on the challenges and pitfalls of residential remodeling. Remodeling is presented as a series of steps covering potential resale value; remodeling cost and financing; architectural planning and design; household safety considerations; geologic, site, and structural engineering; resistance to earthquake damage; home mechanical systems (electrical, plumbing, heating, and cooling); building department procedures and limitations; and residential construction. Illustrated lectures and a field trip are conducted by design professionals and craftspeople who specialize in remodeling. Participants also review the redistribution of existing space and the quest for new space to satisfy ever-changing modern lifestyle needs. Kitchens, family rooms, baths, and master suites receive special attention.

Reg# 377989

Fee: \$539

No refund after 15 Jan.

❖ Remote Instruction

11 mtgs

Friday, 10am-1pm, Jan. 8-Mar. 19

*This course is equivalent to Cal Poly Pomona INA 538.*

**Nareh Sargsyan**, BA, UCLA; AA 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 marketing expertise at leading L.A. art institutions.



# Master of Interior Architecture Degree

Presented in Academic Partnership  
with Cal State Polytechnic University, Pomona

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

The program has 2 levels:

## Prerequisite Foundation Level

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

## Required Advanced Level

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

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

## Key Program Facts

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

## 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, material, 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 handicap 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 nondiscountable.

**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# 378108

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 nondiscountable.

**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# 378102

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# 378104

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**, FAIA, 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.

Above: Rockefeller Partners Architects. Alana Homesley Interior Design. Photo by Eric Staudenmaier.

## For More Information

[arc\\_id@uclaextension.edu](mailto:arc_id@uclaextension.edu) | (310) 825-9061

For complete program, admissions, and curriculum information visit  
[arcid.uclaextension.edu/MIAprogram](http://arcid.uclaextension.edu/MIAprogram).

# Master of Interior Architecture

## Quarterly Curriculum Sequence

### Certificate Program: Prerequisite/Foundation Level Courses

1st Quarter	2nd Quarter	3rd Quarter
<b>Fundamentals of Interior Architecture</b> ARCH X 438/INA 501 (4 units)  <b>Design Communication I</b> ARCH X 467.17A/INA 511 (6 units)  <b>Elements of Design I</b> ARCH X 454A/INA 521 (4 units)	<b>Color Theory &amp; Application</b> ARCH X 452.1/INA 530 (4 units)  <b>Design Communication II</b> ARCH X 466E/INA 512 (6 units)  <b>Elements of Design II</b> ARCH X 454B/INA 522 (4 units)	<b>Digital Presentation I: Photoshop/Illustrator</b> ARCH X 468.20/INA 550 (4 units)  <b>Design Communication III</b> ARCH X 466F/INA 513 (6 units)  <b>History of Environmental Arts: Part I</b> ARCH X 427.8A/INA 561 (4 units) <i>Offered in Spring &amp; Fall only</i>
4th Quarter	5th Quarter	6th Quarter
<b>Digital Presentation II: 2D CAD/AutoCAD</b> ARCH X 468.5A/INA 551 (4 units) or <b>Digital Presentation II: Revit Architecture I</b> ARCH X 468.13A/INA 552 (4 units)  <b>Surface Materials</b> ARCH X 427.7/INA 541 (4 units)  <b>History of Environmental Arts: Part II</b> ARCH X 427.8B/INA 562 (4 units) <i>Offered in Summer &amp; Winter only</i>	<b>Digital Presentation III: 3D CAD/AutoCAD</b> ARCH X 468.5B/INA 554 (4 units) or <b>Digital Presentation III: Revit Architecture II</b> ARCH X 438.13B/INA 555 (4 units)  <b>Interior Architecture Studio I</b> Space Planning/Human Factors ARCH X 433/INA 505 (6 units)  <b>History of Environmental Arts: Part III</b> ARCH X 427.8C/INA 563 (4 units) <i>Offered in Spring &amp; Fall only</i>	<b>Lighting Design</b> ARCH X 467.15/INA 535 (4 units)  <b>Interior Architecture Studio II</b> Residential Design ARCH X 430A/INA 506 (6 units)  <b>History of Environmental Arts: Part IV</b> ARCH X 427.8D/INA 564 (4 units) <i>Offered in Summer &amp; Winter only</i>

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

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>Interior Architecture Studio A</b> Commercial Design ARCH X 430C/INA 5110 (6 units) <i>Not offered in Summer</i>  <b>Understanding Building Codes</b> ARCH X 427.20/INA 5130 (3 units)† <i>Not offered in Summer</i>  <b>Concept Driven Design:</b> <b>Visual Seminar and Studio</b> ARCH X 471.125/INA 5120 (4 units)† <i>Not offered in Summer</i> Electives or Internship*	<b>Interior Architecture Studio B</b> Special Topics ARCH X 471.19/INA 5210 (6 units) <i>Not offered in Fall</i>  <b>Research &amp; Programming Methodologies</b> ARCH X 497/INA 5220 (4 units)†  <b>Interior Detailing &amp; Building Systems</b> ARCH X 467.27B/INA 5230 (6 units)† Electives or Internship*	<b>Master's Project:</b> <b>Interior Architecture Studio</b> ARCH X 498.1/INA 6940 (8 units)†  <b>Business Strategies for Interior Architects</b> ARCH X 497.5/INA 6120 (4 units)  <b>Ecology of Design</b> ARCH X 467.55/INA 6130 (2 units) <i>Offered in Spring &amp; Fall only</i> Electives or Internship*	<b>Master's Project:</b> <b>Interior Architecture Documents</b> ARCH X 498/INA 6950 (8 units)†  <b>Project Management for Interior Architects</b> ARCH X 498.2/INA 6140 (4 units) <i>Offered in Spring &amp; Fall only</i> Electives or Internship*

### Electives

Professional Development	Decorating & Design	Internship & Independent Study
<b>Photographing Architecture &amp; Interiors</b> ARCH X 467.11A/INA 560 (4 units)  <b>SketchUp</b> ARCH X 468.6A (2 units)  <b>Advanced SketchUp</b> ARCH X 468.6B (2 units)  <b>Interior Design Law I</b> ARCH X 497.10 (2 units)  <b>Interior Design Law II</b> ARCH X 497.11 (2 units)  <b>Advanced Portfolio and Presentation Techniques</b> ARCH X 498.10 (4 units)  <b>Interior Rendering Techniques Using 3ds Max and V-Ray</b> ARCH X 498.12 (4 units)  <b>Interior Design in Films</b> ARCH X 498.22 (2 units)	<b>Residential Remodeling</b> ARCH X 406.6/INA 538 (3.25 units)  <b>Accessories for Residential Interiors</b> ARCH X 443.40 (2 units)  <b>Feng Shui for Designers &amp; Architects</b> ARCH X 443.45 (2 units)  <b>Furniture Design</b> ARCH X 461.4/INA 539 (4 units)  <b>Contemporary Applications of Historical Design: Part I</b> ARCH X 443.17 (2 units)  <b>Contemporary Applications of Historical Design: Part II</b> ARCH X 443.18 (2 units)	<b>Professional Internship</b> ARCH X 473/INA 5410/6990 (2 units)  <b>Independent Study</b> INA 591 (1-4 units)†

**Programming notes:** Some Master's Level courses, including the Master's Studio & Documents courses, are not offered every quarter. Class scheduling may not necessarily lead to completion in 1 year.

† Classes restricted to only MIA students. Registration through Cal Poly Pomona's BroncoDirect System. See course descriptions for more information.

\* 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](http://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](http://arcid.uclaextension.edu/MIAprogram).

## Course Icons Provide Information At-a-Glance

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

### ARCH X 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.*

→ → →

Reg# 378107

Fee: \$4,000

- ❖ Remote Instruction  
11 mtgs  
Wednesday, 5-10pm, Jan. 6-Mar. 17

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

*Instructor to be announced*

### 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 6940, 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. 4-Mar. 15

*No meetings Jan. 18; Feb. 15. Two meetings to be arranged.*

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

*Kate Svoboda-Spanbock*, MArch, Southern California Institute of Architecture, sole practitioner; president, Association for Women in Architecture; recipient of the UCLA Extension Department of the Arts Instructor of the Year Award, 2006.

### 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

- No refund after 12 Jan.*
- ❖ Remote Instruction  
11 mtgs  
Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

*This class is nondiscountable.*

*Joanne Kravetz*, CID #6711; BFA, UCLA; commercial interior designer and principal of J. Kravetz Planning & Design. She was recently appointed to the Leadership Corps of former Vice President Al Gore's Climate Reality Project.

### ARCH X 467.27B Interior Detailing and Building Systems

6.0 units  
The architecture of a structure and its building systems must be considered in the interior design process in order to meet functional and aesthetic criteria. This course deals with the basic construction and materials of both commercial and residential buildings and the process through which a building passes from concept to move-in. This includes components; connections; the mechanical systems necessary for heating, air-conditioning, electrical wiring, and plumbing; and the drawings required for professional interior design practice. On-site visits to construction sites supplement studio lectures, demonstrations, and projects.

*Prerequisite(s):* All courses through the fifth quarter in the Interior Design Certificate (see curriculum sequence). INA Graduate Standing. *This is a required course in the Master of Interior Architecture degree program.*

Reg# 378101

Fee: \$3,000

- ❖ Remote Instruction  
10 mtgs  
Thursday, 6-9:30pm, Jan. 7-Mar. 11

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

*Luis de Moraes*, AIA-ASID-LEED AP BD+C; principal, EnviroTechno Architecture Incorporated. A graduate of UCLA Extension's Interior Design Program, Mr. de Moraes has been practicing for more than 30 years. His experience includes many well recognizable commercial, hospitality, and residential projects.

### ARCH X 427.20 Understanding Building Codes

3.0 units  
*Prerequisite(s):* INA Graduate Standing. *This is a required course in the Master of Interior Architecture degree program.*

Reg# 378074

Fee: \$1,500

- ❖ Remote Instruction  
8 mtgs  
Wednesday, 7-10pm, Jan. 6-Mar. 10

*Course will not meet on two dates to be announced in class.*

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

*Andrew Ko*, PE; BS in civil engineering, UC Davis. Mr. Ko is a registered engineer working for the City of Los Angeles Fire Department as a fire protection engineering associate.

### ARCH X 473 Professional Interior Architecture Internship

2.0 units  
This internship provides an opportunity for interior design students to acquire appropriate hands-on experience in the interior architecture field. Qualified students are placed in job settings for a minimum of 136 hours, in which they can apply the content of their courses and become familiar with the day-to-day operation of an interior design firm. Open only to qualified students enrolled in the MIA degree program. Students currently working in a design office may petition for work experience to be validated as an internship.

*Prerequisite(s):* INA Graduate Standing and Graduate Coordinator Permission.

Reg# 378103

Fee: \$1,000

*No refund after TBD*  
*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.

# BUSINESS & MANAGEMENT



## LEADERSHIP & MANAGEMENT

- 30 Business Analyst
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- 35 **HUMAN RESOURCES MANAGEMENT**
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- 39 Marketing & Advertising
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## Related Fields of Study

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| 95 Finance & Investments                 | 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

**Knowledge.**

**Connections.**

**Growth.**

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](http://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.

# Advanced Leadership

## Certificate

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

This new certificate program develops and enhances skills applicable to leading in the private sector, non-profit organizations, and government departments. Our course design contexts include but are not limited to global project management, diverse 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

## Internships

### Broaden Your Skills with Real-World Experience

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

To request an application, email [industrysegmentprograms@uclaextension.edu](mailto:industrysegmentprograms@uclaextension.edu).

**Emergency Management and Homeland Security**

Page 30.

**Enterprise Risk Management**

**International Trade and Commerce**

**Real Estate**

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To request an application, email [bamcertificate@uclaextension.edu](mailto: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.*

## Leadership & Management

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

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

## Business Analysis

For more information call (310) 794-5470.

MGMT X 430.713

### Requirements Elicitation and Analysis

4.0 units  
This course focuses on techniques to plan and manage the elicitation (draw out information or a response to gain understanding of the organizational problem/opportunity) process. Business analysis studies argue that 60-70 percent of projects that fail to deliver on time or on budget are victims of inadequate requirements. More positively noted, improvements in documentation, communication, and management of requirements (e.g. thorough elicitation) lead to increased project successes. This course not only builds on related certificate program courses but teaches a formal process—from building the necessary project team to sign-offs of all key individual/department team members.

Reg# 377227

Fee: \$765

No refund after 8 Jan.

Online

Jan. 4-Mar. 14

Enrollment limited; early enrollment advised. Visitors not permitted.

Maureen McVey, CBAP

MGMT X 430.715

### Solution Assessment, Validation, and Implementation

4.0 units

The solution, assessment, validation, and implementation of issues and/or opportunities depends on the quality alternatives identified through requirements gatherings and analysis. In this final process step, the business analyst can strategically propose and model effective solutions within the context of the organization. Key "deliverables" in this course include development of estimates for time and the resources and budgets required to implement solutions that meet the project requirements. Additionally, this course focuses on how to design and implement solutions with measurable, reportable outcomes. Business analysts are accountable for proposed solutions just as they are accountable for prior process steps. In this class, the student learns to facilitate the solution process: developing alternatives, solution selection, ensuring usability, supporting the quality assurance, and on-time, on-budget implementation. The ability to assess projects after implementation is included as a key component of a business analyst's job, therefore learning how to evaluate internal reporting technology options, as well as reporting formats is a prerequisite for future assessment and validation of the solution(s). Effective stakeholder communications of the impacts and post-implementation reviews and assessments are a part of the business analyst's responsibilities and are included in this course.

Reg# 377228

Fee: \$765

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised. Visitors not permitted.

Shannon Cichocki, MBA

## Emergency Management & Homeland Security

For more information call (310) 794-5470.

MGMT X 408.802

### Fundamentals of Emergency Preparedness

4.0 units

This course moves into the real-world work environment and builds your know-how in many specific job functions: understanding senior management's commitment to organizational preparedness for disasters, both inside the company and external to the company; interorganizational collaboration and trust in preparedness planning; preparing the inventories of employees, assets, suppliers, and customers; identification of all organizational stakeholders; identification of key departments and employees who have critical roles in preparedness and a description of each role; basics of verbal and written plan communication and distribution; developing a preparedness plan; federal, state, and local compliance issues and regulations; and understanding your organization's "community" and "external networks" in crisis planning, management, and recovery. *Prerequisite(s):* MGMT X 408.801 Emergency Preparedness and Homeland Security: An Overview (may be taken concurrently). In addition to standard technical requirements, students are required to have a computer with an internal/external microphone.

Reg# 377223

Fee: \$765

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

Paul Myers, PhD, CEM; director of Content Management, REMS TA Center.

MGMT X 408.804

### Testing, Training, and Exercises for Business and Government Agencies

4.0 units

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

Reg# 377224

Fee: \$765

No refund after 7 Jan.

Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised. Visitors not permitted.

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

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.



## 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](mailto:industrysegmentprograms@uclaextension.edu) | (310) 206-2714  
[uclaextension.edu/risk](http://uclaextension.edu/risk)

### MGMT X 408.806 Internship in Emergency and Risk Management

4.0 units  
 This internship—which may be taken as a substitute for Building the Preparedness Plan—provides practical experience and application of the knowledge and skills learned in the previous courses. Emergency Management and Homeland Security Certificate students intern for a minimum of 120 hours with sponsoring companies, businesses, and organizations—who have no obligation to provide compensation. Internship projects may include, but are not limited to, assisting in preparedness plan development, client communications support, community preparedness, and research.  
**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) 825-9351 to confirm eligibility.

Web enrollments require the submission of an initial application. Initial application must be submitted one week before the quarter begins. Our advisor will contact you after initial application review.

Visitors not permitted. Restricted course. 🌐

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

### Enterprise Risk Management

For more information call (310) 206-4271 or email [bamcertificate@uclaextension.edu](mailto: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 ERM implementation and learn techniques to overcome them. Internal and external influences on an organization's risk management approach are also examined. Students are introduced to enterprise risk assessment methods and facilitation techniques. The course includes student work with selected case exercises that reinforce key learning objectives.

**Prerequisite(s):** MGMT X 408.809 Foundations of Enterprise Risk Management or consent of instructor.

Reg# 377226

Fee: \$765

No refund after 8 Jan.

🌐 Online  
 Jan. 4-Mar. 15

Enrollment limited; early enrollment recommended. 🌐 📖

**Kristina Narvaez**, MBA

## Emergency Management & Homeland Security (EMHS) Certificate

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

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

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

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

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

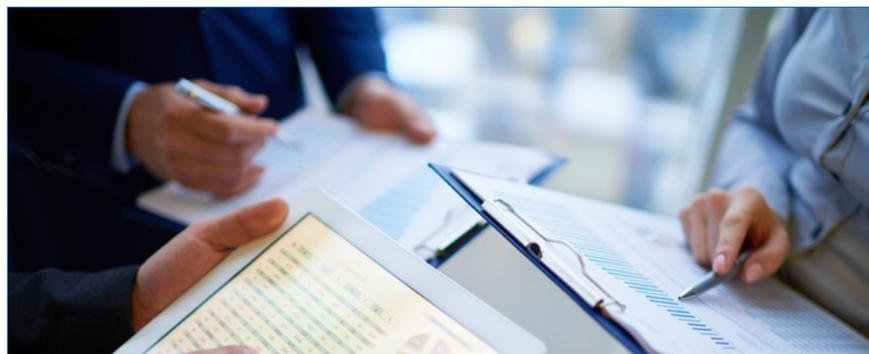
For Complete Details and Program Information  
 (310) 206-2714 | [uclaextension.edu/homeland](http://uclaextension.edu/homeland)



## 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!



## 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](https://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](mailto: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.

#### For More information

[jcaruso@uclaextension.edu](mailto:jcaruso@uclaextension.edu) | (310) 206-1708 | [uclaextension.edu/pre-mba-studies](https://uclaextension.edu/pre-mba-studies)



## Our Courses, Your Career

### Take the Next Step

#### Business Communications

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

#### Strategic Branding and Public Relations

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

#### Professional Selling and Sales Management

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

**For More Information**  
(310) 206-4271



## General Business Certificates

#### 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.

#### Business Fundamentals Certificate

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

#### Candidacy Fee

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

**For More Information**  
[uclaextension.edu/bmlp](http://uclaextension.edu/bmlp)

## General Business Studies

### MGMT 891.02 Business Ethics

1.8 CEUs  
We face an increasing number of ethical issues in the business world and in our personal lives. The business scandals of recent years have highlighted the importance of ethical behavior in the business environment. For CEOs and all business professionals, a solid ethical foundation must be the basis from which one builds a business career. This seminar covers the elements necessary to make ethical decisions by defining the key definitions, issues, and theories of business ethics. Through class discussions and case studies, students explore the theoretical foundations of business ethics and learn how to develop an ability to recognize and address ethical questions. You leave the seminar with a better understanding of the challenges of ethical business practices.

Reg# 377221

**Fee: \$250**

No refund after 31 Jan.



Online

Jan. 25-Feb. 8

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

Enrollment limited; early enrollment advised. 🌐

Glenn Turner, JD, president, LDG Consulting

Reg# 377222

**Fee: \$250**

No refund after 28 Feb.



Online

Feb. 22-Mar. 8

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

Enrollment limited. 🌐

Laura Jacobus, JD

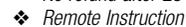
### MGMT 893 Managing Conflict and Disagreement

0.6 CEUs  
Managing conflict is a critical part of every manager's and supervisor's job. This highly interactive seminar provides you with practice in the basics of using key techniques to resolve conflict in today's organizations. You assess your own conflict management styles and practice effective communication and listening techniques, trust building, and constructive framing of issues to assist in resolution. Conflict strategy choices include claiming maximum value for self or creating value for all parties. Negotiation techniques include identifying issues and interests, compromise, trading off interests, and packaging proposals. You also explore the impact of different values and expectations in producing conflict, including the common conflicts of independence vs. group cohesion and rules/structure vs. flexibility.

Reg# 377364

**Fee: \$245**

No refund after 28 Jan.



Remote Instruction

2 mtgs

Thursday, Friday, 1-4pm, Feb. 4-5

Joseph P. Reynolds, BA, MDiv/STM, director, JPR Communication

→ → →



## Starting or Growing Your Business

### Key Courses for Today's World

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

#### MGMT X 497.610 Developing a Business Plan

Page 35.

#### MGMT X 497.615 Establishing a Successful Business

Page 35.

#### MGMT X 497.613 Fundamentals of Business Administration and Management

Page 35.

🌐 Also offered online.

# Business

## Communications Courses

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

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

**MGMT X 109 Business Communications**  
(4 units)

**MGMT X 482.202 Organizational Communication** (4 units)

**MGMT X 490.8 Cross-Cultural Communication and Management in a Global Workforce** (4 units)

**MGMT X 482.7 The Dynamics of Interpersonal Communication** (4 units)

**MGMT X 469.15 Crisis Management and Communications** (2 units)

**ENGL X 401.6 Intensive Grammar and Punctuation Review** (4 units)

**ENGL X 418I Business Writing** (4 units)

**MGMT X 460.494 New Business Development and Pitching the Perfect Presentation** (4 units)

**MGMT X 469.21 Best Practices in Social Media for the Communications Professional** (2 units)

**MGMT X 469.26 Digital Communications Strategies** (4 units)

**MGMT X 469.27 Corporate Communications** (4 units)

**MGMT X 490.996 Leadership Communication Strategies** (4 units)

**SPEECH X 417I Public Speaking for Professionals** (4 units)

### For More Information

(310) 206-4271 | [uclaextension.edu/businessCom](http://uclaextension.edu/businessCom)

### MGMT X 190 Management Theory, Policy, and Process

4.0 units

This course presents the theory and application of managerial functions; the processes of planning, organizing, leading, and controlling in a wide variety of organizational settings; and how the management of people and resources can accomplish organizational goals. Systems theory, contingency approaches, and socio-technical systems are used to explain managerial problem solving and decision making in organizational contexts and a global environment. Other topics include motivation and participation, leadership and communication, management information systems, human resources management, management of technology, managerial ethics, and other contemporary management issues. 🏠

Reg# 377329

Fee: \$765

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. 📖

**Matthew Friedman**, MBA, PHR; director, Human Resources, Career Education Corporation. → → →

### MGMT X 493.12 Leadership Behaviors, Diversity, and Cultures

4.0 units

This is a collaborative course that examines what constitutes “effective” leadership across cultures. The underlying theme is that the skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. By exploring the ways in which specific characteristics are valued differently by different cultures, you acquire frameworks for assessing how to approach a work assignment in a culture that is not their own. Everyone is expected to work in cross-cultural groups to the extent possible based on enrollments. The weekly readings target particular aspects of cultural differentiation. Working within those topics, the student teams are asked to describe aspects of leadership in particular cultures based on their research and/or personal experiences. Students use both formal presentations and informal discussions to engage each other in learning about different cultural expectations. The goal of the course is to help prepare students for business assignments outside of their native countries. → → →

## Small Business

## Management &

## Technology Courses

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

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

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

**MGMT X 497.610 Developing a Business Plan** (4 units)

**MGMT X 497.611 Financial Tools for Business Growth** (4 units)

Only offered next winter.

**MGMT X 497.612 Marketing and Sales Strategies for Entrepreneurial Business** (4 units)

**MGMT X 497.613 Fundamentals of Business Administration and Management** (4 units)

**MGMT X 497.614 Legal Compliance & Negotiating Skills** (4 units)

**MGMT X 497.615 Establishing a Successful Business** (4 units)

Courses begin on page 35.

### For More Information

(310) 206-1654

Reg# 377332

Fee: \$765

No refund after 22 Jan.

🌐 Hybrid

3 mtgs

Saturday, 9am-1pm, Jan. 23; Feb. 27; Mar. 13

Enrollment limited; early enrollment advised. 📖

**Sarah Smith Orr**, PhD, owner, Smith Orr & Associates

**Chris Cartwright**, MPA, EdD, Intercultural & Global Leadership Assessment Consultant

## Communication Skills

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

SPEECH 825

### Working Through the Fear of Public Speaking

3.0 CEUs

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

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

📖 REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

Reg# 377363

Fee: \$765

No refund after 29 Dec.

- ❖ Remote Instruction

10 mtgs  
Tuesday, 7-10pm, Jan. 5-Mar. 9

Pamela Kelly, MA, PK Communications Skills Training and Coaching

### MGMT X 109 Business Communications

4.0 units

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

Reg# 377362

Fee: \$765

No refund after 29 Dec.

- 🕒 Hybrid

11 mtgs  
Tuesday, 6:30-8pm, Jan. 5-Mar. 16

Robert Villanueva, MBA, senior manager.

### MGMT X 482.202 Organizational Communication

4.0 units

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

Reg# 377330

Fee: \$765

No refund after 8 Jan.

- 🌐 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. 🌐 📖

Steve Horowitz, PhD, management consultant, New Freedom Communications

### MGMT X 490.996 Leadership Communication Strategies

4.0 units

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

Reg# 377331

Fee: \$765

No refund after 19 Jan.

- 🕒 Hybrid

11 mtgs  
Wednesday, 6:30-8pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. 🌐 📖

Thomas McCluskey, MS, president, 551 Productions

## Entrepreneurship & Small Business Management

Certificates:

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

MGMT X 497.52

### Entrepreneurship and New Venture Formation

4.0 units

This course surveys the factors essential for turning a "great idea" into a successful business and explores various benefits/costs of sole proprietorships, partnerships, corporations, and franchises. Topics include market surveys; site analysis; permits and licenses; patents and protection of ideas; risk management; legal requirements and regulations; capital requirements and financing sources; determining the costs and prices of goods and services; advertising and marketing; record keeping; and lines of credit and cash flow requirements.

Reg# 377351

Fee: \$795

No refund after 20 Jan.

- 🕒 Hybrid

11 mtgs

Thursday, 6:30-8pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised. 🌐

Karen Carr-Crawford, MPA, president, Carr &amp; Crawford Marketing

MGMT X 497.610

### Developing a Business Plan

4.0 units

Learn all aspects of creating a solid first draft of your own business plan. This course begins with a comprehensive "situation analysis" of your (or your employer's) small business (or case study, if more applicable). You then learn the key components for creating an effective business plan: knowing your existing customers, targeting future customers, customer value formulation, income statement and balance sheet forecasting, revenue forecasting methodologies, competitor assessment and emerging company/product/service competitors, and understanding the pitfalls of small business development. In addition, you look at building and planning an efficient business infrastructure (systems, technology, third-party software); small business finance, cash flow, debt, and financing alternatives; transitioning from personal guarantees and credit lines to a self-financing business model; effectively planning, hiring, and training staff with high potential; the legal aspects of organizing and managing a small business; negotiating skills; and setting day-to-day priorities with the business plan in mind. With these skills, you can build a solid first draft of your business plan.

Reg# 377352

Fee: \$765

No refund after 17 Jan.

- 🕒 Hybrid

9 mtgs

Monday, 6:30-8pm, Jan. 4-Mar. 15

No meetings Jan. 18; Feb. 15. Two meetings to be arranged.

Enrollment limited; early enrollment advised. 🌐

Instructor to be announced

Reg# 377353

Fee: \$765

No refund after 9 Jan.

- 🌐 Online

Jan. 5-Mar. 21

Enrollment limited; early enrollment advised. 🌐

C. Scott Hindell, principal, Hindell Consulting

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/service publicity; designing and creating advertising and brochures; selecting, organizing, and motivating sales representatives and dealer/distribution organizations; marketing on the Internet; market research; and selecting and using the right advertising medium.

Reg# 377354

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 marketing, and a lack of financial competency. The bottom line is that most managers don't know how to properly systematize, structure, and manage their businesses. They don't know because they're not aware of where or how to find this information. This course is designed to teach students how to properly structure, systematize, and manage a business of any size or type, service, or product—and in any industry.

Reg# 377356

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

Reg# 377355

Fee: \$765

No refund after 18 Jan.

- 🕒 Hybrid

11 mtgs

Tuesday, 6:30-8pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised. 🌐 📖

Dr. Mark Romejko, EdD, business manager, Jet Propulsion Laboratory (JPL)

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 increasing your negotiating skills with initial 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.

Reg# 377357

Fee: \$765

No refund after 8 Jan.

- 🌐 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. 🌐 📖

Ron Monard, JD, BA, professor, Webster University

MGMT X 497.615

### Establishing a Successful Business

4.0 units

The key to reducing the risks and increasing the chances of success in business is to develop a business model that delivers unique value. To accomplish this, you must be able to objectively analyze the competitive landscape and innovate and articulate your unique value, so you can implement a strategy and anticipate the financial rewards. This course examines the essential elements of success. Designed for business owners, key executives, managers, and those developing a business, the course teaches participants how to define a business model and strategy that equips their company to thrive, even in intensely competitive industries. Topics include competitive analysis, creating and defining a unique selling advantage, identifying the customer, and honing a strategy. Real-world situations are used for examples of application. Participants leave with the tools to develop a business model and strategy that creates value and allows them to work on their business instead of for their business.

Reg# 377358

Fee: \$765

No refund after 19 Jan.

- 🕒 Hybrid

11 mtgs

Wednesday, 6:30-8pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. 🌐 📖

C. Scott Hindell, principal, Hindell Consulting

## Human Resources Management

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

Reg# 377333

Fee: \$765

No refund after 29 Dec.

- 🕒 Hybrid

11 mtgs

Tuesday, 6:30-8pm, Jan. 5-Mar. 16

The HR Certification Institute requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Eligibility is determined by the HR Certification Institute. If you wish to take the PHR or SPHR exam, you must complete a separate application form online through the HR Certification Institute. Neither the HRCP (Human Resource Certification Preparation) materials nor this course is a substitute for the certification examination. Students are solely responsible for verifying their eligibility to sit for the exam directly with HRCI. For more information on eligibility, exam dates, or to apply to take the exam, visit [hrci.org](http://hrci.org). Students are expected to purchase the Complete HRCP Program on their own at [hrcp.com/products](http://hrcp.com/products). After enrolling in this class, please contact Eddie Fisher at [efisher@unex.ucla.edu](mailto:efisher@unex.ucla.edu) to receive a discount code for purchasing the HRCP materials. Students are advised to order all materials as early as possible, so that they're ready to begin reading and working with practice test questions on the first day of class. Fee does not cover PHR and SPHR exam registration costs.

Enrollment limited; early enrollment advised. 🌐

Karen Nash, BA, SPHR, SHRM-SCP



## 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 450.50 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)

## Finish 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.

For More Information

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

### MGMT 859.50 Ethics for Human Resources Professionals

1.8 CEUs

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

Reg# 377335

Fee: \$415

No refund after 15 Jan.

🌐 Online

Jan. 11-Feb. 21

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

Enrollment limited; early enrollment advised. 🌐 📖

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

**Susmitha Valvekar**, MA, MPhil, certified in human resource administration

Reg# 377334

Fee: \$415

No refund after 21 Jan.

🌐 Hybrid

3 mtgs

Friday, 2-4pm, Jan. 22-Feb. 5

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

Enrollment limited; early enrollment advised. Visitors not permitted. 🌐

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

### MGMT 859.61 Performance Management Best Practices

0.6 CEUs

Performance management is the process of making your staff more effective, efficient, and productive. It is "How to Manage." This seminar will introduce the 10 steps it takes to be a successful manager and improve and/or maintain great employee performance, which is

needed to compete in your marketplace and make your department and organization prosperous. Areas covered in this class are: assigning the right work to motivate staff and reduce your workload; setting up employees for success; staying in touch with their progress without micromanaging; improving staff skills, behaviors, and attitudes so that they can do high quality work; evaluating performance; and if necessary, risk-averse yet compassionate separation methods.

Reg# 377743

Fee: \$245

No refund after 11 Feb.

❖ Remote Instruction

3 mtgs

Friday, 2-4pm, Feb. 12-26

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

### MGMT X 450 Elements of Human Resources Management

4.0 units

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

Reg# 377336

Fee: \$765

No refund after 17 Jan.

🌐 Hybrid

9 mtgs

Monday, 6:30-8pm, Jan. 4-Mar. 15

No meetings Jan. 18; Feb. 15. Two meetings to be arranged.

Enrollment limited; early enrollment advised. 🌐

**Wayne P. Schulman**, MA, JD, CBP, senior vice president-general counsel, Logix Federal Credit Union

Reg# 377337

Fee: \$765

No refund after 15 Jan.

🌐 Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised. 🌐

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

## MGMT X 450.03

**Financial Aspects of Human Resources Management**

4.0 units

To be a successful business partner with management, the human resources professional needs to effectively understand and manage the financial aspects of his/her HR department, as well as the impact of the employees on the organization's bottom line. Emphasis is placed on the organization's bottom line. Emphasis is placed on the organization's bottom line. Emphasis is placed on the organization's bottom line.

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

Reg# 377338

Fee: \$765

No refund after 15 Jan.

Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised.  

**Tina Xu**, MBA, CPA, founder and principal consultant, Total Enterprise Solution

## MGMT X 450.2

**Talent Acquisition**

4.0 units

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

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

Reg# 377339

Fee: \$765

No refund after 18 Jan.

Hybrid

11 mtgs

Tuesday, 6:30-8pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.  

**Sal Sangi**, MA, HR consultant

Reg# 377340

Fee: \$765

No refund after 15 Jan.

Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised.  

**Donald B. Burnell**, PhD, principal, Human Capital Management Services, The Burnell Group, LLC

## MGMT X 450.31

**Compensation Programs: Administration and Design**

4.0 units

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

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

→ → →

Reg# 377341

Fee: \$765

No refund after 15 Jan.

Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised.  

**Kathy Gilroy**, MA, human resources manager, Safety Insurance

## MGMT X 450.32

**Benefits Programs: Administration and Design**

4.0 units

Employee benefits are expensive and important to any organization, accounting for nearly 40 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, 6:30-8pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. 

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

## MGMT X 450.34

**Employee Relations and Legal Aspects of Human Resources Management**

4.0 units

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

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

Reg# 377342

Fee: \$765

No refund after 15 Jan.

Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised.  

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

## MGMT X 450.35

**Strategic Human Resources Management**

4.0 units

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

# PHR & SPHR Exam

## 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 35.

### For More Information

(310) 825-2012

*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

## 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 instructor acts as an internship coordinator to monitor the internship throughout to ensure a substantive learning experience.

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

Reg# 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.

## 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# 377345

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

# International Trade & Commerce Certificate

The 36-unit International Trade & Commerce Certificate offers a broad and comprehensive curriculum.

Students may complete the certificate with or without a concentration. Many of the individual courses are also offered online.

All courses to be applied toward this certificate must be taken for a letter grade. 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 460.902 Introduction to International Business** (4 units)

**MGMT X 460.903 Fundamentals of International Trade** (4 units)

**MGMT X 460.961 Global Business Skills: Planning and Negotiation Strategies** (4 units)

**MGMT X 460.99 International Business Management** (4 units)

**MGMT X 460.95 International Business Policies and Strategies** (4 units)

**MGMT 891.02 Business Ethics** (0.6 CEUs)

## Group B: Elective Courses

Students must complete 4 elective courses (16 units)

**MGMT X 460.91 Export Documentation, Traffic, and Banking** (4 units)

**MGMT X 460.912 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 460.951 Internship in International Trade and Commerce** (4 units)

**MGMT X 460.952 Doing Business in the U.S.** (4 units)

**MGMT X 460.987 Doing Business in Latin America** (4 units)

**MGMT X 460.989 Doing Business in China** (4 units)

## For More Information

(310) 206-2714 | [uclaextension.edu/internationaltrade](http://uclaextension.edu/internationaltrade)

# Social Media & Digital Analytics

Learn the latest in digital marketing with our expert instructors!

**MGMT X 460.394 Digital Marketing**

Page 40.

**MGMT X 460.398 Social Media Marketing**

Page 40.

**MGMT X 470.10 Digital Analytics**

Page 42.

**MGMT X 471.10 Marketing with Google Ads**

Page 42.

## For More Information

(310) 825-4192

## MGMT X 482.203 Advanced Human Resources Management

4.0 units

This advanced course is designed for HR professionals who wish to make an effective contribution at a strategic level in today's rapidly changing organizations, internally or as external consultants. Students integrate the knowledge gained through previous coursework and experience and build on that conceptual foundation. Emerging issues in human resource management are discussed. Covered topics include: transforming HR from the outside in, HR professionals as strategic partners, the six domains of HR competencies, advanced communication and negotiation tactics for effective dialogue with senior management, designing strategies to re-engage employees and heighten productivity, understanding and addressing the increasing multi-generational issues, and implementing a retention strategy that addresses the needs of all generations. Advanced HR management skills, such as consultation skills, coaching, change management, and facilitation skills are explored and practiced. Students learn how to safeguard their organization's bottom-line by acquiring the high-level skills needed to excel as an HR leader.

*Prerequisite(s):* MGMT X 450 Elements of Human Resources Management or consent of instructor. Completion of all required core classes or minimum of two years of work experience.

Reg# 377347

Fee: \$765

No refund after 15 Jan.

Online

Jan. 11-Mar. 14

Enrollment limited; early enrollment advised. 🌐

**Donald B. Burnell**, PhD, principal, Human Capital Management Services, The Burnell Group, LLC

## International Trade & Commerce

For more information call (310) 206-2714 or email [industrysegregationprograms@uclaextension.edu](mailto:industrysegregationprograms@uclaextension.edu).

### Certificates:

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

MGMT X 460.903

## Fundamentals of International Trade

4.0 units

This course covers the necessary procedures to start up an international trading business by providing a detailed introduction to the practices, procedures, and services used in the U.S. to export and import merchandise. Topics include organizations affecting international trade; sources of information for trading, monitoring, and evaluating commercial conditions in other countries; market research and planning by identifying potential suppliers, pricing merchandise, and resources to find buyers; sales channels, such as direct, agents, distributors, and representatives; merchandise regulations: control of exports and imports, the international classification system, responsibilities of U.S. Customs, rules, and related dues; financing: sources of funds for exports and imports, methods of payment, open account, direct, offsets, counter trade, barter, foreign currency exchanges, and contracts; and freightage: modes of transport, packaging, containerization, protection, and identification of merchandise and insurance.

Reg# 377229

Fee: \$765

No refund after 18 Jan.

Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Enrollment limited. 🌐 📖

**Charles Jumper**, assistant professor, Broward College

## MGMT X 460.913 Import Operations and Techniques

4.0 units

This course is intended for individuals involved in import operations, including classifiers, import team members, supervisors, and managers; those working in custom-house brokerage and freight forwarding; and owners of trading companies. Topics include entry of merchandise; warehousing; foreign trade zones; the liquidation and protest process; appraisal and the customs concept of value; informed compliance; customs account management strategies; intellectual property rights, fines, penalties, and forfeitures; drawback; NAFTA; record keeping; and corporate compliance program management.

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

Reg# 377230

Fee: \$765

No refund after 19 Jan.

Remote Instruction

11 mtgs

Wednesday, 6:30-9:30pm,

Jan. 6-Mar. 17 🌐 📖

**Ashok Sadhwani**, GDMM, CHB, CEO, Asmara USA Inc.

MGMT X 460.94

## Law in International Business

4.0 units

This course introduces international business law through an examination of "real world" case studies and contemporary legal problems via a nontechnical approach to the law. Topics include legal rules, contracts, international arbitration, and the impact of nationalism and cultural attitudes on law and international affairs; regulation of international trade; protection of intellectual property, trademarks, and patents; and the legal ramifications of regional and economically integrated trade organizations, including the World Trade Organization and other multinational trade bodies.

*Prerequisite(s):* MGMT X 460.902 Introduction to International Business or consent of instructor.

Reg# 377231

Fee: \$765

No refund after 18 Jan.

Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16 🌐 📖

**Michael Alan Baker**, JD, attorney-at-law

MGMT X 460.951

## Internship in International Trade and Commerce

4.0 units

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

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

Reg# 377232

Fee: \$765

No refund after 8 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. Our advisor will contact you after initial application review.

*Restricted course. Visitors not permitted.* 🌐 *Dis-counts cannot be applied to fees for this course.*  
**Daniel Krassenstein**, Director Asia Operations, Procon Pacific, LLC

**MGMT X 460.961**  
**Global Business Skills:**  
**Planning and Negotiating Strategies**

4.0 units  
 Conducting business across cultures is crucial for suc-ceeding in today's highly competitive marketplace. This highly interactive, simulation-based course provides executives with the knowledge and skills to plan, work, and negotiate in the global marketplace. Topics include cultural differences as they affect international busi-ness, understanding hospitality and protocol, establish-ing trust and credibility, characteristics of a cross-cultural negotiator, concepts of win-win and win-lose, tactics and power strategies, and communica-tion and persuasion strategies.

Reg# 377233

**Fee: \$765**

*No refund after 20 Jan.*

❖ *Remote Instruction*

11 mtgs

Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

*Enrollment limited; early enrollment advised.* 🌐 📖

**Maria Keller**, MBA, director/consultant, Keller Group

**MGMT X 460.989**  
**Doing Business in China**

4.0 units  
 This course provides entrepreneurs, business execu-tives, and international trade and finance professionals with the background for doing business in China. Stu-dents learn the skills necessary for developing, evaluat-ing, and implementing business strategies and relationships in China, including entry strategies, negotiation, valuation, and financing. The course pro-vides an overview of China's economy, including the emergence of the private sector, the economic reform process, political and cultural features, the role of capi-tal markets, trade and foreign direct investment, and the overall business and investment environment. Instruction incorporates case analysis and readings used to develop a framework for analyzing market entry strategies, implementing negotiations, assessing finan-cial issues, and evaluating business opportunities.

Reg# 377234

**Fee: \$765**

*No refund after 17 Jan.*

❖ *Remote Instruction*

11 mtgs

Monday, 6-9pm, Jan. 4-Mar. 29 🌐 📖

**Christopher Li**, MBA, co-founder, Bluestone Partners China

**MGMT X 460.99**  
**International Business Management**

4.0 units  
 This course emphasizes the managerial process in the international environment and provides an operational assessment of the fundamental issues involved in the management of international and multinational corpora-tions. Instruction focuses on analyzing case studies related to upper and middle management issues, although the lessons apply to all levels and functions of international operations. Topics include matching foreign investment strategies with local conditions, managing export/import operations, trade and direct investment, local sourcing versus importing components, licensing and international joint venturing, designing organizational structures that match changing international conditions, managing a global structure, managing political risks, acquisitions, and integrating new businesses and deal-ing with international ethical considerations.

*Prerequisite(s):* MGMT X 460.902 Introduction to International Business or consent of instructor.

Reg# 377235

**Fee: \$765**

*No refund after 20 Jan.*

❖ *Remote Instruction*

11 mtgs

Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

*Enrollment limited.* 🌐 📖

**Zeph Phillips**, chief operations officer, EuroPac Partners, Inc.

**Marketing, Advertising & PR**

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

**Marketing & Advertising**

For more information call (310) 825-4192 or email [zwalton@uclaextension.edu](mailto:zwalton@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/bmlp](http://uclaextension.edu/bmlp).

**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 regu-lations; 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 (re) certification offered by an external governing body, it is recommended that you select the "for credit-letter grade" credit option.

Reg# 377367

**Fee: \$765**

*No refund after 8 Jan.*

🌐 *Online*

Jan. 4-Mar. 21

**Barbara Barney-McNamara**, MBA, consultant/owner, Marketing Avenue

Reg# 377368

**Fee: \$765**

*No refund after 8 Jan.*

🌐 *Online*

Jan. 4-Mar. 21 🌐 📖

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

Reg# 377365

**Fee: \$765**

*No refund after 29 Dec.*

🌐 *Hybrid*

11 mtgs

Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16

**Lori Enomoto**, senior copywriter, Disney Technology & Digital - Products, Experiences and Park

**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. 🏠

→ → →



**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 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)**

**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 460.484 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**

[bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu) | (310) 206-4271 | [uclaextension.edu/marketing](http://uclaextension.edu/marketing)

Reg# 377369

**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**

4.0 units

This capstone course allows students to put into prac-tice 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 strate-gies, 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' experi-ence may enroll.

→ → →

Reg# 377370

**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

🌐 **ONLINE COURSE**, page 5.

🌐 **HYBRID COURSE**, page 5.

🌐 **WEB-ENHANCED COURSE**, page 5.

❖ **REMOTE INSTRUCTION**, page 5.

📖 **TEXTBOOK REQUIRED**

🏠 **UC CREDIT**, page 6.



# Marketing Certificate

## With Concentration in Digital Marketing (30 units)

This 30-unit program is designed to give student the necessary skills to stay competitive in the constantly evolving field of digital marketing. It's intended for international students studying here on an FI visa.

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

### Group A: Core Courses

Students must complete all 5 required courses (20 units)

**MGMT X 160 Marketing Principles and Practices** (4 units)

**MGMT X 460.41 Brand Management** (4 units)

**MGMT X 460.52 Integrated Marketing Communications** (4 units)

**MGMT X 466 Consumer Market Research** (4 units)

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

### Group B: Elective Courses

Students must complete 10 units.

**MGMT X 470.10 Digital Analytics** (4 units)

**MGMT X 460.398 Social Media Marketing** (2 units)

**MGMT X 463.01 Advertising in the Digital Age** (2 units)

**MGMT X 466.05 Advanced Digital and Social Media Marketing Strategies** (4 units)

**MGMT X 471.10 Marketing with Google AdWords** (2 units)

**MGMT X 460.484 Internship in Marketing and Advertising** (4 units)

**MGMT X 470.20 Predictive Analytics for Marketing** (4 units)

**MGMT X 460.381 Influencer Marketing: Employing Influencers** (2 units)

**MGMT X 460.382 Personal Branding and Becoming an Influencer** (2 units)

## For More Information

[bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu) | (310) 206-4271 | [uclaextension.edu/marketing](http://uclaextension.edu/marketing)

### MGMT X 460.381 Influencer Marketing: Employing Influencers

2.0 units

Today's consumers are dispersed over thousands of media platforms that are saturated with content and advertising. That's why marketers are struggling to even generate awareness, least of all sales, on a cost-effective basis. Consequently, many are turning to influencers: individuals who already have large, attentive followings that they can persuade to action. Successful influencer marketing, however, requires more than merely asking social media stars to endorse a product. Without a well-planned strategy based on critical evaluation, marketers risk losing money, time, and opportunities; damaging their brands; and even violating federal regulations. In this first part of a two-part course, students will learn how to research, evaluate, and employ the right influencers for their markets and how to legally and strategically integrate them into marketing campaigns that achieve specific goals.

→ → →

Reg# 377371

Fee: \$455

No refund after 3 Feb.

Hybrid

5 mtgs

Wednesday, 6:30-8pm,

Feb. 10-Mar. 10

Betty Gabbaie

### MGMT X 460.394 Digital Marketing

4.0 units

The Internet, the digital revolution, and the move toward an information-based economy are dramatically changing business and the way products are marketed and sold. To be more successful in this "new marketing world," business people need to understand what is changing and how to use the new tools to their optimal advantage. This course is for both veteran marketers who want to understand the new tools available through the Internet and those who are comfortable with Internet applications and the digital world but want to learn the marketing fundamentals as they apply to the Internet.

→ → →

Reg# 377374

Fee: \$765

No refund after 28 Dec.

Online

Jan. 4-Mar. 21

Mark Burgess

Reg# 377372

Fee: \$765

No refund after 29 Dec.

Hybrid

11 mtgs

Tuesday, 7-8:30pm, Jan. 5-Mar. 16

Misha Kouzeh, MS, consultant, trainer, TEDx speaker

Reg# 377373

Fee: \$765

No refund after 19 Jan.

Remote Instruction

11 mtgs

Wednesday, 6-9pm, Jan. 6-Mar. 17

Peter Fernando

MGMT X 460.398

### Social Media Marketing

2.0 units

This course looks at the channels of marketing, advertising, and communication that make up social media and the Web, exploring how these tools fit into a company's traditional integrated marketing strategy. Using case studies and real-world examples from large corporations and small businesses, students explore current examples and future opportunities of how marketing professionals embrace online social networks, user-generated content, and content sharing to create brand awareness and buzz. Learn practical tips and techniques, as well as see the bigger picture to help successfully leverage social media marketing for your own environment and purpose.

Reg# 377377

Fee: \$455

No refund after 28 Dec.

Online

Jan. 4-Feb. 7

Enrollment limited to 20 students

Rainier de Ocampo

Reg# 377375

Fee: \$455

No refund after 2 Feb.

Hybrid

5 mtgs

Tuesday, 1-4pm, Feb. 9-Mar. 9

Instructor to be announced

Reg# 377376

Fee: \$455

No refund after 4 Feb.

Hybrid

5 mtgs

Thursday, 6:30-8:30pm, Feb. 11-Mar. 11

Enrollment limited; early enrollment advised.

Rainier de Ocampo

MGMT X 460.41

### Brand Management

4.0 units

Explore, learn, and understand the complexities in the development, sustainability, and leverage of a brand. In this comprehensive course, participants learn how brand identity must be nurtured and managed to positively affect a company's performance and future, as well as understand the power and importance of a brand from its creation through execution. This course presents students with an overview of brand development; brand research; and brand management structures for sales, marketing, advertising, and promotional purposes. In addition, students explore how companies develop financial wealth by extending existing brands and controlling and/or influencing brand pricing and distribution. Additional topics include an overview of brand history, understanding the differences between brand equity and brand identity, and consideration of how brands are won and lost.

→ → →

Reg# 377380

Fee: \$765

No refund after 28 Dec.

Online

Jan. 4-Mar. 21

Robert Liljenwall, MBA, president, The Liljenwall Group; recipient of the UCLA Extension Distinguished Instructor Award, 2007.

Bruno Veyre

Reg# 377378

Fee: \$765

No refund after 29 Dec.

Hybrid

11 mtgs

Tuesday, 7:30-9:30pm,

Jan. 5-Mar. 16

Marc Villarreal, BA, executive VP, Branding, Integrity Media

Reg# 377379

Fee: \$765

No refund after 2 Feb.

Online

Jan. 4-Mar. 21

Beverly Macy, BA, CEO, Gravity Summit, Inc.; author of *The Power of Real-Time Social Media Marketing*; UCLA Extension Distinguished Instructor Award, 2010.

MGMT X 460.484

### Internship in Marketing and Advertising

4.0 units

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

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

Reg# 377349

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.

Restricted course. Visitors not permitted.

Robert Liljenwall, MBA, president, The Liljenwall Group; recipient of the UCLA Extension Distinguished Instructor Award, 2007.

MGMT X 460.52

### Integrated Marketing Communications

4.0 units

This course focuses on the latest marketing communication practices—known as integrated marketing communications (IMC)—featuring an overview of the major media, including broadcast, print, outdoor, point of purchase, direct mail, Internet, telemarketing, public relations, and promotion. The emphasis is on how to analyze and create an IMC program by using the latest value-based IMC concepts and measuring "return on communications investment."

→ → →

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

Reg# 377383

Fee: \$765

No refund after 28 Dec.

Online

Jan. 4-Mar. 21

Enrollment limited.  

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

Reg# 377382

Fee: \$795

No refund after 29 Dec.

Hybrid

11 mtgs

Tuesday, 1-3pm, Jan. 5-Mar. 16  

**Marc Villarreal**, BA, executive VP, Branding, Integrity Media

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. ([favthebold.com](http://favthebold.com)), a Los Angeles-based global media and marketing firm specializing in social enterprise. With a proven 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](http://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

Reg# 377387

Fee: \$795

No refund after 30 Dec.

Hybrid

11 mtgs

Wednesday, 1-4pm, Jan. 6-Mar. 17 

**Christopher Hlavatovic**

Reg# 377386

Fee: \$765

No refund after 31 Dec.

Hybrid

11 mtgs

Thursday, 5-8pm, Jan. 7-Mar. 18

**Andy Morris**, Social Impact & Media consultant, GOOD Worldwide Inc.

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# 377389

Fee: \$765

No refund after 31 Dec.

Hybrid

11 mtgs

Thursday, 6:30-8pm, Jan. 7-Mar. 18  

**Valters Lauzumis**



# Professional Selling and Sales Management Courses

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

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

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

#### Ideal For

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

#### Required Courses

**MGMT X 460.16 Principles of Professional Selling** (4 units)

**MGMT X 460.54 Sales Promotion Strategies** (4 units)

**MGMT X 460.55 Customer Research, Prospecting, and Planning** (4 units)

**MGMT X 460.494 New Business Development and Pitching the Perfect Presentation** (4 units)

**MGMT X 460.86 Customer Relationship Management** (4 units)

**MGMT X 460.45 Sales Management Strategies and Techniques** (4 units)

**MGMT 891.02 Business Ethics** (0.6 CEUs)

For More Information

(310) 206-4271 | [uclaextension.edu/salesprogram](http://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](http://uclaextension.edu/publicrelations)

### MGMT X 470.10 Digital Analytics

4.0 units  
Digital analytics is a set of business and technical activities that create and collect "big data" and process it for analysis, recommendations, optimizations, and predictions. This course defines the term "digital analytics" and focuses on its importance in marketing. It 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.

Reg# 377392

Fee: \$765

No refund after 28 Dec.



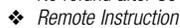
Jan. 4-Mar. 21

Mindy Serin

Reg# 377391

Fee: \$765

No refund after 30 Dec.



11 mtgs

Wednesday, 5-8pm, Jan. 6-Mar. 17

Andy Morris, Social Impact & Media consultant, GOOD Worldwide Inc.

### NEW

### MGMT X 470.30 Search Engine Optimization for Marketing

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

Reg# 377393

Fee: \$455

No refund after 8 Feb.



Feb. 15-Mar. 21

Instructor to be announced

### MGMT X 471.10 Marketing with Google Ads

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

→ → →

Reg# 377394

Fee: \$455

No refund after 31 Dec.



5 mtgs

Thursday, 6:30-8pm, Jan. 7-Feb. 4

Ali Haeri

## Professional Selling & Sales Management

For information call (310) 206-4271 or email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu).

### MGMT X 460.45 Sales Management Strategies and Techniques

4.0 units  
This course provides participants with an understanding of the key functions of the sales manager and explores the details for developing, motivating, and managing a successful sales team. Instruction focuses on leadership, motivation, prioritizing customers, managing team performance, developing business and sales plans, external and internal partnerships, and sales management 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 recognition, and incentive programs; and advertising/public relations, telemarketing, and other relevant areas of sales management.

Reg# 377359

Fee: \$765

No refund after 8 Jan.



Jan. 4-Mar. 21

James Goff, MBA; owner/president, Reliable Rainmaker.

### MGMT X 460.494 New Business Development and Pitching the Perfect Presentation

4.0 units  
Vital to the success of any marketing initiative or business venture is the ability to develop appropriate content and present it. The course teaches you how to develop the perfect business pitch for selling products and services to prospects or pitching a new venture to potential investors. Instruction covers the latest techniques for making powerful "elevator pitches," formal presentations, and cold calls.

Reg# 377360

Fee: \$765

No refund after 29 Dec.



11 mtgs

Tuesday, 7-8:30pm, Jan. 5-Mar. 16

Nance Rosen, MBA, author of *Speak Up & Succeed*

## Public Relations

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

### MGMT X 469.11 Fundamentals of Public Relations

4.0 units  
This course is intended to provide an introduction to the basic history, theories, principles, and methods of public relations practice. The emphasis in this class is on problem solving and the tools and techniques of the trade as applied to real-life situations. The scope of the course is intended to present the social, behavioral, psychological, ethical, economical, and political foundations of public relations and the theories of public relations as a communications discipline. This course also examines the nature of various public relations audiences and the different channels used to reach them. The course offers insight and perspective in determining whether the public relations profession is the career path for you.

→ → →

Reg# 377395

Fee: \$765

No refund after 28 Dec.



Jan. 4-Mar. 21

Enrollment limited to 25 students.

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

### MGMT X 469.12 Writing for Public Relations

4.0 units  
This course provides a detailed survey of professional public relations writing in its many forms. It is structured to illustrate both the style and content of corporate, agency, nonprofit, and special client writing tasks in today's highly competitive public relations market. This class is directed 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.  
Prerequisite(s): MGMT X 432 Reporting and Writing I and MGMT X 469.11 Fundamentals of Public Relations or equivalent experience and consent of the instructor.

Reg# 377396

Fee: \$765

No refund after 28 Dec.



Jan. 4-Mar. 21

Enrollment limited to 25 students.

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

### MGMT X 469.15 Crisis Management and Communications: Safeguarding Image and Viability

2.0 units  
Crisis is all around us. Every day, governments, businesses, and individuals have to deal with forces that threaten their very existence. The news is filled with natural disasters, technologically driven crises, media accusations, and business meltdowns—and most of those involved felt 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 responsibility—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.

Reg# 377397

Fee: \$455

No refund after 28 Dec.



Jan. 4-Feb. 7

Enrollment limited to 25 students.

Mariana Dannelley, JD, consultant, NonprofitMD—Prescriptions for the Business Side of Charity; Ms. Dannelley was the former director of human resources and organizational development and director of replication at AVANCE, Inc. where she managed the expansion of the nonprofit social service agency to new cities.

# Fundraising Specialization

Offered Entirely Online

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** 🌐

**PUB PLC X 433 Getting the Gift** 🌐

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



For More Information

[humsci@uclaextension.edu](mailto:humsci@uclaextension.edu) | (310) 825-7093

[uclaextension.edu/business-management/fundraising/specialization/fundraising](http://uclaextension.edu/business-management/fundraising/specialization/fundraising)

MGMT X 469.28

## Internship in Public Relations

4.0 units

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

**Prerequisite(s):** The internship is only available to UCLA Extension Strategic Branding & Public Relations Certificate students who have completed a minimum of 20 units of the program curriculum, with a GPA of 3.0 or better.

Reg# 377350

**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.

Restricted course. Visitors not permitted.

**Erik Deutsch**, principal, ExcelPR Group, who is an award-winning media strategist and content producer with more than 20 years of experience representing clients in health care, technology, entertainment, and the public sector

## Hospitality Management

### Restaurant Management & Event Planning

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

MGMT 867.011

### Event Management Essentials: Planning and Budgeting

3.3 CEUs

The first course in our two-part event management essentials series covers the core basics, from idea generation to successful completion. Topics covered include the meetings industry and profession, strategic meetings, project and meeting management, event design and experience, budgeting basics, site and venue selection, risk management, contracts and negotiations, registration and housing, and marketing—all of which play a key part in planning a successful event. In addition, students will start the first part of a capstone project, which will give them a chance to put into practice all that was learned in this course.

Reg# 377219

**Fee: \$765**

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised. Visitors not permitted. 🌐

**Charmaine Wilkerson**, director of Special Events and Executive Dining, Euresit



## 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.

### Specialization

#### MGMT 867.011 Event Management Essentials: Planning and Budgeting

Page 44.

#### MGMT 867.012 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](mailto:industrysegmentprograms@uclaextension.edu) | (310) 206-2714

## Fundraising

For more information call (310) 825-7093 or email [humsci@uclaextension.edu](mailto:humsci@uclaextension.edu).

### PUB PLC X 431 Introduction to Fundraising

4.0 units

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

Reg# 378198

**Fee: \$900**

No refund after 29 Dec.

🌐 Online

Jan. 12-Mar. 16

Visitors not permitted. Enrollment limited to 25 students. 🌐 📖

**Marissa Fullum-Campbell**, Marissa Fullum-Campbell, MPA, Director of Development, Northern California & Pacific Northwest, University of California, Riverside

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.

Reg# 378199

**Fee: \$900**

No refund after 28 Dec.

🌐 Online

Jan. 11-Mar. 15

Enrollment limited to 25 students. Visitors not permitted. 🌐 📖

**Kristi Bieber**, who has nearly 20 years of experience in educational fundraising, including work with UCLA, Stanford, and Otis College of Art and Design. Ms. Bieber currently serves as regional director of development for LA/Ventura Counties at UC Riverside.



# PROJECT MANAGEMENT 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/FI 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](https://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.



## 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 PDU's to apply for or maintain an existing PMP® certification.

Reg# 376999

Fee: \$999

No refund after 18 Jan.

- ❖ Remote Instruction

9 mtgs

Monday, 6-9pm, Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Artin Mgrtichian**, MISM, MPM, PMP, LEED GA, project manager, MedMedia Group

Reg# 377002

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**Robert Stone**, PMP, executive director, The Larston Group

Reg# 377003

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**Robert Stone**, PMP, executive director, The Larston Group

Reg# 377000

Fee: \$999

No refund after 19 Jan.

- ❖ Remote Instruction

11 mtgs

Tuesday, 6-9pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**William Wherritt**, MBA, West Region Vice President of Project Delivery and Controls for AECOM.

Reg# 377001

Fee: \$999

No refund after 20 Jan.

- ❖ Remote Instruction

11 mtgs

Wednesday, 6-9pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised.

**JM Gibis**, BA in English, whose experience in project, program, and portfolio management spans over 20 years. Currently, she is the Senior Director of the Project Management Office in Enterprise Technologies at NBCUniversal. Previously held positions include Senior Director of the Enterprise Portfolio Management Office in Information Technology at NBCUniversal, and Director of the Project Management Office in Studio Operations at NBCUniversal. JM has consulted for such companies as John Wiley & Sons and American Capital Strategies, and was President of the PMI, Los Angeles Chapter in 2009.

MGMT X 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 PDU's to apply for or maintain an existing PMP® certification.

Reg# 377006

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**Keyvn Jones**, MS, Acquisition and Contract Management

Reg# 377007

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

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

Reg# 377004

Fee: \$999

No refund after 19 Jan.

- ❖ Remote Instruction

11 mtgs

Tuesday, 6-9pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**Artin Mgrtichian**, MISM, MPM, PMP, LEED GA, project manager, MedMedia Group

Reg# 377005

Fee: \$999

No refund after 21 Jan.

- ❖ Remote Instruction

11 mtgs

Thursday, 6-9pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised.

**Bill Hackenberg**, MBA, PMP, CSM, CSPO, CSQA; founder, *ExecutiveToolShed.com*.

MGMT X 444.4

### Project Risk and Procurement Management

4.0 units 3.3 CEUs

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

Reg# 377013

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**Al Hirsch**, managing director, CTARCo International

Reg# 377015

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**Lori Jones**, JD, MS, who has 40 years' experience in contracts and subcontracts; subcontract program manager, Northrop Grumman.

→ → →

## 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](mailto:ssussman@uclaextension.edu) | (310) 825-7942

Reg# 377012

Fee: \$999

No refund after 20 Jan.

- ❖ Remote Instruction

11 mtgs

Wednesday, 6-9pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised.

**William Wherritt**, MBA, West Region Vice President of Project Delivery and Controls for AECOM.

Reg# 377011

Fee: \$999

No refund after 21 Jan.

- ❖ Remote Instruction

11 mtgs

Thursday, 6-9pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised.

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

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 PDU's to apply for or maintain an existing PMP® certification.

Reg# 377009

Fee: \$999

No refund after 18 Jan.

- ❖ Remote Instruction

9 mtgs

Monday, 6-9pm, Jan. 4-Mar. 15

Required course in Project Management Certificate.

Enrollment limited to 25; early enrollment advised.

Visitors not permitted. 🌐 📖

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

Reg# 377010

Fee: \$999

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

**John Sarakatsannis**, MBA, MS, PMP, CPCM, CFCM

Reg# 377008

Fee: \$999

No refund after 20 Jan.

- ❖ Remote Instruction

11 mtgs

Wednesday, 6-9pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised.

**John Sarakatsannis**, MBA, MS, PMP, CPCM, CFCM

MGMT X 444.6

### Project Management Capstone

4.0 units 3.3 CEUs

This course provides interactive training on the project management framework and foundation using a single project from start to finish spanning across all five phases in a project life-cycle. Students work in groups as consultants and apply hands on experience using a real life project starting from 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 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

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

Reg# 377021

Fee: \$999

No refund after 19 Jan.

- ❖ Remote Instruction

11 mtgs

Tuesday, 6-9pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**Bill Hackenberg**, MBA, PMP, CSM, CSPO, CSQA; founder, *ExecutiveToolShed.com*.

Reg# 377093

Fee: \$999

No refund after 19 Jan.

- ❖ Remote Instruction

11 mtgs

Tuesday, 5:30-8:30pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**Barry Molnaa**, MPM, PMP, LEED AP, Risk and Profitability Lead, AECOM; recipient, UCLA Extension Distinguished Instructor Award, 2011.

## 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.

*Prerequisite(s):* Proficiency in using computers with Windows operating system; working knowledge of MS Office® also is helpful.

Reg# 377027

**Fee: \$1,099**

No refund after 20 Jan.

- ❖ Remote Instruction

11 mtgs

Wednesday, 6-9pm, Jan. 6-Mar. 17

*Enrollment limited; early enrollment advised.*

Jerry Reed, PMP, CSM, MCP

## MGMT X 443.4

**Leadership and the Human Element in Project Management**

4.0 units 3.3 CEUs

Effective leadership skills are perhaps the greatest determinant of project success. Project managers must demonstrate leadership effectiveness throughout each phase of the project life cycle. Review and recognize specific leadership styles in the context of real-world examples. Participative assignments help both current and future project managers enhance their own leadership effectiveness. Course content covers project communication, motivation, conflict resolution, negotiation, stress management, and effective leadership in the context of project management. Participants identify the leadership challenges unique to the project environment, identify their leadership strengths and weaknesses, identify five conflict resolution modes and when to use them, and learn to differentiate between position power and personal power.

*Note:* This course is NOT interchangeable with MGMT X 490.996 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

Reg# 377026

**Fee: \$999**

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

*Enrollment limited; early enrollment advised.*

Margaret Meloni, PhD, MBA, PMP; recipient UCLA Extension Distinguished Instructor Award, 2012.

## MGMT X 446.1

**Agile Methodologies with Scrum and Kanban**

4.0 units 3.3 CEUs

The use of Agile is quickly becoming the new norm. This course covers SCRUM and Kanban as the most popular agile and lean processes for enabling fast delivery of projects while shifting culture to teamwork, collaboration, and continuous improvement. Students will gain the skills to apply the agile steps to their projects by practicing with iterative and incremental scheduling techniques and 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# 377023

**Fee: \$999**

No refund after 18 Jan.

- 🌐 Online

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

Reg# 377022

**Fee: \$999**

No refund after 21 Jan.

- ❖ Remote Instruction

11 mtgs

Thursday, 6-9pm, Jan. 7-Mar. 18

*Enrollment limited; early enrollment advised.*

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

## MGMT X 446.3

**Scaled Agile Approaches**

3.3 CEUs

Scaling Agile is difficult, with a lack of available experienced professionals. This course covers essential concepts and processes to implement Agile within large enterprises including planning and prioritization, discipline, project management, distributed teams, empowering team members and visualization of Enterprise ideas. Industry case studies leveraging Scaled Agile Framework (SAFe) and Large Scaled Scrum (LeSS) are studied. 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# 377024

**Fee: \$999**

No refund after 18 Jan.

- 🌐 Online

Jan. 4-Mar. 20

*Enrollment limited; early enrollment advised.*

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

## MGMT X 443.5

**Managing Global Outsourced Projects**

4.0 units 3.3 CEUs

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

Reg# 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.

# UCLA Extension Specializations



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

With UCLA Extension Specializations, you can:

- Acquire specific, targeted skills in a focused area of study
- Network with instructors and students
- Complete them in one year

Over 30+ specializations offered, including:

- Bookkeeping
- Digital Storytelling and Multi-Platform Strategy
- Event Planning and Management
- Executive Assistance
- Product Management
- And many more

Learn more at [uclaextension.edu](https://uclaextension.edu)

# 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](https://uclaextension.edu/student-resources).

# DESIGN & ARTS



## UX / GRAPHIC DESIGN

- 47 Design Communication Arts
- 51 UX(User Experience) Design

## ART HISTORY, STUDIO ARTS & PHOTOGRAPHY

- 53 Art History & Theory
- 53 Art Studio Workshops
- 54 Photography

For more information call (310) 206-1422.

## Apply Art Courses to Your Design Studies

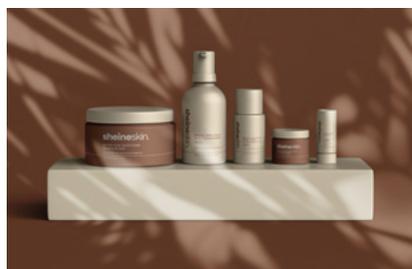
Photography, studio arts, and history courses can apply toward DCA certificates with approval.

### This quarter's courses include

**Chinese Brush Painting**, page 54.

**Photography I**, page 54.

**Photoshop for Photographers**, page 55.



Brand identity and package design by recent DCA graduate Lilit Atoian.

A complete listing of art courses begins on page 53. To learn more about applying art courses to DCA certificates, call (310) 206-1422.

## What Our Students Say

*"It was a great way to learn about Design and UX both conceptually and practically. The courses taught great design foundations that I was then able to use in a practical setting. It was a great way to career change without going to a higher degree program."*

— Yuiko Majima

## UX/Graphic Design

### Design Communication Arts

For information on course content, prerequisites, or advisement, email [dca@uclaextension.edu](mailto:dca@uclaextension.edu), visit [uclaextension.edu/dca](http://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 482.1D	Color Methodologies (4 units)
DESMA X 479.4A	Typography (4 units)
DESMA X 479.6E	Design II: Collateral Communication (4 units)
DESMA X 479.2D	Design III: Branding (4 units)
DESMA X 479.3D	Design History and Context (4 units)
DESMA X 479.6P	Design IV: Advanced Design Practice (4 units)

#### DESMA X 479.6A

### Design Fundamentals

4.0 units

This is a hands-on introduction to the creative process and core elements of graphic design for a variety of outputs, including print and electronic media. Topics include research, typography, imagery, and concept development. Projects are progressive and critiqued.

Reg# 377451

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*.

#### 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 9 Jan.



Online

Jan. 5-Mar. 16

Enrollment limited.

**Deane Swick**, MFA, graphic designer and artist

Reg# 377450

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

### Typography II

4.0 units

Explore the stylistic and expressive potential of typography as a critical element of graphic design solutions in this hands-on course. Students learn about word/image juxtaposition, eclectic stylization, and contemporary design trends. Substantive projects explore the compositional and semantic aspects of typography for portfolio application.

Prerequisite(s): DESMA X 479.4A Typography or consent of instructor. Proficiency in InDesign or Illustrator.

Reg# 377597

Fee: \$759

No refund after 9 Jan.



Online

Jan. 5-Mar. 16

Enrollment limited. 🌐

**Kyle Valentic**, 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.

# Design Communication

## Arts Certificate

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

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

### DCA Curriculum

#### 11 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

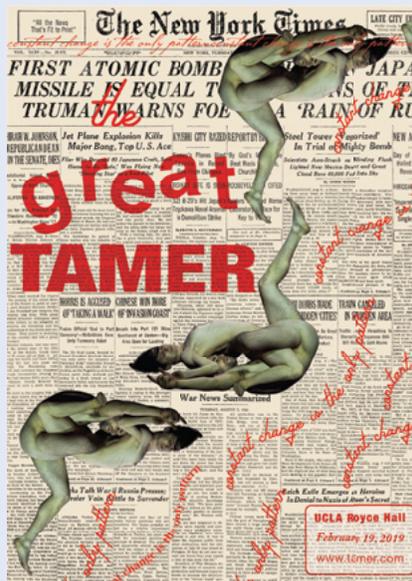
Courses begin on page 47.

### 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.



Poster design by recent DCA graduate Gozde Onaran.

### 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](mailto:dca@uclaextension.edu).

### Facebook:

[facebook.com/UCLAXVisual](https://www.facebook.com/UCLAXVisual)

### Twitter:

@UCLAXVisual

### Website:

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

### DESMA X 479.6E

#### Design II: Collateral Communication

4.0 units

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.

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 479.2D

#### 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# 377285

Fee: \$759

No refund after 13 Jan.

Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Patrick Fredrickson**, senior designer, Selbert Perkins Design

### 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# 377398

Fee: \$759

No refund after 10 Jan.

Online

Jan. 6-Mar. 17

Enrollment limited.

**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.

Reg# 377449

Fee: \$759

No refund after 14 Jan.

Remote Instruction

11 mtgs

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

Enrollment limited.

**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 3.3 CEUs

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 481.60

#### Design Software Intensive Boot Camp

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 comfortable with how all three programs are popularly used and integrated, and build proper habits. This class covers core concepts taught in the intro classes to Photoshop, Illustrator, and InDesign in a fast paced "boot camp" style for those that want to use these tools in their workflows quickly.

Reg# 377426

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

#### Photoshop 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.

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

Reg# 377455

Fee: \$759

No refund after 10 Jan.



Jan. 6-Mar. 17

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

**Kenneth E. Wischmeyer**, MA in instructional technologies, San Francisco State University; Adobe Certified Expert.

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

No refund after 10 Jan.



Jan. 6-Mar. 17

**Kenneth E. Wischmeyer**, MA in instructional technologies, San Francisco State University; Adobe Certified Expert.

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

No refund after 11 Jan.



Jan. 7-Mar. 18

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

**Lauren Cullen**, Lauren is a designer specializing in illustration, product design, interactive prototypes, branding, animation, advertising and marketing. She is the UCLA Mobile Web Strategy group's design lead. The designs she creates for innovative mobile and web applications, platforms, and advanced data visualization tools are utilized by prominent organizations in the academic and research communities. In addition, she has written on design and technology for several publications and also contributed the introduction to legendary artist John Van Hamersveld's *Drawing Attention* book.

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 Photoshop.

Reg# 377430

Fee: \$759

No refund after 9 Jan.



Jan. 5-Mar. 16

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

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

DESMA X 481.61

## Frontend Web Coding Boot Camp

8.0 units

6.65 CEUs

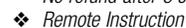
Learn to powerhouse web languages and toolsets to create immersive and impactful web-based environments in this intensive web coding boot camp. Become fluent in HTML (content), CSS (presentation), and JavaScript (behavior), the essential tools of a front-end web developer. Explore framework integration 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 Photoshop.

Reg# 377427

Fee: \$1,600

No refund after 6 Jan.



19 mtgs

Monday, 5:30-9pm, Jan. 4-Mar. 15

Wednesday, 5:30-9pm, Jan. 6-Mar. 10

**Mitchell Gohman**, MS in education; director of design, The Sandbox Canvas.



## Advanced DCA Certificate

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

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

### Required Courses

#### DESMA X 479.8B Special Topics: Design Entrepreneurship

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

Page 50.

#### DESMA X 479.5B Special Topics: Cross-Disciplinary Design

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

#### DESMA X 479.7B Special Topics: Digital and Analog Craft

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

#### DESMA X 479.4B Typography II

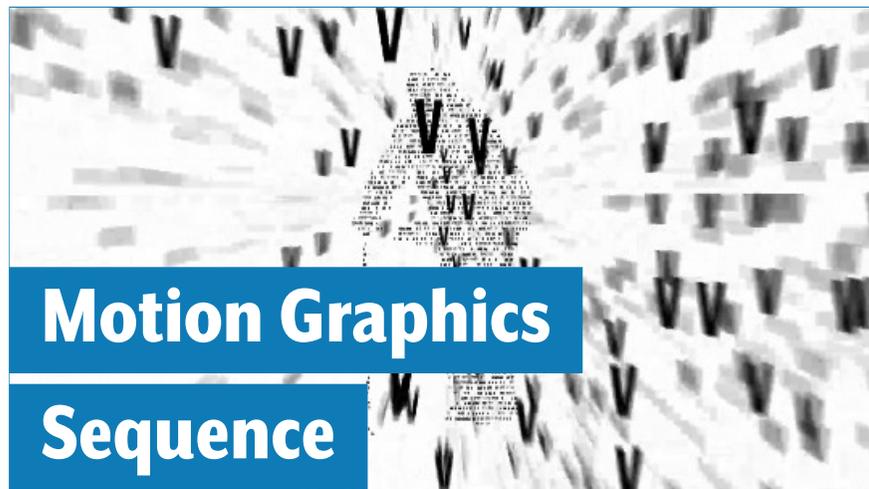
Page 47.

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

Design by Andrew Byrom.

### For More Information

[dca@uclaextension.edu](mailto:dca@uclaextension.edu) | (310) 206-1422



## Motion Graphics

### Sequence

Set Your Designs in Motion.

#### DESMA X 481.99QT Motion Graphics I

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

Page 50.

#### DESMA X 481.99QU Motion Graphics II

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

Page 50.

#### DESMA X 481.99QV Motion Graphics III

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

Page 50.

Above: Motion Graphics II final projects reel.

# UX and Design Communication Arts Virtual Open House

Tuesday, December 1

Meet staff and instructors, speak with program advisors, and learn more about our certificates in Design Communication Arts and User Experience.



Design by recent DCA graduate Yuki Yoshimatsu.

Enroll online at [uclaextension.edu](http://uclaextension.edu) or call (310) 206-1422 for more information.

## 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 481.99QT

##### Motion Graphics I

4.0 units

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

*Prerequisite(s):* Knowledge of Photoshop and Illustrator.

Reg# 377428

Fee: \$759

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

**Joel Austin Higgins**, editor specializing in the Adobe Creative Cloud Suite. Mr. Higgins has executed After Effects projects for clients like D.A.R.E. International, Mercedes-Benz, and Hasbro and is a recurring editor for a myriad of YouTube creators and online enterprises. He is also a writer, actor, and filmmaker.

#### DESMA X 481.99QU

##### Motion Graphics II

4.0 units

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

*Prerequisite(s):* DESMA X 481.99QT Motion Graphics I (formerly known as After Effects) or equivalent experience.

Reg# 377429

Fee: \$759

No refund after 16 Jan.

Remote Instruction

10 mtgs

Saturday, 9am-12:30pm, Jan. 9-Mar. 13

**David Dodds**, Los Angeles-based motion graphics designer; his experience spans a decade in motion graphics, special effects, broadcast design, character animation, and infographics. He has worked for studios such as Stardust, Mirada, Logan, and NFL Networks. Author of *Hands-On Motion Graphics with Adobe After Effects CC: Develop Your Skills as a Visual Effects and Motion Graphics Artist*.

#### DESMA X 481.99QV

##### Motion Graphics III

4.0 units

Build on the skills learned in DESMA X 481.99QU Motion Graphics II, such as integrating editing with Cinema 4D Lite. Create work at the same level as content coming out of top studios, amazing transitions and gorgeous movement with value and speed graphs, and advanced independent projects under the mentorship of an experienced instructor.

*Prerequisite(s):* DESMA X 481.99QT Motion Graphics I and DESMA X 481.99QU Motion Graphics II, or equivalent experience.

→ → →

Reg# 377456

Fee: \$759

No refund after 16 Jan.

Remote Instruction

10 mtgs

Saturday, 1:30-5pm, Jan. 9-Mar. 13

**David Dodds**, for credits see page 50.

#### DESMA X 479.9D

##### Surface Design for Consumer Products

4.0 units

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

*Prerequisite(s):* Familiarity with Photoshop, Illustrator, and InDesign.

Reg# 377454

Fee: \$759

No refund after 12 Jan.

Remote Instruction

11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Fee does not include the cost of art supplies.

Enrollment limited.

**John Beach**, creative director, John Beach Design, whose clients include The Walt Disney Company, Starbucks, and The Hillstone Restaurant Group

#### DESMA X 479.8B

##### Special Topics: Design Entrepreneurship

4.0 units 3.3 CEUs

Design finds and solves problems. It is at the intersection of art and business, and the successful designer knows how to navigate between the two. Design is a vast field, and successful designers learn to target toward their interest and strengths in order to thrive. In this class students learn to position themselves, target their portfolios and communications toward select design markets, and learn the business side of design. Topics include freelance best practices, scoping opportunities in the vast market of design, positioning yourself to have a strong voice in targeted markets, and exposure to industry professionals to understand firsthand where the demand is for talent in the design field.

*Prerequisite(s):* Core DCA courses Design Fundamentals, Color Methodologies, Typography, and Adobe suite or equivalent experience.

Reg# 377580

Fee: \$759

No refund after 11 Jan.

Remote Instruction

10 mtgs

Monday, 6:30-10pm, Jan. 4-Mar. 15

One meeting to be arranged.

**Pash**, Design strategist, author, and educator with 30 years of experience in the field of design. Pash has designed the official logo for Miles Davis, brand extensions for *Playboy*, products for John Varvatos, retail product strategy for Motown Records, and advertising for Perrier. His book *Inspirability* features interviews with 40 prominent graphic designers.

## 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# 377612

Fee: \$759

No refund after 9 Jan.



Online

Jan. 5-Mar. 16

**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).

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# 377613

Fee: \$759

No refund after 13 Jan.



Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Musangi Muthui**, Technologist, creative imagineer 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 hone problem solving skills. Instruction covers MVP builds, pattern libraries, design at scale, voice and gesture, and end-to-end projects. The spectrum of interface design standards is addressed, including e-commerce websites, service design, and physically based environments. Projects incorporate a variety of screen resolutions and device types. The course prepares students to recognize user experience design problems and iterate solution proposals.

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

Reg# 377598

Fee: \$759

No refund after 9 Jan.



Online

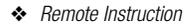
Jan. 5-Mar. 16

**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 Vetted 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 wellbeing, driven by data. Barraza also worked with companies such as Soothe (on-demand massage therapy) and Decentralized Pictures (a cryptocurrency platform used to fund motion pictures). Her academic background is rooted in the social sciences, which prepared her to use research to validate design decisions.

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

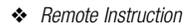
In this course, students apply what they have learned to real world case studies and UX design challenges. Topics include research and observational techniques, the art of information gathering, prototyping, scope definition, journey mapping, and empathy maps. Students complete team projects and 360 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# 378132

Fee: \$759

No refund after 13 Jan.



Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Adam Fischbach**, who has over ten years of experience working in the fields of IxD and UX. Mr. Fischbach focuses on design systems, patterns, and thinking, with particular emphasis on human computer interaction and user-centered design.



# 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.

This certificate has open enrollment; no formal application required. Enroll online at [uclaextension.edu](https://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**

*2 electives of your choosing from such areas as design thinking, game design, web design, and more.*

Courses begin on page 51.

**For More Information**

[ux@uclaextension.edu](mailto:ux@uclaextension.edu) | (310) 206-1422 | [visual.uclaextension.edu](https://visual.uclaextension.edu)

## 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 X481.99AF User Experience I, DESMA X479.8K User Experience II, DESMA X489.5F 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**

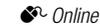
4.0 units

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

Reg# 377283

Fee: \$759

No refund after 11 Jan.



Online

Jan. 7-Mar. 18

*Enrollment limited.* 🌐

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

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

# 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.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
User Experience I	User Experience II Elective	User Experience III Elective	User Experience IV

DESMA X 479.7L

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

4.0 units 3.3 CEUs

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

Reg# 377284

Fee: \$759

No refund after 11 Jan.



Jan. 7-Mar. 18

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

DESMA X 479.5K

## AR/MR/VR for Immersive Content: Experience, Game, and Media

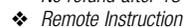
4.0 units

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.

Reg# 377282

Fee: \$759

No refund after 13 Jan.



11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

Enrollment limited.

**Ryan Stevenson**, A graduate of University of Southern California's game design program, Ryan has been hosting numerous workshops across various disciplines using Unity. From being the first Unity Student Ambassador to speaking a GDC multiple times, Mr Stevenson has had a passion for teaching game design in as many different ways as possible.

DESMA X 481.55

## Design Thinking

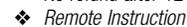
4.0 units

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."

Reg# 377600

Fee: \$759

No refund after 12 Jan.



11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Enrollment limited.

**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 481.99FG

## User Experience: Software

4.0 units

Creating delightful, meaningful, and easy-to-use digital experiences requires the ability to generate multiple ideas rapidly, iterate quickly, and test the results. This class teaches the core tools of the trade: Sketch, Adobe XD, Figma and more for advanced prototyping; InVision, Principle, Axure; and UserTesting.com for user research and testing. Topics include essential UX software and their practical applications, development hand-off, design team collaboration, etc. as well as more theory-based topics, such as navigation and architecture, design patterns, and the latest design methodologies. Class projects include rapid low fidelity-design and prototyping, multi-platform design for websites, mobile and native apps, wearables and voice assistants, as well as conducting user research and testing.

Reg# 377751

Fee: \$759

No refund after 9 Jan.



Jan. 5-Mar. 16

Students must own a computer and have Sketch, Adobe CC, or similar design software. Mac preferred but not required.

**Jonathan Ramirez**, a digital design lead who has worked with organizations such as Apple, Audible, Karma Automotive, Wantable, and two different design agencies

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, surveying, 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.

Prerequisite(s): X 481.99AF User Experience I.

Reg# 377614

Fee: \$759

No refund after 9 Jan.



Jan. 5-Mar. 16

**Navin Rizwi**, Navin Rizwi has worked in technology, television and publishing and is currently the Head of Product at Condé Nast, where she is responsible for digital product and UX/UI design for the British portfolio of magazine brands..

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WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

## Did You Know?

### Arts Courses Can Serve as DCA Electives

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



Instructor Mayee Futterman and student show off class work from Chinese Brush Painting.

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

## 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](mailto:visualarts@uclaextension.edu).

#### ART HIS 800.15 Art of the 21st Century

0.8 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# 377587

Fee: \$250

No refund after 5 Jan.

❖ Remote Instruction

8 mtgs

Wednesday, 11am-12pm, Jan. 6-Feb. 24

Roni Feinstein, PhD, Institute of Fine Arts, New York University

#### 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. Museums include Musée d'Orsay, Uffizi Gallery, Rijksmuseum, The Tate, and The Museum of Modern Art, among others.

→ → →

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.

### 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](mailto:visualarts@uclaextension.edu).

**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

Estimated supplies cost \$65. Materials list sent via email prior to first class meeting.

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.



## Connect with Your Arts Community!

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

**Facebook:**  
[Facebook.com/UCLAxVisual](https://www.facebook.com/UCLAxVisual)

**Website:**  
[Visual.uclaextension.edu](http://Visual.uclaextension.edu)

Above: Performance from TEDxUCLA 2017.

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



## Museums of the World

Participate in exciting virtual tours of some of the world's greatest museums. Zoom groups travels 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.

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Above: Instructor Dahn Hiuni.

# 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](https://careers.uclaextension.edu) to find out information on:

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

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

Visit [careers.uclaextension.edu](https://careers.uclaextension.edu) today!

### ART X 5A Basic Drawing I

2.0 units

This is a beginning course in drawing designed to develop and expand one's observational abilities and rendering skills. Students learn methods for sensitively describing objects in terms of line, shape, volume, cross-contour, proportion, light logic, perspective, and compositional space. Each class focuses on a particular formal concept and its function in drawing. Students begin with line drawings and conclude with fully modeled, tonal, volumetric, still-life drawings. Also covered are fundamentals of pictorial space structure, aesthetics, content, and draftsmanship using still life and natural forms. Includes work with pencil, pen, and charcoal.

Reg# 377620

Fee: \$649

No refund after 11 Jan.

Online

Jan. 7-Mar. 11

Estimated supplies cost is \$75.

**Stephanie Pryor**, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

### ART X 426.89 Figuration to Portraiture

3.0 units

Explore both contemporary and traditional approaches to portraiture by looking at the head in relation to the full body. This course begins with learning to see the full figure in terms of line, alignment, proportion, volume, and tone. By transferring this knowledge to the portrait, students learn about structure of the face, likeness, and how to visualize and draw the head from different angles. This course also covers composition, form, content, and the power of psychology and emotion that can be derived from a portrait. Dry media, including pencil, charcoal, pen and ink, and pastel are covered. Prerequisite(s): Previous drawing experience, especially with the figure, is strongly encouraged but not required.

Reg# 377622

Fee: \$689

No refund after 11 Jan.

Online

Jan. 7-Mar. 11

Materials list sent prior to first class. Estimated supplies cost: \$65.

Enrollment limited.

**Stephanie Pryor**, MFA, UCLA; artist who has exhibited extensively in solo and group shows in Los Angeles, New York, and Europe.

### ART X 430 Chinese Brush Painting

4.0 units

In Chinese art and culture, a flower is never merely a flower nor scenery merely a place; each has its legends, romantic stories, and symbolic spirituality. Take a journey into the world of Chinese Brush Painting in this comprehensive 11-week course which offers an in-depth exploration of its theory, materials, techniques, skills, and subjects. Through lectures, demonstrations, discussion, and live step-by-step instruction, students will learn basic skills and concepts, then build up to more advanced techniques and compositions. 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.

Reg# 377616

Fee: \$649

No refund after 13 Jan.

Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Mayee Futterman**, who specializes in Chinese Brush Painting. A large selection of her work is in the collection of California Hospital Medical Center and permanently exhibited at the Los Angeles Center for Women's Health, as well private collections internationally. She studied under professor and master brush artist, Dr. Ning Yeh.

## Photography

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

### Suggested Tool Kit

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

Elective Courses:

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

### ART X 438.9 Photography I

4.0 units

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

Reg# 377617

Fee: \$759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

Enrollment limited.

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

### ART X 439.90 Photography II

5.0 units

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

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

Reg# 377618

Fee: \$759

No refund after 9 Jan.

Online

Jan. 5-Mar. 16

**Natasha Rudenko**, MFA; internationally-exhibited photographer whose work addresses issues of self-reflection and identity.

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

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# 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.



## 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# 377973

Fee: \$759

No refund after 14 Jan.

 Remote Instruction

11 mtgs

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

**Bertha 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# 377619

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# 37752

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](mailto: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.



# 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](http://uclaextension.edu) or call (800) 825-9971.

Above: Photography students on a location shoot. Photo by Scott Stulberg.

## For More Information

[photography@uclaextension.edu](mailto:photography@uclaextension.edu) | (310) 206-1422

# DIGITAL TECHNOLOGY



## DATA ANALYTICS & MANAGEMENT

- 56 Data Science
- 58 Database Management

## NETWORK AND INFRASTRUCTURE

- 56 Cybersecurity
- 59 Systems Analysis

## PROGRAMMING

- 61 Applications Programming
- 61 Coding Boot Camp
- 62 Java Programming
- 63 Web Application Development
- 63 GIS (GEOGRAPHIC INFORMATION SYSTEMS)

For more information call (310) 206-6794.

## Course Icons Provide Information At-a-Glance

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

## Data Analytics & Management

### 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), Honeywell, and many other companies all use Python to handle jobs for which classical programming languages are not well-suited. This course introduces Python and its libraries as a general programming environment, then applies Python to real-world problems, such as website development, database access, text processing, XML editing, GUI development, and system administration.  
*Prerequisite(s):* COM SCI X 414.20 Fundamentals of Software Development, programming experience, or consent of instructor.

→ → →

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

Reg# 376387

Fee: \$995

No refund after 20 Jan.

- ❖ Remote Instruction  
6 mtgs  
Jan. 7-Mar. 18  
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

Enrollment limited. Enrollment deadline:

Jan. 13.  

**Bianca Cung**

Reg# 376388

Fee: \$995

No refund after 11 Jan.

-  Online  
Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline:

Jan. 13.  

**Bianca Cung**

#### 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.

Reg# 376494

Fee: \$995

No refund after 19 Jan.

- ❖ Remote Instruction  
6 mtgs  
Jan. 6-Mar. 17  
Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

Students are required to bring a laptop to class for portions of the class.

Enrollment limited. Enrollment deadline:

Jan. 12.  

**Bruce Huang**

#### 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.

Reg# 376545

Fee: \$995

No refund after 8 Jan.

-  Online  
Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.  

**Ali El-Annan**

Reg# 376546

Fee: \$995

No refund after 8 Jan.

-  Online  
Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.  

**Ali El-Annan**

→ → →

Reg# 376548

Fee: \$995

No refund after 18 Jan.

- ❖ Remote Instruction  
10 mtgs  
Tuesday, 6-9:30pm, Jan. 5-Mar. 9

Students are required to bring a laptop to class.

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

Reg# 376547

Fee: \$995

No refund after 20 Jan.

- ❖ Remote Instruction  
10 mtgs  
Thursday, 6-9:30pm, Jan. 7-Mar. 11

Students are required to bring a laptop to class.

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

#### 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 technology. This course teaches you these skills with a specific focus on visualization. You learn the iterative process of EDA, data analysis techniques, data exploration, and visualization. The course utilizes Tableau for data visualization.  
*Prerequisite(s):* Recommended: COM SCI X 450.1 Introduction to Data Science, or equivalent experience.

Reg# 376550

Fee: \$995

No refund after 18 Jan.

- ❖ Remote Instruction  
10 mtgs  
Tuesday, 6:30-10pm, Jan. 5-Mar. 9

Enrollment limited. Enrollment deadline:

Jan. 11.  

**Bianca Cung**

Reg# 376549

Fee: \$995

No refund after 11 Jan.

-  Online  
Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline:

Jan. 13.  

**Ali El-Annan**

**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 Fabbrocino**, 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

Enrollment limited. Enrollment deadline:

Jan. 13. 🌐 📅

**Leonardo Neves****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

Enrollment limited. Enrollment deadline:

Jan. 13. 🌐 📅

**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# 376308

**Fee: \$995**

No refund after 18 Jan.

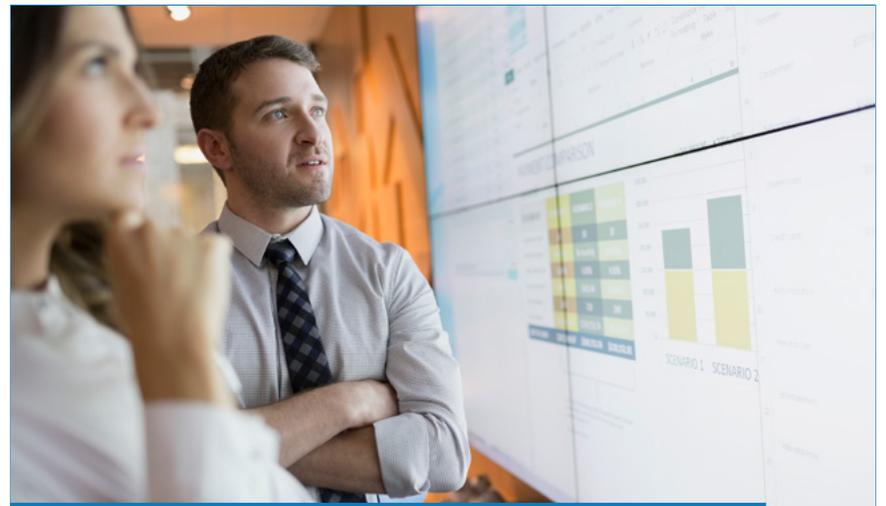
❖ Remote Instruction

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 Consilio 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.



# Data Science Certificate

## Two Paths Available!

The Data Science Certificate is offered as either a standard or intensive path.

The standard certificate is a 4-course (16-unit) program that provides training and education for those who would like to pursue a career in data science. Courses cover data development and management, machine learning and natural language processing, exploratory data analysis, statistical models, data visualization, and inference. Additionally, the program includes hands-on training in real-life data science problems.

### Prerequisite Course

Suggested for students without basic Python or statistics experience.

+ **COM SCI X 450.00 Data Science Fundamentals**

### Required Courses

+ **COM SCI X 450.1 Introduction to Data Science** 🌐

+ **COM SCI X 450.2 Exploratory Data Analysis and Visualization** 🌐

+ **COM SCI X 450.3 Big Data Management** 🌐

+ **COM SCI X 450.4 Machine Learning** 🌐

Courses begin on page 56.

Approved for International Students (I-20/FI)

# 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/FI)

## For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](https://uclaextension.edu/digital-technology)



## Database Management

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

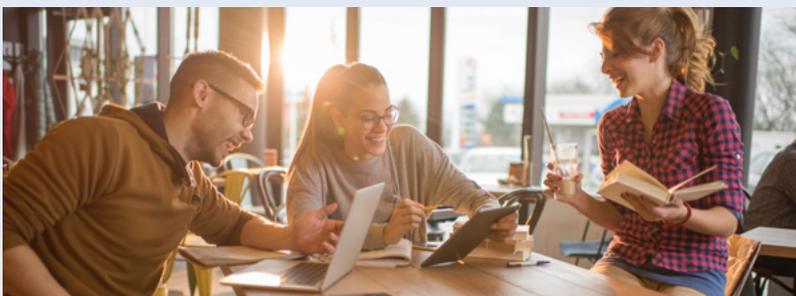
- + **COM SCI X 414.51 Relational Database Management**
- + **COM SCI X 414.56 Advanced Database Management Concepts**
- + **COM SCI X 417.96 Network Communications with TCP/IP**

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](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](https://uclaextension.edu/digital-technology)

## UCLA Extension Specializations



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

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- Acquire specific, targeted skills in a focused area of study
- Network with instructors and students
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Cybersecurity Boot Camp  
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Full Stack Web Development Coding Boot Camp  
Java  
Python for Data Engineers

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## 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

Reg# 376323

Fee: \$995

No refund after 19 Jan.

Remote Instruction

11 mtgs

Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

Enrollment limited. Enrollment deadline:

Jan. 12.

Instructor to be announced

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

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

## 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, AIG

Reg# 376489

Fee: \$995

No refund after 19 Jan.

Remote Instruction

10 mtgs

Wednesday, 6-9:30pm, Jan. 6-Mar. 10

Enrollment limited. Enrollment deadline:

Jan. 12.

Jack Chang

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 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.

Wayne Wheeler, senior security analyst, Aerospace Corporation

# 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.

- + **COM SCI X 420.1 Fundamentals of Cybersecurity**

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- + **COM SCI X 420.3 Cybersecurity Infrastructure Management**

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- + **COM SCI X 420.5 Network, Operating System, & Database Security**

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- + **COM SCI X 420.9 Cybersecurity Lab (Defensive Tools)**

Courses begin on page 58.

Approved for International Students (I-20/FI)

## For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](http://uclaextension.edu/digital-technology)

### COM SCI X 420.9

#### Cybersecurity Lab (Defensive Tools)

4.0 units 3.6 CEUs

This hands-on course introduces defensive methodology and tools. Defensive security practices require a strong understanding of current risks and exploits. Leveraging the knowledge acquired from the Information System Security Lab (offensive tools), this course builds on the remediation strategies for thwarting off active offensive attacks. This course introduces core defensive strategies for various environment types and provides hands-on experiences of security defensive tools.

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

Reg# 376491

Fee: \$995

No refund after 9 Jan.



Jan. 5-Mar. 9

Enrollment limited. Enrollment deadline:

Jan. 11.

**Adrian Mohuczy-Dominiak**, MS in information systems and operations management, University of Florida; lead IT security risk analyst, UCLA

Reg# 376344

Fee: \$995

No refund after 8 Jan.



Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.

**Irfan Ahmed**, global cyber security consultant, HP; certified information security manager (CISM).

Reg# 376366

Fee: \$995

No refund after 17 Jan.



8 mtgs

Monday, 6:30-10pm, Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.

**Jack Chang**

### COM SCI X 460.1

#### Architecting Cloud Solutions Using AWS

4.0 units 3.6 CEUs

This course provides a hands-on introduction to Amazon Web Services (AWS), architecture, deployment, and management. AWS has revolutionized IT infrastructure and is the dominant cloud services provider with more than six billion dollars in revenues. AWS replaces on-premises infrastructure with scalable low cost services. There is a high demand for professionals with experience architecting AWS services. In this course, students architect AWS services for computer storage, applications, database, networking, security, identity management, and content delivery. Progressive lab exercises and projects deploying actual AWS services prepare students for real-world application. The Amazon-developed curriculum can prepare students for the *AWS Certified Solution Architect Associate* certification exam. *Prerequisite(s):* Conceptual knowledge of computing infrastructure, including operating systems, applications, databases, networks, and security.

Reg# 376569

Fee: \$995

No refund after 17 Jan.



8 mtgs

Monday, 6:30-10pm, Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.

**Wayne Wheeler**, senior security analyst, Aerospace Corporation

→ → →

# Systems Analysis

## Certificate

System Analysts are in demand. Learn requirements analysis, design, development, installation, and operation, as well as online systems, network communications, testing, and documentation. You may complete this 32-unit certificate entirely online.

Approved for International Students (I-20/FI)

### Required Courses

Offered In-Class & Online

- + **COM SCI X 414.51 Relational Database Management**

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- + **COM SCI X 414.20 Fundamentals of Software Development**

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- + **COM SCI X 414.61 Introduction to SQL**

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- + **COM SCI X 417.96 Network Communications with TCP/IP**

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- + **COM SCI X 418.85A Java Programming I**

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- + **COM SCI X 420.1 Fundamentals of Cybersecurity**

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

+ Offered this quarter.

## For Complete Details

[uclaextension.edu/digital-technology](http://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 414.61 Introduction to SQL**

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- + **COM SCI X 450.4 Machine Learning Using R**

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- + **COM SCI X 418.104B Python Programming I**

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- + **COM SCI X 418.735B C++ Fundamentals for Visual Studio .NET**

+ Offered this quarter.

## For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](http://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/FI)

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.

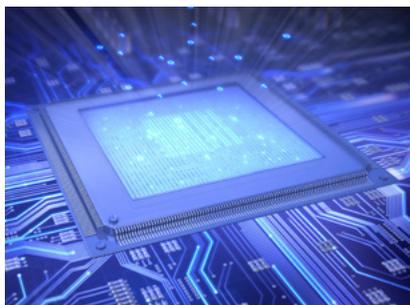
### For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](https://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](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](https://uclaextension.edu/digital-technology)



# The Coding Boot Camp at UCLA Extension

## 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](mailto:codingbootcamp@uclaextension.edu) | (310) 955-4093  
[bootcamp.uclaextension.edu/coding/learncode/](https://bootcamp.uclaextension.edu/coding/learncode/)

### Part-Time In-Person (24 weeks)

Class starts January 11; Remote Instruction

### For More Information

[codingbootcamp@uclaextension.edu](mailto:codingbootcamp@uclaextension.edu) | (310) 955-4093  
[bootcamp.uclaextension.edu/coding/learncode/](https://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](mailto:codingbootcamp@uclaextension.edu) | (310) 955-4093  
[bootcamp.uclaextension.edu/coding/online/](https://bootcamp.uclaextension.edu/coding/online/)

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

## Programming

### Applications Programming

#### COM SCI X 414.20 Fundamentals of Software Development

4.0 units 3.6 CEUs

The 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.



Jan. 4-Mar. 15

Enrollment limited. Enrollment deadline:

Jan. 10.

Keith Jefferies, MBA, president, ComputerUp

Reg# 376310

Fee: \$995

No refund after 17 Jan.



8 mtgs

Monday, 6:30-9:30pm, Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.

Keith Jefferies, 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.



Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline:

Jan. 10.

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

Reg# 376324

Fee: \$995

No refund after 10 Jan.



Jan. 6-Feb. 10

**This is an accelerated section.** Enrollment limited.

Enrollment deadline: Jan. 12.

**Clement S Lee**

Reg# 376325

Fee: \$995

No refund after 11 Jan.



Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline:

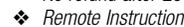
Jan. 13.

**Clement S Lee**

Reg# 376327

Fee: \$995

No refund after 20 Jan.



10 mtgs

Thursday, 6:30-10pm, Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline:

Jan. 13.

**Clement S Lee**

#### COM SCI X 418.735 Programming in C# for Visual Studio.NET Platform I

4.0 units 3.6 CEUs

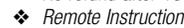
This course provides new developers and application developers unfamiliar with the C# language the knowledge and skills to develop C# applications using the Microsoft.NET platform. Focusing on C# program structure, language syntax, and object-oriented concepts, students build projects using console applications, 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# 376392

Fee: \$995

No refund after 18 Jan.



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.



Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline:

Jan. 13.

**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 11 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/learn/cyber](http://bootcamp.uclaextension.edu/cybersecurity/learn/cyber)

#### 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 ADO.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.



6 mtgs

Jan. 5-Mar. 16

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Enrollment limited. Enrollment deadline:

Jan. 11.

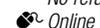
Students are required to bring a laptop to class.

**Instructor to be announced**

Reg# 376399

Fee: \$995

No refund after 10 Jan.



Jan. 6-Mar. 10

Enrollment limited. Enrollment deadline:

Jan. 12.

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

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ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

# Java Programming

## Specialization

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

Choose 3 of the courses below:

+ COM SCI X 418.85A Java Programming I 

+ COM SCI X 418.85C Java Programming III 

+ COM SCI X 418.100 Java Programming II 

COM SCI X 418.104F Google Android Development 

+ Offered this quarter.

Courses begin on page 62.

 Offered online.

### For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](http://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 418.104G Intermediate Google Android Development 

COM SCI X 418.104F Google Android Development 

+ Offered this quarter.

 Offered online.

### For More Information

[dt@uclaextension.edu](mailto:dt@uclaextension.edu) | (310) 206-6794 | [uclaextension.edu/digital-technology](http://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](mailto:dt@uclaextension.edu) | (310) 825-7609

## Java Programming

COM SCI X 418.85A  
Java Programming I

4.0 units 3.6 CEUs

Powerful enough to build large N-tiered Internet and intranet applications, Java is a well-designed object-oriented language that allows rapid development of programs. Due to its simplicity, it also is an excellent first-time programming language to learn. This hands-on course presents the fundamentals of programming using Java and covers object-oriented programming, classes, constructors, flow control statements, data types, methods, inheritance, data hiding, abstraction, and the Java library. Students gain experience through a number of programming projects during the course, and instruction stresses practical programming skills to prepare them for follow-on Java courses.

**Prerequisite(s):** Requires computer work outside of class, as well as a computer with any operating system that supports Java; familiarity with that operating system; and the ability to create files and folders, use an Internet browser and email, create zipped files to send as email attachments, and download software from the Internet for class and programming assignments. For students with little or no programming experience, we recommend taking Fundamentals of Software Development before taking this course.

Reg# 376403

Fee: \$995

No refund after 8 Jan.

 Online

Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline: Jan. 10.  

**Amir Hallajpour**, software consultant, AITech Defense Systems

Reg# 376433

Fee: \$995

No refund after 17 Jan.

 Remote Instruction

8 mtgs

Monday, 6:30-10pm, Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline: Jan. 10.  

**Juan Carlos Moreno**

Reg# 376432

Fee: \$995

No refund after 18 Jan.

 Remote Instruction

10 mtgs

Tuesday, 6:30-10pm, Jan. 5-Mar. 9

Enrollment limited. Enrollment deadline: Jan. 10.  

**Amir Hallajpour**, software consultant, AITech Defense Systems

COM SCI X 418.100  
Java Programming II

4.0 units 3.6 CEUs

Java Programming II examines more advanced object-oriented programming; collections and generics; graphical user interface design; threading and asynchronous processing; and files, streams, database usage, and object serialization. Students learn to develop platform/framework neutral applications for desktop, Web, and mobile situations. On course completion, students are able to choose the appropriate Java technology to solve their business problem, develop complex GUI interfaces using Swing, connect to a database and execute SQL queries, and write efficient and maintainable Java code.

**Prerequisite(s):** COM SCI X 418.85A Java Programming I.

Reg# 376376

Fee: \$995

No refund after 8 Jan.

 Online

Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline: Jan. 10.  

**Juan Carlos Moreno**

COM SCI X 418.85C  
Java Programming III

4.0 units 3.6 CEUs

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

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

Reg# 376434

Fee: \$995

No refund after 8 Jan.

 Online

Jan. 4-Mar. 8

Enrollment limited. Enrollment deadline: Jan. 10.  

**Juan Carlos Moreno**

## Course Icons Provide Information At-a-Glance

 ONLINE COURSE  
Technical requirements, page 5.

 TEXTBOOK REQUIRED  
Visit our website for textbook information.

 HYBRID COURSE, page 5.

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

 WEB-ENHANCED COURSE, page 5.

 REMOTE INSTRUCTION, page 5.

## 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 8 Jan.



Jan. 4-Mar. 8

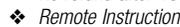
Enrollment limited. Enrollment deadline: Jan. 10. Adobe Photoshop, Dreamweaver, and Animate are required. If you do not have this set of software, you will have the option to purchase Adobe Creative Cloud for the duration of the quarter during checkout. Visit [helpx.adobe.com/photshop/system-requirements.html](http://helpx.adobe.com/photshop/system-requirements.html) for system requirements.

Sean Zhao, MS, University of Texas at Dallas, senior engineer, Fiserv Inc.

Reg# 376385

Fee: \$995

No refund after 18 Jan.



10 mtgs

Tuesday, 6:30-10pm, Jan. 5-Mar. 9

Enrollment limited. Enrollment deadline: Jan. 11.

Dan Vaughan, BA, proprietary software instructor, technical writer, and usability specialist, Rhythm & Hues Studios

COM SCI X 418.102AB

### HTML and CSS

4.0 units 3.6 CEUs

Anyone who does web work needs to understand HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Together, they provide the foundation on which web pages are built. HTML labels types of information, and CSS specifies how that information will look. Using step-by-step code writing exercises, students learn how HTML and CSS work together to create responsive web pages, starting with the very basics and progressing up to the intermediate level. Topics include HTML5 tags and elements, links, forms, lists, images, and color. Also covered are page layout, properties, selectors, CSS3, media queries, menus, the box-model, specificity, the cascade, pseudo elements and classes, adding video, animation, JavaScript, and jQuery, as well as site deployment. Free software is used and there are no prerequisites.

Reg# 376386

Fee: \$995

No refund after 11 Jan.



Jan. 7-Mar. 11

Enrollment limited. Enrollment deadline: Jan. 13.

Gideon Arom

COM SCI X 418.88B

### JavaScript

4.0 units 3.6 CEUs

Web users today expect sites to provide dynamic user interfaces, fast response times, and advanced features. JavaScript delivers that, which is why JavaScript has become such an important programming language for web developers. This course benefits anyone who is involved with web development, including server-side programmers who use ASP, JSP, PHP, or other languages and web designers who use XHTML and CSS and would like to build

rich Internet applications (RIAs) with JavaScript and DOM scripting. Students learn XHTML and CSS (Cascading Style Sheets) skills and learn how to use Firefox and its free Firebug extension to debug JavaScript applications. Additionally, students learn how to use arrays, functions, regular expressions, exception handling, libraries, and user-defined objects. The course provides an introduction to closures, recursion, prototype-based inheritance, extension of built-in JavaScript objects, and an object-oriented approach to data validation that students can use as a model for their own applications. Students also learn how to use DOM Scripting to build applications that run slide shows, do image rollovers, use dropdown menus, rotate headlines, sort the data in tables, and provide animation. The course also covers how to use the objects, methods, and properties of a web browser and how to use third-party libraries, such as jQuery and Dojo.

Reg# 376435

Fee: \$995

No refund after 10 Jan.



Jan. 6-Mar. 10

Enrollment limited. Enrollment deadline:

Jan. 12.

Prentiss Knowlton, PhD, senior systems engineer, QSS

## 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 course exercises situate 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# 375229

Fee: \$1,875

No refund after 18 Jan.



Jan. 11-Mar. 21

Required course in the GIS & Geospatial Technology Certificate program.

Enrollment limited to 50 students; early enrollment

# Map Out a Better Future

## With UCLA Extension's GIS & Geospatial Technology Certificate Program

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

Created in collaboration with the UCLA Department of Geography, this fully online program 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 &amp; Enterprise GIS

+ Offered this quarter.

"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.

### For More Information

[geospatial@ucla.edu](mailto:geospatial@ucla.edu) | (310) 818-3671 | [uclaextension.edu/GIS](http://uclaextension.edu/GIS)

recommended. Visitors not permitted. Enrollment deadline: July 6, 2020.

Nick Burkhardt

Michael Shin

Reg# 377198

Fee: \$1,875

No refund after 18 Jan.



Jan. 11-June 13

Required course in the GIS & Geospatial Technology Certificate program.

Students can choose to take GEOG XL 7 in one of two formats: self-paced or cohort-based. This is the self-paced version of the course.

Enrollment limited to 50 students; early enrollment recommended. Visitors not permitted. Enrollment deadline: February 28.

Nick Burkhardt

Michael Shin

GEOG XL 180

### Cartography

4.0 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, representation, typography, 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# 377020

Fee: \$1,500

No refund after 18 Jan.



Jan. 11-Mar. 21

Required course in the GIS & Geospatial Technology Certificate program.

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

Michael Shin

Nick Burkhardt

GEOG X 191C

### GIS Databases and 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 upon GIS project management best practices.

Reg# 375232

Fee: \$1,500

No refund after 18 Jan.



Jan. 11-Mar. 21

Required course in the GIS & Geospatial Technology Certificate program.

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

Nick Burkhardt

Michael Shin

# EDUCATION



## 64 EARLY CHILDHOOD EDUCATION

### HIGHER EDUCATION & ADULT EDUCATION

## 66 College Counseling Certification

## 68 TESOL

## 68 K-12 CALIFORNIA TEACHER CREDENTIALING & AUTHORIZATIONS

## 69 CLAD through CTETL Certification

## 70 K-12 Clear Teaching Credentials

For more information call (310) 825-4191.

## Early Childhood Educators

For information about the Early Childhood Education Certificates, email [eceonline@uclaextension.edu](mailto:eceonline@uclaextension.edu), visit [uclaextension.edu/education/certificates](http://uclaextension.edu/education/certificates), or call (310) 825-4191.

### 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, language, social, and emotional 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# 377788

Fee: \$527

No refund after 8 Jan.

Online

Jan. 4-Feb. 28

Jackie Kelley, MA, early childhood educator; adjunct professor, Santa Monica College.

Reg# 377789

Fee: \$527

No refund after 8 Jan.

Online

Jan. 4-Feb. 28

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.

→ → →

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, welfare, and counseling. Students also explore culture, diversity, and equity within the classroom and the larger community. Students examine their own and others' understanding of social and cultural belonging. Instruction includes exploration of tools, classroom strategies, community resources, and advocacy for supporting family engagement and creating productive partnerships with children and families. Note that this is an intensive course, in which the work of a full academic quarter is offered in only 8 weeks. You may be required to interview people, observe children, or go into the community for this course, so plan ahead.

Reg# 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.

Reg# 377795

Fee: \$527

No refund after 29 Jan.

Online

Jan. 25-Mar. 21

This course requires purchase of a digital text for \$73.50 which will be available for purchase when the Canvas course shell is made available to students two days before the course start date. 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.

Tamara Jackson, PhD, director of Special Education, La Canada Unified School District; recipient, UCLA Extension Distinguished Instructor Award, 2008.

### 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 Child Development, unless you have 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, Bakersfield College, early childhood education.

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

### EDUC X 24 Introduction to Curriculum and Learning Environments

4.5 units

This online course covers developmentally appropriate curriculum methods for early childhood. Students will learn to design, equip, plan, and implement engaging learning environments for supporting developmental goals and knowledge. Learn to create optimal curricula and learning experiences based on theory, observation, and assessment within a context of relationships and play. Develop strategies for culturally-relevant curricula. Embed activities designed to establish children's positive attitudes and behaviors for learning, pro-social behavior, a strong sense of self, competence, and emotion regulation. Understand how the curriculum and learning environment can guide cognitive, social, and emotional development and mitigate challenging behaviors. Students are required to observe young children. This is a lower-division (entry level) college class. This is also an intensive class. We are completing a full course in only 8 weeks. Expect to spend around 12 hours per week to complete everything in each week's module. Before you take this course, we recommend you take the Child Development course and the course on Foundations of Early Care and Education, unless you have significant classroom experience with children already.

Reg# 377810

Fee: \$527

No refund after 8 Jan.

Online

Jan. 4-Feb. 28

Kathy Fuller, PhD, educational consultant; recipient, UCLA Extension Distinguished Instructor Award, 2012.

### EDUC X 321.26 Documentation, Observation, and Assessment of Young Children

4.5 units

This course offers an introduction and practice on observation, documentation, assessment, and the skills necessary to apply assessment findings to create an appropriate curriculum for young children. In this course, students develop systematic and purposeful observation and interpretation of documentation for the creation of emergent curriculum and assessment of young children aged 0-5 years. Students learn the California guidelines for Early Childhood Education and Transitional Kindergarten. California ECE competencies and tools introduced in the course include the CA Preschool Curriculum Frameworks, California Preschool Learning Foundations, and Desired Results Developmental Profile (DRDP).

Reg# 377837

Fee: \$527

No refund after 8 Jan.

Online

Jan. 4-Feb. 28

Kristin Sherman, MA in human development and social change; director, ECE program, New School West, Santa Monica, CA ECE Mentor Program.

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

# 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*

**EDUC X 21 Child Development**

**EDUC X 22 The Young Child in the Family and Community**

**EDUC X 23 Foundations of Early Child Care and Education: an Introduction to Teaching Young Children**

**EDUC X 24 Introduction to Curriculum and Learning Environments**

Though our course titles and numbers have changed, the course content still satisfies Title 5 and Title 22 regulations for valid coursework toward your ECE Permit. Please see the chart below for course equivalents.

Please note, no changes have been made to the electives for ECE Certificate programs and can be taken as originally intended.

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

### 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*

**EDUC X 321.26 Observation, Documentation and Assessment of Young Children**

**EDUC X 25 Play and the Developing Brain in Early Childhood Education**

*Choose one infant/toddler course*

**EDUC X 321.74 Developing an Infant and Toddler Child Care Program**

**EDUC X 321.71 Infant and Toddler Development and Care**

#### Electives

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

#### About ECE Courses

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

### Early Childhood Education Advanced Core Certificate

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

*Total of 6 Courses*

**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

[eeonline@uclaextension.edu](mailto:eeonline@uclaextension.edu) | (310) 825-4191 | [uclaextension.edu/education](http://uclaextension.edu/education)

### EDUC X 25 Play and the Developing Brain in Early Childhood Education

4.5 units  
This online course provides a contemporary, research-based perspective on learning and inquiry through play in early childhood settings and explains how play supports optimal brain development. Students will learn about historical and contemporary perspectives of the critical role of play in early learning and development. Students will explore 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# 377829  
**Fee: \$527**  
*No refund after 8 Jan.*  
Online  
Jan. 4-Feb. 14

**Karen Fite**, JD, MA, senior adjunct faculty, Pacific Oaks College; early childhood consultant.

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 321.71 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 psychosocial development of the young child in the first three years. The course covers developmental milestones, characteristics, and growth patterns of children from conception through 36 months. Essential policies; principles; and practices that lead to quality care, developmentally appropriate curriculum, and environments for children 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# 378287  
**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.*

**Victor 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# 377832  
**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. International 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.*

**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 321.2 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 applies toward California Title 22 and Title 5 regulation compliance and child development permits.

Reg# 377834  
**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.*

**Terri Emberling**, MA in counseling and clinical psychology; founder/director, Relationship Roots.

### EDUC X 321.21 Supervision and Administration of Early Childhood Centers: Part II

3.0 units  
This course offers an overview of the leadership, supervision, and professional development of staff and how to guide the center and the staff toward a high-quality, developmentally appropriate philosophy and implementation of a program. Instruction covers how to lead people and serve as a curriculum leader; alignment of environment and practices with center mission and value statements; community building; hiring and retention; staff support, guidance, and professional development; and supporting quality curriculum through leadership and reflective evaluation. Students will learn to develop relationships with families that are culturally sensitive and reciprocal and to communicate with and engage families in the center. Emphasis is given to observation and analysis skills, leadership and mentoring skills, and measuring leadership and management for optimal functioning of the center and staff. The course applies toward California Title 22 and Title 5 regulation compliance and child development permits.

Reg# 377835  
**Fee: \$424**  
*No refund after 12 Feb.*  
Online  
Feb. 8-Mar. 21

**Euna Anderson**, MS, Educational Leadership and Administration; principal, Early Childhood Education Center.

### EDUC X 321.23 Adult Supervision in Early Childhood Programs

3.0 units  
Instruction examines staff organization for effective communication and interpersonal relationships and covers criteria for selecting and evaluating personnel; the administrative role in promoting professional growth, teaching effectiveness, and sensitivity to individual needs; and staff involvement in planning and evaluating programs. Applies toward Title 22 regulations; Title 5 Child Development Permits for Adult Supervision Requirements for Master Teacher, Site Supervisor, and Program Director of Child Care Centers 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# 377838  
**Fee: \$373**  
*No refund after 8 Jan.*  
Online  
Jan. 4-Feb. 28

**Kristin Sherman**, MA in human development and social change; director, ECE program, New School West, Santa Monica, CA ECE 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# 377839  
**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 recognize when young children may have special needs that require professional help and what resources are available. Develop an increased understanding of children with special needs and their families and how to interact with them. Understand myths and fears surrounding children with special

needs and how to facilitate healthy relationships between these children and their classmates. Applies toward Title 22 Regulations and Title 5 Child Development Permits; elective course for both Basic and/or Advanced Core Certificates.

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 [onlineccc@uclaextension.edu](mailto:onlineccc@uclaextension.edu), visit [uclaextension.edu/education/certificates](http://uclaextension.edu/education/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 planner, who is a nationally recognized leader in the independent educational consulting industry. She was awarded the Steven R. Antonoff 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-6; former head of schools, K-12.

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

### 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

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Karen Grace-Baker**, MBA, formerly was lead college counselor at a private Los Angeles-based high school. Presently working as an independent college counselor

Reg# 377900

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Veronica Ortiz**, MA, former assistant director of admission and assistant dean of admission at two Los Angeles-based private colleges

Reg# 377902

Fee: \$795

No refund after 15 Jan.

Online

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 414.90 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# 377914

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**Alison Hess**, MS, vice principal and testing coordinator in the Hawaii public school system

Reg# 377915

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**Kelli Richards**, MA, lecturer, Dept. of Counseling Psychology, and advisor and career development coordinator at the University of Wisconsin

Reg# 377916

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**Christy Roy Godfrey**, MEd, independent college counselor for Learning Enrichment and Assistance Programs, LCC (LEAP), where she has been extensively focused on ACT/SAT/PSAT-NMSQT. Previously, she worked as a high school English teacher, responsible for coordinating the honors and AP program to College Board specifications.

### 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 [onlineeccc@uclaextension.edu](mailto:onlineeccc@uclaextension.edu) if you wish to choose this option.

Reg# 377911

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**Angela Harris**, MA, program advisor and financial aid technician at a Los Angeles-area high school. She has served as a college counselor at two other Los Angeles-area high schools.

Reg# 377912

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**Linda Dagradi**, EdD, educator with more than 35 years of experience in leadership positions in financial aid administration, school counseling, and enrollment management

Reg# 377913

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 28

**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 414.84 Special Issues in College Counseling

4.5 units  
This course in the College Counseling Certificate focuses on individual groups of students who present unique challenges, such as students with learning disabilities, undocumented students, first-generation students, students who are members of the 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

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Cyndy McDonald**, MA, who has more than 20 years of experience as a school counselor and educational consultant. She founded Higher Education Consultants Association (HECA) and a nonprofit program, After Military Planning (AMP). She is president of an online college counseling system and operates a college counseling practice.

Reg# 377904

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Joan Canzone**, MS, associate director of college counseling at a Los Angeles-based private high school

Reg# 377906

Fee: \$795

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Yetunde Rubinstein**, MS Ed, BA, MA in Counseling and Personnel Services; associate director of College Counseling at a Los Angeles area private school.

# Is College Counseling the Career for You?

The College Counseling Certificate is a unique online program that prepares you to work as a college counselor in a school setting, or as an independent educational consultant, and helps students identify postsecondary options.

## Ideal For

- Teachers and administrators working with secondary students
- High school and junior/middle school guidance counselors
- Private and independent college counselors
- Professionals looking for a career change

## Required Courses

EDUC X 414.81 Counseling the College-Bound Student

EDUC X 414.82 The College Admission Process

EDUC X 414.90 Testing/Career Assessment

EDUC X 414.89 Financial Aid Fundamentals

EDUC X 414.84 Special Issues in College Counseling

EDUC X 414.85 Practicum in College Counseling

*Elective Courses* (1 required)

EDUC X 414.98 College Counseling for International Students

EDUC X 414.96 The Business of Educational Consulting

EDUC X 414.99 Preparing Community College Student for Transfer

## For More Information

[onlineeccc@uclaextension.edu](mailto:onlineeccc@uclaextension.edu) | (310) 825-4191 | [uclaextension.edu/education](http://uclaextension.edu/education)

### EDUC X 414.85 Practicum in College Counseling

6.0 units  
Apply theory and methodology in a genuine counseling situation under professional supervision. Students complete 65 hours of supervised fieldwork in a local counseling venue 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.

*Prerequisite(s):* Completion of the six required courses and formal enrollment in the certificate. Students may not enroll until their Practicum proposal has been approved and they have received permission from the College Counseling Certificate advisor.

Reg# 377907

Fee: \$550

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Julia Varriale**, MA, college counseling consultant. Recipient of the UCLA Extension Distinguished instructor Award

Reg# 377909

Fee: \$550

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Esther Hugo**, EdD, adjunct professor, Loyola Marymount University's School of Education; recipient, UCLA Extension Distinguished Instructor Award, 2008.

## 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.

*Prerequisite(s):* 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

No refund after 15 Jan.

Online

Jan. 11-Mar. 21

**Peggy Hock McCalley**, 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

[eeonline@uclaextension.edu](mailto:eeonline@uclaextension.edu) | (310) 825-4191 | [uclaextension.edu/education](http://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 covered include steps needed to begin the process: early decisions, formulating 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# 377917

Fee: \$795

No refund after 15 Jan.



Jan. 11-Mar. 21

**Charlotte Klaar**, PhD, CEP, certified educational planner, who is a nationally recognized leader in the independent educational consulting industry. She was awarded the Steven R. Antonoff Award for Professional Achievement in recognition of her contributions to the profession. She has more than 20 years of college counseling experience.

EDUC X 414.99

### Preparing Community College Students for Transfer

4.5 units

This course emphasizes the development of knowledge and skills with regard to guiding and supporting community college students through all steps of their community college education, from enrollment through transfer application and admission. Students will learn about community college matriculation processes, course selection, transfer application, and how to strategically position prospective transfer students for admission to public and private colleges and universities. Students will explore the current community college landscape as

well as big issues like challenges for disadvantaged populations and persistence towards transfer. Students will learn about the critical programs essential to supporting persistence and transfer, like those for first-generation college students, articulation agreements, admissions priority agreements, honors, and financial aid.

Reg# 377918

Fee: \$795

No refund after 15 Jan.



Jan. 11-Mar. 21

**Rosina Wright-Castro**, PhD, serving as a Student Success Coordinator for Foundations for Student Success at Mesa Community College District

## TESOL

For information about the TESOL Certificate, email [eeonline@uclaextension.edu](mailto:eeonline@uclaextension.edu), visit [uclaextension.edu/education/certificates](http://uclaextension.edu/education/certificates), or call (310) 825-4191.

EDUC 825

### Introduction to the TESOL Program

1.0 CEUs

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# 377843

Fee: \$75

No refund after 8 Jan.



Jan. 4-17

**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: \$698

No refund after 22 Jan.



Jan. 18-Mar. 14

**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 discover 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 (areal, social, professional, creole, and pidgin languages), writing systems, and computational linguistics.

Reg# 377847

Fee: \$698

No refund after 29 Jan.



Jan. 25-Mar. 21

**Viktorija 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

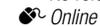
Students must pass all four core courses with a C or better to be eligible for this course. This is the culminating course in the TESOL Certificate. The TESOL Practicum Portfolio integrates prior learning, assignments, lesson plans, and observations from the TESOL courses and provides students the opportunity to reflect and refine their teaching practices. Participants compile a professional digital portfolio that captures and highlights their best work from each course. The portfolio also includes the development of professional goals and a comprehensive teaching philosophy. A taped video lesson and classroom observation for each course is included in the final portfolio, providing detailed evidence of teaching strengths. The completed portfolio supports participants in job placement and interviews and tells the personal story of learning and growth throughout the TESOL program.

→ → →

Reg# 377848

Fee: \$230

No refund after 25 Feb.



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

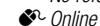
4.0 units

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/cl621a.pdf](http://ctc.ca.gov/credentials/leaflets/cl621a.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# 377935

Fee: \$725

No refund after 22 Jan.



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.

**Patricia Whitman**, EdD, intern supervisor, UCLA Extension Education Department

EDUC X 330.53

### Single Subject Methods for Teaching K-12 Physical Education

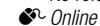
4.0 units

The primary goal of this course is for each student to gain increased ability to effectively and efficiently teach K-12 physical education in pursuit of the added authorization credential. Students learn strategies for teaching California standards-based physical education. Topics include curricular models, teaching styles, student and teacher assessment, class management and discipline, motivation, and teaching diverse learners. Prerequisite(s): CA General Education Teaching Credential (Multiple Subject or Single Subject)

Reg# 377936

Fee: \$725

No refund after 22 Jan.



Jan. 18-Mar. 14

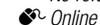
Enrollment limited; early enrollment advised.

**Ken Hansen**, PhD

Reg# 377937

Fee: \$725

No refund after 22 Jan.



Jan. 18-Mar. 14

Enrollment limited; early enrollment advised.

**Ken Hansen**, PhD

### EDUC X 330.57 Single Subject Methods for Teaching Science

4.0 units  
This course focuses on methodologies appropriate for facilitating science instruction at the middle and high school levels in a variety of classroom settings. As candidates for the added authorization Single Subject Credential in Science, students in this course learn, practice, and reflect on the specific pedagogical knowledge needed to teach science to secondary students. Teacher candidates learn specific teaching strategies that are effective in supporting them to teach the state-adopted academic content standards for students in science (7-12). They learn strategies to balance the focus of instruction between science information, concepts, and principles. Additionally, teacher candidates learn how to be reflective practitioners who regularly engage in classroom action research to improve their teaching. Specific topics include the use of scientific investigation, inquiry, and experimentation; cultural sensitivity in science instruction; measuring and recording scientific data; integration of mathematics in science instruction; laboratory safety; and integration of curriculum with real-world applications and connections to careers in science.  
*Prerequisite(s)*: CA General Education Teaching Credential (Multiple Subject or Single Subject)

Reg# 377938

Fee: \$725

No refund after 22 Jan.



Jan. 18-Mar. 14

Enrollment limited; advance enrollment required.

Allison Leggett, EdD

### 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).

Reg# 377930

Fee: \$25

No refund after 8 Jan.



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.

Reg# 377939

Fee: \$577

No refund after 22 Jan.



Jan. 18-Mar. 7

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

Enrollment limited; early enrollment advised.

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

### EDUC X 426.3 Foundations and Methods of English Language/Literacy Development and Content Instruction

6.0 units  
Fulfills English Language Learner requirement (Standard 12) for SB 2042 Preliminary Credential when taken with X 426.1. Please obtain the approval of your credential program advisor before enrolling to ensure that this course satisfies your credential program requirements. Explore current research-based theories of second language acquisition and the differences between first and second language and literacy development. Topics include cognitive, linguistic, and socio-cultural factors that affect language learning in children of diverse backgrounds; use of the California English Language Development standards and the English Language Proficiency Assessments for California (ELPAC) in instructional planning that promotes language development and academic achievement; and research-based approaches and methods for English-language development in listening, speaking, reading, and writing as they relate to communicative competence. Learn to deliver comprehensible instruction to English learners with three instructional models: English Language Development (ELD), Content-based ELD, and Specially Designed Academic Instruction in English (SDAIE).

Reg# 377941

Fee: \$800

No refund after 8 Jan.



Jan. 4-Mar. 7

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

Enrollment limited; early enrollment advised.

Brooke Howland, EdD

### EDUC X 426.9 CTEL Portfolio

1.0 units  
The CTEL Portfolio brings together learning and field experiences from the other CTEL courses in a cohesive manner. Candidates collaborate with instructors from each course individually to determine an appropriate field assignment based on academic and professional interests and establish the material that should be included in the CTEL Portfolio. Although field assignments differ between candidates, everyone must complete a CTEL Portfolio that documents their experiences, including organized reflections and evidence of knowledge, skills, and abilities.  
*Prerequisite(s)*: Enrollment is restricted to students who have completed EDUC 804.1, EDUC X 426, EDUC X 426.1, EDUC X 426.2, and EDUC X 426.3 and made formal approved applications to the UCLA Extension CLAD through CTEL program.

Reg# 377952

Fee: \$200

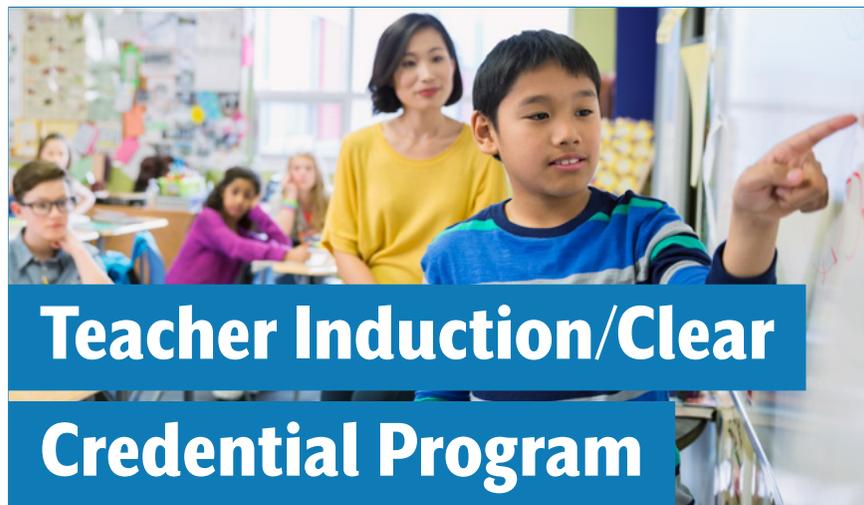
No refund after 12 Mar.



Mar. 8-21

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



## Teacher Induction/Clear Credential Program

The UCLA Extension online induction program for clearing multiple subject, single subject, and education specialist credentials is approved by the California Commission on Teacher Credentialing and fully aligned with the current state standards, which went into effect Fall 2017.

### Program Features

- Fully online course format offers flexibility and convenience
- Up to 24 quarter-units of academic credit that may be applied toward salary points on your school district's salary matrix
- Program length: 2 academic years, with program start dates in Fall and Spring. An early completion option is offered to newly credentialed teachers who have significant teaching experience from a United States public school. Candidates with teaching experience at a private school or at a school outside of the United States may submit documentation for review
- Program has 2 primary components:
  - 1) Four 16-week-long induction workshops, led by experienced instructors, focused on designing, implementing, and tracking progress on new teachers' own individual professional learning and growth plans
  - 2) Weekly guidance and support from a mentor teacher who provides immediate help for teaching challenges and ongoing coaching and resources to help new teachers meet their individual learning and growth plan goals

Spring application deadline: January 11.

## English Learner Added Authorization

- Fully online course format offers flexibility and convenience
- Option to combine CTEL exams with coursework to receive English Learner (CTEL/CLAD) Added Authorization
- Program start dates at the beginning of each quarter allow educators to fit the CTC-approved coursework into their schedule
- Provides educators with knowledge of language systems, structures, forms, and functions, as well as methods for understanding and analyzing socio-cultural and political factors that affect second-language development
- Academic credit that may be applied toward salary points through a school district

### For More Information About These Programs

[credentials@uclaextension.edu](mailto:credentials@uclaextension.edu) | (310) 825-4191 | [uclaextension.edu/education](http://uclaextension.edu/education)

# Credential Courses for Educators

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

Page 68.

## Add an SS Credential to Your Current MS/SS

### EDUC X 330.53 Single Subject Methods for Teaching K-12 P.E.

Page 68.

### EDUC X 330.57 Single Subject Methods for Teaching Science

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## For More Information

[credentials@uclaextension.edu](mailto:credentials@uclaextension.edu) | (310) 825-4191 | [uclaextension.edu/education](http://uclaextension.edu/education)

## K-12 Clear Teaching Credentials

For information about California clear credential programs and courses that satisfy CTC clear credential requirements, call (310) 825-4191, email [credentials@uclaextension.edu](mailto:credentials@uclaextension.edu), or visit [education.uclaextension.edu/credentials](http://education.uclaextension.edu/credentials).

**These courses are restricted to students admitted into the UCLA Extension Teacher Induction—California Clear Credential program; no public enrollment allowed.**

EDUC 839

### Teacher Induction Transition and the Individual Learning Plan

Upon entering the UCLA Extension Induction Program, each participating teacher works with his/her mentor to plan for the transition from a preliminary teacher credential program to this teacher induction program. After a review of the California Standards for the Teaching Profession (CSTP) and available evidence of teaching performance from the teacher's preliminary credential program, the mentor guides the participating teacher to develop professional growth goals for an individual learning plan (ILP). The ILP is integrated into each induction program course and periodically updated throughout the program. The mentor and participating teacher discuss the methods and criteria that are used to measure ongoing growth in the CSTP and assess readiness to be recommended for the Clear Credential at the conclusion of the program.

Reg# 377931

**Fee: \$100**

No refund after 5 Feb.



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

EDUC 839.2

### Teacher Induction Mentor Support B

2.0 CEUs

A key component of the teacher induction program is its job-embedded system of mentoring support and professional learning. The UCLA Extension mentor that is assigned to each participating teacher is responsible for coordinating with the teacher, school site administrators, and program instructors to support the teacher's planning and implementation of an individual learning plan and to provide coaching and ongoing support for improving instructional practices. Participating teachers receive an average of 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# 377932

**Fee: \$725**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Lauren Flemming**

EDUC 839.4

### Teacher Induction Mentor Support D

2.0 CEUs

A key component of the teacher induction program is its job-embedded system of mentoring support and professional learning. The UCLA Extension mentor that is assigned to each participating teacher is responsible for coordinating with the teacher, school site administrators, and program instructors to support the teacher's planning and implementation of an individual learning plan, and to provide coaching and ongoing support for improving instructional practices. Participating teachers receive an average of 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: \$725**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Lauren Flemming**

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 that focuses on improving an aspect of teaching practice that has an impact on student learning. The inquiry question should have a connection to the course's essential question, and the action plan should allow for collection of evidence to assess effectiveness with students as well as evidence of teacher growth; c) In consultation with the assigned mentor, select and use relevant pathway-to-learning modules provided in this course, as well as other recommended resources, to build deeper understanding in the area of need that is the subject of the inquiry question and action plan; d) Use a plan-teach-reflect-apply approach to implement the action plan for the inquiry question. This approach includes collecting and analyzing sources of evidence for analysis and reflection that may include classroom video and artifacts of student learning and includes mentor coaching with respect to identified areas for improvement of teaching practices. The implementation of the action plan culminates in reflection on how new knowledge and insights are applied to ongoing practices to differentiate instruction, as well as initial ideas for a capstone project that are completed in the final course of the program.

Reg# 377953

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Elizabeth Chappelle**, MEd, gifted education

Reg# 377954

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Claudia Norris**, MS, director of Madera/Mariposa SELPA

EDUC X 439.4

### Teacher Induction D: Capstone

6.0 units

This is one of four required core courses in the UCLA Extension Teacher Induction Program, leading to a California Clear Credential (Multiple Subject, Single Subject, or Education Specialist). The essential question for this course is: How do I demonstrate my growth as a professional educator? This capstone course serves as the culmination of candidates' learning, observations, and field experiences after completing three other courses in the Teacher Induction Program. The course has two main components: a) collecting and reflecting on evidence of professional growth in the California Standards for the Teaching Profession; evidence is housed in an e-portfolio; and b) demonstrating development as a professional educator by designing and delivering a learning module to share knowledge within the teacher's professional learning community. For the professional learning module, candidates select a topic area about which they have gained some expertise in the program. With input from the instructor, a mentor teacher, and the site administrator, candidates create a learning experience that contributes to the knowledge base of their peers, parents of their students, or others in the community in which they teach.

Reg# 377956

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Elizabeth Chappelle**, MEd, gifted education

Reg# 377959

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Virginia Tura**

Reg# 377960

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Virginia Tura**

Reg# 377961

**Fee: \$1,325**

No refund after 19 Feb.



Feb. 15-June 13

Course restricted to students admitted into the UCLA Extension Induction Program; no public enrollment allowed. 🌐

**Patricia McCullum**, MEd

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.

# ENGINEERING

## Engineering Certificates

### and Courses

#### Offered Online Only

Get the tools to innovate the next big thing. Stay on top of emerging technologies and trends with our courses, certificates, and specializations.

- Advanced Plumbing Systems Design
- Biotechnology Engineering
- Communications Systems
- Construction Management
- Integrated Circuit Design
- Lean Six Sigma
- Medical Device Engineering

#### Winter Highlighted Courses

**MECH&AE X 428.69 Six Sigma Green Belt** 🌐

**C&EE X 412.16 Principles of Structural Analysis** 🌐

**C&EE X 438.8 Leadership in Energy and Environmental Design** 🌐

**MECH&AE X 424.7 HVAC Design Fundamentals** 🌐

**ENGR X 457.25 RF Integrated Circuit Design** 🌐

**MECH&AE X 400.14 High-Rise Building Plumbing Design** 🌐

**BIOENGR X 430.4 Biomaterials and Biocompatibility** 🌐

🌐 Offered online.

#### For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

#### MECH&AE X 400.9 Plumbing Systems Design II: Advanced Engineering Systems

4.0 units 3.3 CEUs  
This PSD II Course benefits individuals who are familiar with Basic Plumbing Design and Fundamental Engineering Practices. This course builds on MECH&AE X 400.8, Plumbing System Design (PSD) 1. Included is a discussion of the topics listed in the course module. A discussion of the piping materials needed for each type of system is reviewed. Week 11 is reserved for student input, and a topic for discussion will be selected at the conclusion of the Week 10 lecture.

*Prerequisite(s):* A good grasp of fundamental mathematics and completion of MECH&AE X 400.8 Plumbing Systems Design I with a grade of "C" or better.

**Reg# 376959**

**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.

### Aerospace & Mechanical Engineering

#### Advanced Plumbing Systems Design

**MECH&AE X 400.14  
High-Rise Building Plumbing Design**

4.0 units 3.3 CEUs  
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.

**Reg# 376960**

**Fee: \$999**

*No refund after 18 Jan.*

🌐 *Online*

11 mtgs

Jan. 4-Mar. 20

*Enrollment limited; early enrollment advised.*

**David DeBord**, FASPE, CPD, LEED-AP BD+C, ARCSA-AP, GPD - director of Plumbing and Fire Protection Engineering

#### AEROSPACE & MECHANICAL ENGINEERING

71 Advanced Plumbing Systems Design

72 HVAC

72 Lean Six Sigma

#### BIOENGINEERING

73 Biotechnology Engineering

73 Medical Device Engineering

#### CIVIL & ENVIRONMENTAL ENGINEERING

74 Construction Management

#### ELECTRICAL & COMPUTER ENGINEERING

75 Communication Systems

76 Integrated Circuit Design

#### TECHNICAL MANAGEMENT

76 Contract Management

78 Government Cost Estimating & Pricing

78 Supply Chain Management

For more information call (310) 825-4100.

#### WHAT OUR STUDENTS SAY

*"The courses enabled me to further hone my skills in order to successfully manage multimillion dollar research projects."*

– Vanessa Allwardt

# 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 Designs III: Systems Application** 🌐

+ **MECH&AE X 400.14 High Rise Building Plumbing Design** 🌐

**MECH&AE X 400.16 Fire Protection for Plumbing Engineers** 🌐

**MECH&AE X 400.17 Hospital and Lab Plumbing Design** 🌐

**Electives** (choose 1 course from the following list)

+ **C&EE X 438.8 Leadership in Energy and Environmental Design** 🌐

**EC ENGR X 425.10 The Solar Energy Solution** 🌐

**C&EE X 412.8 Construction Project Management Using MS Project** 🌐

+ Offered this quarter.

🌐 Offered online.

## For Complete Details

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

4.0 units 3.3 CEUs

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.

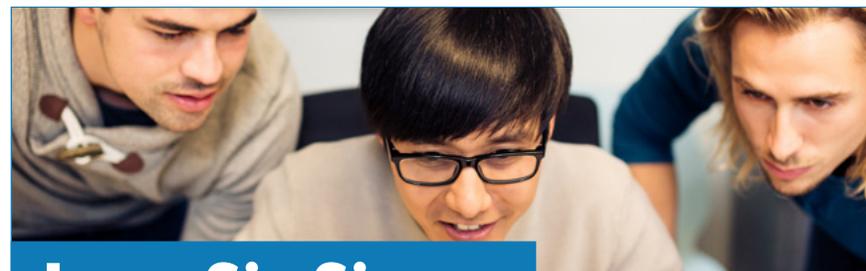
❖ Remote Instruction  
11 mtgs

Monday, 6-9pm, Jan. 4-Mar. 15

*Enrollment limited to 25; early enrollment advised.*

*Visitors not permitted.* 🌐 📖

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



# 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.

This 3-course (12-unit) program prepares you to take the American Society for Quality Green Belt and Black Belt Certification exams.

Lean Six Sigma methodology benefits anyone in Engineering, Manufacturing, Business Operations, Quality Control, and beyond.

❖ Remote Instruction

🌐 Online

## For Complete Details

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

## Lean Six Sigma

For a complete certificate description visit [uclaextension.edu/engineering](http://uclaextension.edu/engineering). For information call (310) 825-4100 or email [et@uclaextension.edu](mailto:et@uclaextension.edu).

**MECH&AE X 428.69**

### Six Sigma Green Belt

4.0 units 3.3 CEUs

The Six Sigma Management System is rocking the business world by helping organizations meet or exceed customer requirements through greater efficiency and profitability. "Sigma" is a statistical measurement term that indicates how far a given process deviates from perfection, and the highly disciplined Six Sigma process allows organizations to develop and deliver near-perfect products and services. The central idea behind Six Sigma is that if you can measure how many defects exist in a process, you can systematically eliminate them and get as close to "zero defects" as possible. This course shows students how to identify and manage process-improvement projects using the systematic, analytical Six Sigma approach. Topics include management roles and responsibilities that support Six Sigma philosophy, specific analysis techniques that can be applied to a process, and inspiring case studies of company successes. Class exercises include simulations that demonstrate the application of tools and techniques. This course also prepares students to take the American Society for Quality Green Belt Certification exam.

**Reg# 376951**

**Fee: \$999**

No refund after 18 Jan.

🌐 Online

Jan. 4-Mar. 20

*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 Rathburn**, 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 provides students with practical knowledge to improve their organizations and excel in their careers.

**Prerequisite(s):** Successful completion of the UCLA Extension MECH&AE X 428.69 Six Sigma Green Belt, or a comparable Green Belt course from a recognized source and consent of instructor.

**Reg# 376986**

**Fee: \$999**

No refund after 18 Jan.

🌐 Online

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** 🌐

+ **BIOENGR X 431.2 Manufacturing Processes in Biotechnology** 🌐

**BIOENGR X 431.3 Process Development and Quality Systems for Biotechnology** 🌐

+ **BIOENGR X 431.4 Regulatory Affairs for Biotechnology** 🌐

## Elective

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

Any Medical Device Engineering or Lean Six Sigma course can apply as an elective.

+ Offered this quarter.

🌐 Offered online.

## For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

## Bioengineering

### Biotechnology Engineering

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

#### BIOENGR X 431.2 Manufacturing Processes in Biotechnology

4.0 units 3.3 CEUs

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, biological drug regulations, process economy, outsourcing and vendor management, and overview of key topics. Students will have chances to play different roles and help to solve real problems in today's biopharmaceutical industry.

Reg# 376980

Fee: \$999

No refund after 18 Jan.

🌐 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

Yuwei Wang

#### BIOENGR X 431.4 Regulatory Affairs for Biotechnology

4.0 units 3.3 CEUs

This course introduces and reviews the role of Regulatory Affairs (RA) in the biotechnology industry. The RA environment embraces the regulations and standards governing product development, from its infancy through post-approval monitoring. In today's regulatory environment, products may be classified as biologics, drugs, medical devices, or a combination of the former products. In most worldwide countries, each type of product is regulated by a different RA authority and often has its own distinct regulations. This course primarily focuses on the U.S. and the European Union (EU) regulatory processes (although other countries such as Canada and Japan are also briefly reviewed). Course topics include: RA history, the various regulatory agencies, accessing RA information, drug submissions, biological submissions, Quality System Regulations (QSR), Good Laboratory Practices (GLP), Good Clinical Practice (GCP), Good Manufacturing Practice (GMP), and EU and FDA inspections. Instruction also includes strategies to get products to market quickly and in a safe and efficacious fashion.

Reg# 376981

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

# Medical Device Engineering

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

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

## Required Courses

**BIOENGR X 430.1 Fundamentals of Medical Device Engineering**

+ **BIOENGR X 430.2 Regulatory Affairs for Medical Devices** 🌐

**BIOENGR X 430.3 Process Development and Quality Systems for Medical Devices** 🌐

+ **BIOENGR X 430.4 Biomaterials and Biocompatibility** 🌐

**BIOENGR X 430.5 Medical Device Manufacturing: Processes, Equipment, and Techniques** 🌐

## Electives

**BIOENGR X 431.2 Manufacturing Processes in Biotechnology** 🌐

**BIOENGR X 431.4 Regulatory Affairs for Biotechnology** 🌐

In addition, choose 1 elective course (4 units). Any Biotechnology Engineering course can apply as an elective.

+ Offered this quarter.

🌐 Offered online.

## For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

## Medical Device Engineering

#### BIOENGR X 430.2 Regulatory Affairs for Medical Devices

4.0 units 3.3 CEUs

This engineering course is designed to introduce and review the role of Regulatory Affairs (RA) in the medical device industry. The RA environment embraces the regulations and standards governing product development, from its infancy through post-approval monitoring. In today's regulatory environment, products may be classified as biologics, drugs, medical devices, or a combination of the former products. In most worldwide countries, each type of product is regulated by a different RA authority and often has its own distinct regulations. This course will primarily focus on the U.S. and the European Union (EU) regulatory processes (although other countries such as Canada and Japan will be briefly reviewed). Course topics include: RA history, the various regulatory agencies, accessing RA information, medical device submissions, Quality System Regulations (QSR), Good Laboratory Practices (GLP), Good Clinical Practice (GCP), Good Manufacturing Practice (GMP), and EU and FDA inspections. It will also include strategies to get products to market quickly and in a safe and efficacious fashion. Required course in the Medical Device Engineering Certificate.

Reg# 376982

Fee: \$999

No refund after 18 Jan.

🌐 Online

11 mtgs

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

Michael Colvin, vice president, R&D, Syntilla Medical LLC

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

🌐 REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

→ → →

# 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 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](http://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

[uwplatt.edu/distance-education/online-master-science-engineering](http://uwplatt.edu/distance-education/online-master-science-engineering)

## For Complete Details

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

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- Integrated Circuit Design
- Lean Six Sigma
- And many more

Learn more at [uclaextension.edu](http://uclaextension.edu)

## 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# 376983

Fee: \$999

No refund after 18 Jan.

🌐 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Bill Tawil**, PhD, director, Abbott Medical Laboratories (a St Jude Medical Company); adjunct professor, bio-engineering, UCLA.

## Civil & Environmental Engineering

### Construction Management

For a complete certificate description, visit [uclaextension.edu/engineering](http://uclaextension.edu/engineering). For information, call (310) 825-4100 or email [et@uclaextension.edu](mailto: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# 376963

Fee: \$999

No refund after 18 Jan.

🌐 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

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

Reg# 376962

Fee: \$999

No refund after 21 Jan.

❖ Remote Instruction

11 mtgs

Thursday, 6-9pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised.

**Salim Elachkar**, Engineer, MS in civil engineering, CMIT, CASQA, MSHA

## C&EE X 407.2

### Construction Technology

4.0 units 3.3 CEUs

This course studies construction materials, equipment, methods, and regulatory influences. Topics include construction for site and civil work; seismic resistance; technology of basic building materials; interior and exterior finishes; and plumbing, electrical, and mechanical systems. Instruction discusses current developments in materials, systems, and construction techniques in light of changing factors of production, regulatory constraints, and current trends.

Reg# 376965

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.

Reg# 376964

Fee: \$999

No refund after 20 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# 376971

Fee: \$1,299

No refund after 18 Jan.

🌐 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Dan McAuliffe**, MS, PE, LEED AP BD+C, founder and principal, Argo Engineering, Inc. ([argo-eng.com/](http://argo-eng.com/)); Distinguished Instructor Award 2019.

Reg# 376970

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.*

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## Reg# 376974

Fee: \$1,099

No refund after 18 Jan.



Jan. 4-Mar. 15

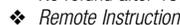
Enrollment limited; early enrollment advised.

**Dan McAuliffe**, MS, PE, LEED AP BD+C, founder and principal, Argo Engineering, Inc. ([argo-eng.com](http://argo-eng.com)); Distinguished Instructor Award 2019.

## Reg# 376973

Fee: \$1,099

No refund after 19 Jan.



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

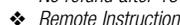
4.0 units 3.3 CEUs

Green buildings embody a design intent on balancing environmental responsiveness and responsibility, resource efficiency, and cultural and community sensitivity. The course primarily focuses on the LEED Rating System, currently the centerpiece of the most innovative, effective aspects of green design. The course covers both 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.

## Reg# 376961

Fee: \$999

No refund after 19 Jan.



Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**Dimitris Klapsis**, LEED AP, senior project managerC&EE X 412.9  
Reading Construction Blueprints

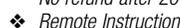
4.0 units 3.3 CEUs

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.*

## Reg# 376978

Fee: \$1,099

No refund after 20 Jan.



11 mtgs

Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised.

**Evan Nishizu**, project manager; MS in civil engineering, USC.

## C&amp;EE X 489.16

## Introduction to Building Information Modeling (BIM)

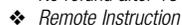
4.0 units 3.3 CEUs

This introductory course in Building Information Modeling (BIM) focuses on Autodesk'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.*

## Reg# 377053

Fee: \$999

No refund after 18 Jan.



Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Ramo Khem**, PhD in architecture, BIM Certificate, DArch, solutions manager, Herzog

## C&amp;EE X 438.9

## Sustainable Energy Management

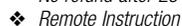
4.0 units 3.6 CEUs

The OPEC oil embargo of 1973 was the first real wake-up call about the U.S.'s dependence on imported energy and the consequences of unchecked energy usage. From that experience, many energy-intensive companies quickly saw the value of having a dedicated resource, often an Energy Manager, whose role was to minimize energy costs and ensure energy availability (i.e. make the company's energy usage sustainable). Consequently, the term "sustainability" has long been part of the energy manager's lexicon. Today, it isn't just energy-intensive companies that are interested in energy management. Concerns about climate change, energy security, and utility cost stability have led to a tremendous increase in the role of energy management across all sectors, and it is no longer the domain of just engineers but also business managers, contractors, and many others. This course will explore the role of energy management in providing a meaningful and financially viable sustainability program. Students successfully completing the course will take away a solid understanding of what energy management entails, key fundamental energy management skills, and an overall level of knowledge enabling them to make meaningful contributions to discussions about energy management in regard to sustainability programs.

## Reg# 376514

Fee: \$999

No refund after 29 Dec 2020



11 mtgs

Tuesday, 6-9pm, Jan. 5-Mar. 16

Visitors not permitted.

**Jonathan Smithers**, PE, MS, certified energy manager, LEED AP, certified carbon manager

## C&amp;EE X 412.16

## Principles of Structural Analysis

4.0 units 3.3 CEUs

In this course, students gain an understanding of the fundamental structural concepts that individuals working in construction management need to have. This course provides an introduction to structural analysis and focuses on the classification of structural elements; analysis of statically determinate trusses, beams, and frames; deflections in elementary structures; and load calculations. *Prerequisite(s):* Basic understanding of high school level algebra and geometry.

## Reg# 376979

Fee: \$999

No refund after 18 Jan.



Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Ataa Aly**, senior project engineer, San Diego International Airport

## Integrated Circuit

## Design Series

Acquire a broad overview of the design and analysis of analog Integrated Circuits (IC), including CMOS RF ICs and the DA/AD converters in this 4-course (16-unit) program.

EC ENGR X 457.25 RF Integrated Circuit Design

EC ENGR X 457.56 Power Integrity and Noise Coupling in Integrated Circuits

+ EC ENGR X 457.57 CMOS Analog Integrated Circuit Design

+ EC ENGR X 457.58 CMOS Digital-to-Analog and Analog-to-Digital Converter Design

Offered online.

## For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

## C&amp;EE X 408.75

## Legal Aspects of Construction Projects and Contracts

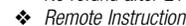
4.0 units 3.3 CEUs

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.

## Reg# 376976

Fee: \$999

No refund after 21 Jan.



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&amp;EE X 412.5

## Construction Site Project Management

4.0 units 3.3 CEUs

The course addresses construction project management components from the contractor's perspective, with an emphasis on publicly owned projects. You examine all facets of project management tools on jobsite and the expected roles of the site management team (project managers, project/field engineers, and superintendents), as well as all aspects of a typical, large-sized project, from project planning to closeout. You also learn management skills and techniques to effectively manage construction jobsite projects. *Prerequisite(s):* C&EE X 407.2 Construction Technology, or background in the industry.

## Reg# 376977

Fee: \$999

No refund after 18 Jan.



Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

**Tony Chemali**, MS, vice president, construction management, CH2M HILL

## Electrical &amp; Computer Engineering

## Communication Systems

## EC ENGR X 422.28

## Introduction to Modern Radar Systems

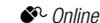
4.0 units 3.3 CEUs

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, altimeter, 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):* BS in engineering, math, science, or other technical area; or consent of instructor.

## Reg# 376992

Fee: \$999

No refund after 18 Jan.



Jan. 4-Mar. 15

**David Taggart**, PhD, senior engineering specialist, The Aerospace Corporation

ONLINE COURSE, page 5.

HYBRID COURSE, page 5.

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REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.



# 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 423.20 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.

### Get a Head-Start on a Master of Science in Engineering

Take advantage of an agreement between UCLA Extension and the University of Wisconsin-Platteville. Complete your Communication Systems Certificate, then apply 9 graduate credits toward UW-Platteville's online MS in engineering degree.

[uwplatt.edu/program/project-management-online](http://uwplatt.edu/program/project-management-online)

### For Complete Details

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

## Project Management Certificate

Offered in Westwood,  
Downtown L.A., or  
Entirely Online

Put yourself on the path to a career in Project Management by enrolling in UCLA Extension's Project Management Certificate Program. Gain the skills and expertise to take on a project management position across industries and government services.

For complete information see page 52.

## 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.

### EL ENGR X 422.19 Satellite Communication System Design

4.0 units 3.6 CEUs

The satellite communications field offers exciting technical and business opportunities. This practical, applications-oriented course provides a rigorous background in satellite communications principles and theory, and discusses current, future, and pioneering communication satellites, including L-band, C-band, Ku-band, and Ka-band systems. This course explores the use of satellites for TV, telephone, data transmission, and Internet access. Topics include antenna farms and trade-offs of phased array versus MBA and other approaches, link calculations, IMs, PIMs, modulation techniques, earth terminal design, packet switching networks for satellites, and on-board processing versus transponder designs. Instruction covers communication hardware design/testing for low-noise amplifiers, mixers, filters, multiplexers, DSP equipment, frequency synthesizers, solid-state amplifiers, tubes, etc. The course also covers such concepts as EIRP, G/T, and noise figure, and describes tradeoffs of satellite versus fiber-optic and other communication links. Instruction examines the marketplace and ITU/FCC regulations.

Reg# 376991

Fee: \$999

No refund after 18 Jan.

 Online

Jan. 4-Mar. 15

David Taggart, PhD, senior engineering specialist, The Aerospace Corporation

### Integrated Circuit Design

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

### EC ENGR X 457.57 CMOS Analog Integrated Circuit Design

4.0 units 3.6 CEUs

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/Id 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.

Prerequisite(s): Students should have a basic understanding of mathematical concepts.

Reg# 376989

Fee: \$999

No refund after 18 Jan.

 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

Chaiyuth Chansungsan, Founder, Sldoctor Technologies; PhD, electrical engineering, University of Washington.

### EC ENGR X 457.58 CMOS Digital-to-Analog and Analog-to-Digital Converter Design

4.0 units 3.3 CEUs

The course begins with an overview of data conversion systems followed by the analysis and design of basic building blocks of data converters: CMOS (complementary metal oxide semiconductor) sampling circuits, operational amplifiers, comparators, and sample-and-hold architectures. With these fundamental concepts clarified, the course then continues with the basic principles of architectures of digital-to-analog converters, focusing on advantages, disadvantages, and performance tradeoffs of various topologies. Following that, instruction covers basic types of analog-to-digital converters, focusing on design issues, sources of errors, and performance improvement techniques. These include offset cancellation, digital correction, and calibration techniques. The course concludes with a design project where participants apply their skills to design and characterize a simulated CMOS data converter circuit.

Reg# 376990

Fee: \$999

No refund after 18 Jan.

 Online

Jan. 4-Mar. 15

Enrollment limited; early enrollment advised.

Chaiyuth Chansungsan, Founder, Sldoctor Technologies; PhD, electrical engineering, University of Washington.

## Technical Management

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

### Contract Management

MGMT X 408.4

#### Legal Aspects of Government Contracts and Subcontracts

4.0 units 3.3 CEUs

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.

Reg# 376994

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.

MGMT X 408.7

#### Types, Application, and Structuring of Contracts

4.0 units 3.3 CEUs

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

Reg# 376972

Fee: \$999

No refund after 18 Jan.

 Online

Jan. 4-Mar. 20

Enrollment limited; early enrollment advised.

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

### 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**

### For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

# 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](http://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 expert advice in contract law, negotiation, international business contracting, bidding, financial management, and technology contracting.

*The 2014 NCMA Salary Survey reports the average salary for contract managers is \$97,000. Managers with certifications can earn an average of about \$124,000, while the top 11% of executives earn more than \$150,000.*

Visit [uclaextension.edu/techmanagement](http://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.

🌐 Offered online.

### For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://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

Page 82.

#### + MGMT X 445.66 Technology and Cost Management in the Supply Chain

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#### 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

*(In addition, all courses in Contract Management also qualify as electives)*

#### + MGMT X 445.68 Supply Chain Inventory Management

#### MGMT X 445.7 Federal Acquisition Regulations (FAR)

### For Complete Details

[uclaextension.edu/engineering](http://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](http://uwplatt.edu/program/engineering-online)

+ Offered this quarter.

 Offered online.

### For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

## 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](mailto: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

Required course in Government Cost Estimating and Pricing Certificate.

Marek Gwozdziowski, MBA

### Supply Chain Management

#### MGMT X 445 Fundamentals of Supply Chain Management

4.0 units 3.3 CEUs

This course covers the domain of purchasing and the flow of purchasing tasks—from determining the requirements for goods and services through their acceptance. Major topics include supply chain management, purchasing as a socioeconomic force, purchasing and profit, profit multiplier, purchasing objectives, and the purchasing process. The practical use of all basic procedures and purchasing techniques is explained, including purchasing services; organizational considerations and alternative; sourcing; quantity; and inventory planning and control. The course also covers price determination, negotiation and cost-price analysis, capital acquisitions, value analysis, quality requirements, specifications, inventory cost savings, shipping, and purchasing with ethical and social responsibility.

Reg# 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.

# Government Cost Estimating & Pricing Certificate

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.

🌐 Offered online.

## For More Information

[et@uclaextension.edu](mailto:et@uclaextension.edu) | (310) 825-4100 | [uclaextension.edu/engineering](http://uclaextension.edu/engineering)

MGMT X 445.66

### Technology and Cost Management in the Supply Chain

4.0 units 3.3 CEUs

Many supply chain practitioners do a competent job of converting organizational requirements to purchase orders, sourcing and selecting suppliers, and developing operational schedules. In today's rapidly changing technological and financial environment, however, supply chain professionals need to do more. They need to understand the role that information technology plays in purchasing and, specifically, how to use enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), and electronic commerce (e-commerce). Employees in the supply chain need to evaluate suppliers' capabilities by investigating their commitment to Six Sigma, statistical process control (SPC), and ability to maintain a quality system (ISO 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 CEUs

This course covers the duties and responsibilities associated with the purchasing analysis and compliance functions. Topics include price analysis, value analysis, life cycle cost considerations, system audits, regulatory compliance, and ethics. Emphasis is on

maintaining an approved procurement system and assuring that all contract and regulatory compliance requirements are met. Ethical issues associated with international and government procurements are reviewed. Instruction also covers the methods of proactively evaluating the supplier chain to identify opportunities for process improvements and cost reductions and to mitigate allegations of fraud, abuse, and unethical behavior.

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

Reg# 376996

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 CEUs

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.

## 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](http://careers.uclaextension.edu) to find out information on:

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

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

Visit [careers.uclaextension.edu](http://careers.uclaextension.edu) today!

## UCLA Extension's Course Delivery Options

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

### 🌐 Online Courses

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

### 🎧 Hybrid Course

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

### ❖ Remote Instruction

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

### 🌐 Web-Enhanced Course

Internet access required to retrieve course materials.

For extensive information visit [uclaextension.edu/student-resources](http://uclaextension.edu/student-resources).

# ENTERTAINMENT



## FILM & TV

- 80 Business & Management of Entertainment
- 82 Acting
- 83 Cinematography
- 83 Directing
- 84 Film & TV Development
- 85 Producing
- 86 Post-Production

## MUSIC

- 86 Film Scoring
- 88 Music Business
- 90 Music Production

For more information call (310) 825-9064.

## 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

Studies, Independent Producing, Producing, Music Business, Independent Music Production, and Film Scoring. There will be a live orientation and recordings and other resources for you to access throughout the quarter.

For More Information

(310) 825-9064 | [entertainment.uclaextension.edu](http://entertainment.uclaextension.edu)

## Film & TV

For more information call (310) 825-9064, email [entertainmentstudies@uclaextension.edu](mailto:entertainmentstudies@uclaextension.edu), or visit [entertainment.uclaextension.edu](http://entertainment.uclaextension.edu).

### FILM TV 804.2

#### Sneak Preview: Contemporary Films and Filmmakers 2.0 CEUs

Join us for an exclusive preview of new movies before their public release. Enjoy provocative commentary and in-depth discussions with invited guests after each screening. Guests include some of the most prestigious actors, filmmakers, and executives in the industry. Our moderators, who are international film festival correspondents and award season prognosticators, lead engaging Q&As that give you an insider's perspective of the making of each film.

Reg# 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 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 Dead*, 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, connecting 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

Today, 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, gets 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# 378050

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*.

## FILM TV X 439

**Inside the World of Film Acquisitions: How to Sell Your Project to Hollywood**

4.0 units

So your script or film is ready. What's next? In this course, learn the art of selling your project to studios, production and sales companies, indie distributors, and the like. But first, you must learn how buyers, known as acquisitions execs, evaluate the "worth" of your project. You gain the skills necessary to develop an in-depth knowledge of buyers, agents, producer's reps, festival programmers, and their respective tastes. You learn how to pitch buyers effectively; how to analyze box office numbers and which genres and ratings are the most profitable; how to determine if your project is budgeted for profitability through comp analysis; how to present your project to maximize profile and salability at festivals and markets; what it takes to attract domestic distributors, including ways to position and package for greatest interest; how to sell your project into international territories; and how to understand the major deal points so as to negotiate the best terms. You also learn how digital players are changing the paradigm and how to gain access to the gatekeepers with insider tips and strategies for developing relationships with key industry players.

Reg# 377807

**Fee: \$699**

No refund after 20 Jan.

❖ Remote Instruction  
11 mtgs

Thursday, 7-10pm, Jan. 7-Mar. 18 🌐

**Mark Padilla**, senior vice president of Sales and Acquisitions at Double Dutch International. Mr. Padilla manages the worldwide sales for numerous films, including *Nostalgia*, *Romans*, and *Super Troopers 2*. He previously oversaw sales, acquisitions, and distribution at Myriad Pictures and Essential Entertainment.

## MGMT X 404.2

**Production Accounting for Film and Television**

4.0 units

Responsible for maintaining financial controls and financial reporting of all production funds, the production accountant must provide timely and accurate reporting of the financial information that will enable the producers to maximize production values. This comprehensive course covers duties, including set up and oversight of all accounting functions (i.e. budgeting, cost reporting, accounts payable, accounts receivable, petty cash, purchase orders, BTL payroll, ATL payroll, per diem, and banking) and knowledge of signatory guilds and unions. Other topics include related software; insurance; labor laws; and production tax credits, rebates, and refunds. Guest speakers are included. *Prerequisite(s)*: Familiarity with basic production terminology and some accounting knowledge is helpful.

Reg# 378000

**Fee: \$699**

No refund after 17 Jan.

❖ Remote Instruction  
11 mtgs

Monday, 6:30-9:30pm, Jan. 4-Mar. 15  
Saturday, 10am-5pm, Feb. 6 🌐

**Aved Savoulian**, audit manager and production accountant, NBC Universal Feature Pictures, who has held previous positions at CBS Television and Fox Sports Networks

**Greg Hemstreet**, senior director, Production Finance, Universal Pictures

## 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# 37794

**Fee: \$699**

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Early enrollment advised. 🌐 📖

**David Wienir**, talent lawyer at United Talent Agency. Before UTA, Mr. Wienir 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*.

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 448.84

**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 digital online industries, including such related areas as celebrity endorsements and branding. Specific topics covered include authorship and copyright ownership, fair use, how copyrights are licensed and controlled in the entertainment industry, copyright "mechanics," (such as registration and notice), copyright legislation and Congress, and duration of copyright. Also examined is the role of copyright in the entertainment industry and its interaction with other business and legal principles, key court cases, and international copyright protection.

Reg# 377901

**Fee: \$699**

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. 🌐 📖

**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.



# Film & Television

# Certificates and

# Specializations

## Gain the Skills to Take Your Career to the Next Level

Interested in becoming a director? Want a career as a movie producer or executive? Interested in behind-the-scenes positions such as director of photography?

Enroll in one of our 8 Film & Television Certificates.

All of the Film & Television Certificates offer a broad overview of the industry, as well as targeted skills, training, and the contacts you need for success.

### Film & Television Certificates

[Directing](#)[Acting](#)[Film & TV Development](#)[Producing](#)[Cinematography](#)*Newly Revised*[Entertainment Studies](#)[Business & Management of Entertainment](#)[Independent Producing](#)*Offered entirely online!*

### Are you looking for a shorter program?

Our specializations can be completed in as little as 2-3 quarters!

### Film & Television Specializations

[Fundamentals of the Entertainment Industry](#)*Offered entirely online!*

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

[Film Editing](#)*Offered entirely online!*

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

[Entertainment Project Management](#)

This 3-course specialization provides opportunities to understand project management concepts and tools in the entertainment space, covering a wide range of industries, from Film and TV to Theme Parks and Gaming/Interactive.

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

### For More Information

(310) 825-9064 | [entertainment.uclaextension.edu](http://entertainment.uclaextension.edu)



## Entertainment Studies 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](http://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](http://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# 377610

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

### Acting

#### 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# 377711

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. 🌐

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

#### 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 sensory 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# 378047

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 407.78

#### 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# 377712

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 movement, voice, 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# 377713

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# 377714

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, Nissan, BMW, Verizon, Amazon, Coke, Nike, Chevy, and Honda, as well as Super Bowl spots for Diet Coke, 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# 377715

**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 physicality 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# 377716

**Fee: \$699**

No refund after 9 Jan.

- ❖ Remote Instruction  
11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16 🌐

**Eric Scott Gould**, actor, director, screenwriter, 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 recurred 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 *Shot in the Dark*, and *The Road Home*, for which he won Best Cinematography at the New York Independent Film Festival.

FILM TV X 478.27B

**Visualization and Exposure**

4.0 units

This course is designed to deepen the cinematographer's understanding of the principles and methods of visualization on-set and in pre-production with particular emphasis on digital exposure and pre-visualizing lighting design and execution. Instruction covers pre-production tools and techniques for cinematographers with emphasis on lighting, lenses, cameras, camera movement, and color. Each week, you participate in exercises and workshops designed to help you master the skills used for visualizing the lighting, camera, and exposure of the scene. You also practice the techniques of composition and framing (interior and exterior). You learn how to design shots, achieve compositional balance, tracking, gear-heads, fluid heads, eye-lines, and two-shots.

*Prerequisite(s)*: Successful completion of or concurrent enrollment in *FILM TV X 478.27A Introduction to Cinematography*.

Reg# 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 *Ya Basta*.

FILM TV X 479.302

**Becoming Camera-Savvy:  
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.

# No-Cost Virtual Entertainment Studies Seminars

To support our student community during the ongoing COVID-19 pandemic, we are offering FREE virtual seminars for the Winter quarter!

These free seminars offer a chance to learn, grow, and network while at home. The seminars will be conducted over Zoom and will be led by industry professionals.

**For More Information**

[entertainment.uclaextension.edu/free-seminars](http://entertainment.uclaextension.edu/free-seminars)

*Prerequisite(s)*: Successful completion of *FILM TV X 478.27A Introduction to Cinematography* is strongly recommended.

Reg# 377167

**Fee: \$699**

No refund after 8 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 Lisbao 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*.

**Directing**

FILM TV X 476.581

**The Language of Filmmaking**

4.0 units

Designed for filmmakers who need to develop the necessary skills to make better films and viewers who want to better understand and appreciate the complexity of the cinematic text, this course outlines the many components of film language used by great directors to tell their stories in the most effective way. Through a wide selection of multimedia material—including film and sound clips, pictures, articles, and interviews—you analyze shooting and editing techniques employed by the greatest filmmakers of all time. Topics range from functional usage of image composition and lighting to camera movements, editing, and sound. The purpose of this course is to give clarity to the filmmaking process and to enhance the enjoyment of film viewing.

Reg# 377908

**Fee: \$699**

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐

**Michael Green**, has taught film studies and screenwriting for a decade. His film writing has appeared in *Film International*, *Senses of Cinema*, *Bright Lights Film Journal*, and *The Journal of Film and Video*, among others. He is also the co-editor of *Race in American Film: Voices and Visions that Shaped a Nation*.

Reg# 377736

**Fee: \$699**

No refund after 20 Jan.

- ❖ Remote Instruction

11 mtgs

Thursday, 7-10pm, Jan. 7-Mar. 18 🌐

**Peter Hanson**, screenwriter, director, producer, and educator. Among his credits are hundreds of print and online articles, three books on cinema, and films including the feature-length documentary *Tales from the Script*, which features interviews with dozens of Hollywood screenwriters.

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.



## Benefits of Remote Instruction via Zoom!

Remote Instruction courses feature live meetings with your instructor, industry guest speakers, and fellow students connecting in real time on Zoom.

Benefits of Remote Instruction courses with UCLA Extension's Entertainment Studies:

- Real-time instruction from professionals actively working in the entertainment industry
- Regular interaction with a variety of notable guest speakers
- Networking opportunities with filmmaking peers from Hollywood and around the globe

For More Information, Contact

[entertainmentstudies@uclaextension.edu](mailto:entertainmentstudies@uclaextension.edu) | (310) 825-9064

### FILM TV X 475.44

#### 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 directorial 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 selected during in-class auditions, and final scenes are performed on camera.

Reg# 377187

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. 🌐 📺

**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.

### FILM TV X 476.95

#### Directing Workshop I: Composition and Movement

4.0 units

As the first hands-on course in the directing series, you complete four short films using your own video camera. Instruction focuses on the basic building blocks of narrative filmmaking: the shot, mise-en-scene, concept, the actor, environment, sound, and montage. Assignments explore aspects of visual expression through the

use of composition, rhythm, and point-of-view; moving from black and white/silent compositions to the use of color; non-sync sound; and editing. Your work is screened and critiqued by the instructor and class.

*Prerequisite(s)*: Students must provide their own digital video camera and have access to editing equipment and software.

Reg# 377159

Fee: \$699

No refund after 19 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. 🌐 📺

**Tim Arvin**, screenwriter and director who has worked in both feature films and new media. He has written films for major studios, including Sony Pictures, as well as independent production companies. He is currently developing a television series and multiple film projects.

### 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 narrative 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.

→ → →

Reg# 377170

Fee: \$699

No refund after 19 Jan.

❖ Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. 🌐

**Dallas King**, President of Red Rabbit Pictures, director, producer, writer known for *KISS KISS, INK & RAIN*, *THE BILL MURRAY EXPERIENCE*, and *MOST WANTED* and winner of the Motion Picture Association of America Award, the Hollywood Foreign Press Association Award, and the Directors Guild of America Award for Outstanding Directing.

### FILM TV X 476.12B

#### Advanced Filmmaking Workshop: Production and Post-Production

8.0 units

In this capstone course of the Directing Certificate program, you 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 shot 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.

Reg# 377153

Fee: \$699

No refund after 18 Jan.

● Hybrid

11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Students must have access to a video camera and editing equipment.

Refer to course syllabus for online session details.

Enrollment limited; early enrollment advised. 🌐

**Fernando Scarpa**, award-winning director. He has directed for the national Italian Television RaiUno and the German ZDF and SAT1. Alongside work in documentaries and film, he is developing projects based on his award-winning short *Doradus*, his play *Galileo 1610*, and a feature *The Book of Ronnie*.

### 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. The completed films are screened and discussed during the last class.

*Prerequisite(s)*: Students must have access to a digital video camera and editing equipment and software.

→ → →

Reg# 377168

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. 🌐

**Navid Sinaki**, an experimental filmmaker and artist whose works have been screened at museums and art houses around the world, including Moderna Museet in Stockholm, Lincoln Center, British Film Institute, REDCAT, and Cineteca Nacional in Mexico.

## 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.

Reg# 377792

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# 377793

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.

### 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 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.

→ → →

## Reg# 377910

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

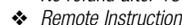
Enrollment limited.

**Joanne Moore**, producer, film and TV executive. Former president of Dustin Hoffman's production company, Ms. Moore has developed projects for Warner Bros, Universal, Disney, and more. She also produced the award-winning film *Swimming with Sharks* and the shorts *Rockboy* and *Big Al*.

## Reg# 377742

Fee: \$699

No refund after 18 Jan.



11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

**Marla White**, development consultant for Sony International Television Networks through her company, Marla White Consulting. Ms. White has also served as the Vice President of Development at Fedora Entertainment and Longbow Productions, where she contributed to the feature, *A League of Their Own*.

## FILM TV X 476.244

**Story Development Workshop: Crafting Your Original Story**

4.0 units

Producers, development executives, directors, and writers gain practical experience adapting and developing their own stories for motion pictures, movies-of-the-week, and miniseries. Emphasis is placed on studying dramatic structure, learning techniques that strengthen character development, and understanding the importance of collaboration with writers. You are called upon to write development notes; compile directors/writers lists; and learn the difference between beat sheets, step outlines, and story outlines. You also learn how to assess the marketplace by determining what network and studio executives are looking for, as well as the best way to quickly and effectively pitch an idea. You are welcome to submit written works in progress for in-class critiques. At the end of the course, you have honed your storytelling craft by writing original treatments based on your story outline developed in class.

**Prerequisite(s):** Good written communication skills. Previous training in story analysis is recommended but not required.

## Reg# 378034

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

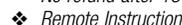
Enrollment limited; early enrollment advised.

**Peter Russell**, story analyst, Imagine Films Entertainment, CBS, Anschutz Film Group (AFG and Walden Films), and Participant Productions; theater director whose credits include New York's Public Theater (*Shakespeare in the Park*). Mr. Russell is a recipient of the Nick Adams Short Story Award.

## Reg# 378009

Fee: \$699

No refund after 18 Jan.



11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised.

**Kate Schumaeker**, a television producer for over 15 years, was most recently President of Cloud Nine Productions where she developed numerous shows including *First Lady*, *Cascadia*, and *I'm Fine*. Before that she was President of Tall Girl Productions and VP at Universal Cable Productions. She will be Executive Producer on the upcoming Hulu series *Woke*.

## Reg# 378035

Fee: \$699

No refund after 18 Jan.



11 mtgs

Jan. 5-Mar. 9

Tuesday, 6:30-10pm, Feb. 9-Mar. 9

This course includes both live remote instruction on Zoom and asynchronous instruction on Canvas. Refer to course syllabus for online session details.

**Scott Agostoni**, SVP of Development & Production and in-house consultant at Dick Cook Studios. Scott also

runs his own management and consulting practice. Previously, Mr. Agostoni was a Motion Picture & TV literary/graphic novel agent with WME and Non-scripted & Alternative TV agent with WMA.

## FILM TV X 476.242

**Understanding Genre: How to Develop a Hollywood Classic**

4.0 units

Producers, executives, writers, and filmmakers all focus on story components that make for a good movie. Learn to identify the specific characteristics that define various film genres and how style, form, content, mood, camera work, lighting, and pacing work together to fulfill expectations and deliver a satisfying cinematic experience. Each week, through lecture, discussion, and film clips examining its visual language and its evolution over time, you break down and analyze one of the genres on which Hollywood thrives: action, drama, comedy and romantic comedy, fantasy and science fiction, the mystery-thriller, and horror. Instruction also covers an examination of each genre's target audience and provides you with a common language with which to articulate and sell your ideas in the development process.

## Reg# 377849

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

**Dr. Beverly Graf**, vice president of Development, Abilene Pictures (*Primal Fear*, *Fallen*, *Frequency*, *Hart's War*, *Fracture*)

## FILM TV X 479.482

**Television Development: From Idea to Small Screen**

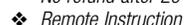
4.0 units

In today's ever-evolving TV business and market, figuring out how and where to sell your "product" can be confusing. Once you've settled on an idea, then what are the next steps? How do TV shows get "on the air?" Producers, development executives, directors, and writers will benefit from learning all about the development process for TV series, limited series, and movies-of-the-week. Course topics include how to give notes; how to create writer lists; how attachments such as showrunners, producers, talent, and directors affect your project; how to assess the TV marketplace by determining which networks/outlets are right for which projects; what you should include in your sizzle reel; and finally, how to effectively pitch your idea. The course goal is to equip you with the knowledge necessary to successfully go from an idea for a TV series to getting it sold. At the end of the course, you have the opportunity to pitch your shows to industry guests.

## Reg# 377802

Fee: \$699

No refund after 20 Jan.



11 mtgs

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

**Stephanie Varella**, independent producer and former VP of Jerry Bruckheimer TV, who has worked on shows such as *CSI*, *Without a Trace*, *Cold Case*, *Charmed*, and *Seventh Heaven*. She has developed shows with all the major studios and broadcast and cable networks, as well as the newer-streaming outlets.

**Producing**

## FILM TV X 404

**Pre-Production and Production for Film and Television**

4.0 units

This survey course presents an overview of the real-world aspects of producing as practiced in the various sectors of filmed entertainment, from script development through pre-production and production. Topics include the producer's interface with the writer, director, and other key personnel; pitching and selling ideas; script breakdown and scheduling; budgeting; and all the critical on-the-set issues facing the producer.

**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 this winter with these recommended courses.

**FILM TV X 404 Pre-Production and Production for Film and Television**

This survey course presents an overview of the real-world aspects of producing as practiced in the various sectors of filmed entertainment, from script development through pre-production and production.

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.

**FILM TV X 478.13A The Art of Line Producing**

Gain an understanding of the boots-on-the-ground work of physical production through the various tasks of a line producer such as creating a budget, location scouting, hiring crew, and everything in between.

Page 85.

*You do not need to be enrolled in a certificate to take a course.*

**For More Information**(310) 825-9064 | [entertainment.uclaextension.edu/certificates/producing](http://entertainment.uclaextension.edu/certificates/producing)

## Reg# 377826

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

Refer to course syllabus for online session details.

**Amotz Zakai**, vice president, Echo Lake Productions. Mr. Zakai has worked on such projects as *Tsotsi* (Oscar winner, 2006), *Water* (Oscar nominated, 2007), *Away from Her*, and *Thirteen Conversations About One Thing*.

## Reg# 377828

Fee: \$699

No refund after 20 Jan.



11 mtgs

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

**Bridget Terry**, award-winning producer and writer whose credits include Showtime film *They*, PBS documentary *The Kennedys: America's Emerald Kings*, and projects for Netflix and NBC-Universal. Ms. Terry formerly served as a showrunner at Showtime and is currently the owner of Chaise Lounge Productions.

**FILM TV X 478.13A The Art of Line Producing**

4.0 units

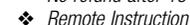
This comprehensive, step-by-step overview of physical production processes covers the tangible and intangible aspects of line producing, including budget; breakdown and scheduling; hiring and working with cast, director, staff, crew, and outside vendors; choosing locations; equipment and music; how to deal with divergent personalities and specific problem solving during production; and the differences between producing a movie independently versus with a studio. The course also includes a comprehensive introduction to Movie Magic scheduling software. *This is not an introduction to production course.*

**Prerequisite(s):** A basic knowledge of film production is highly recommended.

## Reg# 37784

Fee: \$699

No refund after 19 Jan.



11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Lydia Cedrone**, who has over 20 years of experience in the entertainment industry; Ms. Cedrone has managed feature film financing at the Walt Disney Company, oversaw production at Michael Mann's Forward Pass Inc. and produced her own films independently.

MGMT X 403.61

**Marketing and Distributing Independent Films Across All Platforms**

4.0 units

What are the considerations involved in financing, packaging, selling, or acquiring a financially viable film? Producers, filmmakers, and screenwriters learn what makes a project attractive to potential buyers, study a variety of deal structures, and learn how to find domestic and overseas distribution for theatrical, television, DVD, and alternative markets. You gain knowledge on how to craft a distribution strategy from the earliest stages of project development. Topics include choosing materials, budget, and casting; selling the film through festivals and markets; key buyers; evolving distribution outlets, such as Internet and cell phones; the roles of producer, marketing and sales executives, and executive producers; and an overview of film financing models.

Reg# 377817

Fee: \$699

No refund after 10 Jan.



Jan. 6-Mar. 21

**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.

FILM TV X 476.6

**Low-Budget Filmmaking**

4.0 units

In this detailed exploration of low-budget filmmaking, learn techniques and theories examining all phases of the process, from development to production to post-production. The focus is on translating a minimum budget into maximum quality on screen. Topics include the script, financing the production, evaluating the marketplace, analyzing and breaking down the screenplay, learning to apply creativity to a budgetary plan to maximize on-screen value, casting, selecting key production personnel, production design, music, editing, sound design, marketing, and distribution. Throughout the class, you are able to apply concepts learned to your own projects.

Reg# 377897

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

**Kim Adelman**, filmmaker who co-produced the independent feature *Just Friends* and has produced 19 shorts that have played in more than 150 festivals, winning more than 30 awards. She has authored two film books, *Making It Big in Shorts* and *The Ultimate Guide to Chick Flicks*, and currently writes for *Indiewire*.

FILM TV X 479.088

**Movie Magic Budgeting**

2.0 units

For production managers, producers, corporate finance personnel, and production accounting professionals, this course provides you with a practical understanding of the budgeting process, including how to use Movie Magic Budgeting, a budgeting software application. You prepare a movie-of-the-week budget based on information that typically would be available during pre-production, including a script, day-out-of-days, one line schedule, shooting schedule, departmental budgets, and other hypothetical parameters. *This is not an introduction to production course.*

*Prerequisite(s):* Students must purchase Movie Magic Budgeting 7. A discount code will be provided to enrolled students after the start of class.

Reg# 377607

Fee: \$499

No refund after 8 Jan.



Jan. 4-Feb. 14

*Students enrolled in this section are eligible to purchase Movie Magic Budgeting 7 at a discount.*

*Enrollment limited; early enrollment advised.*

**Instructor to be announced**

FILM TV X 408

**Building an Online Audience**

4.0 units

In the Internet age, uploading your work to YouTube or Vimeo is imperative, and successful producers/directors/actors can now demonstrate a growing online audience. This course shows you how to create a public face and promotional platform for your creative content. Using relevant video platforms, social media, and available website creation tools, learn to present and promote your body of work. Instruction emphasizes group discussion and interaction, as you are encouraged to use each other's sites and platforms in various assignments. Topics include identifying different audiences; basic video and audio production; mastering available video and audio; review of social media branding sites; creating an individual brand and brand messages; understanding design as it relates to presentation; audience building tools such as fan pages, tweet marketing, cross-commenting strategies and "response-to" uploading; responding to audience; and professional interaction. The course goal is to create an individual presentation plan across chosen platforms that is critiqued by your peers.

Reg# 377867

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

*Early enrollment advised.*

**Robert Scheid**, Apple-certified Final Cut Pro, Motion, and DVD Studio Pro instructor; television producer; film and television editor and colorist.

FILM TV X 478.733

**Producing Documentaries**

4.0 units

Learn about the opportunities available to the independent documentary producer in this overview of the entire documentary production process, from idea through distribution. Emphasis is placed on today's market—for both television and theatrical one-to-two-hour programs—through screening and discussing examples of documentary genres. Lectures emphasize story, structure, and style and address related budget, financial, and technical aspects of television documentaries. Each participant conceives and drafts a written synopsis for a one-hour television documentary with the option to independently produce a presentation video. Specialists with expertise in archival footage, interview techniques, location shooting, editing, and other areas are invited as guest lecturers, subject to availability.

Reg# 377785

Fee: \$699

No refund after 19 Jan.



11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Priscilla Gonzalez Sainz**, an experienced director, producer, and editor. Ms. Gonzalez has worked as an independent film producer, primarily in documentaries and in television distribution. She has also been a film curator and strategist for independent film financing and distribution.

FILM TV X 431

**A World of International Filmmaking**

4.0 units

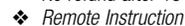
As the business of film has become more reliant on the international market, so has the production of film. Both studio and independent producers alike must understand the ever-evolving rules and principles to producing in countries around the world. This course provides thorough and practical instruction on all the elements and stages to producing films outside of the United States. Every week, case studies explore specific, real-life films, which follow the processes involved in producing films internationally, and compare the differences among the territories. The following topics are discussed each week for specific countries: film commissions, available financing, the approval process, locations and climate, facilities, budgets, unions and working practices, co-production treaties, and local partners and distributors. At the end of each session, students have the tools to produce a film in the region discussed that week. The course also examines the broader concepts of international co-productions,

available international film treaties, and their practical applications. Beyond the local tax credits available in territories, instruction also covers "soft equity" and tax shelters where available, and how to apply them to a financing plan. Some sessions include a visit from a territory's local film office and/or local producers to provide additional insight to the country.

Reg# 378043

Fee: \$699

No refund after 19 Jan.



11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

**Instructor to be announced**

**Post-Production**

FILM TV X 404A

**Post-Production for Film and Television**

4.0 units

Emphasizing how new technologies continue to impact post-production, this course provides an overview of the post-production pipeline from dailies through delivery. Class topics include a step-by-step overview of each stage of the process and building the post-production team: editors, audio mixers, composers, sound-designers, visual effects artists, and post-production management. The latest trends in post-production are covered. Instruction may include guest speakers.

Reg# 377864

Fee: \$699

No refund after 8 Jan.



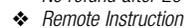
Jan. 4-Mar. 21

**Robert Scheid**, Apple-certified Final Cut Pro, Motion, and DVD Studio Pro instructor; television producer; film and television editor and colorist.

Reg# 378019

Fee: \$699

No refund after 20 Jan.



11 mtgs

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

**Tamera Martin**, Emmy/Telly-nominated Editor and Producer of documentaries and award-winning shorts, including *Francis Marion: Without Lying Down*, *The Day My God Died*, *Liminal* and *Cigar at the Beach*. Ms. Martin is also a 24-year Senior Avid Certified Instructor, post-production workflow architect and curriculum designer.

FILM TV X 479.613

**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 film's potential 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.

Reg# 377991

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

*Please note this is not a hands-on editing course.*

*Enrollment limited; early enrollment advised.*

**Scott Mazak**, editor and writer. Mr. Mazak has extensive teaching experience in all areas of filmmaking and also has written about Lucasfilm in the book *George Lucas's Blockbusting*.

FILM TV X 477.84

**Introduction to Adobe Premiere**

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, tilting, motion graphics, and sound design. Instruction includes illustrated lectures, demonstrations, discussion, and class projects. Topics include starting a project, organization and subclipping, timeline and basic editing tools, editing audio, video effects, color correction and grading, titles and motion, exporting, and posting online.

*Prerequisite(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.

Reg# 377872

Fee: \$699

No refund after 8 Jan.



Jan. 4-Mar. 21

*Enrollment limited; early enrollment advised.*

**James Biddle**, award winning filmmaker and editor. Mr. Biddle is a certified professional instructor of Avid Media Composer, Adobe Premiere, and Final Cut Pro X. He is a senior lecturer at Grady College, University of Georgia and runs the Grady College Authorized Training Center for Avid Media Composer and Adobe Premiere.

**Music**

For more information call (310) 825-9064, email [entertainmentstudies@uclaextension.edu](mailto:entertainmentstudies@uclaextension.edu), or visit [entertainment.uclaextension.edu](http://entertainment.uclaextension.edu).

**Film Scoring**

MUSC X 483.43

**Instrumentation and Introduction to Orchestration**

4.0 units

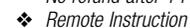
Explore why musical instruments sound as they do, how their sound is produced, and the rudiments of combining those sounds together. Learn the characteristics and basic idiomatic scoring techniques for each orchestral instrument family (strings, woodwinds, brass, and percussion), as well as approaches 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.

Reg# 377199

Fee: \$1,299

No refund after 14 Jan.



10 mtgs

Sunday, 2-5:30pm, Jan. 10-Mar. 14

*Discounts cannot be applied to a portion of fees for this course.*

*Students' pieces will be recorded remotely.*

*Enrollment limited; early enrollment advised. Visitors not permitted.*

**Richard Bronskill**, orchestrator for over 100 films, including *Vice*, *Mission: Impossible-Rogue Nation*, *Hotel Transylvania*, and *21 Jump Street*. Mr. Bronskill has worked with many notable Hollywood composers, such as Michael Giacchino, Nicholas Britell, Christopher Young, Christophe Beck, Mark Mothersbaugh, and Rolfe Kent.

## 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. 5-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, bitonality, 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 483.2 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 home studio with sequencing software, as samples are required for completion of assignments. The course does not include instruction in any specific software. Participants must already have adequate knowledge and resources to MIDI program short compositions and deliver these electronically.

Reg# 377149

**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* (Selena Gomez), *Big Momma's House* (Martin Lawrence), *Five Flights Up* (Morgan Freeman), *Monster in Law* (Jennifer Lopez), *Norbit* (Eddy Murphy), *Curb Your Enthusiasm* (HBO), and *VEEP* (HBO).



# Music Certificates & Specializations

## Jump-Start Your Career in Music from Home!

Interested in a career in music business? Want to pursue film scoring or creating music independently?

Enroll in one of our Music Certificates.

### Music Certificates



BMI proudly supports UCLA Extension certificates.

### Music Business

Learn the principles of the music industry in the areas of A&R, touring, marketing, legal issues, publishing, and artist management.

### Independent Music Production

Designed for independent artists, develop the creative skills to write, produce, and record music in your home studio, along with the marketing and business skills to sell it.

### Film Scoring



Endorsed by the Society of Composers & Lyricists, learn the essential creative, business, and technical skills needed for a successful career in film scoring from talented industry composers.

### Are you looking for a shorter program?

Our new specialization in music supervision can be completed in as little as 2 quarters!

### Music Specializations

#### Music Supervision

This 4-course specialization equips students with the skills needed to succeed as music supervisors.

Plus, enjoy maximum flexibility—start anytime, with no admissions requirements. (Exceptions apply to the Film Scoring Certificate.)

Take the next step toward the career you've always wanted!

🌐 ONLINE COURSE, page 5.

📺 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

### For More Information

(310) 825-9064 | [entertainment.uclaextension.edu](http://entertainment.uclaextension.edu)

# Film Scoring Certificate

Endorsed by the Society of Composers & Lyricists



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

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

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

## For More Information

(310) 825-9064 | [entertainment.uclaextension.edu/certificates/film-scoring](http://entertainment.uclaextension.edu/certificates/film-scoring)

# Your Career in Music

## Begins Here!

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BMI Proudly Supports UCLA Extension Certificates

[bmi.com](http://bmi.com)

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

### 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 quintet.

**Prerequisite(s):** The ability to read music, knowledge of music notation, and an understanding of the fundamentals of music theory.

Reg# 377210

**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.

Students' pieces will be recorded remotely.

Enrollment limited; early enrollment advised. Visitors not permitted. 🌐

**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 films; musical style, fashion, and concept: what's in and what's out; love and sex in film music: what's hot and what's not; horror, suspense, and how to scare people with music; comedy, emotion, and what makes us laugh and cry; songs and singing in movies: what the singer/songwriter can do; and a guest composers' roundtable.

Reg# 377994

**Fee: \$699**

No refund after 20 Jan.

❖ Remote Instruction

10 mtgs

Thursday, 6:30-10pm, Jan. 7-Mar. 4

One additional class (virtual field trip) to be arranged. Enrollment limited; early enrollment advised. 🌐

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

### MUSC X 484.931

#### Put Your Music to Work: Composition for Commercials

4.0 units

Thousands of TV commercials are produced and scored every year, and the advertising business is always looking for something fresh, new, and different. In this online course, composers fine-tune their musical skills to become more precise and focused composers. Each week, participants are given a different commercial video to score, as well as a second writing assignment 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 fit the commercial requirements and stand out in a sea of competitive resources. At the end of the course, students who complete the course will have a compilation of their work to be used for their own promotion at their website or online viewing portal. Topics include concepts of advertising techniques, styles of scoring, the ad formula, self-promotion, standard business practices, and how to deal with competitive demos.

**Prerequisite(s):** Students must be able to receive Quicktime files, record and/or edit their own music, and send MP3s via the Internet. Students who are not proficient in composing and producing their own cues may submit music samples or loop composites created in programs such as GarageBand, Reason, and Acid.

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.

## 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 touring; the current local music scene; specific A&R approaches for urban music, EDM, singer/songwriter, alternative, and indie music; how to attract interest from major and independent labels without compromising artistic integrity; paths to A&R career positions; and analysis of how recently signed artists got their first contracts. Guest speakers include recording artists, producers, managers, record company executives, and A&R personnel.

Reg# 377186

**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 Jive 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 mix 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.* 🌐

**Dion Singer**, Chief Executive Officer at Over the Top Global where he serves as a freelance marketing consultant for international stars, including Cher, Michael Bublé, and Pablo Alborán. Previously, Mr. Singer served as the Executive Vice President of Creative Marketing at Warner Records.

**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 448.86****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# 377196

**Fee: \$699***No refund after 19 Jan.*

- ❖ Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17 🌐

**Seven Bailey**, President of Omnes 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 recordings, and brand equity; how to ensure that you're not getting ripped off: United States copyright basics, copyright registration in Washington D.C. and co-writer and producer splits; what music publishing companies can do for your career: song-plugging, advances, and copyright administration; how to make sense of publishing deals and copyright assignment: exclusive songwriter agreements, co-publishing deals, and administration agreements; how to get paid for your music and master recordings: mechanical royalties, performance royalties, synch fees, master-use fees, print royalties, new electronic transmissions, and foreign sub-publishing monies. You also learn how and when to join important music organizations and societies: ASCAP, BMI, SESAC, Sound Exchange, and The Harry Fox Agency; and how to start your own publishing company: self-publishing, music libraries, resource guides, and pitching your own music in film, TV, games, advertising, corporate videos, movie trailers, and DVD featurettes. No prior understanding of music publishing is needed.

Reg# 377143

**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.



# 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.

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*You do not need to be enrolled in a certificate to take a course.*



BMI proudly supports UCLA Extension certificates.

## For More Information

(310) 825-9064 | [entertainment.uclaextension.edu/certificates/music-business](http://entertainment.uclaextension.edu/certificates/music-business)

**MUSC X 484.31****Music Supervision for Film and Television**

4.0 units

Defining the role of the music supervisor by drawing on the combined resources of the film and television communities to marry music and moving images, this course is for anyone interested in the business and art of film and television music. Lectures and discussion with guest speakers present the principles and procedures of music supervision. Past guest speakers have included composers, music supervisors, filmmakers, producers, music licensing representatives, and executives.

Reg# 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 (Bertelsman 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.

## 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.

Reg# 377310

Fee: \$699

No refund after 24 Jan.

Hybrid

9 mtgs

Jan. 4-Mar. 15

Monday, 7-10pm, Jan. 4-Mar. 15

No meetings Jan. 18; Feb. 15.

This course includes both live remote instruction on Zoom and asynchronous instruction on Canvas. Refer to course syllabus for online session details.

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

MUSC X 480

### Introduction to Logic Pro

4.0 units

Logic Pro is a professional music production program that combines composition, notation, and audio production facilities. Of interest to songwriters, composers, audio producers, and audio engineers, this course introduces you to the primary features and basic user interface of Logic Pro X. Using your own Mac, you walk through the process of creating an actual song, from recording, producing a Virtual Drum track, editing audio with Flex Time and Pitch, and recording/editing/arranging of MIDI sequences and Apple Loops to digital effects processing using virtual amps and pedals, Logic remote on the iPad, automation, and mixing. This course prepares you for the Apple Certification exam.

*Prerequisite(s):* Basic computer skills and basic audio technology concepts. Students must have access to their own Mac computer with a minimum of 15 GB of free space, a power adapter, and Logic Pro X 10.4 and above (installed and fully updated); external hard drive/audio interface/mic/midi keyboard are optional but recommended.

Reg# 377142

Fee: \$699

No refund after 8 Jan.

Online

Jan. 4-Mar. 14

Enrollment limited; early enrollment advised.

**Maurizio Ottó De Togni**, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5's James Valentine, and Jesse Carmichael.

MUSC X 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 2018 (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 Ottó De Togni**, composer for commercials and TV, music/sound editor and producer. Mr. De Togni is an Apple Certified Master Trainer in Logic Pro and an Avid Certified Pro Tools Expert instructor. His clients include Paramount Pictures, Maroon 5's James Valentine, and Jesse Carmichael.

MUSC X 441.3

### Audio Recording Theory

4.0 units

Specifically tailored to independent artists, this course presents a practical and effective introduction to the theory, art, and craft of sound recording. Instruction covers the basics of audio, acoustics, and electronics, as well as the theory and operation of the most commonly used signal processors, audio consoles, monitor loudspeakers, and microphones and their application to the digital audio workstation production process.

Reg# 377136

Fee: \$699

No refund after 8 Jan.

Online

Jan. 4-Mar. 21

**Michael Vail Blum**, award-winning producer/music engineer. Mr. Blum engineered several LPs for Madonna and worked with artists such as Pink Floyd, Bryan Ferry, and Kenny Loggins. He produced platinum artist Anastacia in his own Titan Recording Studio and discovered, recorded, and produced Kelly Clarkson.

MUSC X 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.

→ → →

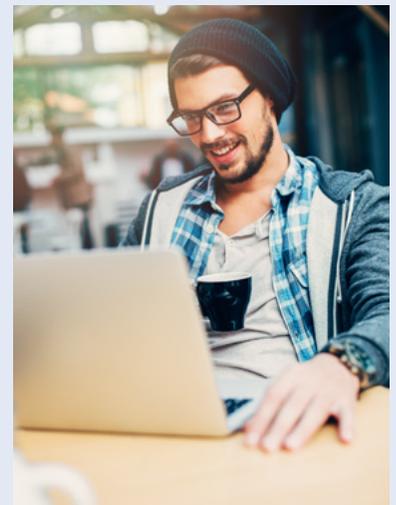
## Online Courses

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.



Reg# 378014

Fee: \$699

No refund after 19 Jan.

Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised.

**Danny Echevarria**

MUSC X 415.3

### Making Your Mark in Music: Stage Performance Secrets

4.0 units

This course focuses on developing your artistic identity, stage presence, and signature sound. Through a series of exercises, performance feedback, and homework, learn how to develop a strong stage persona, perfect your vocal and microphone techniques, choose the right songs for you, convey a story through song lyrics, move your body on stage, be interviewed, and interact with an audience, with the goal of maintaining a remarkable presence in today's entertainment industry. The objective is to provide you with a set of practical skills that help distinguish you as an artist in the professional world of music.

Reg# 378027

Fee: \$699

No refund after 22 Jan.

Remote Instruction

9 mtgs

Saturday, 12:30-4pm, Jan. 9-Mar. 6

Final performance date to be determined.

Enrollment limited; early enrollment advised.

**Anika Paris**, award-winning songwriter whose work has been featured in major films and on television. She recorded three solo CDs and toured the world with Stevie Wonder, John Legend, and John Mayer. She is the author of *Five Star Music Makeover*, *Making Your Mark in Music*, and a book of poetry, *Woven Voices*.

MUSC X 441.5

### Creating Commercial Sounding Masters

4.0 units

Just understanding how to operate a DAW (Protools 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 finessing 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# 377138

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.

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TEXTBOOK REQUIRED

UC CREDIT, page 6.

# ENVIRONMENTAL STUDIES & PUBLIC POLICY

## 93 SUSTAINABILITY & ENVIRONMENTAL STUDIES

For more information call (310) 825-7093.



## 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 461 Climate Change, Energy, and the Environment, page 94.
- + PUB PLC X 477 Food Justice, page 94.
- + PUB PLC X 495 Sustainability Internship, page 94.
- + MGMT X 423.423 Integrating Sustainability into Financial Reporting, page 17.
- + 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](mailto:sustainability@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/sustainability](http://uclaextension.edu/sustainability)

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## 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.

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## 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

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#### GEOG XL 5 People and the Earth’s Ecosystems

#### + PUB PLC X 461 Climate Change, Energy, and the Environment

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#### 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](mailto:sustainability@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/EnvStudiesCert](https://uclaextension.edu/EnvStudiesCert)

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## 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

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#### 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](mailto:sustainability@uclaextension.edu) | (310) 825-7093

[uclaextension.edu/sustainableBusMgmtCert](https://uclaextension.edu/sustainableBusMgmtCert)

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## Sustainability & Environmental Studies

For more information call (310) 825-7093 or visit [uclaextension.edu/sustainability](http://uclaextension.edu/sustainability).

### ENVIRON 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 inter-relationship and effect of humans upon the environment. Topics include a historical overview of sustainability and the current problems and issues, an overview of earth's physical and biological systems and the impact of environmental issues like climate change on these systems, an examination of environmental and urban issues and strategies, and tools to investigate and analyze sustainable environmental practices.

Reg# 377630

Fee: \$715

No refund after 8 Jan.

Online

Jan. 4-Mar. 21

Required course in Sustainability Certificate.

Enrollment limited. Visitors not permitted. Enrollment deadline Jan. 8.  

**Nurit Katz**, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

Reg# 377631

Fee: \$715

No refund after 19 Jan.

Remote Instruction

11 mtgs

Tuesday, 6-9pm, Jan. 5-Mar. 16

Required course in Sustainability Certificate.

Enrollment limited. Enrollment deadline:

Jan. 12.  

**Nurit Katz**, MBA, MPP, chief sustainability officer and executive officer, Facilities Management, UCLA

### MGMT X 401 Principles of Sustainability II: Current Issues and Case Studies

4.0 units

Gain a broad exposure and intimate knowledge of the business aspects of sustainability through real-world business case studies. Key elements of this course include identifying practical tools, measuring performance, and reviewing best practices. Upon completion, you'll have 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# 377633

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.

Enrollment limited. Visitors not permitted. Enrollment

deadline: Jan. 12.  

**James Bassett**, PhD, senior member, Environmental Affairs Committee, Santa Monica Chamber of Commerce

### ENVIRON 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.

*Prerequisite(s)*: ENVIRON X 400 Principles of Sustainability I: Introduction.

Reg# 377263

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.

Enrollment limited. Visitors not permitted. Enrollment

deadline: Jan. 8.  

**Mirei Takashima Claremon**, PhD

### 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# 377635

Fee: \$715

No refund after 20 Jan.

Remote Instruction

11 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 17

Enrollment limited. Visitors not permitted. Enrollment

deadline: Jan. 13.  

**Misha Kouzeh**, MS, consultant, trainer, TEDx speaker



## Food Studies Certificate

New

*Combat food issues. Empower our communities.*

Food is integral in multiple aspects of life and plays a role in the operation of societies. With food security and environmental sustainability becoming increasing global concerns, there is an urgency to empower our communities with the ability to tackle these growing issues.

This multidisciplinary certificate is designed to give students the opportunity to investigate food issues and prepare them to address complex topics spanning food cultures and histories, nutrition and public health, food policy and food justice, urban planning, and agrifood systems and the environment.

**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.

+ Offered this quarter.

For More Information

[sustainability@uclaextension.edu](mailto: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

12 mtgs

Jan. 4-Mar. 21

Fulfills Physical Sciences General Education requirement of the UCLA College of Letters and Science. Required course in Environmental Studies Certificate. Enrollment limited. Visitors not permitted. Enrollment deadline Jan. 8.

Evan Hart

### PUB PLC X 461 Climate Change, Energy, and the Environment

4.0 units  
The 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# 377637

Fee: \$715

No refund after 18 Jan.



Hybrid

11 mtgs

Remote Instruction

Monday, 6-9pm, Jan. 4; Jan. 25-Mar. 15

Online

Jan. 11 & 18; Feb. 1 & 15; Mar. 1 & 15

Elective course in Sustainability Certificate. Required course in Environmental Studies Certificate. 36 hours of CM credit for AICP certified planners. Enrollment limited. Visitors not permitted. Enrollment deadline: Jan. 11.

Therese Zarlengo, Therese Zarlengo, MS, Retired meteorologist, National Weather Service

### 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.

→ → →



## Land Use Law and Planning Conference

UCLA Extension's annual Land Use Law and Planning Conference is the leading source of information on California land use legislation, case law, and the emerging issues that frame land use and development practices in the nation's most populous state.

Now in its 35th year, this conference offers a unique cross-disciplinary approach that explores the full range of perspectives drawn from land use planning, legal, development, and environmental communities and demonstrates how these factors influence the day-to-day work of planners, developers, environmental regulators, and attorneys.

### Conference Chairs:

**Matthew Burris**, Deputy City Manager, City of Rancho Cucamonga

**David Smith**, Partner, Manatt, Phelps & Phillips LLP

**Alisha Winterswyk**, Partner, Best Best & Kreiger LLP

Above: The Millennium Biltmore Hotel.

For More Information  
[publicpolicy@uclaextension.edu](mailto:publicpolicy@uclaextension.edu) | (310) 825-7093

Reg# 377638

Fee: \$715

No refund after 21 Jan.



Hybrid

Jan. 7-Mar. 17

Enrollment limited. Enrollment deadline:

Jan. 14.

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. Restricted course. Web enrollments automatically generate a "Permission to Enroll" request. Visitors not permitted. Enrollment deadline: Jan. 8

**Dan Beal**, MPA, who has more than 35 years of experience developing, analyzing, and implementing legislation, advocacy efforts, and public policy and programs

# FINANCE & INVESTMENTS

## 96 CREDIT ANALYSIS & MANAGEMENT

### FINANCE

- 96 Finance
- 98 Financial Literacy
- 99 Business Economics, Math & Statistics

### Related Fields of Study

- |  |                    |
|--|--------------------|
| 13 Accounting, Taxation & Internal Audit | 118 Legal Programs |
| 29 Business & Management                 | 125 Real Estate    |

## 100 INVESTMENTS

## 100 PERSONAL FINANCIAL PLANNING

For more information call (310) 206-7247.



## Review Programs

Credentials such as CPA, CFP, and EA can significantly enhance your marketability within the field. Employers know you have learned a standard set of skills, have an understanding of those skills, and are driven enough to complete the work required to earn the credential. This makes you less of a hiring risk for the potential employer and separates you for other candidates for the job or promotion.

There are two different aspects of preparing for these exams:

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

### 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**

### 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**

Hybrid

Online

## 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.

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

Page 16.

If you are interested in exploring the possibility of one of our internships, please contact **Greg Gonzalez** at [ggonzale@uclaextension.edu](mailto:ggonzale@uclaextension.edu).

\*Certificate students must complete a minimum of 5 courses before enrolling in an internship.

## 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](mailto: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.

### For More information

[jcaruso@uclaextension.edu](mailto:jcaruso@uclaextension.edu) | (310) 206-1708 | [uclaextension.edu/pre-mba-studies](http://uclaextension.edu/pre-mba-studies)

## Credit Analysis & Management Certificate

The Credit Analysis and Management Certificate is designed to provide a working knowledge of the fundamentals of modern credit analysis for today's business owners and managers as well as the applications for better consumer credit management. Candidates will learn today's credit “best practices” and analysis in practical, application-based courses that give instruction of how to understand and adopt current evaluation tools, write comprehensive credit analysis reports, manage a loan or loan portfolio, manage work-outs and business bankruptcies, and understand trade financing transactions and project financing needs.

### Certificate Summary

7 Courses

### Core Requirements

**MGMT X 430.611 Introduction to Credit Markets**

**MGMT X 430.612 Conducting a Credit Analysis I**

**MGMT X 430.613 Conducting a Credit Analysis II**

**LAW X 420 Business Law: Fundamentals**

**MGMT X 891.02 Business Ethics**

### Electives

**MGMT X 430.616 Managing a Loan Portfolio**

**MGMT X 430.132 Business Valuation**

**MGMT X 475.4 Real Estate Finance**

*1 years and 3 quarters when taking 1 course a quarter*

*\$200 Candidacy Fee*

*\$6,040 Tuition costs*

### For More Information

[fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu) | (310) 206-1654 | [uclaextension.edu/credit](http://uclaextension.edu/credit)

## 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.

## Vets Count

## Scholarship Fund

*Open application. Scholarships awarded annually.*

For active duty U.S. military personnel, veterans, and their immediate families who are interested in pursuing 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](mailto:vetscount@uclaextension.edu) | (310) 206-7247

## Credit Analysis & Management

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

**MGMT X 430.612**

### Conducting a Credit Analysis I

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.

**Reg# 378069**

**Fee: \$765**

*No refund after 8 Jan.*

 Online

Jan. 4-Mar. 21

*Enrollment limited.*

**Robert S. Shultz**, co-founding partner, Quote to Cash Solutions (Q2C) LLC

**MGMT X 430.613**

### Conducting a Credit Analysis II

4.0 units

3.6 CEUs

Learn to look beyond financial statements to evaluate and explain the risk in a borrower's accounting statements, 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 manufacturers, 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.

**Reg# 378070**

**Fee: \$765**

*No refund after 8 Jan.*

 Online

Jan. 4-Mar. 21

*Enrollment limited.* 

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

## Finance

**Those students pursuing a career as financial or investment professionals are advised to enroll in the Finance Certificate. Students are advised to complete MGMT X 1A and MGMT X 1B Principles of Financial Accounting (or equivalent courses) and MGMT X 422 Cost Accounting and Analysis before enrolling in the certificate, since these are prerequisites for many courses in the curriculum.**

## Finance

For more information call (310) 206-1689 or email [pwilliams@uclaextension.edu](mailto:pwilliams@uclaextension.edu).

**MGMT X 130A**

### Applied Managerial Finance

4.0 units

This course offers an introduction to some of the more important topics in Managerial Finance, with an emphasis on the methods and sources of financing for corporations. Topics include corporate financial analysis, financial planning procedures, present value and security valuation, capital budgeting, capital structure, and approaches to raising capital. The course also covers securities markets, factors, and models explaining security returns, as well as the concept of market efficiency. Financial calculator is required.   
*Prerequisite(s):* MGMT X 1A and MGMT X 1B Principles of Accounting or equivalent or consent of instructor.

**Reg# 378056**

**Fee: \$765**

*No refund after 8 Jan.*

 Online

Jan. 4-Mar. 21

*Enrollment limited.* 

**Ralph Zwetow**, MBA, principal, Credit Training Resources

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# 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!

Reg# 378057

**Fee: \$765**

No refund after 21 Jan.

❖ Remote Instruction

11 mtgs

Thursday, 6:30-8pm, Jan. 7-Mar. 18

Visitors not permitted. 🌐 📖

**Panagiotis Koutsogkilas**, Pann Koutsogkilas, MBA, Director Financial Planning and Analysis, JH Capital Group

## MGMT X 130B Advanced Applications of Managerial Finance

4.0 units

This course demonstrates the advanced implementation of corporate finance through the presentation of theories and their applications. Students analyze stock and bond valuations, capital budgeting and working capital management, leasing, option pricing, risk/return, cost of capital, financial forecasting, capital structures, dividend policy, and investment banking. The implications of market responses to major financial strategies are also examined. 🏠

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

Reg# 378059

**Fee: \$765**

No refund after 19 Jan.

🎧 Hybrid

11 mtgs

Tuesday, 6:30-8pm, Jan. 5-Mar. 16

Visitors not permitted. 🌐 📖

**Fred Kuhns**, CMA, MBA, principal, FRK Consulting

## MGMT X 430.132 Business Valuation

4.0 units

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

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

→ → →

Reg# 378061

**Fee: \$765**

No refund after 8 Jan.

🎧 Online

Jan. 4-Mar. 21

Elective course in the Finance Certificate.

Enrollment limited.

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

## MGMT X 430.135 Money, Banking, and the Financial Markets

4.0 units

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

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

Reg# 378033

**Fee: \$765**

No refund after 8 Jan.

🎧 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. Visitors

not permitted. 🌐 📖

**Ashraf Almurdaah**, MA, professor of finance and economics, Los Angeles City College



# Finance Certificate

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

Students may enroll in the certificate with or without a concentration, providing flexibility to tailor the program to match their individual goals and career aspirations. In addition to 5 foundation courses and 4 electives, students must also complete the Business Ethics seminar. Students are advised to complete MGMT X 1A and MGMT X 1B Principles of Financial Accounting (or equivalent courses) prior to enrolling in the certificate.

## Core Courses

All required.

### MGMT X 130A Applied Managerial Finance

### MGMT X 433.01 Fundamentals of Investing

### MGMT X 432.3 Financial Statement Analysis

### MGMT X 430.135 Money, Banking, and the Financial Markets

### MGMT X 130B Advanced Applications of Managerial Finance

## Ethics Requirement

### MGMT 833.380 Ethics in Finance

## Elective Courses

Total of 4 courses required.

Students may choose from 1 of the following concentrations:

### Corporate Finance

### Credit Analysis and Management

### Investment Management and Analysis

### Real Estate Finance

For a complete list of electives visit [uclaextension.edu/fincert](http://uclaextension.edu/fincert).

## Candidacy Fee

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

## Internship in Finance

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

## Industry Certification

The Finance Certificate provides relevant course work for students considering a number of industry certifications, including the following:

Chartered Financial Analyst (CFA)

Certified Management Accountant (CMA®)

Financial Planning &amp; Analysis (FP&amp;A)

## For More Information

[fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu) | (310) 206-1654 | [uclaextension.edu/fincert](http://uclaextension.edu/fincert)

# Complete Your Finance

## Courses Anywhere

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 130A Applied Managerial Finance

Page 96.

#### MGMT X 430.132 Business Valuation

Page 97.

#### MGMT X 430.135 Money, Banking, and Financial Markets

Page 97.

#### MGMT X 432.3 Financial Statement Analysis

Page 98.

#### MGMT 833.380 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](http://uclaextension.edu/finance)

#### MGMT X 430.136 Internship in Finance

4.0 units

The internship provides practical experience in a variety of finance-related job functions within the private, public, or nonprofit sectors and is an opportunity to apply the material previously studied in your finance courses. Students intern with sponsoring companies for a minimum of 120 hours and must secure their internship assignment and submit all required paperwork by Dec. 11.

**Prerequisite(s):** Restricted to students enrolled in the Finance Certificate and who have completed a minimum of five courses in the Finance Certificate program. International students must contact the International Student Office at (310) 825-9351 to confirm eligibility. Internet access required to retrieve course materials.

Reg# 377891

Fee: \$765

No refund after 10 Jan.

Independent Study/Internship  
Jan. 4-Mar. 21

Enrollment limited. 📖

**Charles E P Wood**, MBA, president, C.E. Peterson & Company, lecturer in law, USC Gould School of Law

#### MGMT X 430.137 Behavioral Finance

4.0 units

This course is based on the fundamental principle that the first step to successfully investing your money is to not lose it. Covering the theory and practice of behavioral finance, including a history of financial bubbles, scams, and a study of the heuristics (rules of thumb) and biases that drive human behavior. Other topics in this course include prospect theory, common investment mistakes, the role of randomness in finance, retirement planning, and practical applications of behavioral finance. Also presented are basic principles of traditional portfolio theory and behavioral finance research that suggests there are persistent market traits that can generate excess returns.

→ → →

Reg# 378066

Fee: \$765

No refund after 8 Jan.

📖 Online

Jan. 4-Mar. 21

Enrollment limited. 📖

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

#### MGMT X 432.3 Financial Statement Analysis

4.0 units

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

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

Reg# 378058

Fee: \$765

No refund after 8 Jan.

📖 Online

Jan. 4-Mar. 21

Required course in the Finance Certificate.

Enrollment limited. 📖

**Ralph Zwetow**, MBA, principal, Credit Training Resources

#### MGMT X 460.988 Global Currency Management

4.0 units

Currency devaluations are a major cause of global economic chaos, thereby forcing multinational companies, as well as importers and exporters, to make long-term decisions that are undermined by daily trading occurrences. Currency traders, including hedgers,

# Artificial Intelligence (AI) in Business and Finance

*New!*

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

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

*Coming 2021*

#### MGMT X 430.2 Applying Data Science to Financial Services

#### MGMT 828.8 Introduction to AI for the Finance Industry

### For More Information

[fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu) | (310) 206-7247

arbitrageurs, and even speculators now are challenged by twenty-four hour global currency trading with markets made for almost any currency. This course is designed to help students, managers, and aspiring traders meet the challenges of managing currency operations, capitalizing on opportunities, and reducing the risks of foreign exchange swings. Instruction identifies major areas of currency risks, strategies, and organizational structure requirements. Participants are provided a framework for analyzing the causes of expected exchange rate movements and how to deal with them. Students also review foreign currency events, both past and current, focusing on the implications of these events on future capital flows and growth.

Reg# 378060

Fee: \$765

No refund after 20 Jan.

📖 Remote Instruction

11 mtgs

Wednesday, 6:30-8:30pm, Jan. 6-Mar. 17

Visitors not permitted. 📖

**Richard Learman**, BA, MBA, CPA

#### MGMT 833.380 Ethics in Finance

1.2 CEUs

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

Reg# 378062

Fee: \$295

No refund after 30 Jan.

📖 Hybrid

2 mtgs

Saturday, 10:30am-12:30pm, Feb. 6-13

Visitors not permitted. Students must attend both sessions to receive full credit.

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

## 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# 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 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, Wealth and Wisdom Seminar

**Women in the Workplace** **Reg# 378054**

Wednesday, March 4, 6-8pm  
Remote Instruction

Fee: \$25  
Page 99.

**For More Information**  
(310) 206-1689

## MGMT 833.821L Women, Wealth and Wisdom: Women in the Workplace

0.2 CEUs  
Top women in their fields talk about their journeys. Being heard in meetings, dealing with macroaggressions, and pay inequities. Where does society stand today and have we made progress in creating equity?

Reg# 378054

Fee: \$25

No refund after 3 Mar.

❖ Remote Instruction

1 mtg

Thursday, 6-8pm, Mar. 4

Instructor to be announced

## Business Economics, Math & Statistics

For more information email  
[jcaruso@uclaextension.edu](mailto:jcaruso@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

Enrollment limited. 🌐 📖

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

## MGMT X 110 Mathematical Solutions for Businesses

4.0 units  
This course provides a fundamental background for administrators in the public and private economic sectors, as well as a solid review of pre-MBA mathematics. Topics include linear and matrix algebra (with special emphasis on demand/supply and cost/revenue analysis) and differential calculus. Students are encouraged to bring in examples of mathematical applications based on their professional experiences. 🏠

Reg# 377846

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21 🌐 📖

**Jesse U. Overall**, PhD, member of the Technical Staff, Rigel^3 Group; recipient of the UCLA Extension Distinguished Instructor Award.

## MGMT X 115 Business Statistics

4.0 units  
This course explores the elements of probability, probability distributions, estimation and confidence intervals, tests of significance and hypotheses, linear regression and correlation, time-series analysis, and principles of index numbers. Additionally, the course covers applications to the analysis and decision-making aspects of daily business problems. 🏠

Prerequisite(s): MGMT X 110 Mathematical Solutions for Business or consent of instructor.

Reg# 378016

Fee: \$765

No refund after 20 Jan.

❖ Remote Instruction

11 mtgs.

Wednesday, 6:15-9:30pm, Jan. 6-Mar. 17 📖

**Bijan Raphael**, MA, PhD

## MGMT X 410 Business Applications of Calculus

4.0 units  
This course examines the applications of differential and integral calculus to the study of business and economics. Topics helpful to students who need a pre-MBA review of calculus principles and applications are also covered.

Reg# 377853

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited. 🌐 📖

**Jesse U. Overall**, PhD, member of the Technical Staff, Rigel^3 Group; recipient of the UCLA Extension Distinguished Instructor Award.

## 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 analytical 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# 377855

Fee: \$765

No refund after 10 Jan.

🌐 Online

Jan. 4-Mar. 21

**Jerald Savin**, BA, CPA, CEO, Cambridge Technology Consulting Group

## MGMT 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 taught 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# 377856

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 130A Applied Managerial Finance

4.0 units  
This course offers an introduction to some of the more important topics in Managerial Finance, with an emphasis on the methods and sources of financing for corporations. Topics include corporate financial analysis, financial planning procedures, present value and security valuation, capital budgeting, capital structure, and approaches to raising capital. The course also covers securities markets, factors, and models explaining security returns, as well as the concept of market efficiency. Financial calculator is required. 🏠

Reg# 378056

Fee: \$765

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited. 📖

**Ralph Zwetow**, MBA, principal, Credit Training Resources

Reg# 378057

Fee: \$765

No refund after 21 Jan.

❖ Remote Instruction

11 mtgs

Thursday, 6:30-8pm, Jan. 7-Mar. 18

Visitors not permitted. 🌐 📖

**Panagiotis Koutsogkilas**, Pann Koutsogkilas, MBA, Director Financial Planning and Analysis, JH Capital Group

## MGMT X 130B Advanced Applications of Managerial Finance

4.0 units  
This course demonstrates the advanced implementation of corporate finance through the presentation of theories and their applications. Students analyze stock and bond valuations, capital budgeting and working capital management, leasing, option pricing, risk/return, cost of capital, financial forecasting, capital structures, dividend policy, and investment banking. The implications of market responses to major financial strategies are also examined. 🏠

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

Reg# 378059

Fee: \$765

No refund after 19 Jan.

🌐 Hybrid

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.

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

Reg# 378033

Fee: \$765

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised. Visitors not permitted. 🌐 📖

**Ashraf Almurdaah**, MA, professor of finance and economics, Los Angeles City College

**MGMT X 430.137  
Behavioral Finance**

4.0 units

This course is based on the fundamental principle that the first step to successfully investing your money is to not lose it. Covering the theory and practice of behavioral finance, including a history of financial bubbles, scams, and a study of the heuristics (rules of thumb) and biases that drive human behavior. Other topics in this course include prospect theory, common investment mistakes, the role of randomness in finance, retirement planning, and practical applications of behavioral finance. Also presented are basic principles of traditional portfolio theory and behavioral finance research that suggests there are persistent market traits that can generate excess returns.

Reg# 378066

**Fee: \$765***No refund after 8 Jan.*

Jan. 4-Mar. 21

Enrollment limited.

**Victor Dosti**, BS, MBA, director of research, Whittier Trust**MGMT X 432.3  
Financial Statement Analysis**

4.0 units

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

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

Reg# 378058

**Fee: \$765***No refund after 8 Jan.*

Jan. 4-Mar. 21

*Required course in the Finance Certificate.*

Enrollment limited.

**Ralph Zwetow**, MBA, principal, Credit Training Resources**MGMT X 460.988  
Global Currency Management**

4.0 units

Currency devaluations are a major cause of global economic chaos, thereby forcing multinational companies, as well as importers and exporters, to make long-term decisions that are undermined by daily trading occurrences. Currency traders, including hedgers, arbitrageurs, and even speculators now are challenged by twenty-four hour global currency trading with markets made for almost any currency. This course is designed to help students, managers, and aspiring traders meet the challenges of managing currency operations, capitalizing on opportunities, and reducing the risks of foreign exchange swings. Instruction identifies major areas of currency risks, strategies, and organizational structure requirements. Participants are provided a framework for analyzing the causes of expected exchange rate movements and how to deal with them. Students also review foreign currency events, both past and current, focusing on the implications of these events on future capital flows and growth.

Reg# 378060

**Fee: \$765***No refund after 20 Jan.*

11 mtgs

Wednesday, 6:30-8:30pm, Jan. 6-Mar. 17

*Visitors not permitted.* **Richard Learman**, BA, MBA, CPA**MGMT 833.380  
Ethics in Finance**

1.2 CEUs

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

Reg# 378062

**Fee: \$295***No refund after 30 Jan.*

2 mtgs

Saturday, 10:30am-12:30pm, Feb. 6-13

*Visitors not permitted. Students must attend both sessions to receive full credit.***Deborah Meng**, MBA, CRCM, CAMS, large banking organizations, Federal Reserve Bank of San Francisco**Investments****MGMT X 433.01  
Fundamentals of Investing**

4.0 units

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

Reg# 378063

**Fee: \$765***No refund after 19 Jan.*

11 mtgs

Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16

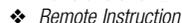
*Visitors not permitted.* **David E Franch**, MBA, president, David French & Associates, LLC, a business strategy consultancy**MGMT X 433.03  
Advanced Security Analysis**

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 study analysis 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.

*Prerequisite(s):* X 433.02 Security Analysis or two years of experience in investing in securities and the ability to use a financial calculator (HP 12C preferred).

Reg# 378067

**Fee: \$765***No refund after 21 Jan.*

11 mtgs

Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

*Elective course in Certificate in Finance.**Visitors not permitted.***Steven Yamshon**, PhD, LhD, MBA, managing director, Stevens First Principles Investment Advisors**MGMT X 433.032  
Alternative Investment Strategies**

4.0 units

This course is designed for financial professionals and personal investors who recognize the importance of diversifying their investment portfolios and who have a desire to understand the risks and rewards of asset classes outside of the traditional categories of stocks and bonds. Instruction provides an overview of alternative investment assets, strategies, and portfolio management. Topics include hedge funds, private equity, structured products/derivatives, and real assets (focus on real estate). Guest lectures given by experienced financial professionals expound upon the various subjects covered.

Reg# 378068

**Fee: \$765***No refund after 19 Jan.*

11 mtgs

Tuesday, 6:30-8pm, 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 strategies. Intended for investors who want to utilize options as part of their overall investment mix or for those who already employ options and want to expand their usage, this course explores the basics of options and some of the common misconceptions regarding them. Participants learn about the unique attributes of options and why investors have to think differently when investing in these instruments, whether as a stand-alone investment or in conjunction with existing stock positions. The course includes stock and index option strategies, as well as an understanding of the nomenclature of the terms used in option trading. Additional topics include the use of spreads, straddles, combinations, butterflies, condors, and other intermediate forms of option strategies.

*Prerequisite(s):* A basic understanding of the stock market is recommended.

Reg# 378064

**Fee: \$765***No refund after 8 Jan.*

Jan. 4-Mar. 21

Enrollment limited.

**Victor Dosti**, BS, MBA, director of research, Whittier Trust**MGMT X 460.983  
International Investing**

4.0 units

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

Reg# 378065

**Fee: \$765***No refund after 20 Jan.*

11 mtgs

Wednesday, 6:30-8pm, Jan. 6-Mar. 17

*Visitors not permitted.* **Panagiotis Koutsogkilas**, Pann Koutsogkilas, MBA, Director Financial Planning and Analysis, JH 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**

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 technical personal financial planning material. The course is intended for individuals who wish to become practitioners in financial planning, those considering a career transition, and for professionals currently in 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.*

Jan. 4-Mar. 21

Enrollment limited.

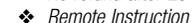
**Robert Watson**, MBA, financial advisor, ING Financial Partners**MGMT X 430.391  
Financial Analysis in Personal Financial Planning**

4.0 units

3.6 CEUs

This course covers the basic analytic tools and mathematical techniques used in personal financial planning and introduces the economic concepts underlying the profession. Topics include percentage calculations, family cash flows, basic corporate financial statements, interest and compound growth, understanding the financial section of the newspaper, bond yield calculations, internal rate of return, net present value, basic statistics, and equity analysis. Economic concepts covered include national income accounting, the Federal Reserve System, economic indicators, recession, depression, inflation, deflation, supply and demand, and the money supply. *An HP 12C calculator is required. May be taken concurrently with 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.*

11 mtgs

Wednesday, 6:30-9:30pm, Jan. 6-Mar. 17

*Visitors not permitted.* **Steve Minihan**, MBA, CFP®, Westlake Financial Advisors LLC, recipient of the UCLA Extension Distinguished Instructor Award, 2019.

**MGMT X 427.904  
Retirement Plans  
and Other Employee Benefits**

4.0 units

A survey of the various plans available to provide retirement and other investment-oriented employment benefits to employees, significant planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of various alternatives. Topics include stock options, non-qualified deferred compensation plans, Section 125 cafeteria plans, and other non-pension-related benefits. The course emphasizes qualified corporate retirement plans, including pension and profit-sharing plans; non-corporate retirement programs, such as Keogh plans, IRAs, and Simplified Employee Pension plans; fiduciary responsibility requirements in connection with retirement plans; and taxation and timing of benefits. Recent legislation is examined.

**Prerequisite(s):** MGMT X 430.31 Survey of Personal Financial Planning, MGMT X 430.391 Financial Analysis in Personal Financial Planning, or consent of instructor. 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 (re)certification offered by an external governing body, it is recommended that you select the "for credit-letter grade" credit option.

**Reg# 378071****Fee: \$765**

No refund after 19 Jan.

Hybrid

11 mtgs

Tuesday, 6:30-8:30pm, Jan. 5-Mar. 16

Visitors not permitted. 🌐 📖

**Jeffrey C. Goodrich**, MBA, MST, CFP®, CLU, ChFC, Wealth Consultant, LPL Financial

**MGMT X 430.32  
Investments in Personal  
Financial Planning**

4.0 units

An examination of the role of various investment vehicles in meeting financial goals, securities markets, sources of information about the various instruments traded, and the procedure of trades. This course introduces various market theories, including modern portfolio theory and the extension to this theory by Markowitz and Sharpe. Other topics include the analysis of business cycles; market analysis; analysis of individual companies; the market in debt instruments; and alternative instruments, including options, warrants, convertibles, commodity futures, mutual funds, and tangibles.

**Prerequisite(s):** MGMT X 430.391 Financial Analysis in Personal Financial Planning and 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, and 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

Thursday, 6:30-8:30pm, Jan. 7-Mar. 18

Visitors not permitted. 🌐 📖

**Mark Cecchini**, Mark A. Cecchini, CFP®, Senior Wealth Manager, Aspiriant, LLC

**MGMT X 430.35  
Insurance in Personal  
Financial Planning**

4.0 units

This course analyzes fundamental insurance principles and approaches to insurance needs. Instruction covers life, health, property, casualty, and liability insurance, as well as the role insurance plays in financial and estate planning. You learn to integrate personal and capital insurance needs into a comprehensive financial plan.

**Prerequisite(s):** MGMT X 430.31 Survey of Personal Financial Planning, MGMT X 430.391 Financial Analysis in Personal Financial Planning, or consent of instructor.

**Reg# 377921****Fee: \$765**

No refund after 8 Jan.

Online

Jan. 4-Mar. 21

Enrollment limited. 📖

**Nancy McCreedy**, CFP®, CRPC®, MBA, financial advisor, Wells Fargo Advisors

**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

# Personal Financial Planning Certificate

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

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

**Introductory Courses****MGMT X 430.31 Survey of Personal  
Financial Planning****MGMT X 430.391 Financial Analysis in  
Personal Financial Planning****Core Courses****MGMT X 430.35 Insurance in Personal  
Financial Planning****MGMT X 430.32 Investments in  
Personal Financial Planning****MGMT X 427.904 Retirement Plans and  
Other Employee Benefits****MGMT X 430.33 Income Taxation in  
Personal Financial Planning****MGMT X 439.3 Estate Planning****Capstone Course****MGMT X 430.38 Personal Financial  
Planning Capstone****Required Ethics Seminar****MGMT 833.379 Ethics in Personal  
Financial Planning****CFP® Certification**

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

**Candidacy Fee**

An application for candidacy and a non-refundable fee of \$200 must be submitted by the completion of the second course to officially enroll and to have your transcripts transferred to the CFP Board.

**Internship**

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

**Articulation Agreement–  
California Lutheran University**

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



Certified Financial Planner Board of Standards, Inc. owns the marks CFP®, CERTIFIED FINANCIAL PLANNER®, and CFP (with flame logo)®, which it awards to individuals who successfully complete initial and ongoing certification requirements.

UCLA Extension does not certify individuals to use the CFP®, CERTIFIED FINANCIAL PLANNER®, and CFP (with flame logo)® certification marks. CFP certification is granted only by Certified Financial Planner Board of Standards to those persons who, in addition to completing an educational requirement, such as this CFP Board-Registered Program, have met its ethics, experience, and examination requirements.

**For More Information**  
(310) 206-1654 | [uclaextension.edu/pfp](http://uclaextension.edu/pfp)

# 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](mailto: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.

*Prerequisite(s):* MGMT X 439.3 Estate Planning or consent of instructor.

Reg# 378072

**Fee: \$459**

*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 430.38

#### 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.

→ → →

Reg# 377922

**Fee: \$865**

*No refund after 8 Jan.*

● Online

Jan. 4-Mar. 21

*Prerequisites: Completion of the other seven required courses in the Personal Financial Planning Certificate. Enrollment limited; early enrollment advised. 📄 Internet required.*

**Dan Casey**, MBA, Certificate in Personal Financial Planning, UCLA Extension; CFP®, Westlake Financial Advisors LLC.

### MGMT UL 722.24

#### Personal Financial Planning Information Session: A Free Event

0.0 CEUs

Take your career further as a personal financial planning professional. Attend our free information session to learn more about how UCLA Extension's CFP Board approved Personal Financial Planning programs fit your needs and can help you reach your career goals. Interact with our program instructors and staff to learn more about our online and onground program options, as well as the path to the CFP certification. The information session includes a one-hour live webinar from 10-11am PST.

Reg# 378073

**Fee: \$0**

*No refund after 27 Jan.*

● Online

Wednesday, 10-11am, Feb. 3

*Information session conducted entirely online from 10-11am.*

*Participants must provide a valid email address upon enrollment.*

*Admission is free but advance registration is required.*

**Linda Hewitt**, BS, CFP®, CRPC, co-founder, Financial Planning Educational Solutions

**Patricia Hausknost**, MBA, CFP®, Certified Financial Planner/Lecturer

**Michael Hausknost**, BS, CFP®, senior vice president, City National Bank

**Bruce Gekko**, CFP®, Castro Valley Insurance Agency

**Cody Forbush**, MBA, Investment Strategist/Financial Planner, TS Prosperity Group

# 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](mailto: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. 28-Feb. 24

*For additional dates and times please contact Phil Williams at 310-206-1689.*

*Course materials are also included and come directly from Kaplan education. To place your order please contact Phil Williams at [pwilliams@uclaextension.edu](mailto:pwilliams@uclaextension.edu) or (310) 206-1689 for further information. (discounts not applicable for Review).*

*Premium Live Online Review package comes with everything you need to effectively prepare for the CFP® exam. The Live Online Review Class is hosted live online and archived for future playback. Some students benefit by attending a live class in addition to the online lectures. To participate in a live setting with other students preparing for the exam, feel free to upgrade to both reviews for an additional \$249. After enrolling with UCLA, please call (888) 450-4681.*

*For best success, you should allow yourself 4-6 weeks prior to the first class date to read materials, view online videos, and complete some online test bank questions.*

**Instructor to be announced**

### MGMT 833.379

#### Ethics in Personal Financial Planning

0.7 CEUs

This seminar begins with exploring elements of ethical decision making and conduct from a more general perspective by examining the key definitions, issues, and theories of business ethics. From there, it moves on to ethical decision making and conduct specific to the financial planning profession, including a review of the Investment Advisors Act of 1940, Dodd-Frank regulations, SEC and FINRA rules, and disciplinary history. The remainder of the course time is spent reviewing the CFP Code of Ethics, Practice Standards, Disciplinary Processes and Procedures, sanctions and other disciplinary outcomes, and the Fitness Standards. The unique role of the financial planner as a trusted advisor with the responsibility and requirement of working with clients "with utmost good faith and in a manner reasonably believed to be in the best interest of the client" is emphasized throughout.

Reg# 377972

**Fee: \$255**

*No refund after 27 Jan.*

● Online

Jan. 25-Feb. 22

*Required course in the Personal Financial Planning Certificate.*

*Enrollment limited.*

**Instructor to be announced**

### MGMT X 430.383

#### Internship in Personal Financial Planning

4.0 units

The internship provides practical experience in a variety of financial planning job functions within the financial 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# 377890

**Fee: \$765**

*No refund after 10 Jan.*

*Independent Study/Internship*

Jan. 4-Mar. 15

*Enrollment limited. 🌐*

**Nancy McCready**, CFP®, CRPC®, MBA, financial advisor, Wells Fargo Advisors

# HEALTH CARE & COUNSELING

103 ALCOHOL & DRUG ABUSE  
COUNSELING & STUDIES

104 FITNESS INSTRUCTION

105 RN FIRST ASSISTANT

107 PATIENT ADVOCACY

107 MEDICAL ASSISTANT

For more information call (310) 825-7093.

## Alcohol & Drug Abuse Counseling & Studies

### Certificate Courses

The UCLA Extension Alcohol and Drug Abuse Counseling Certificate is approved by California Consortium of Addiction Programs and Professionals Education Institute (CCAPP-EI). This certificate meets the educational requirements for those seeking professional certification from CCAPP (formerly CAADAC) and its certification board, CCAPP Credentialing. It is each student's responsibility to select the board through which s/he seeks certification and become familiar with the requirements of that chosen board.

COM HLT X 470.7

#### 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.

→ → →

Reg# 377325

**Fee: \$705**

No refund after 19 Jan.

❖ Remote Instruction  
11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Required course in the Alcohol and Drug Abuse Counseling Certificate. Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a "Permission to Enroll" request.

Visitors not permitted. Enrollment deadline: Jan. 12. 🌐 📖

**Alina Bond**, LCSW, clinical trainer on Co-Occurring Disorders

🌐 ONLINE COURSE, page 5.

📖 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.



## Alcohol & Drug Abuse Counseling Certificate

*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 **Liseth Gutierrez** at [scholarships@uclaextension.edu](mailto:scholarships@uclaextension.edu) or call (310) 825-7093.

### For More Information

[mentalhealth@uclaextension.edu](mailto:mentalhealth@uclaextension.edu) | (310) 825-7093  
[uclaextension.edu/addictionscounseling](http://uclaextension.edu/addictionscounseling)

## Introduction to Pathophysiology

*Disease States in the Human Body*

Online

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 N. Halle, PhD, RNC**

Page 130.

## Medical Terminology

This fully online course teaches key principles of medical terminologies through word roots, medical abbreviations, and related body systems.

Students develop medical vocabulary applicable to all specialties of medicine and a basic understanding of anatomy and major body systems.

Page 134.



## 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 **Liseth Gutierrez** at [scholarships@uclaextension.edu](mailto: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

**PHYSI X 400.6 Human Anatomy and Physiology** 🌐

**PHYSI X 449 The Human Body: How It Functions** 🌐

**PHYSI X 451 Introduction to Human Nutrition** 🌐

**PHYSI X 452 Applied Anatomy and Biomechanics** 🌐

**PHYSI X 450 Exercise Physiology**

**COM HLT X 453 Fitness Testing**

**COM HLT X 457.4 Advanced Athletic Training: Evaluation of Athletic Injuries**

🌐 Offered online.

### For More Information

[fitness@uclaextension.edu](mailto:fitness@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/fitness](http://uclaextension.edu/fitness)

## 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.

### COM HLT X 470.12 Self-Care for Addiction Professionals: Optimizing Health and Wellbeing

4.0 units

This course provides students with a basic level of understanding of the epidemiology and development of burnout, including learning current science to establish a foundational understanding of physical, psychological, and spiritual self-care to optimize adoption of a plan for well-being while conducting work in the field of substance use disorders. Substance use disorder professionals experience high rates of burnout similar to other providers of mental health care. High rates of burnout can result in increased job dissatisfaction, increased absences from work, leaving jobs early, impacted job performance and functioning in other areas of life, and relapse. Research indicates a substantial need to establish a mechanism of self-care and collaborative partnership among addiction professionals to reduce the impact of burnout. Specific topics include: the biological, developmental, psychological, and environmental factors that contribute to burnout; recognition of stressful dynamics and increasing self-awareness; neurobiological benefits to self-care; mindfulness practice and meditation; developing good sleep hygiene and the importance of sleep; adequate nutrition and exercise; and maintaining motivation to engage in self-care behaviors. Includes guest speakers and weekly mindfulness practice.

→ → →

Reg# 377326

**Fee: \$705**

No refund after 21 Jan.

- ❖ **Remote Instruction**  
11 mtgs  
Thursday, 6:30-9:30pm, Jan. 7-Mar. 18
- Required course in the Alcohol and Drug Abuse Counseling Certificate. Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a "Permission to Enroll" request.*

Visitors not permitted. Enrollment deadline: Jan. 14. 🌐 📖

**Betsy Spier**, MA, LMFT, psychotherapist in private practice who specializes in counseling families and individuals, as well as clients with mood and substance use disorders. Ms. Spier also consults with treatment centers on best practices and self care for staff.

## Fitness Instruction

### PHYSI 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.*

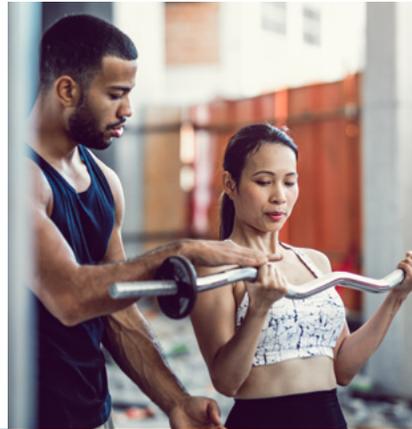
Enrollment deadline: Jan. 8. 🌐

**Alin Akopians**, MD, PhD

# Prepare for an Advanced Degree

Select courses can be applied as prerequisites for a master of science degree in Kinesiology from California State University, Northridge (CSUN).

For more information, contact UCLA Extension at (310) 825-7093 or [fitness@uclaextension.edu](mailto:fitness@uclaextension.edu).



## PHYSICI X 449

### The Human Body: How It Functions

4.0 units

The body is a dynamic organism exhibiting a complex integration of biochemical, mechanical, and physical functions. This course provides a systems approach 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.



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 Fitness Instruction Certificate.

Enrollment deadline: Jan. 8. 🌐

**John Farr**, MS, MA, CSCS, USAW, strength and conditioning coach

## PHYSICI X 450

### Exercise Physiology

4.0 units

This course provides fitness instructors with an in-depth exposure to the interaction of the cardiovascular, respiratory, endocrine, nervous, and musculoskeletal systems during exercise. Instruction emphasizes practical application of the physiologic concepts in determining fitness levels, prescribing exercise, and monitoring people for signs of overexertion and underlying disease. Topics include energy metabolism; the circulatory, respiratory, 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.



11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Required course in Fitness Instruction Certificate.

Visitors not permitted. Enrollment deadline Jan. 12.

**Perry L. Powell**, MS, MBA; director, Western U.S. EDS.

## PHYSICI 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.



Jan. 4-Mar. 21

Required course in Fitness Instruction Certificate.

Enrollment deadline: Jan. 8. 🌐

**Suzanne Elizondo**, MS, RD, registered dietitian 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.

## PHYSICI X 452

### Applied Anatomy and Biomechanics

4.0 units

This course provides fitness instructors with an understanding of musculoskeletal anatomy and the application of basic biomechanical principles to the moving body. This application allows fitness instructors to analyze a movement and identify poor mechanics that could contribute to injury, design exercises for particular muscle groups, and more safely and effectively advise on the use of exercise equipment.

Prerequisite(s): PHYSICI X 400.6 or PHYSICI X 449.

Reg# 377155

Fee: \$805

No refund after 8 Jan.



Jan. 4-Mar. 21

Required course in Fitness Instruction Certificate.

Enrollment deadline: Jan. 8. 🌐

**Elizabeth Likes**, MA, exercise physiologist and educator



# 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)



# Are You Pre-Med?

Or Preparing to Become a Nurse, Dentist, Veterinarian, or Physician Assistant?

*Fulfill your science prerequisites and other requirements here!*

Each quarter, we offer many courses geared specifically to students preparing for careers in the health care field.

## Our post-baccalaureate science courses offer

- Credit that transfers to all UC campuses and many other universities and colleges (visit [uclaextension.edu/degreecredit](http://uclaextension.edu/degreecredit))
- Convenient evening and weekend courses

## Pre-Medical & General Science Studies Certificate

This 12-course certificate qualifies for financial aid while providing a structured academic background in basic math and science preparation for students interested in pre-medical studies, science, or health-related fields.

Page 133.

For More Information

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



## 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 complete details and application process, visit [health.uclaextension.edu/ucla-map](http://health.uclaextension.edu/ucla-map).



## 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 more information: (310) 825-7093 | [uclaextension.edu](http://uclaextension.edu)

## 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.*

- Surgical conscience
- Creating and maintaining a sterile field
- Positioning the patient
- Equipment and product safety
- General concepts of anesthesia
- Use of perioperative medications

*Prerequisite:* Nationally certified or eligible APRNs who plan to enroll in the CCI-accepted UCLA Extension RNFA program.

Course Coordinator:

**Bob Salsameda, MSN, RN, NP-C, CRNFA**

### For More Information

(310) 825-7093 | [health.uclaextension.edu/RNFA](http://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): PHYSCI X 452 Applied Anatomy and Biomechanics and PHYSCI X 450 Exercise Physiology.

Reg# 377160

Fee: \$705

No refund after 12 Jan.

- Remote Instruction  
22 mtgs  
Tuesday, Thursday, 3-4:30pm, Jan. 5-Mar. 18  
Enrollment/class participation contingent on signing a liability waiver.

Visitors not permitted. Enrollment deadline:

Jan. 7. 🌐

**Paul McCarthy, MS, UCLA Martial Arts Program**  
coordinator

### 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**

- 🌐 ONLINE COURSE, page 5.
- 🌐 HYBRID COURSE, page 5.
- 🌐 WEB-ENHANCED COURSE, page 5.
- 🌐 REMOTE INSTRUCTION, page 5.
- 📖 TEXTBOOK REQUIRED
- 🏠 UC CREDIT, page 6.

## 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](mailto:humsci@uclaextension.edu)

(310) 825-7093

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

## 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.



## 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.

🌐 Offered online.

### For More Information

[patientadv@uclaextension.edu](mailto:patientadv@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/patientadv](http://uclaextension.edu/patientadv)

## 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

Required course in Patient Advocacy Certificate.

Enrollment limited to 25 students. Enrollment deadline: Jan. 8. 🌐 📖

**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.

→ → →

Reg# 377422

Fee: \$795

No refund after 8 Jan.

🌐 Online

Jan. 4-Mar. 21

Required course in Patient Advocacy Certificate.

Restricted course; call (310) 825-7093 for permission to enroll. Web enrollments automatically generate a "Permission to Enroll" request.

Enrollment limited to 25 students. Enrollment deadline: Jan. 8. 🌐 📖

**Instructor to be announced**

## 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. 🌐 📖

**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.

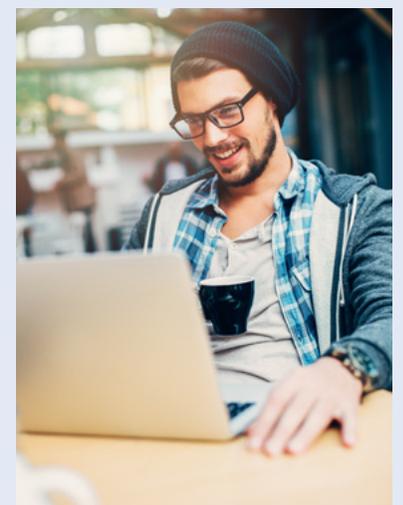
## Online Courses

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.



# HUMANITIES & SOCIAL SCIENCES

108 ANTHROPOLOGY

108 ECONOMICS

108 HISTORY

108 LINGUISTICS

108 POLITICAL SCIENCE

109 PSYCHOLOGY

110 SOCIOLOGY

For more information call (310) 825-7093.

## Course Icons Provide Information At-a-Glance

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

## Anthropology

### ANTHRO XL 142P Anthropology of Religion

4.0 units

Survey of various methodologies in comparative study of religious ideologies and action systems, including understanding particular religions through descriptive and structural approaches, and identification of social and psychological factors that may account for variation in religious systems cross-culturally. (Formerly numbered 156.) 🏠

Reg# 377114

**Fee: \$688**

No refund after 8 Jan.

 Online

Jan. 4-Mar. 14

Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8. 🌐 📖

**David Blundell**, PhD, anthropology, UCLA, former professor of International Doctoral and Master's Program in Asia-Pacific Studies, National Chengchi University, Taipei, Taiwan

## 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

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.

## 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

Fulfills in part the new General Education requirement of the UCLA College of Letters and Science.

Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8. 🌐 📖

**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

Fulfills in part the General Education requirement of the UCLA College of Letters and Science.

Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8. 🌐 📖

**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 process: demonstration, mass uprising, coup d'etat, assassination, and terrorism. 🏠

Reg# 377117

**Fee: \$688**

No refund after 8 Jan.

 Online

Jan. 4-Mar. 14

Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 08. 🌐 📖

**Louis Gordon**, JD, Cardozo School of Law; PhD, Political Science, USC.

# Earn Transfer Credit—Online

Explore a variety of subjects while completing your degree requirements—all without stepping foot in a classroom!

## 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.

## Linguistics

**LING XL 1 Introduction to the Study of Language** 🌐

Page 108.

## Sociology

**SOCIOL XL 130 Self and Society** 🌐

Page 110.

**SOCIOL XL 156 Race and Ethnicity in American Life** 🌐

Page 110.

**SOCIOL XL 180DA Sociology of Animals** 🌐

Page 110.

*Please confirm credit transferability with your counselor.*

For more information  
(310) 825-7093



# Transfer Credit Courses

*Prepare to apply to professional and graduate programs.*

Students should consult their respective professional and graduate programs to determine specific requirements.

## Philosophical and Linguistic Analysis

**LING XLI Introduction to Study of Language**

Page 108.

## Psychology

**PSYCH XL 10 Introductory Psychology**

Page 109.

**PSYCH XL 127A Abnormal Psychology**

Page 109.

**PSYCH XL 130 Developmental Psychology**

Page 109.

To see if courses meet UCLA GE Requirements please visit  
[sa.ucla.edu/ro/Public/SOC/Search/GECoursesMasterList](http://sa.ucla.edu/ro/Public/SOC/Search/GECoursesMasterList)

## 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# 377139

**Fee: \$895**

*No refund after 12 Jan.*

❖ *Remote Instruction*

22 mtgs

Tuesday, Thursday, 6:30-8:30pm,  
Jan. 5-Mar. 18

*Visitors not permitted. Enrollment deadline:*

Jan. 7. 🌐 📖

**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# 377323

**Fee: \$895**

*No refund after 20 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.*

*Visitors not permitted. Enrollment deadline:*

Jan. 14. 🌐 📖

**Lynn Davison**, PhD



# Finish Your Degree or Just Learn for Fun

*Search Humanities & Social Sciences Degree-Credit Courses Online*

Visit [uclaextension.edu](http://uclaextension.edu) for a complete list of courses in political science, sociology, economics, and more.

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For complete details, visit [uclaextension.edu/degrecredit](http://uclaextension.edu/degrecredit) or call (310) 825-7093

*Look for this icon 🏠 that identifies degree-credit courses.*



## 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 1 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.

### Physical Sciences

*Chemistry and Biochemistry*

**CHEM XL 14A Atomic and Molecular  
Structure, Equilibria, Acids, and Bases**

Page 132.

**CHEM XL 14B General Chemistry for  
Life Scientists II**

Page 132.

**CHEM XL 14BL General and Organic  
Chemistry Laboratory I**

Page 132.

### Quantitative Reasoning

**STATS XL 13, Introduction to Statistical  
Reasoning for Life and Health Sciences**

Page 134.

**STATS XL 10 Introduction to  
Statistical Reasoning**

Page 135.

## 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.

#### 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.

Courses begin on page 00.

#### For More Information

[geospatial@ucla.edu](mailto:geospatial@ucla.edu) | (310) 818-3671 | [uclaextension.edu/GIS](https://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.

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- 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](https://uclaextension.edu).

## 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.*

🌐 Online

Jan. 4-Mar. 14

*Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8.* 🌐 📖

**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# 377120

**Fee: \$688**

*No refund after 8 Jan.*

🌐 Online

Jan. 4-Mar. 14

*Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8.* 🌐 📖

**Robert McKee**, PhD, sociology, University of Nevada, Las Vegas; sociology instructor, College of Southern Nevada and Southern New Hampshire University.

**SOCIOL XL 180DA  
Special Topics in Sociology:  
Animals and Society**

4.0 units

What is the role of animals in your life? How and why do you decide who to nurture and who to eat? This course explores the intimate and changing relationship between human and non-human animals, including how we conceptualize animals as companions, food, workers, representatives of self, and more; the rights—or lack thereof—of animals; animal industries, such as factory farming, shelters and rescues, animal workers, entertainment, fighting, races, hunting, medical research, and more; boundaries between human and non-human animals; individualized and institutionalized violence against animals; and animals as a concept: the social construction of the difference between human and non-human animals.

Reg# 377119

**Fee: \$688**

*No refund after 8 Jan.*

🌐 Online

Jan. 4-Mar. 14

*Enrollment limited. Enrollment deadline: Jan. 8.*

**Terri L. Anderson**, PhD, lecturer, sociology, UCLA

# LANDSCAPE ARCHITECTURE & HORTICULTURE

111 LANDSCAPE ARCHITECTURE

114 HORTICULTURE & GARDENING

For more information call (310) 825-9414.

## WHAT OUR STUDENTS SAY

*“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

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

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

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

### FREE SOFTWARE AND SOFTWARE LICENSES

Certificate students may download AutoCAD for free upon proof of student status and may be eligible for academic rates on other software for their home computer. Prices and restrictions are subject to change. Software versions should reflect the version used in class as an older version may not possess the same interface or tools demonstrated in class. Each student must verify that his/her computer meets the software's minimum system requirements. For more information call (310) 825-9414.

### ARCH X 471.1A Landscape Design 1: Site Design Basics

4.0 units

This course explores basic design elements, principles, and issues relevant to landscape architecture. Projects emphasize abstract 3D space and form; the basics of site design: conceptual design, imagery, and symbolism; and basic issues of proportion, scale, and composition.

*Prerequisite(s):* ARCH X 472 Introduction to the Landscape Design Professions and ARCH X 472.4D Design Graphics I: Drafting and Drawing of the Built Environment.

Reg# 377666

**Fee: \$925**

No refund after 11 Jan.

❖ Remote Instruction

11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16 🌐 📖

**Steven Chavez**, founding principal of SCA-LARC. Steven founded SCA-LARC in 2009 after working for Gustafson Guthrie Nichol of Seattle. He received his Bachelor of Landscape Architecture from the University of Washington. Mr. Chavez's core interest is designing high-use public and civic spaces.



## Introduction to SketchUp

### Laptop

This course focuses on the fundamentals of the SketchUp software. Perfect for students with little or no SketchUp or 3D modeling experience.

- Workshop focused on landscape applications
- Site model drafting and techniques
- Creating layers
- File and modeling preferences
- Exporting scenes to other usable formats

Check course description online for computer and software requirements.

Page 113.

Above: Elizabeth Miller Weinstein.

### For More Information

(310) 825-9414 | [uclaextension.edu](http://uclaextension.edu)

### ARCH X 472.4E Design Graphics 2: Communication for Site Analysis, Conceptual and Site Design

4.0 units

Students build upon drafting, lettering, and drawing techniques learned in Design Graphics 1. As the second class in the series, it also concentrates on the graphic conventions for site analysis, conceptual design, design process and measured plan, perspective, and section elevations as they relate to the field of landscape architecture and professional standards. All work product is developed from the Tongva Park site used in Design Graphics 1, located in Santa Monica. At the end of this course, students make an oral presentation to the instructor and visiting guests. The students present a package of work product that includes hand drafting and colored rendering of a conceptual site plan; section/elevations and perspective vignettes; and graphic package of progress drawings, including site analysis graphics, design concept studies, and a final design concept with supporting design elements.

*Prerequisite(s):* ARCH X 472 Introduction to the Landscape Design Professions and ARCH X 472.4D Design Graphics 1.

Reg# 377670

**Fee: \$925**

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

Thursday, 7-10pm, Jan. 7-Mar. 18 🌐 📖

**Rebecca Schwaner**, MA, landscape and project designer at Studio-MLA. Her built work includes streetscapes, affordable housing environments, park and civic projects, and reclamation and restoration of habitat. In 2010 she was selected Outstanding Instructor of the year in Arts, Landscape Architecture Program.

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

→ → →

# Landscape Architecture Curriculum

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

## Year 1

Summer/Fall	Fall/Winter	Winter/Spring	Spring/Summer
<b>Introduction to the Landscape Design Professions</b> (4 units)  <b>Design Graphics 1: Drafting and Drawing of the Built Environment</b> (4 units)	<b>Landscape Design 1: Site Design Basics</b> (4 units)  <b>Design Graphics 2: Communication for Site Analysis, Conceptual, and Site Design</b> (4 units)	<b>Landscape Design 2: Site Design</b> (4 units)  <b>Design Graphics 3: Digital Rendering and Presentation Drawings</b> (4 units)	<b>Landscape Design 3: Advanced Site Design</b> (5 units)  <b>AutoCAD 1</b> (4 units)  <b>History of the Designed Landscape</b> (4 units) <i>Only Offered Summer Quarter</i>

## Year 2

Fall	Winter	Spring	Summer
<b>Grading &amp; Drainage</b> (4 units)  <b>Plant Materials: Trees</b> (4 units)  Portfolio Review	<b>Landscape Design 4: Sustainable Design/ Environmental Analysis and Planning</b> (4 units)  <b>Plant Materials: Shrubs</b> (4 units)	<b>Landscape Design 5: Planting Design</b> (4 units)  <b>AutoCAD 2</b> (4 units)	<b>Landscape Design 6: Concept Development</b> (4 units)  <b>Irrigation/Water Conservation</b> (4 units)

## Year 3

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

- 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](http://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. Mr. Smith 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

Monday, 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 received 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-Luddy**, 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 472.8B

**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. Instruction focuses on plant materials that often influence the landscape architect's overall site composition. This course focuses on medium-scale materials, such as shrubs, vines, ground covers, and special-effects plants used to fulfill specific site requirements; companion plant groupings; and planting location as design elements. Students take Saturday and Sunday field trips (itinerary discussed at the first class) to urban landscapes, campuses, gardens, arboreta, 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 493.6 AutoCAD 2, ARCH X 472.14B Landscape Construction Drawing 1, and ARCH X 472.14A Landscape Construction Methods and Materials

Reg# 377668

Fee: \$925

No refund after 13 Jan.

❖ Remote Instruction

11 mtgs

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

Visitors not permitted. 🌐 📖

**Perla Arquieta**, who has worked with Galper/Baldon Associates, Laura Saltzman Associates, Artech Landscape Architects, KAA Design Group, and, most currently, The County of Los Angeles Parks and Recreation. Ms. Arquieta'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**, interim 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 493.773

**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](http://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: \$695

No refund after 13 Feb.

❖ Remote Instruction

4 mtgs

Sunday, 9am-12pm, Feb. 14-Mar. 7

*Elective course in Landscape Architecture and Horticulture Certificates.*

*Refer to required course materials for specific equipment necessary.* 🌐 📖

**David Squires**, MA in architecture and urban design, UCLA; BS in landscape architecture and regional planning, Washington State University. Mr. Squires is the principal of AroundYOU, a multi-disciplinary studio offering master planning, solar planning, architectural design, landscape architecture, and garden design.

*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](http://uclaextension.edu).[horticulture@uclaextension.edu](mailto:horticulture@uclaextension.edu) | (310) 825-9414

## ARCH 747

**LARE Section 1: An Intensive Review**

Designed for students who are preparing to take the Landscape Architects Registration Exam (LARE) Section 1: Project and Construction Administration, this workshop covers the knowledge and skills associated with regulations, contracts, and construction administration processes.

Reg# 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**

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**

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**

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.

# Horticulture Certificate Curriculum Sequence

*Students Can Begin the Program at Any Time*

Designed for aspiring horticulturists and for professionals currently working in the landscape industry, the Horticulture Certificate provides the science-based curriculum sought by current industry employers.

The certificate provides a comprehensive approach to horticulture, teaching proper plant care, how to think strategically and holistically in any environment, and how to be successful and competitive within the industry.

## Certificate Designed For

- Landscape Professionals
- Master Gardeners
- Industry Professionals
- Garden Designers
- Landscape Contractors

## Curriculum

The curriculum consists of 6 core courses and 4 units of program-approved electives. Students are able to finish the certificate in as little as one year. Enroll in courses individually or as part of the certificate.

## Core

Spring	Summer	Fall	Winter
<b>General Botany for Gardeners</b> (4 units) <b>Introduction to Irrigation Practices</b> (4 units)	<b>Plant Materials for Landscape Use</b> (4 units)	<b>Horticultural Pest Management</b> (4 units)	<b>Soils and Plant Nutrition</b> (4 units) <b>Plant Taxonomy and Identification</b> (2 units)

\* 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](http://horticulture.uclaextension.edu)



## 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](mailto:horticulture@uclaextension.edu) | (310) 825-9414

## 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](http://horticulture.uclaextension.edu).

### BIOLGY 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# 377893

Fee: \$0

No refund after 6 Feb.

Online

1 mtg

Saturday, 9:30-11am, Feb. 6

Free Program Information Session!

Live Zoom presentation.

**Stephanie Landregan**, BA, landscape architect (CA 4093)

### BIOLGY 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: BIOLGY X 496.2 General Botany for Gardeners or BIOLGY 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



# 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

Fall	Winter	Spring	Summer
Introduction to Horticulture	Soils and Plant Nutrition	Introduction to Horticulture Introduction to Irrigation Practices	Gardening Practices and Techniques

All courses are open enrollment, students can start the program any quarter. Courses begin on page I17.

## For More Information

Visit [horticulture.uclaextension.edu](http://horticulture.uclaextension.edu) or call the Horticulture & Gardening program office at (310) 825-9414.

## Horticulture Electives

Some Landscape Architecture courses count toward elective requirements in the Horticulture Certificate.

To view Landscape Architecture courses visit page III.

### 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

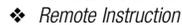
4.0 units

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.

## 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.

### BIOLGY X 465.33

#### Indoor Plants: Care and Maintenance

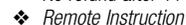
4.0 units

Plants add color, texture, and warmth to indoor spaces. They improve air quality and add a natural and living element to a room's design. Whether you are looking to expand your indoor plant collection, just getting started with your first plant, or looking for answers to your many plant problems, this course focuses on the fundamental aspects of growing plants indoors. Instruction includes properly identifying fifty plants that do well in an indoor environment and their specific cultural requirements. The course of study will also cover understanding indoor environments, which is fundamental when choosing plants that will have the most success. This course will cover common indoor plant pests, diseases, watering techniques, artificial and natural lighting, humidity, temperature, etc.

Reg# 378110

Fee: \$625

No refund after 11 Jan.



Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm,

Jan. 5-Mar. 16

*Instructor to be announced*



## Indoor Plant Care

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 I15.

## For More Information

[horticulture@uclaextension.edu](mailto:horticulture@uclaextension.edu) | 310-825-9414

## 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.

# LANGUAGES & ENGLISH FOR INTERNATIONAL STUDENTS

## LANGUAGES

- 117 Chinese
- 117 French
- 117 Spanish

## 118 ENGLISH FOR INTERNATIONAL STUDENTS

For more information call  
Languages: (310) 825-7093;  
English for International Students: (310) 794-3252.

## 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.



\* To participate, you need access to a computer with a microphone.

### For More Information

[interpretation@uclaextension.edu](mailto:interpretation@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/interpretation](https://uclaextension.edu/interpretation)

## Free Interpretation and Translation Information Session

Online

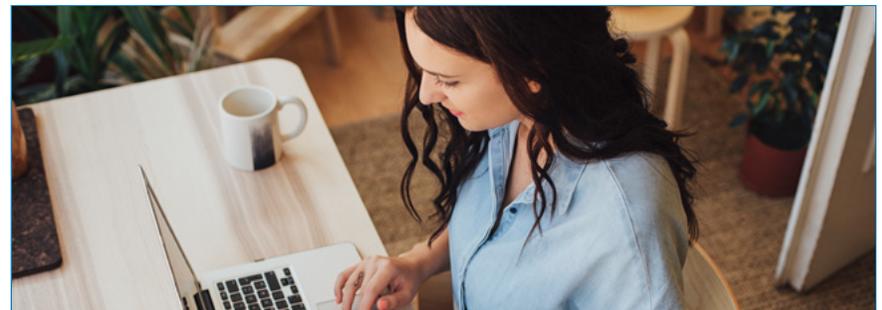
Thursday, February 25, 5:30–6:30pm

Via Zoom

Reg# 378345

For More Information or to RSVP

[interpretation@uclaextension.edu](mailto:interpretation@uclaextension.edu) | (310) 825-7093 | [uclaextension.edu/interpretation](https://uclaextension.edu/interpretation)



## Learn a Language Online

### Offered This Quarter

**FRNCH XL 1 Elementary French** 🌐

Page 117.

**SPAN XL 1 and XL 3 Elementary**

**Spanish** 🌐

Page 117.

Most courses offer transfer credit\*.

\* Transfer credit conferred by receiving institution.

## 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

Page 117.

### 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.

Reg# 375633

Fee: \$675

No refund after 10 Jan.

❖ Remote Instruction

20 mtgs

Monday, 5-7pm, Jan. 4-Mar. 8

Saturday, 8-10am, Jan. 9-Mar. 13

**Xu Yang**, BA, Tianjin Conservatory of Music. BA in progress, National University

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, student will be engaged in communicative activities in Mandarin. Therefore, students must prepare using on-line 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.

Reg# 377851

Fee: \$600

No refund after 14 days after enrollment

❖ Remote Instruction

22 mtgs

Wednesday, 5-7pm, Jan. 6-Mar. 17

Friday, 5-7pm, Jan. 8-Mar. 19

**Jiabei Li**, MEd Teaching Chinese as a Second Language; credentials: single subject Mandarin, CLAD

### 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 French to qualify for more advanced courses. Academic credit not available to native speakers. 🏠

Reg# 377113

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. 🌐 📖

**Evelyn Fodor**, PhD, French and Francophone Studies, UCLA

### Spanish

SPAN XL 1

#### Elementary Spanish

4.0 units

This course begins a program of three courses (XL 1, XL 2, XL 3) covering first year college-level Spanish. Using a communicative integrated skills approach, the program simultaneously develops speaking, listening, reading, and writing skills. Reading and writing activities provide opportunities to practice key grammatical structures, acquire vocabulary, and develop cultural insights. Instruction emphasizes the present tense of regular and major irregular verbs and the building of a basic conversational vocabulary. Conducted entirely in Spanish; no previous knowledge of Spanish required. Not open to students who have learned, from whatever source, enough Spanish to qualify for more advanced courses. Academic credit not available to native speakers. 🏠

Reg# 377108

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. 🌐 📖

**Mariana Pensa**, PhD, comparative literary studies, Carleton University

## Intensive English Language Programs

The American Language Center has been offering high-quality English language instruction to international students and local non-native speakers of English since 1975. In addition to individual courses, the ALC offers several types of intensive English programs.

### Intensive English Language Programs

#### Full-Time Academic Intensive English Program (AIEP)

Monday–Thursday, 9am–3pm

Friday, 9am–12pm

Designed to prepare participants for undergraduate and graduate degree programs in U.S. colleges and universities, AIEP also is appropriate for non-college-bound students who prefer a more academically oriented course of English language study.

#### Full-Time Intensive English Communication Program (IECP)

Monday–Thursday, 9am–3pm

IECP focuses on practical day-to-day communication in English and emphasizes listening and speaking, as well as instruction in pronunciation, writing, and oral grammar.

### Part-Time American Culture and Communication (ACC) Course

Monday–Thursday, 9am–12pm

The ACC course is designed to improve English-language communication skills and fluency. It is especially well-suited for individuals who need to practice and improve their listening and speaking skills.

### Contact Us

UCLA Extension  
American Language Center  
1145 Gayley Avenue, 2nd Floor  
Los Angeles, CA 90024-3439

Telephone: (310) 825-9068

Fax: (310) 825-6747

Email: [alcenroll@uclaextension.edu](mailto:alcenroll@uclaextension.edu)

*This school is authorized under federal law to enroll non-immigrant students.*

For Complete Details  
[uclaextension.edu/alc](http://uclaextension.edu/alc)

## Advanced Mandarin

Interested in advancing your Mandarin language skills? Preparing to take the HSK 5 Mandarin exam?

The first in a 4 quarter series (Fall, Winter, Spring, and Summer), this course covers advanced language and culture.

Although designed to prepare middle school and early high school students for the HSK 5 exam, this series is also ideal for those interested in demonstrating confidence in their Mandarin language skills.

Through this series, students

- Learn complex language materials on a wide range of themes
- Learn to write proficiently; create cohesive discourses; and express themselves comparatively, fluently, and spontaneously.
- Gain extensive Chinese cultural knowledge and acquire cross-cultural competence and international perspectives

Page 117.

For More Information  
(310) 825-7093

### 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.

## 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.

### SPAN XL 3 Elementary Spanish

4.0 units  
A continuation of XL 2, this course emphasizes conditional, future, present perfect, commands, and passive voice; subjunctive moods; idiomatic expressions; and further development of conversational skills using the Communicative Method (see XL 1 for a complete description of the Elementary Spanish program). Conducted entirely in Spanish. 

*Prerequisite(s):* SPAN XL 2 Elementary Spanish or proof of equivalent and consent of instructor at the first session.

Reg# 377110  
**Fee: \$688**  
No refund after 8 Jan.  
 Online  
Jan. 4-Mar. 14

If taken for credit, successful completion of SPAN XL 3 satisfies the Foreign Language requirement of the UCLA College of Letters and Science.

Enrollment limited to 25 students. Visitors permitted. Enrollment deadline: Jan. 8.  

**Svetlana V. Tyutina**, PhD, Latin American and Spanish Literature, Florida International University

## English for International Students

For more information call (310) 794-3252.

### ESL X 433B High-Intermediate Academic Writing and Presentation Skills

4.0 units  
This 4-unit course is designed to 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 83 and 90 or an IELTS score of 6.0 with a 6 or below in writing.

Reg# 378112  
**Fee: \$880**  
No refund after 8 Jan.

 Online  
Jan. 4-Mar. 12

Enrollment limited; early enrollment advised. Visitors not permitted.  

**Instructor to be announced**

Reg# 378111  
**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**

### 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# 378114  
**Fee: \$880**  
No refund after 8 Jan.

 Online  
Jan. 4-Mar. 12

Enrollment limited; early enrollment advised. Visitors not permitted.  

**Instructor to be announced**

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**

# LEGAL

# PROGRAMS

## 119 PARALEGAL STUDIES

## OTHER LEGAL PROGRAMS

### 119 Legal Secretary Training

### Related Fields of Study

13	Accounting, Taxation & Internal Audit	95	Finance & Investments
29	Business & Management	125	Real Estate

For more information call (310) 825-0741  
or email [legal@uclaextension.edu](mailto:legal@uclaextension.edu).

## 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

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Paralegals may not provide legal services to the public, except as permitted by law.

### For more information

[paralegal@uclaextension.edu](mailto:paralegal@uclaextension.edu) | (310) 825-0741 | [uclaextension.edu](http://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# 374840

Fee: \$7,995

❖ Remote Instruction

86 mtgs

Thursday, Tuesday, 6:30-10pm, Jan. 28-Dec. 9

Aymara E. Zielina, JD

Reg# 374841

Fee: \$7,995

❖ Remote Instruction

86 mtgs

Monday-Friday, 9am-12:30pm,

Jan. 29-June 17

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# 378119

Fee: \$195

No refund after 22 Jan.

❖ Remote Instruction

2 mtgs

Saturday, 9am-2pm, Jan. 23; Feb. 6

Aria Safar, JD, Partnerships, Nike Valiant Labs

## 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 general understanding of the legal system can benefit from this course. Business Law: Fundamentals also prepares students for the legal section of the CPA Exam.

Reg# 377999

Fee: \$795

No refund after 13 Jan.

📺 Online

Jan. 6-Mar. 17

Sanjesh Sharma, JD, Loyola Law School; BS, UCSD.

## Legal Secretary Training

For more information visit [uclaextension.edu/lstp](http://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-Mar. 17

Deborah Adams Deutsch, paralegal; recipient of the UCLA Extension Distinguished Instructor Award, 2013

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📺 HYBRID COURSE, page 5.

📺 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.



## 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 &amp; 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](mailto:paralegal@uclaextension.edu) | (310) 825-0741 | [uclaextension.edu](http://uclaextension.edu)

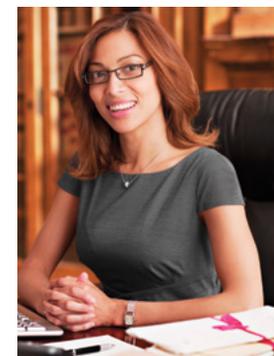
## Legal Secretary

## 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](http://uclaextension.edu/lstp)

# OSHER LIFELONG LEARNING INSTITUTE (OLLI) AT UCLA

120 TASTE OF OSHER

121 LECTURE COURSES

123 DISCUSSION GROUPS

125 CREATIVITY, GAMES  
& MOVEMENT

For more information call (310) 206-2693.

## Osher (OLLI)

Please download a free version of zoom at [zoom.us/](http://zoom.us/) to participate in this course.

### Taste of Osher

These two-hour lectures are open to the public as well as OLLI members. These one-day courses give people a chance to experience a high quality and enjoyable adventure in learning.

#### 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, positive and negative, mind and body can 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

#### GENINT 731.357 French Decorative Arts and Design of the Art Deco Era

Always an arbiter of taste and design, France reigns supreme in the creation of sumptuous works of art. This course traces the myriad influences and the splendid results of one of its most significant artistic movements, Art Deco. A richly-illustrated slide lecture explores the various stylistic forces that resulted in beautiful forms of opulence and luxury, created by some of the most imaginative artists in European history. Topics include: architectural and interior design, furniture, decorative arts, graphic arts, and jewelry; as well as the milieu in which they were created.

Reg# 376928

Fee: \$15

No refund after 8 Jan.

- Remote Instruction

1 mtg  
Friday, 10am-12pm, Jan. 8

Open to the public. Plus members pay no fee for this course. No refund allowed.

**Eleanor Schrader**, MBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and decorative arts at Sotheby's Institute in London and New York and graduate studies in architectural history at USC. She was a recipient of the UCLA Extension Department of the Arts Instructor of the Year Award in 2002, and the UCLA Extension Distinguished Instructor Award in 2008.

#### GENINT 711.355

#### Yoga and the Expressive Arts

This workshop fosters exploration, discovery, healing, celebration, and community. We begin with gentle Hatha yoga, including visualization and relaxation, followed by creative drawing, expressive movement, and writing, with all forms encouraged, including poems, songs, stories, journal, and stream of consciousness.

Reg# 377207

Fee: \$15

No refund after 8 Jan.

- Remote Instruction

1 mtg  
Friday, 1-3pm, Jan. 8

Open to the public. Plus members pay no fee for this course. Visitors not permitted. No refund allowed. Participants are required to sign a waiver form which will be provided.

**Mona Wells**, hatha yoga teacher in Los Angeles and New York for more than 15 years

#### GENINT 731.285

#### How Memory Works in the Brain and How to Keep your Memory Working Better, Longer

Can't remember where you parked your car or the name of the person you just met? Do you find yourself at the refrigerator with the door open, but you can't remember what you wanted to eat? Want to improve your memory and keep your memory strong? New insights into understanding memory are providing us with scientifically proven ways to strengthen and maximize our memory. This course explores science-based tricks to remember people's names, where you parked your car, left your keys, and what you wanted in that refrigerator. We discuss simple lifestyle changes and activities that can improve your memory, the impact of modern technology, like cell phones and Google, on your memory, and what is real and what is hype in terms of improving memory with computer programs and brain games.

Reg# 377293

Fee: \$15

No refund after 15 Jan.

- Remote Instruction

1 mtg  
Friday, 10am-12pm, Jan. 15

Open to the public. Plus members pay no fee for this course. No refund allowed.

**Marc Milstein**, PhD in Biological Chemistry, UCLA

#### GENINT 731.358

#### From Bauhaus to Our House: A Legacy of Modern Design

The Bauhaus elevated the status of crafts, textiles, furniture, and household items to the level of fine art and produced the notable design personalities including: Walter Gropius, Ludwig Mies van der Rohe, Lilly Reich, Marcel Breuer, Anni Albers, and Wassily Kandinsky. Through slide illustrations and lecture, this course explores the art, architecture, and design of the early twentieth century German art school and its influence upon modern household and industrial design. Discussion includes the political, social, and technological challenges of the era that influenced Bauhaus design and the practical innovations developed by the school that contribute to a legacy of classic design and functionality that endure today.

Reg# 376929

Fee: \$15

No refund after 15 Jan.

- Remote Instruction

1 mtg  
Friday, 1-3pm, Jan. 15

Open to the public. Plus members pay no fee for this course. No refund allowed.

**Eleanor Schrader**, MBA, Loyola Marymount University. Ms. Schrader has done graduate work in fine and decorative arts at Sotheby's Institute in London and New York and graduate studies in architectural history at USC. She was a recipient of the UCLA Extension Department of the Arts Instructor of the Year Award in 2002, and the UCLA Extension Distinguished Instructor Award in 2008.

#### GENINT 731.378

#### Religious Thought in East Asia: China, Korea, and Japan

It is fundamental for the West to have an elementary understanding of the rich, living treasures of the East Asian spiritual heritage in China, Korea, and Japan. In this course, we look at the basic strands and themes of Confucianism, Daoism, Buddhism, and Shintoism. Rather than a comprehensive survey of all of these religions, this introduction aims to show how religions interact and impact peoples' lives. Most Americans tend to think of religion as an individual matter—individual choice, individual belief, and individual experience. East Asian religions, like many other non-Western traditions, seldom stress the individual in such ways and rarely regard the individual as the starting point of religious realities. Rather, pre-modern and even modern East Asian religions have generally been a cultural reality in which all members of the culture participate naturally. Of course, modern events have impacted these traditions; thus, we survey the historical events behind some of the more recent modifications of East Asian religious behaviors.

Reg# 377923

Fee: \$15

No refund after 1 Mar.

- Remote Instruction

1 mtg  
Monday, 1-3pm, Mar. 1

Open to the public. Plus members pay no fee for this course. No refund allowed.

**Phyllis Herman**, PhD in the history of religion, UCLA; professor of religious studies at CSUN.

#### GENINT 731.365

#### An Introduction to Movement Intelligence

Moshé Pinchas Feldenkrais was the founder of the Feldenkrais Method, a system of physical exercise that aims to improve human functioning by increasing self-awareness through movement. This course is an introduction to the Feldenkrais® group classes, known as Awareness Through Movement® lessons, which include precise movement puzzles designed to connect the body and the brain. Rather than fixing the body, Feldenkrais taught how to expand its capacities and range of choices. The experience is similar to when you were a baby learning to move independently. No prior experience is needed, but these movements will be on the floor, and you will need to be able to get up and down off the floor. Plan to have fun and return to the joy of moving to learn.

Reg# 377206

Fee: \$15

No refund after 8 Mar.

- Remote Instruction

1 mtg  
Monday, 10am-12pm, Mar. 8

Open to the public. Plus members pay no fee for this course. No refund allowed. Participants are required to sign a waiver form which will be provided.

**Stacy Barrows**, PT, DPT, GCFP, PT, GCFP 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 721.621

#### Stories of Wilshire Boulevard

In July 2020, the *Los Angeles Times* published an article by Sharon Boorstin about an architectural driving tour of Wilshire Boulevard from MacArthur Park to Fairfax Boulevard. Her research uncovered more fascinating information than she could squeeze into a thousand words, and compelled her to explore Wilshire from Fairfax all the way west to the ocean. Join Sharon in a presentation covering the architecture, history, and fascinating stories of the street once known as "The Fifth Avenue" of Los Angeles. Remember Bullock's Wilshire? The Ambassador Hotel? Bring your own memories of Wilshire Boulevard to share.

Reg# 378173

**Fee: \$0***No refund after 9 Mar.*❖ *Remote Instruction*

1 mtg

Tuesday, 1-3pm, Mar. 9

*This presentation is free and open to the public.**Registration is required.*

**Sharon Boorstin**, contributing writer for the *Los Angeles Times*, specializing in lifestyle and travel. She has written for magazines including *Bon Appetit*, *Smithsonian* and *Town & Country Travel*, and is the author of the memoir/cookbook *Let Us Eat Cake: Adventures in Food & Friendship*.

## 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.**

GENDER 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 consciences 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 Vilnius, Lithuania, the one-time Jerusalem of Europe.

Reg# 376913

**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

GENTINT 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# 377059

**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.

GENTINT 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.

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 Buddhism; tour leader and guide throughout the Buddhist Himalayas.

GENTINT 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 left 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, Jack Sheldon, Jimmy Giuffre, 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.

Reg# 376914

**Fee: \$135***No refund after 12 Jan.*❖ *Remote Instruction*

8 mtgs

Monday, 6:30-8:30pm, Jan. 4-Mar. 8

*No meetings Jan. 18; Feb. 15.**Plus members pay only \$40 for this course. Visitors not permitted.*

**Ken Poston**, director, L.A. Jazz Institute; jazz historian; record producer.

GENTINT 731.140

### Spanish III for Everyday Life

A continuation of Spanish II, this is an immersion-style course that offers an easy, no stress way to build on what was learned in the first two courses and is great for those with intermediate knowledge of Spanish. After a first session in English, instruction is conducted entirely in Spanish. Discussion centers on current events.

→ → →

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 Chuquin**, PhD, Spanish, UNM, Albuquerque

GENTINT 731.376

### Improvisations 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 performative dimension of many classical music compositions. Understanding the role and the extent of the influences of improvisation enhances 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 driven formulas, division style improvisation, basso continuo accompaniment, and aleatoric/chance music, to name a few. We also trace the development of these practices in fully-fledged musical compositions, including chaconnes and passacaglias, fugues fantasias, theme and variations, cadenzas, and more.

Reg# 377499

**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.*

**Anahit Rostomyan**, MMus in organ performance, MA in musicology. In addition to pursuing dual DMA and PhD degrees in these two fields of study at UCLA, she is an avid performer of period keyboard instruments.

GENTINT 711.317

### All That Jazz: Appreciating an American Art Form

1.6 CEUs

A musical journey that covers one hundred years of jazz as it swings, sings, 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 of the Post-Bop era of Miles and Coltrane; the West Coast Cool Jazz of Gerry Mulligan and Dave Brubeck; 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 later to 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.

Reg# 376915

**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.*

**Andrew Muson**, the Juilliard School of Music; music and marketing consultant.

GENTINT 711.331

### The Modern Short Story: An International Perspective, Part 4

This course is a continuation of reading and discussion of short stories by a wide variety of international writers. The suggested text for this class is the distinguished, highly regarded poet/editor Daniel Halpern's classic collection, *The Art of the Tale: An International Anthology of Short Stories*. Writers from twenty-one countries offer stories that are sad, happy, wistful, poignant, satirical, disturbing, and humorous yet underscore the complex circumstances and multiple vagaries of the human

condition. Included are familiar names (Moravia, Oates, O'Connor, Updike), but also others one may encounter for the first time or have heard of and have intended to read—Mercè Rodoreda (Spain), Mohan Rakesh (India), Peter Taylor (USA), Saadat Hasan Manto (Pakistan)—offering an opportunity to expand one's literary horizons. Themes include loss, alienation, feminism, family dysfunction, political displacement, exile, sexual awakening, and others.

Reg# 377049

**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**, PhD in comparative literature, University of Chicago

GENTINT 731.366

### All Killer, No Filler, Part 2: Eight Musicians at their Critical and Commercial Peak

While some artists manage to have lengthy careers, it's a fact that they will only be at their creative and commercial peaks for a specific period of time. Some manage to stretch that period out for longer than others, but they all, for a brief time, tap into something special in the universe and harness its power to create works that sell by the millions and end up standing the test of time. What is it that allows this creatively fruitful period to happen? For every artist, the answer is different, which is why the course explores eight artists during what Jack Hamilton would call their classic period—the point at which they created their most inspired works, what got them there, and what kept them there for those years. In this course, we look at a number of artists including Led Zeppelin, The Rolling Stones, The Doors, and The Jimi Hendrix Experience.

Reg# 377262

**Fee: \$135***No refund after 13 Jan.*❖ *Remote Instruction*

8 mtgs

Tuesday, 6:30-8:30pm, Jan. 5-Mar. 2

*No meeting Feb. 2.**Plus members pay only \$40 for this course. Visitors not permitted.*

**Max Keller**, MFA in film and television producing; DMR project coordinator at IMAX; film and video instructor at several community colleges.

GENTINT 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# 377050

**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



## Join Our Community of Lifelong Learners!

*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](http://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

Basic members enroll at regular course fees.

#### OLLI Plus Membership \$295

Plus members enroll at significantly reduced course fees.



A membership covers one person and is nonrefundable and not transferable to a family member or friend. Auditing is not allowed. UCLA Extension's Senior Citizen Discount does not apply to OLLI courses or OLLI membership. Many OLLI courses have limited enrollment; early enrollment is advised!

### Learn More

[osher@uclaextension.edu](mailto:osher@uclaextension.edu) | (310) 206-2693 | [uclaextension.edu/osher-olli](http://uclaextension.edu/osher-olli)

#### GENINT 711.293

### The Iconic Jazz Vocalists

Vocal jazz is a unique art form that can swing, interact in a creative and musical way with improvising musicians, and transform songs into something distinctive and personal. This course is an enthusiastically curated look at the Great American Songbook and beyond, interpreted by some of America's most famous jazz singers ranging from Frank Sinatra and Ella Fitzgerald through Diana Krall and Tony Bennett. Through film and video clips, we chart the evolution of the jazz vocal from the 1930's through the close of the twentieth century. Our overview takes us from the Big Band era—recalling Jo Stafford and Peggy Lee; to mega stars Satchmo, Lady Day, Sarah Tormé, Brother Ray, King Cole, and Nina; to totally unique under-the-radar types like Blossom Dearie, Johnny Hartman, Nellie Lutcher, and Mark Murphy.

Reg# 376917

**Fee: \$125**

No refund after 14 Jan.

- ❖ Remote Instruction  
7 mtgs

Wednesday, 1-3pm, Jan. 6-Feb. 17

Plus members pay only \$37 for this course. Visitors not permitted.

**Patrick Collins**, former jazz DJ and television producer by vocation and jazz fan by avocation. An active part of the Los Angeles jazz scene since the '70s, Mr. Collins has served as the chairman and a board member of the nonprofit L.A.-based Jazz Bakery, as well as a member of The Friends of Jazz at UCLA.

#### GENINT 731.369

### Art Dealers and Art Dealing

Throughout the history of art, production and style has always been somewhat determined by patronage and the art market. As taste and economics change, so does the output of artistic production. By the time of the Italian Renaissance, there were accounts of vendors acting as middlemen between collectors and artists. Later examples include wholesalers of all luxury objects, including paintings and sculptures, based solely in commerce. However, in the second half of the nineteenth century, a new form of art dealer who advocated and supported the artist emerged. As the first art dealer to give his artists monthly stipends and solo exhibitions, Paul Durand-Ruel is considered to be the first modern art dealer. Beginning with him and his legacy of the Impressionists, this course gives a brief overview of the figures behind the scenes who advocated for artists and helped build some of the most renown art collections in the world. We discuss Durand-Ruel's successors and avant-garde art supporters—Ambroise Vollard and Daniel-Henry Kahnweiler—as well some of their clients such as Gertrude Stein and Dr. Albert Barnes, photographer and art gallery owner Alfred Stieglitz, and the illustrious Peggy Guggenheim.

Reg# 377292

**Fee: \$115**

No refund after 14 Jan.

- ❖ Remote Instruction  
6 mtgs

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 721.491

### Cosmology, Astronomy, and Space Exploration in the News

Due to advances in technology, what we thought we knew about the fundamentals of cosmology, astronomy, and space exploration is evolving almost daily. In this course, we explore the latest concepts, 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

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, astronomical 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 guitarists 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# 377308

**Fee: \$135**

No refund after 15 Jan.

- ❖ Remote Instruction  
8 mtgs

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# 377291

**Fee: \$115**

No refund after 15 Jan.

- ❖ Remote Instruction  
6 mtgs

Thursday, 1-3pm, Jan. 7-Feb. 11

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 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 if and how 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# 376985

**Fee: \$135**

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.

**Jessica Marino**, MA in history, CSUN; adjunct history professor at Santa Monica College and Moorpark College.

GENINT 741.298

**The Worlds of Comedy**

There are survey courses in 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# 375722

**Fee: \$115**

No refund after 15 Jan.

- ❖ Remote Instruction

6 mtgs

Thursday, 6:30-8:30pm, Jan. 7-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, Grammy Museum, Yale, Oxford, Univ. of Sydney, Midwest Popular Cultural Assoc.).

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# 377098

**Fee: \$165**

No refund after 20 Jan.

- ❖ Remote Instruction

8 mtgs

Tuesday, 10:30am-12pm, Jan. 12-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.

GENINT 731.372

**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 younger Viennese contemporary of Beethoven, 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 repertoire, he is also known for his exciting chamber music, masterfully balanced symphonic style, and virtuosic piano writing. His music is often more intimate and emotional, challenging even the most mature listeners. In this course, we listen to and analyze some of the most famous works by Schubert and relate them to the art, literature, and history of the early nineteenth century.

Reg# 377322

**Fee: \$135**

No refund after 30 Jan.

- ❖ Remote Instruction

8 mtgs

Friday, 10am-12pm, Jan. 22-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.

GENINT 731.373

**The Music of J.S. Bach: Part 2**

J.S. Bach (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 compositional 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 repertoire previously not covered, including works more unusual and obscure works by Bach.

Reg# 377327

**Fee: \$135**

No refund after 30 Jan.

- ❖ Remote Instruction

8 mtgs

Friday, 1-3pm, Jan. 22-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.

GENINT 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 Edison'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 (physics), 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 one hundred 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. (Attendance in Part 1 or Part 2 is not necessary.)

Reg# 376909

**Fee: \$100**

No refund after 26 Feb.

- ❖ Remote Instruction

4 mtgs

Thursday, 1-3pm, Feb. 18-Mar. 11

Plus members pay only \$30 for this course. Visitors not permitted.

**Marc Olevin**, former graphic and web designer and a management consultant for clients including JPL and Amgen. He is a frequent speaker to groups and organizations.

HUMANIT 731

**The Play's the Thing**

Great theater has the power to both entertain and inspire. At its best, a play can inform and even transform lives. In this lively, thought-provoking class, scenes are performed from plays that reveal the conflicts, joys, and journeys of our lives. Offered every year since 2005, this popular class features short scenes from staged plays on video, as well as actors performing live scenes and monologues via Zoom, as directed by playwright/director Beverly Olevin. We discuss what engages us, makes us laugh, what touches our hearts, and what helps us live richer lives in tough times.

Reg# 376912

**Fee: \$100**

No refund after 4 Mar.

- ❖ Remote Instruction

4 mtgs

Wednesday, 1-3pm, Feb. 24-Mar. 17

Plus members pay only \$30 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 16th year. She was an Academic Director in Oxford, England, received UCLA Extension's Distinguished Instructor Award, and was Osher's first Artist-in-Residence.

**Discussion Groups**

**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.**

GENINT 731.364

**Nobel Laureates You May Not Know, Part 1: The Short Story**

The Nobel Prize in literature is recognition for a lifetime'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 awarded 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 subversive 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# 377201

**Fee: \$80**

No refund after 12 Jan.

- ❖ Remote Instruction

8 mtgs

Monday, 10am-12pm, Jan. 4-Mar. 8

No meetings Jan. 18; Feb. 15.

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 731.377

**Women's Empowerment: A Literary Journey**

In this course, we read and discuss the stories of women who struggled with historic circumstances, written by contemporary women authors. Sue Monk Kidd writes about racism and divine female power in *The Secret Life of Bees*, set in South Carolina in the 1960s, and she writes about a thirty-five year relationship between a woman and her slave in *The Invention of Wings*, set in early nineteenth century Charleston. Susan Vreeland writes about one of the few female post-Renaissance painters to achieve fame during her own era in *The Passion of Artemisia*, set in seventeenth century Rome, Florence, Genoa, and Naples.

Reg# 377850

**Fee: \$80**

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 \$40 for this course. Visitors not permitted.

**Katya Williamson**, MFA in Creative Writing; author, *Bringing the Soul Back Home*.

GENINT 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 creature out of its cave and examine the history of how 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. 4-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 System* and *The Rules of the Game: Simple Truths Learned from Little League*. Dr. Hohenstein has taught as an Associate Professor of History at Winona State University, and is an independent historian for the SEC Historical Society.

GENINT 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# 376923

**Fee: \$80**

No refund after 13 Jan.

- ❖ Remote Instruction

8 mtgs

Tuesday, 1-3pm, Jan. 5-Feb. 23

Plus members pay only \$40 for this course. Enrollment limited. Visitors not permitted.

**Emilia Chuquin**, 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 include 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 intermédiaire*.

Reg# 376925

**Fee: \$80**

No refund after 13 Jan.

❖ Remote Instruction

8 mtgs

Tuesday, 6:30-8:30pm, Jan. 5-Feb. 23

Plus members pay only \$40 for this course. Visitors not permitted.

**Ruth Anne Gooley**, PhD in French and Francophone studies, UCLA

GENINT 731.367

**What to Read and Why: Francine Prose**

Imagine someone with a broad knowledge of writers and their work walking you through a library and pulling the books off the shelf that you should read. Francine prose writes about George Saunders and Jennifer Egan, Jane Austen and Alice Munro, Louisa May Alcott and George Eliot, Charles Dickens and Mary Shelley, with brilliant analyses of their work to justify her choices. Not only do we learn what to read, but why each work is worth reading—a lifetime's worth of knowledge in a 300-page book, which may inspire you to read her suggested works in their entirety. Anyone who has a secret, or not so secret, desire to be the smartest person in the room (you know who you are), is going to enjoy a heaping helping of erudition to warm up the coming winter. Text: *What to Read and Why*, by Francine Prose.

Reg# 377287

**Fee: \$80**

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.

**Brandon French**, PhDs in English and psychoanalysis, who has been an assistant professor of English at Yale, a playwright and screenwriter, and a psychoanalyst in private practice. More than 60 of her short stories have been published by literary journals and anthologies.

GENINT 731.359

**Gilgamesh: The Oldest Piece of Literature Known**

Gilgamesh is a remarkable work that has influenced the whole of the ancient Mediterranean world, including the Hebrew bible. In this course, we look at the original text along with the best translations of those text, delving in the human mind of 4200 years ago and see how fantastic such an odyssey is. "Many are the wonders of the world, but none more wonderful than man," Sophocles wrote. No doubt he read Gilgamesh! And we will too, discussing it as we go.

Reg# 377038

**Fee: \$80**

No refund after 14 Jan.

❖ Remote Instruction

8 mtgs

Wednesday, 1-3pm, Jan. 6-Feb. 24

Plus members pay only \$40 for this course. Visitors not permitted.

**Vincent Coppola**, PhD in philosophy, Pontifical Gregorian University; MFA in film and theater arts, 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 sphere," 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 Errol 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# 377437

**Fee: \$80**

No refund after 14 Jan.

❖ Remote Instruction

8 mtgs

Wednesday, 6:30-8:30pm, Jan. 6-Feb. 24

Plus members pay only \$40 for this course. Visitors not permitted.

**Gordon Williams**, writer and speaker on music with more than 30 years of experience. A librettist, his work has been staged at the Sydney Opera House and recorded on ABC Classics. He has also been a pre-concert speaker in his native Australia and produced radio-documentaries for national broadcast.

GENINT 711.229

**Current Events: Understanding Our World**

This discussion group focuses on the news of the week. Participants share articles and opinions that pertain to what's happening both in the United States and internationally, particularly to introduce diverse views. Many of the pundits we analyze write for *The New York Times*, the *Wall Street Journal*, the *Washington Post*, and the *Los Angeles Times*. These include 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 day.

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 popular culture and mature adults in the media

GENINT 721.801

**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 their peers ask follow up questions or make comments, all in Spanish. The instructor facilitates the conversations and corrects vocabulary or grammar as needed. Please note: This is not a beginner's class; some Spanish is required.

Reg# 376926

**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 luso Literatures, languages cultures, and linguistics. Retired director of Spanish and Portuguese Language Instruction, University of Minnesota, Twin Cities

GENINT 731.360

**The Four Basic Questions of Philosophy and Life**

This is a course of journey and discovery into the human condition. We all become sleuths together in a lively search and discussion into what the four basic questions of life and philosophy might be. Though it might be hard if not hopeless at times, it is a journey we must all make, so we can say with Virgil afterwards: *F orsan et haec olim meminisse juvabit* (perhaps someday we can look back on all this and laugh).

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.

**Vincent Coppola**, PhD in philosophy, Pontifical Gregorian University; MFA in film and theater arts, UCLA.

GENINT 741.250

**Real Life Spanish Conversation II**

This Spanish conversation course is for those with a more advanced grasp of conversational Spanish. Members respond to prompts provided by the instructor, while their peers ask follow up questions or make comments, all in Spanish. The instructor facilitates the conversations and corrects language as needed while also introducing more advanced grammar and vocabulary skills. Please note: This course is intended for intermediate Spanish speakers; students approaching fluency are encouraged to take our High-Level Spanish Conversation course.

Reg# 376927

**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. Enrollment limited. Visitors not permitted.

**Susan McMillen Villar**, PhD in Hispanic and luso Literatures, languages cultures, and linguistics. Retired director of Spanish and Portuguese Language Instruction, University of Minnesota, Twin Cities

GENINT 731.368

**Not to Be Forgotten: The Stories of John Cheever**

If Hemingway, Fitzgerald, and Faulkner are the three greatest American writers of the twentieth century, John Cheever is the fourth. His stories, several of which we read and discuss, range from fanciful to brutally realistic, with unforgettable characters who are wrestling with life in all its variations—sometimes winning, often losing, or altogether lost. His style of writing is accessible and powerfully evocative, the themes more American than apple pie yet amazingly fresh and often disturbing. Cheever's stories are a treasure trove of the experience of living in the twentieth century USA, especially from the perspective of the twenty-first. Text: *The Stories of John Cheever* (Vintage).

Reg# 377288

**Fee: \$80**

No refund after 16 Jan.

❖ Remote Instruction

8 mtgs

Friday, 1-3pm, Jan. 8-Feb. 26

Plus members pay only \$40 for this course. Visitors not permitted.

**Brandon French**, PhDs in English and psychoanalysis, who has been an assistant professor of English at Yale, a playwright and screenwriter, and a psychoanalyst in private practice. More than 60 of her short stories have been published by literary journals and anthologies.

GENINT 731.374

**The Souls of Black Folk: Books by African-American Authors**

In this course, we read searing 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# 377328

**Fee: \$80**

No refund after 20 Jan.

❖ Remote Instruction

5 mtgs

Tuesday, 10am-12pm, Jan. 12-Mar. 9

Plus members pay only \$40 for this course. Visitors not permitted.

**Maria Siciliano**, MPA, Harvard University; MS in gerontology, USC; 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 from Kentucky; W.E.B. Du Bois, Pan-Africanist, who helped establish the NAACP; and Charles Chesnut, 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 Policière; 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 (Imamu Amiri Baraka). Finally, from the end of the twentieth century we read Maya Angelou; Toni Cade Bambara—author, film-maker, and social activist; Rosemarie Robotham—senior editor at Simon & Schuster and deputy editor of Essence magazine; and Alice Walker, whose novel, *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# 377058

**Fee: \$80**

No refund after 1 Feb.

❖ Remote Instruction

8 mtgs

Sunday, 12-2pm, Jan. 24-Mar. 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 13 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 drawing 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 rewire our nervous systems to align mind with body. In this course, we become experts at knowing how our bodies work—what is possible and easy and what is more difficult or even impossible at the time. We experiment with variations in our movement patterns to build resiliency and expand our repertoire of ways to do the same movements with refinement. Anyone can benefit, since the emphasis is on learning as we once did as babies—organically. Discover the pleasure of moving 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. Visitors not permitted. Participants are required to sign a waiver form which will be provided.

Stacy Barrows, PT, DPT, GCFP, PT, GCFP 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 salacious! 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

8 mtgs

Wednesday, 1-3pm, Jan. 6-Feb. 24

Plus members pay only \$40 for this course. Enrollment limited. Visitors not permitted.

Shelley R. Bonus, award winning writer, astronomical historian and lecturer; content creator for the Caltech Infrared Astronomy website, CoolCosmos and currently telescope coordinator for the Mt. Wilson Observatory.

GENINT 741.359

### Beginning Gentle Yoga

This is a slow meditative yoga course intended for those with little to no experience or with physical limitations. We integrate awareness of the breath with gentle movement to facilitate a feeling of wholeness, well-being, and joy.

Reg# 377075

Fee: \$80

No refund after 14 Jan.

❖ Remote Instruction

10 mtgs

Wednesday, 1-2:30pm, Jan. 6-Mar. 10

Plus members pay only \$40 for this course. Participants are required to sign a waiver form which will be provided. Enrollment limited. Visitors not permitted.

Mona Wells, hatha yoga teacher in Los Angeles and New York for more than 15 years

GENINT 741.360

### Intermediate Yoga

This is a nurturing Hatha flow course intended for those with foundational experience practicing yoga. Meditation and yoga nidra are integrated into our practice to enhance relaxation and renewal and connect to our true nature.

Reg# 377076

Fee: \$80

No refund after 15 Jan.

❖ Remote Instruction

10 mtgs

Thursday, 6:30-8pm, Jan. 7-Mar. 11

Plus members pay only \$40 for this course. Participants are required to sign a waiver form which will be provided.

Mona Wells, hatha yoga teacher in Los Angeles and New York for more than 15 years

🌐 ONLINE COURSE, page 5.

🎧 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

# REAL ESTATE



## 125 REAL ESTATE

### Related Fields of Study

13 Accounting, Taxation & Internal Audit

95 Finance & Investments

29 Business & Management

118 Legal Programs

For more information call (310) 206-2714 or email [industrysementprograms@uclaextension.edu](mailto:industrysementprograms@uclaextension.edu).

### Educational Requirements for the Real Estate Salesperson; and Broker Licenses:

UCLA Extension does not administer either of the State of California exams.

UCLA Extension offers courses that satisfy all the education requirements for qualifying to take the Real Estate "Salesperson" and/or "Broker" License Exams. For complete information, including licensing requirements, please contact The Department of Real Estate (DRE) at [dre.ca.gov](http://dre.ca.gov).

### Salesperson License Course Requirements:

In addition to the general requirements found on the BRE website, successful completion of three college-level courses is required to qualify for a real estate salesperson examination. For more information see page 127.

### Broker License Course Requirements:

For a list of UCLA Extension courses that correspond to the required courses found on the BRE website, visit [uclaextension.edu/BrokerLicense](http://uclaextension.edu/BrokerLicense).

MGMT 890.16

### One-Day Real Estate Boot Camp

0.7 CEUs

This seminar covers everything you need to know to start investing in real estate. You learn the basic terms of the business, as well as how to use Microsoft Excel to do financial models and analyze potential investment opportunities. Topics include the property ladder, basic terms, investment analysis, "how do I know if this is the right deal," and 1031 Exchanges and tax implications. By the end of the course, you should have the knowledge you need to start building a passive income stream you can use to pay for your kid's college tuition and your retirement.

→ → →

Reg# 377220

Fee: \$365

No refund after 5 Mar.

🎧 Hybrid

1 mtg

Saturday, 8:30am-5pm, Mar. 6

Visitors not permitted.

Instructor to be announced

MGMT X 475.1

### Real Estate Principles

5.0 units

This practical study of the basic principles, economic aspects, and laws of real estate covers the information needed to obtain a real estate license and/or for better management of personal investments. Topics include legal descriptions and estates; encumbrances, liens, and homesteads; agencies; contracts; mathematics; financing and lenders; appraisals; escrows; title insurance; leases, landlords, and tenants; urban economics and planning; taxation; and careers in real estate.

Reg# 377237

Fee: \$800

No refund after 8 Jan.

🎧 Online

Jan. 4-Mar. 15

Enrollment limited.

Bonnie Burke, BA, broker/owner, Heritage Realty

Reg# 377236

Fee: \$800

No refund after 17 Jan.

🎧 Hybrid

6 mtgs

Remote Instruction

Monday, 6-8pm, Jan. 4, 11 & 25; Feb. 8 & 22;

Mar. 15

Online

Jan. 18; Feb. 1 & 15; Mar. 1 & 8

Enrollment limited.

Robert Keller, MArch, MSRED, broker, Warner Center Realty



# 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 1-day ethics seminar at any time during the program.

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

## Introductory Course

(Prerequisite)

### MGMT X 475.1 Real Estate Principles

## Group A: Core Courses

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

### MGMT X 475.4 Real Estate Finance

### MGMT X 476.15 Real Estate and Land Economics

### MGMT X 476.8 Real Estate Market Analysis

### MGMT X 476.2 Property Management

### MGMT 891.02 Business Ethics

## Electives Courses

### MGMT X 475.2 Real Estate Practice

### MGMT X 475.5 Real Estate Appraisal

### MGMT X 476.15 Real Estate Land Economics

### MGMT X 476.32 Shopping Center Development, Leasing, and Management

### MGMT X 476.321 Fundamentals of Commercial Real Estate

### MGMT X 476.35 Internship in Real Estate

### MGMT X 476.7 Legal Aspects of Real Estate

### MGMT X 477.5 Commercial Real Estate Leasing: Best Practices

### MGMT X 477.6 Commercial Real Estate Leasing: Contracts and Administration

### MGMT X 477.7 Commercial Real Estate Brokerage: Best Practices

### MGMT X 477.10 Real Estate Development

### MGMT X 477.12 Real Estate Development, Construction, and Management of Residential and Retail Projects

### MGMT X 477.80 Commercial Real Estate Acquisitions and Dispositions: Contracts and Administration

### MGMT X 477.84 Commercial Property Management

### MGMT X 477.9 Real Estate Investment Analysis

### MGMT X 477.90 Real Estate Risk Management

## MGMT X 475.2 Real Estate Practice

5.0 units

This course covers the elements of day-to-day real estate sales and brokerage practices, emphasizing the selling process and the handling of a real estate transaction from listing to closing escrow. Topics include securing and qualifying listings and prospects, advertising, financing, closing the sale, and expediting the escrow. Additionally, the course covers owning and operating a real estate business, managing salespeople and office personnel, budgeting, and developing and maintaining effective community relations.

*Prerequisite(s):* MGMT X 475.1 Real Estate Principles or consent of instructor.

Reg# 377238

Fee: \$800

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

*Sabrina Roque*, JD, Western State College of Law; BA, UCLA.

## MGMT X 475.4 Real Estate Finance

5.0 units

This course surveys the concepts, methods, and techniques of financing residential and non-residential real estate while also identifying and analyzing the various instruments used for such purposes. Instruction covers sources, characteristics, and parameters of mortgage capital; fixed, variable rate, and other alternative types of mortgages; government-assisted financing (such as VA, FHA, and SBA); the secondary mortgage market; mathematical analysis of finance transactions (amortization, loan constants, present and future value, compound interest, APR, capitalization rates, debt coverage, and other financial ratios and ways of determining yield); loan underwriting, processing, closing, and servicing; foreclosures and alternatives thereto (such as short sales) and related antideficiency law issues; guaranties; construction, bridge, permanent, wraparound, mezzanine, and leasehold financing; impact of how title is held and real estate tax effects; comparison of investment choices, both before and after taxes are factored in; plus syndication and other equity sharing issues. Case studies for financing proposals for single-family, multifamily, and commercial transactions are featured.

*Prerequisite(s):* MGMT X 475.1 Real Estate Principles or consent of instructor.

Reg# 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 appraising 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# 377241

Fee: \$765

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

Enrollment limited.

*Tracy Green*, DBA, MSIRE, MPA, author, broker, specializing in brownfields, distressed properties, loss mitigation, and sustainable development

## 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 open discussions on current industry events and issues.

Reg# 377242

Fee: \$765

No refund after 8 Jan.

Online

Jan. 4-Mar. 15

*Tom Morehouse*, CRB, e-PRO, MBA broker/co-owner, Berkshire Hathaway HomeServices California Properties

## MGMT X 476.321 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 lender 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

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

*Todd Weaver*, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.

## For More Information

(310) 206-2714 | [uclaextension.edu/real-estate](http://uclaextension.edu/real-estate)

**MGMT X 476.35  
Internship in Real Estate**

4.0 units  
The internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—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 476.8  
Real Estate Market Analysis**

4.0 units  
This course explores the sources of data used in economic studies and provides an in-depth analysis of trends, market activity, sales, lending, leasing, and how research studies are conducted. Other topics include land-use studies and city planning, traffic studies, population behavior and mobility, and consumer spending and trade area. Students learn through case studies, demonstrations, and class participation in the analysis of shopping center development, tract development (sales, projections, and surveys), service station location, population projections, employment trends, urban renewal projects, and community reuse studies.  
*Prerequisite(s):* MGMT X 475.1 Real Estate Principles or consent of instructor.

Reg# 377245

**Fee: \$765**

No refund after 8 Jan.  
Online  
Jan. 4-Mar. 15

Enrollment limited.

**Tracy Green**, DBA, MSIRE, MPA, author, broker, specializing in brownfields, distressed properties, loss mitigation, and sustainable development

**MGMT X 477.10  
Real Estate Development**

4.0 units  
Designed to provide students with a comprehensive understanding of the multidisciplinary field of real estate development, this course begins with an introduction to the roles and responsibilities of the real estate developer, then explores various issues specific to the development process. Topics include market and site analysis; community planning; entitlements; social, political, and environmental implications; architecture and design; budgeting and financial analysis; construction; sales and marketing; and property and asset management. Various project types are studied, including residential, retail, office, hospitality, industrial, and mixed-use. Coursework includes case studies.  
*Prerequisite(s):* MGMT X 475.1 Real Estate Principles or previous experience and consent of instructor.

Reg# 377246

**Fee: \$765**

No refund after 9 Jan.  
Online

Jan. 5-Mar. 16

Enrollment limited. 🌐

**Brien Walton**, JD, LL.M, senior vice president, Executive Coaching Systems, Inc.

**MGMT X 477.80  
Commercial Real Estate  
Acquisitions and Dispositions:  
Contracts and Administration**

4.0 units  
This course analyzes the contracts and administration issues in commercial real estate acquisitions and dispositions. Students learn ethics and the acquisitions and dispositions processes through multiple perspectives from preparation of the appropriate contract forms to administering escrow. Students read aloud in class the most popular listing and purchase contract forms used by professionals while the instructor reveals industry best practices and where the bodies are buried. This course is designed for the residential agent who wants to crossover to commercial up to the seasoned commercial broker, investor, owner, and user who need to sharpen their skills. Other professionals who will benefit from this course include attorneys, accountants, bankers, asset managers, property managers, and developers.

Reg# 377247

**Fee: \$765**

No refund after 20 Jan.

Hybrid  
6 mtgs  
Remote Instruction  
Thursday, 7-8:30pm, Jan. 7 & 21; Feb. 4 & 18; Mar. 4 & 18  
Online  
Jan. 14 & 28; Feb. 11 & 25; Mar. 11 🌐

**Todd Weaver**, CCIM, CPM, president, Synergy Commercial Real Estate, Inc.



# Prepare for the Real Estate Salesperson License

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](http://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.

**MGMT X 475.5 Real Estate Appraisal**

Page 126.

**MGMT X 476.15 Real Estate and Land Economics**

**MGMT X 476.2 Property Management**

Page 126.

**MGMT X 476.7 Legal Aspects of Real Estate**

*There are additional subjects the Bureau of Real Estate accepts for this requirement which are not currently offered by UCLA Extension.*

Please note: UCLA Extension is an Endowment University and fully in compliance with the California Real Estate Licensure. Students complete their Certificate in Real Estate with 126 hours - Approved by the State of California Department of Real Estate. Additional hours, which are outside these classroom hours, are acknowledged by the California Department of Real Estate.

**For More Information**

[industrysegmentprograms@uclaextension.edu](mailto:industrysegmentprograms@uclaextension.edu) | (310) 206-2714

# Internship in Real Estate

The internship course provides eligible students an opportunity to earn elective credit toward the certificate program based on an internship position—comprised of at least 120 hours of practical application of course material—that the student has secured and had approved by UCLA Extension. UCLA Extension does not provide internship placement. Eligible students are responsible for securing internship opportunities.

Internships are restricted to students enrolled in the real estate program.

Page 127.

To find out about eligibility requirements or to request an application, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu).

## Course Icons Provide Information At-a-Glance

🌐 ONLINE COURSE

Technical requirements, page 5.

🌙 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

📺 REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

Visit our website for textbook information.

🏠 UC CREDIT

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



# Using ARGUS Enterprise for Commercial Real Estate Analysis

## Offered This Quarter

Our course is designed to teach students how to analyze real estate investment property using the Argus Enterprise module while also preparing students for the Argus Enterprise certification examination.

This course is beneficial for

- Investors, appraisers, and asset managers
  - Real estate analysts and investment companies
  - Property developers and managers
  - Insurance companies
  - Mortgage bankers and institutional lenders
  - Leasing professionals
  - Employees of federal, state, and municipal agencies and planning departments.
- Please note, this course is not designed for residential or small multi-family analysis.*
- Page 128.

## For More Information

[industrysegmentprograms@uclaextension.edu](mailto: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!

## 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# 377248

**Fee: \$765**

No refund after 19 Jan.

• Hybrid

6 mtgs

*Remote Instruction*

Wednesday, 7-9pm, Jan. 6 & 20; Feb. 3 & 17;  
Mar. 3 & 17

*Online*

Jan. 14 & 27; Feb. 10 & 24; Mar. 10 🌐

**Jonathan Macias**

## MGMT X 477.91

### Introduction to International Real Estate Markets and Investments

4.0 units

This course provides an overview of the international real estate markets and investments. The context used is the international capital markets viewed from the perspective of real estate investment. The course also covers the impact of macroeconomic policies on real estate, the growth of cross-border real estate capital, and the issues related to the increasing foreign direct investment in U.S. real estate in recent years. The topics covered through reading, assignments, discussions and class projects allow ordinary investors to assess the risks and rewards of major global real estate investment structures and make more informed decisions when considering international real estate in their portfolio of investments.

Reg# 377249

**Fee: \$765**

No refund after 18 Jan.

• 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

*Elective credit toward the following certificates: Real Estate, International Trade and Commerce, Credit, and Finance under the real estate finance concentration. Enrollment limited.*

**Jessica Frazier**, MBA, Frazier Group Realty Inc.

## MGMT X 477.95

### Using ARGUS Enterprise for Commercial Real Estate Analysis

4.0 units

This course examines how to analyze real estate investment property using the Argus Enterprise module. The course also prepares participants for the Argus Enterprise certification examination. Property types covered include office, retail, industrial, and multi-family. Students gain hands-on training in utilizing these programs through the analysis of case studies provided by the instructor. Students obtain a working knowledge of how to gather and input data; analyze income and expenses; understand tenant reimbursements; and generate meaningful reports for investors, developers, lenders and others. Participants learn to analyze sale/purchase decisions and leasing activities from the perspective of the owner/lessor and the tenant/lessee. This course is beneficial for investors; appraisers; real estate analysts; property developers; real estate investment companies; property managers; asset managers; insurance companies; mortgage bankers; institutional lenders; leasing professionals; and employees of Federal, State, and Municipal agencies and planning departments. This course is not designed for residential or small multi-family analysis.

*Prerequisite(s):* Students enrolling in this class must have a basic working knowledge of leasing concepts and income/expenses for real estate.

Reg# 377250

**Fee: \$885**

No refund after 19 Jan.

• Hybrid

6 mtgs

*Remote Instruction*

Wednesday, 7-9pm, Jan. 6 & 20; Feb. 3 & 17;  
Mar. 3 & 17

*Online*

Jan. 13 & 27; Feb. 10 & 24; Mar. 10 🌐

*Students enrolling in the class must bring their personal laptop computer to class. Students with MAC PCs: You will need to have either Parallel or Bootcamp installed with Windows application in order for the Argus Enterprise software to install correctly. Please direct your questions to Argus prior to enrolling to make sure your computer is updated prior to receiving access to the software at [argussoftware.com/contact-us/](https://argussoftware.com/contact-us/).*

*If you don't have the proper applications installed on your computer you will not be able to load the Argus software. Please consider enrolling in the computer lab section. It is your responsibility to verify that the required applications are installed on your MAC computer.*

*Argus License fees are included in the price.*

*Enrollment limited to 35 students. Refunds are calculated minus Admin Service Fees (including the Argus License fee). 🌐*

**Steven R Norris**, MAI, CRE; principal/owner, Norris Realty Advisors; BA, Economics, UCLA.

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

📖 REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

# SCIENCES & MATH



## SCIENCES

- 129 Biology
- 132 Chemistry
- 133 Physics
- 134 Other Sciences

## 134 MATH & STATISTICS

For more information call (310) 825-7093.

## Sciences

For more information call (310) 825-7093.

### Biology

#### PHYSICI X 408 Pathophysiology of Cardiovascular Disease

4.0 units

Explore how the cardiovascular system functions and how cardiovascular disease develops during the lifespan. Instruction emphasizes the molecular and cellular mechanisms that mediate such chronic diseases as atherosclerosis, hypertension, diabetes, obesity, and the metabolic syndrome. Current clinical interventions for treating and preventing cardiovascular disease focusing on lifestyle modifications are a major component of the course.

*Prerequisite(s):* One year college-level biology.

Reg# 377150

**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

#### PHYSICI 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# 377147

**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 limited to 25 students. Enrollment

deadline: Jan. 8. 🌐 📖

Joseph Esdin, PhD

## Transfer Credit Courses

Prepare to apply to professional and graduate programs.

Students should consult their respective professional and graduate programs to determine specific requirements.

### Life Sciences

#### LIFESCI XL 107 Genetics

#### LIFESCI XL 23L Introduction to Laboratory and Scientific Methodology

#### LIFESCI XL 7A Cell and Molecular Biology

#### LIFESCI XL 7B Genetics, Evolution, and Ecology

#### LIFESCI XL 7C Physiology and Human Biology

Courses begin on page 131.

### Physics

#### PHYSICS XL 10 Physics

#### PHYSICS XL 5A Physics for Life Sciences Majors: Mechanics and Energy

#### PHYSICS XL 5B-Physics for Life Sciences Majors: Thermodynamics, Fluids, Waves, Light, and Optics

Courses begin on page 133.

### Physiological Science

#### PHYSICI XL 3 Introduction to Human Physiology

#### PHYSICI XL 13 Introduction to Human Anatomy

Courses begin on page 132.

### Microbiology, Immunology and Molecular Genetics

#### MIMG XL 6 Microbiology for Nonmajors

Page 132.

### Chemistry

#### CHEM XL 14A General Chemistry for Life Scientists I

#### CHEM XL 14B General Chemistry for Life Scientists II

#### CHEM XL 14BL General and Organic Chemistry Laboratory I

#### CHEM XL 14C Structure of Organic Molecules

#### CHEM XL 14CL General and Organic Chemistry Laboratory II

#### CHEM XL 14D Organic Reactions and Pharmaceuticals

#### CHEM XL 153A Biochemistry: Introduction to Structure, Enzymes, and Metabolism

#### CHEM XL 153B Biochemistry: DNA, RNA, and Protein Synthesis

Courses begin on page 132.

### Math

#### MATH XL 31A Differential and Integral Calculus

#### MATH XL 31B Integration and Infinite Series

#### STATS XL 10 Introduction to Statistical Reasoning

Courses begin on page 134.

To see if courses meet UCLA GE Requirements please visit:  
[sa.ucla.edu/ro/Public/SOC/Search/GECoursesMasterList](http://sa.ucla.edu/ro/Public/SOC/Search/GECoursesMasterList)

# Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine

## Offered Online

Over generations, variations in human DNA result in evolution and beneficial adaptations. However, some changes in human DNA result in genetic disorders. The field of molecular diagnostics focuses on the development of tests that predict disease risk and aid in the diagnosis and prognosis of disease.

The emerging field of pharmacogenetics aims at predicting drug response based on an individual's genetic profile, thus helping clinicians tailor effective treatments.

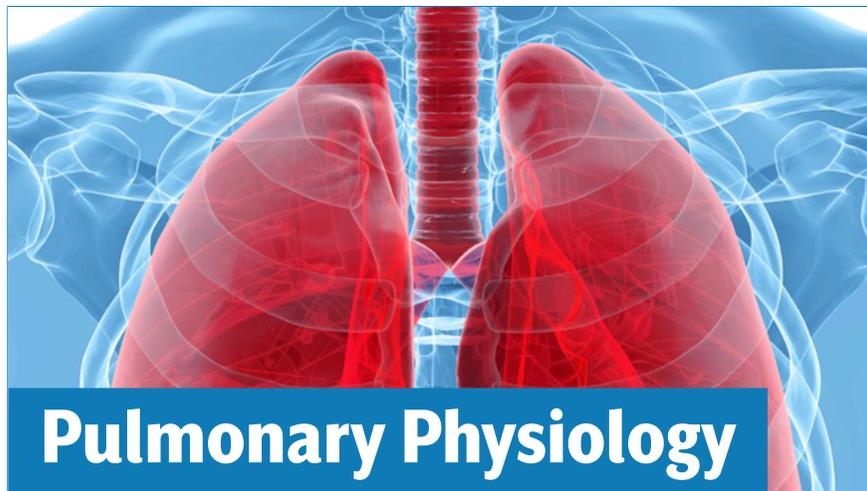
This course overviews the basic principles of molecular diagnostics and

pharmacogenetics, including the application of emerging technologies in personalized medicine. Students learn about the clinical applications of molecular diagnostics in patients with cancer, inherited disease, and infectious disease. The course concludes with detailed discussions on personalized medicine and the benefits, ethics, challenges, strategies, and public policy related to this emerging field.

Instructor:

**Durga P. Cherukuri**, PhD, DABMG; associate director, Clinical Genomics, Genoptix Medical Laboratory.

Page 130.



## Pulmonary Physiology

### Offered Online

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 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.

### PHYSICI X 435 Neurophysiology: How the Brain Thinks

4.0 units

This course explores the molecular, cellular, and circuitry 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

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 limited to 25. Enrollment deadline:*

Jan. 8.

**Joseph Esdin**, PhD

### PHYSICI 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 structure 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

No refund after 8 Jan.

Online

Jan. 4-Mar. 14

*Early enrollment advised. 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.

### PHYSICI 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

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. Coursework must be submitted as Microsoft Word or Excel attachments.*

*Early enrollment advised. 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.

### 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

No refund after 23 Jan.

Remote Instruction

11 mtgs

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, as well as predict disease risk. The information gained by this type of diagnostics can identify the abnormal molecules that signify the presence or potential for disease in individuals. As a result, clinicians can now prescribe drugs or other therapies that target the specific abnormal function. The emerging field of pharmacogenetics aims at predicting the drug response based on an individual's genetic profile, thus helping clinicians to tailor effective treatments. This course overviews the basic principles of molecular diagnostics and pharmacogenetics and the applications of the emerging technologies in personalized medicine. Students learn about the clinical applications of molecular diagnostic in patients with cancer, inherited disease, and infectious disease. The course concludes with detailed discussions on personalized medicine and the pros, cons, ethics, challenges, strategies, and public policy related to this emerging field.

*Prerequisite(s)*: Introductory courses in Molecular Biology, Genetics, and Biochemistry, or equivalent coursework.

Reg# 377141

Fee: \$795

No refund after 8 Jan.

Online

Jan. 4-Mar. 21

*Early enrollment advised. Enrollment deadline:*

Jan. 8.

**Durga Cherukuri**, PhD, DABMG; associate director, Clinical Genomics, Genoptix Medical Laboratory.

**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):* PHYSICI X 452.6 Foundations in Human Physiology or successful completion of an introductory college-level physiology course.

Reg# 377825

**Fee: \$830**

No refund after 8 Jan.



Jan. 4-Mar. 14

Midterm and final exams are proctored online; and webcam.

Enrollment limited to 20 students. Enrollment

deadline: Jan. 8.

**Ronald Cooper**, PhD

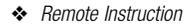
**LIFESCI XL 7A  
Cell and Molecular Biology**

5.0 units  
Introduction to basic principles of cell structure and cell biology, biochemistry, and molecular biology. P/NP or letter grading.

Reg# 377218

**Fee: \$1,010**

No refund after 11 Jan.



19 mtgs

Monday, 6:30-9:30pm, Jan. 4-Mar. 15

Wednesday, 6:30-7:45pm, Jan. 6 &amp; 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:

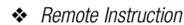
Jan. 8.

**Instructor to be announced**

Reg# 377177

**Fee: \$1,010**

No refund after 12 Jan.



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

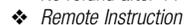
**LIFESCI XL 7B  
Genetics, Evolution, and Ecology**

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# 377137

**Fee: \$1,010**

No refund after 11 Jan.



19 mtgs

Monday, 6:30-9:30pm, Jan. 4-Mar. 15

Wednesday, 6:30-9pm, 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:

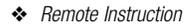
Jan. 8.

**Jana Johnson**, MS, PhD

Reg# 377133

**Fee: \$1,010**

No refund after 12 Jan.



21 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Thursday, 6:30-9pm, Jan. 7-Mar. 11

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

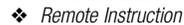
**LIFESCI XL 7C  
Physiology and Human Biology**

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# 377178

**Fee: \$1,010**

No refund after 11 Jan.



19 mtgs

Monday, 6:30-9:30pm, Jan. 4-Mar. 15

Wednesday, 6:30-7:45pm, Jan. 6 &amp; 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

No meeting Jan. 18; Feb. 15.

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.

**Miguel-Angel Gutierrez**, PhD

Reg# 377176

**Fee: \$1,010**

No refund after 12 Jan.



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 iClicker 2 for this course.

Visitors not permitted. Enrollment deadline:

Jan. 8.

**Ryan Williams**, MD, PhD specialized in neuroscience, tissue regeneration, and anatomical pathology

**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# 377100

**Fee: \$765**

No refund after 19 Jan.



10 mtgs

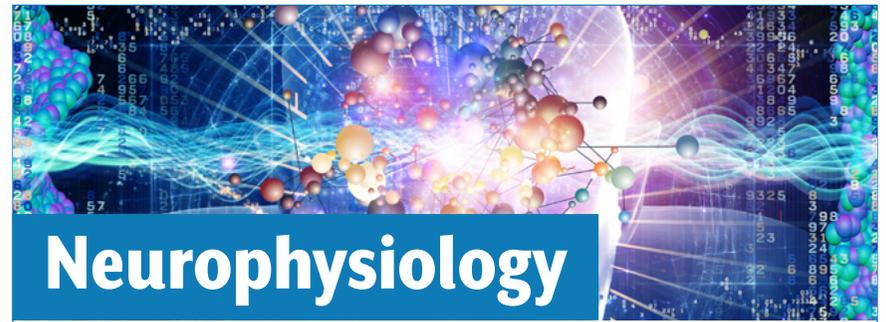
Tuesday, 6-9pm, Jan. 5-Mar. 9

Enrollment/class participation contingent on signing a liability waiver.

Enrollment limited to 24 students. Visitors not

permitted. Enrollment deadline: Jan. 8.

**Sherry Soliman**, MS, science editor, Demand Media



# Neurophysiology

## 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.

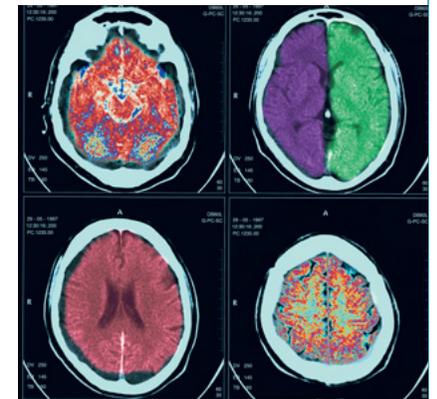
# Introduction to Pathophysiology

## Disease States in the Human Body

Study cardiovascular disease, cancer, osteoporosis, Parkinson's, Alzheimer's, asthma, chronic obstructive pulmonary disease (COPD), obesity, and eating disorders to discover the mechanisms and consequences of these diseases based on physiological dysfunction in the major organ systems. (Topics may vary.)

Instructor: **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.



## 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. 18; 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 also are 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# 377162

**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. 🌐

*Online weekly one hour discussion through the Canvas Learning Management System.*

**Olivier Pernet**, PhD

### PHYSICI 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. 🏠

→ → →

Reg# 377841

**Fee: \$1,050**

*No refund after 12 Jan.*

- ❖ Remote Instruction  
19 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Wednesday, 7-10pm, Jan. 6-13

Friday, 7-10pm, Jan. 8 & 22

Wednesday, 7-10pm, Jan. 27; Feb. 17

Friday, 7-10pm, Feb. 19

Wednesday, 7-10pm, Mar. 3

*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

Reg# 377842

**Fee: \$1,050**

*No refund after 12 Jan.*

- ❖ Remote Instruction  
19 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

Thursday, 7-10pm, Jan. 7-14

Friday, 7-10pm, Jan. 8 & 22

Thursday, 7-10pm, Jan. 28; 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

### PHYSICI 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# 377601

**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

*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 liability waivers. Additional nonrefundable fee: \$45.*

*Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 8. 🌐*

**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

Saturday, 1-4pm, Jan. 9-Mar. 20

*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 liability waivers. Additional nonrefundable fee: \$45.*

*Enrollment limited to 25 students. Visitors not permitted. Enrollment deadline: Jan. 10. 🌐*

**Instructor to be announced**

Reg# 377605

**Fee: \$995**

*No refund after 19 Jan.*

- ❖ Remote Instruction  
11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

*Lecture only. If students require a microbiology laboratory course, please refer to MIMG XL 100L (offered in Fall and Spring Quarters).*  
*Visitors not permitted. Enrollment deadline: Jan. 12. 🌐*

Reg# 377169

**Fee: \$995**

*No refund after 19 Jan.*

- ❖ Remote Instruction  
11 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 16

*Lecture only. If students require a microbiology laboratory course, please refer to MIMG XL 100L (offered in Fall and Spring Quarters).*

*Visitors not permitted. Enrollment deadline:*

Jan. 12. 🌐

**Payam Benyamini**, PhD

## Chemistry

### CHEM XL 14A

#### General Chemistry for Life Scientists I

4.0 units

This course provides an introduction to physical and general chemistry principles; atomic structure based on quantum mechanics; atomic properties; trends in the periodic table; chemical bonding (Lewis structures, VSEPR theory, hybridization, and molecular orbital theory); gaseous and aqueous equilibria; properties of inorganic and organic acids, bases, and buffers; and titrations. 🏠

*Prerequisite(s):* High school chemistry or equivalent background and three-and-a-half years of high school mathematics.

→ → →

Reg# 377655

**Fee: \$935**

*No refund after 19 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

Reg# 377654

**Fee: \$935**

*No refund after 23 Jan.*

- ❖ Remote Instruction  
10 mtgs

Saturday, 9am-1pm, Jan. 9-Mar. 13

*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. 16. 🌐 🏠*

**David James Watts**, MS in chemistry, UCLA

### CHEM XL 14B

#### General Chemistry for Life Scientists II

4.0 units

This course covers phase changes; thermochemistry; 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# 377656

**Fee: \$935**

*No refund after 20 Jan.*

- ❖ Remote Instruction  
10 mtgs

Wednesday, 6-10pm, Jan. 6-Mar. 10

*Fulfills in part the UCLA General Education requirement for Physical Sciences.*

*Visitors not permitted. Enrollment deadline:*

Jan. 13. 🌐 🏠

**Udayabagya Halim**, PhD, UCLA

Reg# 377657

**Fee: \$935**

*No refund after 23 Jan.*

- ❖ Remote Instruction  
10 mtgs

Saturday, 9am-1pm, Jan. 9-Mar. 13

*Fulfills in part the UCLA General Education requirement for Physical Sciences.*

*Visitors not permitted. Enrollment deadline:*

Jan. 16. 🌐 🏠

**Saori Shiraki**, PhD

### CHEM XL 14BL

#### General and Organic Chemistry Laboratory I

3.0 units

This laboratory class provides an introduction to volumetric, spectrophotometric, and potentiometric analysis. Instruction also covers the use and preparation of buffers and pH meters and synthesis and kinetics techniques using compounds of interest to students in life sciences. 🏠

*Prerequisite(s):* CHEM 14A with grade of C- or better; co- or prerequisite CHEM 14B.

→ → →

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

# 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/degrecredit](http://uclaextension.edu/degrecredit).

## For More Information

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

Reg# 377658

**Fee: \$2,112**

No refund after 12 Jan.

- ❖ Remote Instruction  
10 mtgs  
Friday, 6-10pm, Jan. 8-Mar. 12

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 8. \$280 nonrefundable. 

Kevin Barnese, PhD

CHEM XL 14C

### Structure of Organic Molecules

4.0 units

This course presents continuing studies in the structure of organic molecules, with emphasis on biological applications. Topics include resonance, stereochemistry, conjugation, and aromaticity; spectroscopy (NMR, IR, and mass spectrometry); introduction to the effects of structure on physical and chemical properties; and survey of biomolecular structure. 

Prerequisite(s): CHEM 14B with a grade of C- or better.

Reg# 377659

**Fee: \$935**

No refund after 23 Jan.

- ❖ Remote Instruction  
10 mtgs  
Saturday, 9am-1pm, Jan. 9-Mar. 13

Not open for credit to students with credit for CHEM 10D.

Visitors not permitted. Enrollment deadline:

Jan. 16.  

Kevin Barnese, PhD

CHEM XL 14D

### Organic Reactions and Pharmaceuticals

4.0 units

This course covers organic reactions, nucleophilic and electrophilic substitutions and additions, electrophilic aromatic substitutions, carbonyl reactions, and catalysis. Instruction also covers the molecular basis of drug action and the organic chemistry of pharmaceuticals. 

Prerequisite(s): CHEM 14C with a grade of C- or better.

Reg# 377661

**Fee: \$935**

No refund after 19 Jan.

- ❖ Remote Instruction  
10 mtgs  
Tuesday, 6-10pm, Jan. 5-Mar. 9

Not open for credit to students with credit for CHEM 10D or 10E.

Visitors not permitted. Enrollment deadline:

Jan. 12.  

Ochan Otim, PhD, BCES, winner of the 2017 UCLA Extension Distinguished Instructor Award

Reg# 377660

**Fee: \$935**

No refund after 23 Jan.

- ❖ Remote Instruction  
10 mtgs  
Saturday, 9am-1pm, Jan. 9-Mar. 13

Not open for credit to students with credit for CHEM 10D or 10E.

Visitors not permitted. Enrollment deadline:

Jan. 16.  

Ochan Otim, PhD, BCES, winner of the 2017 UCLA Extension Distinguished Instructor Award

CHEM XL 153A

### Biochemistry: Introduction to Structure, Enzymes, and Metabolism

4.0 units

This course covers structure of proteins, carbohydrates, and lipids; enzyme catalysis and principles of metabolism, including glycolysis and the citric acid cycle; and oxidative phosphorylation. 

Prerequisite(s): LIFESCI 2 and LIFESCI 3 (or LIFESCI 7A, 7B, and 7C), LIFESCI 23L, and CHEM 14D with grades of C- or better.

Reg# 377684

**Fee: \$935**

No refund after 20 Jan.

- ❖ Remote Instruction  
11 mtgs  
Wednesday, 6-9:30pm, Jan. 6-Mar. 17

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 13.  

Shakir Sayani, PhD

Reg# 377683

**Fee: \$935**

No refund after 21 Jan.

- ❖ Remote Instruction  
11 mtgs  
Thursday, 6-9:30pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 14.  

Shakir Sayani, PhD



## 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](http://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/degrecredit](http://uclaextension.edu/degrecredit))
- Convenient evening and weekend options
- Weekday UCLA concurrent enrollment (based on space availability and departmental approval; visit [uclaextension.edu/concurrent](http://uclaextension.edu/concurrent))

For financial aid eligibility requirements, call the UCLA Extension Financial Aid Office at (310) 825-4246.

CHEM XL 153B

### Biochemistry: DNA, RNA, and Protein Synthesis

4.0 units

This course covers nucleotide metabolism, DNA replication and repair, transcription machinery, regulation of transcription, RNA structure and processing, and protein synthesis and processing. 

Prerequisite(s): LIFESCI 2 and LIFESCI 3 (or LIFESCI 7A, 7B, and 7C), LIFESCI 23L, and CHEM 153A with a grade of C or better.

Reg# 377686

**Fee: \$935**

No refund after 19 Jan.

- ❖ Remote Instruction  
11 mtgs  
Tuesday, 6:30-10pm, Jan. 5-Mar. 16

Visitors not permitted. Enrollment deadline:

Jan. 12.  

Paul Tarr, PhD

## Physics

PHYSICS XL 5A

### Physics for Life Sciences Majors: Mechanics and Energy

5.0 units

Statics and dynamics of forces, motion, and energy, including thermal energy, with applications to biological and biochemical systems. 

Prerequisite(s): LIFESCI 30A, 30B, or MATH 3A, 3B, and 3C (3C may be taken concurrently), or equivalent. PHYSICS 5A, 5B, and 5C form a one-year sequence in basic physics for students in the biological and health sciences. Calculus is used throughout. Successful completion of basic calculus courses is a prerequisite for admission to this sequence.

→ → →

Reg# 377171

**Fee: \$1,060**

No refund after 12 Jan.

- ❖ Remote Instruction  
32 mtgs  
Tuesday, Wednesday, 6-7:45pm, Jan. 5-Mar. 17  
Tuesday, 8-10pm, Jan. 5-Mar. 9

Enrollment/class participation contingent on signing a liability waiver form.

PHYSICS XL 5B and XL 5C will be offered in Winter Quarter and Spring Quarter. Nonscience majors interested in a general physics course should take XL 10 Physics when next offered. Internet access required to retrieve course materials.

Fulfills in part the UCLA General Education requirement for Physical Sciences.

Enrollment limited to 26 students. Visitors not permitted. Enrollment deadline: Jan. 8.

Arash Bellafard, PhD

Reg# 377172

**Fee: \$1,060**

No refund after 12 Jan.

- ❖ Remote Instruction  
32 mtgs  
Tuesday, Wednesday, 6-7:45pm, Jan. 5-Mar. 17  
Wednesday, 8-10pm, Jan. 6-Mar. 10

Enrollment/class participation contingent on signing a liability waiver form.

PHYSICS XL 5B and XL 5C will be offered in Winter Quarter and Spring Quarter. Nonscience majors interested in a general physics course should take PHYSICS XL 10 when next offered. Internet access required to retrieve course materials.

Fulfills in part the UCLA General Education requirement for Physical Sciences.

Enrollment limited to 26 students. Visitors not permitted. Enrollment deadline: Jan. 8.

Arash Bellafard, PhD



## Earn Credit Toward Your Undergraduate Degree

Look for this icon  and course numbers XL 1-199 to identify transfer credit courses!

Earn units/subject credit that can be applied toward bachelor's degrees at all UC and Cal State campuses.

Earn credit in:

103	Health Care & Counseling	129	Sciences & Math
108	Humanities & Social Sciences	136	Writing
116	Languages		

Evening, weekend and online courses for busy professionals.  
[uclaextension.edu/transfercourses](https://uclaextension.edu/transfercourses).

## 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](https://uclaextension.edu/student-resources).

### PHYSICS XL 5B

#### Physics for Life Sciences Majors: Thermodynamics, Fluids, Waves, Light, and Optics

5.0 units

Thermal properties of matter, free energy, fluids, ideal gas, diffusion, oscillations, waves, sounds, light, and optics, with applications to biological and biochemical systems. 

Prerequisite(s): PHYSICS XL 5A

Reg# 377173

**Fee: \$1,060**

No refund after 12 Jan.

 Remote Instruction

32 mtgs

Tuesday, Thursday, 6-7:45pm, Jan. 5-Mar. 18

Tuesday, 8-10pm, Jan. 5-Mar. 9

Fulfills in part the UCLA General Education requirement for Physical Sciences. Enrollment/class participation contingent on signing a liability waiver form. Enrollment limited to 26 students. Visitors not permitted. Enrollment deadline: Jan. 8. 

Jacqueline Pau, PhD

Reg# 377174

**Fee: \$1,060**

No refund after 12 Jan.

 Remote Instruction

32 mtgs

Tuesday, Thursday, 6-7:45pm, Jan. 5-Mar. 18

Thursday, 8-10pm, Jan. 7-Mar. 11

Fulfills in part the UCLA General Education requirement for Physical Sciences. Enrollment/class participation contingent on signing a liability waiver form. Enrollment limited to 26 students. Visitors not permitted. Enrollment deadline: Jan. 8. 

Jacqueline Pau, PhD

### PHYSICS XL 10

#### Physics

4.0 units

This course covers planetary motion; Newton's laws; gravitation, electricity, and magnetism; wave motion, light, sound, and heat; relativity; quantum mechanics; atoms; subatomic particles; and the development of physical ideas in their cultural and historical perspective. 

Prerequisite(s): Two years of high school mathematics, including algebra.

Reg# 377161

**Fee: \$955**

No refund after 23 Jan.

 Remote Instruction

10 mtgs

Saturday, 9am-12:30pm, Jan. 9-Mar. 13

Fulfills in part the UCLA General Education requirement for Physical Sciences. Not open for credit to students with credit for Physics 6A, 5A or equivalent mechanics courses.

Visitors not permitted. Enrollment deadline:

Jan. 16. 

Jun Park, PhD

## Other Sciences

### NURSING X 400

#### Medical Terminology

4.0 units

This course highlights key principles of medical terminologies through word roots, medical abbreviations, and related body systems. Students develop medical vocabulary applicable to all specialties of medicine and a basic understanding of anatomy and major body systems. The use of medical dictionaries, Internet sites, and other modern technologies are introduced for support.

Reg# 377692

**Fee: \$628**

No refund after 8 Jan.

 Online

Jan. 4-Mar. 21

Enrollment limited; early enrollment advised.

Enrollment deadline: Jan. 8.  

Cynthia Chambers, RDHAP, MS

## Math & Statistics

For more information call (310) 825-7093.

### MATH XL 31B

#### Integration and Infinite Series

4.0 units

This course covers transcendental functions, methods, applications of integration, sequences, and series. 

Prerequisite(s): MATH 31A with a grade of C- or better.

Reg# 377691

**Fee: \$935**

No refund after 20 Jan.

 Remote Instruction

10 mtgs

Wednesday, 6-10pm, Jan. 6-Mar. 10

Visitors not permitted. Enrollment deadline:

Jan. 13.  

Ryan Valles, MS

### MATH X 402.1

#### Introduction to Calculus

4.0 units

This course covers the different applications of both differential and integral calculus to representative problems characteristic of the public and private economic sectors. Major topics covered in differential calculus include optimization, applications of the first and second derivatives that will find the optimized and inflection values of various functions, integral calculus, and procedures for finding either area under one curve or between two curves. Students are expected to apply the relevant techniques from differential and integral calculus in a wide variety of real-world contexts related to the problem-solving needs of public and private sector organizations. Upon completing this course, students should be able to take first derivatives of functions to find minimum and maximum values and take second derivatives to find inflection points of a function. Students are expected to understand the fundamental theorem of calculus and its implications for applied real-world problems.

Prerequisite(s): MATH 903 Intermediate Algebra for College Students or equivalent.

Reg# 377687

**Fee: \$865**

No refund after 8 Jan.

 Online

Jan. 4-Mar. 21

Coursework must be submitted as Microsoft Word or Excel attachments.

Enrollment limited; early enrollment advised.

Enrollment deadline: Jan. 8.  

Matin Lackpour, MBA, EdD, PhD, mechanical engineer, Los Angeles Department of Water and Power (retired)

### STATS XL 10

#### Introduction to Statistical Reasoning

5.0 units

This course provides an introduction to statistical thinking and understanding, including strengths and limitations of basic experimental designs, graphical and numerical summaries of data, inference, and regression as a descriptive tool. Not open for credit to students with credit for Economics 40. Fulfills in part the UCLA General Education requirement for Life or Physical Sciences. 

Prerequisite(s): MATH 903 Intermediate Algebra for College Students or three years of high school mathematics.

Reg# 377696

**Fee: \$985**

No refund after 19 Jan.

 Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Mar. 16

Visitors not permitted. Enrollment deadline:

Jan. 12.  

Matthew Baltar, PhD candidate in statistics, UCLA

→ → →

## Reg# 377698

**Fee: \$985**

No refund after 19 Jan.

## ❖ Remote Instruction

11 mtgs

Tuesday, 6:30-9:45pm, Jan. 5-Mar. 16

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 12. 🌐 📖

Jaime Vallejo Valadez, MS

## Reg# 377697

**Fee: \$985**

No refund after 21 Jan.

## ❖ Remote Instruction

11 mtgs

Thursday, 6:30-9:30pm, Jan. 7-Mar. 18

Visitors not permitted. Enrollment deadline:

Jan. 14 🌐 📖

Matthew Baltar, PhD candidate in statistics, UCLA

## Reg# 377699

**Fee: \$985**

No refund after 21 Jan.

## ❖ Remote Instruction

11 mtgs

Thursday, 6-9:15pm, Jan. 7-Mar. 18

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 14. 🌐 📖

Miles Chen, PhD, lecturer in statistics, UCLA

## STATS XL 13

**Introduction to Statistical Methods for Life and Health Sciences**

5.0 units

This introductory course for pre-health professionals covers the presentation and interpretation of data, descriptive statistics, introduction to correlation and regression, and introduction to basic statistical inference (estimation, testing of means and proportions, ANOVA) using both bootstrap methods and parametric models. 🏠

Prerequisite(s): MATH 903 Intermediate Algebra for College Students or three years of high school mathematics.

## Reg# 377700

**Fee: \$985**

No refund after 19 Jan.

## ❖ Remote Instruction

11 mtgs

Tuesday, 6-9:15pm, Jan. 5-Mar. 16

Not open for credit to students with credit for STATS 10, 11, 12, or 14.

Enrollment limited; early enrollment advised. Visitors not permitted. Enrollment deadline: Jan. 12. 🌐 📖

Miles Chen, PhD, lecturer in statistics, UCLA

## STATS X 402

**Introduction to Statistics and Quantitative Methods**

4.0 units

This introductory statistics course emphasizes practical application of the statistical analysis. The introduction covers the role of statistics in research; understanding statistical terminology; the use of appropriate statistical techniques; and interpreting findings in the fields of science, economics, nursing, business, and medical research. Topics include graphing and tabulation of data, central tendency measures, dispersion, probability theory, probability distribution, sampling techniques, confidence interval, and hypothesis testing.

## Reg# 377693

**Fee: \$865**

No refund after 8 Jan.

## 🌐 Online

Jan. 4-Mar. 21

Coursework must be submitted as Microsoft Word or Excel attachments.

Enrollment limited; early enrollment advised.

Enrollment deadline: Jan. 8. 🌐 📖

Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

## Reg# 377694

**Fee: \$865**

No refund after 8 Jan.

## 🌐 Online

Jan. 4-Mar. 21

Coursework must be submitted as Microsoft Word or Excel attachments.

Enrollment limited; early enrollment advised.

Enrollment deadline: Jan. 8. 🌐 📖

Andy Niknafs, MS, PhD, lead engineer, Los Angeles Department of Water and Power

## STATS X 402.1

**Advanced Statistics and Quantitative Methods**

4.0 units

This advanced course in inferential statistics emphasizes the practical application of statistical analysis. Instruction includes an examination of the role of statistics in research; understanding statistical terminology; use of appropriate statistical techniques; and interpretation of findings in the fields of economics, business, nursing, and medical research. Topics include graphing and tabulation of data, hypothesis testing for small and large samples, chi-squared, statistical quality control, analysis of variance (ANOVA), regression, correlation, and decision making under uncertainty.

Prerequisite(s): STATS X 402.

## Reg# 377695

**Fee: \$865**

No refund after 8 Jan.

## 🌐 Online

Jan. 4-Mar. 21

Coursework must be submitted as Microsoft Word or Excel attachments.

Enrollment limited; early enrollment advised.

Enrollment deadline: Jan. 8. 🌐 📖

Matin Lackpour, MBA, EdD, PhD, mechanical engineer, Los Angeles Department of Water and Power (retired)

**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 covers 12 months of access to the Prep and Learning Module, which is a resource for refreshing your math skills.

**Exam Length: 30 Questions**

Time: You should plan to complete the placement exam within an uninterrupted 2-hour sitting

- If you score 80% or higher, we recommend that you enroll in Calculus MATH XL 31A
- If you score between 60% - 79%, we recommend that you enroll in 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.



# Study Science & Math

**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 129.

**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.

**STATS X 402 Introduction to Statistics and Quantitative Methods**

Page 135.

**STATS X 402.1 Advanced Statistics and Quantitative Methods**

Page 135.

**M PHARM X 401 Introduction to Pharmacology**

Page 131.

**PATH X 401 Introduction to Molecular Diagnostics, Pharmacogenetics, and Personalized Medicine**

Page 130.

## Reg# 377688

**Fee: \$935**

No refund after 23 Jan.

## ❖ Remote Instruction

11 mtgs

Saturday, 1-5pm, Jan. 9-Mar. 20

Students who are not qualified to take this course should enroll in 903 Intermediate Algebra for College Students.

Visitors not permitted. Enrollment deadline:

Jan. 16. 🌐 📖

John Sepikas, PhD

## 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.

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## Reg# 377689

**Fee: \$935**

No refund after 9 Jan.

## ❖ Remote Instruction

11 mtgs

Tuesday, 6:30-9:30pm, Jan. 5-Feb. 9

Saturday, 9am-12pm, Jan. 9-Feb. 6

Students who are not qualified to take this course should enroll in MATH XL 1 Precalculus.

Enrollment/class participation contingent on completing the ALEKS placement exam.

Visitors not permitted. Enrollment deadline:

Jan. 9. 🌐 📖

Esmaail Nikjeh, MS

## Reg# 377690

**Fee: \$935**

No refund after 19 Jan.

## ❖ Remote Instruction

11 mtgs

Tuesday, 6-10pm, Jan. 5-Mar. 16

Students who are not qualified to take this course should enroll in MATH XL 1 Precalculus.

Enrollment/class participation contingent on completing the ALEKS placement exam.

Visitors not permitted. Enrollment deadline:

Jan. 12. 🌐 📖

Ryan Valles, MS

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# WRITING & JOURNALISM



## WRITER'S PROGRAM

### CREATIVE WRITING

- 136 Writers Studio
- 139 Basics of Writing
- 140 Special Topics for All Writers

### FICTION

- 141 Beginning Fiction Writing
- 143 Intermediate Fiction Writing
- 144 Advanced Fiction Writing

### CREATIVE NONFICTION

- 145 Beginning Creative Nonfiction Writing
- 146 Intermediate Creative Nonfiction Writing
- 147 Advanced Creative Nonfiction Writing

### WRITING FOR YOUNG READERS

- 147 Writing for Kids and Middle Grade Readers
- 147 Writing Picture Books

## 147 POETRY

### 148 EDITING AND PUBLISHING

#### SCREENWRITING

- 149 Special Topics for Film & Television Writers

#### FEATURE FILM

- 152 Beginning Feature Film Writing
- 153 Intermediate Feature Film Writing
- 153 Advanced Feature Film Writing

#### TELEVISION

- 154 Beginning Television Writing
- 154 Intermediate Television Writing
- 155 Advanced Television Writing

## 156 JOURNALISM

For more information call *Writers' Program* (310) 825-9415  
*Journalism* (310) 825-7093.

## 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.

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

## Writers' Program

### Creative Writing

For help in choosing a course or determining if a course fulfills certificate requirements, contact the Writers' Program at (310) 825-9415.

### Writers Studio

A four-day event consisting of 12 writing workshops taught by some of the best screenwriting and creative writing teachers in Los Angeles.

#### WRITING X 411.1WS Writing Your First Novel

3.0 units  
Writing the first novel can be daunting, at times, even downright lonely. Though being a writer means being alone, writing on your own, it's good to come out of the cave and seek the company of other like-minded individuals for inspiration, support, and to brainstorm ideas. In this class, you are part of a small group of writers working towards the same goal—to write an amazing first novel. Together, we explore the elements of successful novel writing, develop three-dimensional characters, and understand structure, plot, and scene dynamics. This intensive workshop consists of reading assignments (where you will learn what it means to "read like a writer"), in-class exercises, assigned writing, lectures on craft, and the give-and-take of critique workshops. The goal is for you to create a solid outline of your novel (or a solid plan for finding your way to the heart of your story), write a first chapter, and acquire the tools you need to keep you going when you return to your cave.

Reg# 377265

Fee: \$788

No refund after 18 Jan.

- Hybrid  
4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Noel Alunit**, author of the novels *Letters to Montgomery Clift* and the *Los Angeles Times* bestseller *Talking to the Moon* (2007). Mr. Alunit's work has been published in *USA Today*, *The Advocate*, *The Huffington Post*, and others, and his awards include the Stonewall Book Award.

#### WRITING X 422.1WS Writing the Personal Essay

3.0 units  
The personal essay inspires both readers and writers to discover new perspectives for looking at the world, understanding their own lives, and discovering meaning in even those moments that without pondering might seem unimportant. It is also among the most marketable of genres. In this four-day course, you engage in writing exercises, small group work, readings of master essayists, workshoping, and studying marketing techniques; in the process, you unearth new story ideas, create messy first drafts, and learn the art and joy of rewriting as well as the pains and pleasures of publication. By the end of our four days together, you will have crafted one 500-to-2,000-word personal essay, as well as planted and begun to develop seeds for many future essays. Suitable for both new and experienced writers.

Reg# 377266

Fee: \$788

No refund after 18 Jan.

- Hybrid  
4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Amy Friedman**, MA, author of four memoirs, several children's books, and thousands of essays and stories. Ms. Friedman's most recent memoirs are *Desperado's Wife* (available on Amazon) and *One Souffle at a Time: A Memoir of Food and France* (with Anne Willan). She

is the founder of the nonprofit POPS the Club and is the editor and publisher of an annual collection of personal essays and poetry, the most recent (2019) is *We Got Game*. Ms. Friedman is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

#### WRITING X 423.1WS Writing Your Memoir

3.0 units  
Humorous coincidences, extreme trauma, famous exploits—these are often mistaken as the ingredients necessary for memoir writing. Not true. The real work of memoir is about turning life into art, the kind of literature that speaks to the humanity of us all. This four-day intensive class is unlike any other in the way it helps writers enter the psychological space where their deepest stories lie. It then provides them the tools for rendering those stories in compelling prose. Special focus is given on how to forge an involving story line out of the unwieldy mass of life experience. You learn to employ fictional techniques, like characterization, dialogue, and plot to transform personal experience into artful stories relevant to readers. Self-revelation, perhaps the form's greatest challenge, is explored in depth. You also learn how to transfer the people in your life onto the page with integrity and honesty. Finally, the course provides the insight and experience of guest authors, which also serve as a great networking opportunity.

Reg# 377267

Fee: \$788

No refund after 18 Jan.

- Hybrid  
4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Antonia Crane**, MFA, author of memoir *Spent*. Ms. Crane is the 2018 Creative Nonfiction Grand Prize Winner for *PRISM International* magazine and the Distinguished Alum in the area of Activism and Community Service (AULA). She has written for *The New York Times*, *Rumpus*, *Bustle*, *Narratively*, *The Establishment*, *The Rumpus*, *Buzzfeed*, and *DAME*, among others.

### NEW

#### WRITING X 424.12WS Storytelling for Live Audiences

3.0 units  
Storytelling is one of the earliest and most intrinsic forms of human expression, and it's been experiencing a resurgence in pop culture with the popularity of storytelling shows and podcasts like *The Moth* and *This American Life*. In this course, students learn the fundamentals of the art of storytelling and create a polished story of their own from their unique experiences. Through playful writing exercises and prompts, students generate gripping ideas, using their own lives as material. The workshop teaches the difference between a story you tell at a dinner party and a story you tell onstage, focusing on craft and structure and the components every personal story needs to be great. Students read and listen to examples of great stories to illustrate what works. The course also teaches performance techniques and techniques on building confidence on stage and connecting with an audience.

Reg# 377269

Fee: \$788

No refund after 18 Jan.

- Hybrid  
4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**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*.

UCLA Extension Writers' Program Presents

# Writers Studio 2021: Home Edition

4-Day Intensive Workshops in Screenwriting & Creative Writing

Thursday–Sunday, February 18-21. Fully Online Courses Blending Live Zoom Meetings and Offline Activities

## 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 Instructor Noel Alunit

## 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 Alunit**

#### 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**

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## 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](https://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).



Writers Studio Instructor Jeanne De Vita

## How to Enroll

### Online

Visit [writers.uclaextension.edu/writers-studio](https://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.



Writers Studio Instructor Amy Friedman

## 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

\* Discounts cannot be combined. Discount code is case sensitive.

## For More Information About the Writers Studio

[writers@uclaextension.edu](mailto:writers@uclaextension.edu) | (310) 825-9415 | [writers.uclaextension.edu/writers-studio](https://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.

\* Indicates benefits that may be partially or fully available only to students who can access onsite/on ground events

\*\* Excluding Master Classes, Pro-Series, and other multi-quarter workshops

Learn more about the WP NOW membership program and complete benefits at [uclaextension.edu/wp-now](http://uclaextension.edu/wp-now).

#### 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.

Reg# 377270

Fee: \$788

No refund after 18 Jan.

Hybrid

4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Colette Sartor**, MFA, fiction writer, author of the story collection *Once Removed* (UGH Press) and winner of the Flannery O'Connor Award for Short Fiction. Ms. Sartor's work has appeared in *Kenyon Review Online*, *Carve Magazine*, *Slice Magazine*, *Chicago Tribune*, *Colorado Review*, *Prairie Schooner*, and elsewhere.

#### 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.

Reg# 377747

Fee: \$788

No refund after 18 Jan.

Hybrid

4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Tobi Harper**, deputy director at Red Hen Press, editor and founder of *Quill* (a queer publishing series of Red Hen Press); publisher of *The Los Angeles Review*; and public speaker on queer literature, editing, and publishing.

##### WRITING X 461.22EWS 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. Whether you have an idea or completed draft that just isn't holding together, this intensive workshop not only presents the essential elements of storybuilding but provides tools and practical templates applicable to authors working in many genres and media.

Reg# 377268

Fee: \$788

No refund after 18 Jan.

Hybrid

4 mtgs

Thursday-Sunday, 10am-6pm, Feb. 18-21

Enrollment limited to 15 students. Visitors not permitted. \$150 nonrefundable. 🌐

**Jeanne De Vita**, MFA, award-winning author, and freelance developmental editor for several publishing companies and authors of fiction and nonfiction. Ms. De Vita also works as a "story doctor" for spec TV/film projects. She writes and publishes romance under a pen name, including serialized original content for *Radish*.

##### SCRIPT X 410.1WS Writing Your First Screenplay

3.0 units

Learning to write a screenplay is a process, and to do it well can take years of practice. This workshop offers two tried-and-true ways to make a lot of progress in a short period of time as you: 1) learn how to write a strong outline and 2) get personalized feedback on your work. A series of writing exercises and assignments help you master the basics of screenwriting, especially the all-important screenplay structure, while also exploring scene development, characterization, and dialogue. Boil down your story into a one-sentence logline and then expand that into a complete outline for a feature-length script. With a solid, entertaining outline in hand, you leave the workshop ready to conceptualize and begin work on your own script beyond the classroom.

Reg# 377564

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. 🌐

**Koji Steven Sakai**, MFA, award-winning screenwriter/producer/novelist and WGA member, whose feature credits include *Dying to Kill*, *Monsters & Me*, #1 *Serial Killer*, *The People I've Slept With*, and *Haunted Highway*. Mr. Sakai has produced a comedy special for Netflix and the series *Comedy InAsian*.

##### SCRIPT X 415.1WS Writing Powerful Scenes for Movies and TV

3.0 units

The secret to success as a screenwriter or episodic TV writer is being able to write powerfully constructed scenes populated by original characters that compel a reader to want to keep reading. This intensive workshop analyzes highly successful scenes and sequences, as well as provides structured writing assignments and review of your work in order to provide the tools necessary to conceive, write, and edit professional-caliber scenes and sequences. By working on emotional context, narrative intensity, organic escalations, and high-impact pacing, you create memorable scenes essential for any successful screenplay or pilot. Throughout the course, you hear your scenes workshopped and receive feedback on the dynamics of your work. You leave the course with a set of scenes written/re-written, new writing tools, and fresh insights into your work, including a scene-writing checklist that you are able to use as a "scene enhancer" for years to come.

Reg# 377568

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. 🌐

**Roberto Marinas**, MFA and screenwriter/producer, whose credits include *Lasso*, *Headgame*, and *Alien Vs. Zombies*. His award-winning screenplay *Last Road Home* was selected for the 2007 Tribeca Film Festival, and he is also a recipient of the Walt Disney Studios Screenwriting Fellowship.

## SCRIPT X 422.1WS

**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, discover the ingredients you need to create great sitcoms, learn contemporary techniques to give 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 comic sensibility, your experience, your creative inspiration, your cousin who 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 shows.

Reg# 377565

**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. 🌐

**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.

## SCRIPT X 422.3WS

**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 a one-page and 10-page pitch document.

Reg# 377566

**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*, *Shadows*, and Hallmark movies *Road to Christmas* and the *Christmas in Evergreen* series. Other credits include the webseries *These People* and the Outfest short film *Lazy (Sunday)*.

## SCRIPT X 426.1WS

**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 breath 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.

→ → →

# Welcome Our New and Returning

## Creative Writing Instructors for Winter!



Jennifer Chukwu

**Jennifer Chukwu**, MFA, writer and visual artist whose work has appeared in *New Delta Review*, *Black Warrior Review*, and *DIAGRAM*.

**Fiction: Essential Beginnings**

Page 139.



Carlos Allende

**Carlos Allende**, PhD, scholar of media psychology and author of *Love, or the Witches of Windward Circle*.

**The Psychology of Compelling Storytelling**

Page 140.



Michele Bigley

**Michele Bigley**, MFA, Lowell Thomas-winning travel writer and author of over 30 guidebooks, including *Fodor's California* and *Rand McNally's Best of the Road Atlas*.

**Travel Writing in Place**

Page 140.



Scott Eagan

**Scott Eagan**, MA, owner and acquisitions editor for Greyhaus Literary Agency focusing on traditional romance and women's fiction.

**Developmental Editing**

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For advisement on courses or to learn about our certificates call (310) 825-9415 or email [writers@uclaextension.edu](mailto:writers@uclaextension.edu).

Reg# 377567

**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 workshoping—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 not 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# 377527

**Fee: \$30**

No refund after 22 Jan.

❖ Remote Instruction

1 mtg

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 400

**Introduction to Creative Writing**

2.0 units

This six-week course is perfect for anyone just getting started on their path to being a writer. Students work in small breakout sessions with experienced writers and teachers, then attend a lecture by various guest speakers with expertise in fiction, poetry, nonfiction, or screenwriting. Short assignments are workshoped in the weekly breakouts. The goal of the course is to expose new writers to a variety of types of writing while getting their creative juices flowing. At the end of the quarter, students will feel more confident about their skills and will be prepared for further study of writing.

Reg# 377493

**Fee: \$455**

No refund after 20 Feb.

❖ Remote Instruction

6 mtgs

Saturday, 1-4pm, Feb. 6-Mar. 13

Enrollment limited to 12 students. 🌐

**Ron Darian**, author and writer/producer whose fiction has appeared in *Fiction International*, *Inkwell*, and *The MacGuffin*, among many others. Mr. Darian is also a WGA member whose television credits include *Frasier*, *Mad About You*, and *7th Heaven*. He was recently nominated for a Pushcart Prize.

→ → →

Reg# 377492

**Fee: \$455**

No refund after 20 Feb.

❖ Remote Instruction

6 mtgs

Saturday, 1-4pm, Feb. 6-Mar. 13

Enrollment limited to 12 students. 🌐

**liz gonzález**, MFA, author of *Dancing Santa Ana Winds: Poems y Cuentos New and Selected*. Ms. González's work has appeared in *Wide Awake: The Poets of Los Angeles and Beyond*, and the *San Francisco Chronicle*, among others. She is the director and founder of Uptown Word & Arts, promoting literacy and the arts.

WRITING X 410

**Fiction: Essential Beginnings**

2.0 units

Do you aspire to write creatively but don't know where to start? This supportive workshop provides you with many techniques to motivate and guide you. You learn how to transform observation and personal experience into imaginative prose, create dynamic characters and dialogue, and write from different points of view. By the end of the course, you will have in hand a series of short sketches or a draft of a short story and the key tools you need to write creatively.

Reg# 377494

**Fee: \$475**

No refund after 17 Feb.

🌐 Online

Feb. 3-Mar. 16

Enrollment limited to 15 students. 🌐

**Jennifer Chukwu**, MFA, writer and visual artist from the Midwest. Ms. Chukwu was a 2019 Lambda Literary Fellow. Her work has appeared in *New Delta Review*, *Black Warrior Review*, *DIAGRAM*, and *TAYO*, and she has presented her writing and art at University of Wisconsin-Madison, National Louis University, The University of Manchester, and elsewhere.



## Free One-Day Courses for Winter

### Travel Writing in Place

Instructor: **Michele Bigley**

January 30

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### How to Jumpstart Your Inner Poet through Memory and Story

Instructor: **Kim Dower**

March 6

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### Writer Friendly Careers: Webinar

Instructors:

**Julia Callahan, Jeanne De Vita, Katie Dunham, Seth Fischer, Tobi Harper, Eve Porinchak**

January 6

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### Character Arcs, the Lifeblood of Your Story

Instructor: **John Henry Davis**

February 27

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### Winning a TV Writing Fellowship to Jumpstart Your Career

Instructors:

**Kristine Huntley and Ron McCants**

January 30

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### WRITING X 420

#### Nonfiction: Essential Beginnings

2.0 units

Sometimes the best stories are true. To help you turn your personal experiences, anecdotes from everyday life, and family stories into compelling narratives, this workshop teaches beginning writers the basic elements of good storytelling. You learn how to excavate memories and discover fresh or unexpected facets of your life stories. Through weekly exercises, you generate new material and learn an array of fictional techniques to tell your nonfiction story, including how to play with voice, focus on a small unit of time, and describe landscape and character. By the course's completion, you will have in hand a series of short sketches or a draft of a nonfiction piece.

Reg# 377495

Fee: \$475

No refund after 17 Feb.



Feb. 3-Mar. 16

Enrollment limited to 15 students. 🌐

**Roberta Wax**, freelance writer; former reporter, United Press International; former president, Society of Professional Journalists, Los Angeles Chapter. Ms. Wax is a contributor to many magazines and newspapers, including the *Los Angeles Times*, *Westways*, *Emmy*, and *Animation*.

### WRITING X 461.1E

#### Emotion Into Art: Infusing Your Writing with Feeling

2.0 units

How do writers make you laugh and cry? This course is designed for beginners and those who want to juice up their writing and gain mastery to do both. You begin by exploring emotion-packed fiction, short prose, and poems to discover tips, tricks, and strategies to make readers ache, cheer characters on, or hold their sides with laughter. You also learn about gesture, pacing, tone, juxtaposition, hyperbole, personification, double entendres, and more. Through stimulating writing exercises, you are encouraged to find your own voice

and create short writing (prose or poems) about yourself and/or fictional characters that can attract the attention of readers and editors.

Reg# 377497

Fee: \$475

No refund after 17 Feb.



Feb. 3-Mar. 16

Enrollment limited to 15 students. 🌐 📖

**Rochelle J. Shapiro**, author of *Miriam the Medium* and *Kaylee's Ghost*. Ms. Shapiro's essays have been published in *The New York Times* and *Newsweek*. Her short stories and poems have been published in many anthologies and literary magazines, such as *The Iowa Review*, *Sedge*, and *Moment*.

### WRITING X 461.16E

#### Don't Stop Writing!

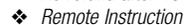
2.0 units

This intermediate workshop is designed for writers who have begun the writing process but need a safe environment to continue their creative growth. Focusing on in-class writing exercises that encourage creative expression and experimentation, the course highlights important story elements such as three-dimensional character arcs, alternating aspects of emotion, classic story structure, and the art of revision. The final goal is the continuation and refining of each writer's stories along with critical strategies to keep you writing for the rest of your life.

Reg# 377496

Fee: \$399

No refund after 19 Feb.



6 mtgs

Friday, 10am-1pm, Feb. 5-Mar. 12

Enrollment limited to 15 students. 🌐

**Steven Wolfson**, MFA, award-winning playwright, and founding member of The Mark Taper Forum's Mentor Playwrights Project. A WGA member, Mr. Wolfson is the recipient of two UCLA Extension Outstanding Instructor Awards in Creative Writing and Screenwriting.

## Special Topics for All Writers

Courses in this section are open to students who want a deeper understanding of a specific craft issue or area of study. These courses fulfill the elective requirement for creative writing certificates. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

### NEW

WRITING 762.10E

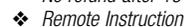
#### Words & Pictures: Weekend Workshop in Creative Writing from Visual Art

Every picture tells a story, and writers get to discover them. Whether it's poetry, fiction, or personal memoir, this workshop (consisting of two half-day sessions) will inspire you to find the abundance of narratives waiting in visual art. From an introduction to the ancient practice of ekphrastic writing to samples of acclaimed authors' art influenced words and lively writing exercises revealing metaphor, telling details, emotions, and attitudes, you'll find new ways to engage with art while expanding your own writing's frontiers. Class will meet over two consecutive days with an overnight homework assignment for critique in the second day's session.

Reg# 377685

Fee: \$159

No refund after 19 Feb.



2 mtgs

Saturday, Sunday, 10am-1:30pm, Feb. 20-21

Enrollment limited to 15 students. 🌐

**Nancy Spiller**, author of the memoir *It's Compromise Cake: Lessons Learned From My Mother's Recipe Box* and *Entertaining Disasters: A Novel (with Recipes)*. Ms. Spiller was an editor at the *Los Angeles Times* Syndicate, and her articles and essays have appeared in such publications as *Los Angeles Review of Books*, *Los Angeles Times Sunday Magazine*, and *Salon.com*.

### NEW

WRITING 763.1E

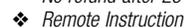
#### Travel Writing in Place

Stuck at home and wondering how to kick in that wanderlust? In this course, you learn how to begin writing about place from home. You learn key aspects of the craft of travel writing, with a bit about how to break into the business. We do short writing assignments and breakout sessions to brainstorm ideas about your stories of your community, destinations you've visited in the past, and places you hope to go in the future. By the end of this seminar, you have a plan for a project that might just help you stretch out those restless legs.

Reg# 377727

Fee: \$0

No refund after 29 Jan.



1 mtg

Saturday, 10am-1pm, Jan. 30

Enrollment for this course opens on Jan. 16. 🌐

**Michele Bigley**, MFA, Lowell Thomas-winning travel writer and author of over 30 guidebooks, including *Fodor's California*, *Fodor's Hawaii* and *Rand McNally's Best of the Road Atlas*. Ms. Bigley has contributed to the *Boston Globe*, *Los Angeles Times*, *San Francisco Chronicle*, and more.

### NEW

WRITING X 463.4E

#### Creative Writer's Boot Camp

2.0 units

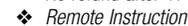
In this six week workshop, writers develop a productive writing practice and deepen their knowledge of the craft of writing. In this course, we design achievable thirty-day plans for success with a writing project and develop skills for recognizing and neutralizing the undermining powers of resistance and the inner critic. We will also focus on the art of craft (plot, character, voice) and devote time to the practice of compassionate self-critique. Class sessions will include time for in-class writing, revision, and safe, supportive feedback.



Reg# 377680

Fee: \$399

No refund after 17 Feb.



6 mtgs

Wednesday, 6-9pm, Feb. 3-Mar. 10

Enrollment limited to 15 students. 🌐

**Lesley Hyatt**, MFA and Fulbright Scholar, has taught imaginative writing to students of all ages and backgrounds for over 20 years. She is the founder of The WriteMind Project, a course that bridges creative writing and mindfulness practice, and also Joyriders LA, an ongoing mindfulness class.

### NEW

WRITING X 464.1

#### Voices of Color Workshop

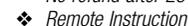
3.0 units

A workshop for all underrepresented writers of color, where we will take a process-driven approach to create our own work that accurately depicts our respective communities' values in our own words. We examine global story models to see how we can better write our lived experience in the face of western systems of oppression and patriarchy. In this workshop, we work toward one practice in our art and our lives. All are welcome.

Reg# 377724

Fee: \$665

No refund after 26 Jan.



10 mtgs

Tuesday, 7-10pm, Jan. 12-Mar. 16

Enrollment limited to 15 students. 🌐

**Wally Rudolph**, a multi-disciplinary artist and author of the novels *Four Corners* and *Mighty, Mighty*, among other works of creative writing. Born in Canada to Chinese-Jamaican immigrant parents, Mr. Rudolph is the former co-chair of the Asian American Writers Committee of the WGA and writer-in-residence at the Annenberg Beach House.

### NEW

WRITING X 463.7E

#### The Psychology of Compelling Storytelling

3.0 units

Novice storytellers tend to associate the quality of a story with the quality of its prose. While a clear and concise style will facilitate understanding, the commercial success of "poorly written" books demonstrates that good storytelling, the kind of storytelling that fascinates and persuades, calls for a different skill: the ability to create urgency. This is not a writing course. This course explains how it is that stories engage and persuade and provides a theoretical background of the mental processes that guide attention and decision making as well as of the limits of cognition so that students can apply that knowledge to the crafting of more engaging and more persuasive stories. For that purpose, this course takes a multidisciplinary approach to storytelling, borrowing concepts from media psychology, communication studies, social psychology, and even seemingly unrelated disciplines such as cognitive neuroscience and ethology, the study of animal behavior.

Reg# 377722

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Carlos Allende**, PhD in Media Psychology with a concentration in audience engagement and a self-directed concentration in media neuroscience. He teaches psychology and researches the motivational effect of compassion in securing engagement as well as the paradoxically positive effect of stereotypical representation. His fiction incorporates history with social satire. Rare Bird Books published his novel *Love, or the Witches of Windward Circle* in 2015 and he was a panelist on modern horror at the LA Times Festival of Books in 2016.

## 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 well as a concrete plan for further development of the longer piece.

Reg# 377063

Fee: \$695

No refund after 27 Jan.

🌐 Online

Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Alyx Dellamonica**, 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 Reage's *Story of O* or George Bataille's *The Story of the Eye*. Students leave 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. 🌐

**Trebtor 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 Dharmā: 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 *Daughter Eraser*. Ms. West's writings have appeared in journals 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. 3-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.

🌐 ONLINE COURSE, page 5.

🌐 HYBRID COURSE, page 5.

🌐 WEB-ENHANCED COURSE, page 5.

❖ REMOTE INSTRUCTION, page 5.

📖 TEXTBOOK REQUIRED

🏠 UC CREDIT, page 6.

# New Creative Writing

## Courses for Winter

**The Psychology of****Compelling Storytelling** 🌐Instructor: **Carlos Allende**, PhD

Page 140.

**Voices of Color Workshop**Instructor: **Wally Rudolph**

Page 140.

**Writing Through Grief and Tragedy**Instructor: **Tony DuShane**

Page 145.

**Literary Journalism II** 🌐Instructor: **Robert Anasi**

Page 146.

**Copyediting II** 🌐Instructor: **Jeanne De Vita**

Page 148.

**Internship in Editing and Publishing**Instructor: **Charles Jensen**

Page 149.

🌐 Offered online.



*"Vicarious happiness is boring.  
Vicarious pain is not."*

—Carlos Allende, PhD

For advisement on courses or to learn about our certificates call (310) 825-9415 or email [writers@uclaextension.edu](mailto:writers@uclaextension.edu).

## Fiction

### Beginning Fiction Writing

**Courses in this section are recommended for students with some prior writing experience. Instruction is a mix of lecture and workshoping. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of their work. Those new to writing should consider courses in the Basics of Writing section. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.**

## WRITING X 413.14E

**Taking the Mystery Out of Writing the Mystery Novel**

1 units

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).



## Certificate in Creative Writing

### A Flexible Program for Writers in All Genres

#### New!

Develop creative writing skills in poetry, creative nonfiction, fiction, and more. This customizable program culminates in a capstone project in which students make significant progress on a polished collection of work.

#### This program is perfect for

- People new to writing who want to develop strong skills in one genre
- People with varied interests who want the freedom to write in several genres
- People with specific ideas for a novel, memoir, short stories, personal essays, or poems
- Writers pursuing development in poetry, writing for young readers, or a variety of special topics
- Writers who wish to polish pieces for submission to MFA programs
- Writers who want to become part of a vibrant community of artists who share their passion

#### What you can learn

- Identify your personal creative writing goals and develop a plan to achieve them
- Discover techniques of powerful storytelling
- Craft compelling characters whether from your imagination or inspired by real life
- Write memorable scenes and stories that resonate
- Workshop your manuscript with expert instructors and your peers
- Generate up to 250 pages of collected work

Chart your own course from across the Creative Writing curriculum or choose from one of our curriculum roadmaps for novels, memoirs, poetry, and more. Speak with an advisor to identify your personal writing goals and get insight into which courses will help you get there.

#### Program at a Glance

- 18 units of classes that suit your needs and interests
- A 3-unit Creative Capstone course to polish your best work

Visit [uclaextension.edu/writing-journalism/creative-writing/certificate/creative-writing](https://uclaextension.edu/writing-journalism/creative-writing/certificate/creative-writing) to learn more about certificate student benefits and to sign up today.

#### WRITING X 462.2

##### Setting and Description

3.0 units

Setting and description are foundational to a story and can support larger themes well—if done thoughtfully with fresh and vivid language, attention to detail, implication, and perspective. They can, in effect, give one's characters a home or space to work within, as well as open up possibilities for deepening and expanding the scope of any story. In this reading and exercise-based class, we explore and practice descriptive writing and 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 description of setting, action, events, and objects. By the end of class, you have improved skills in writing descriptively to enrich and enliven your work.

Reg# 377511

Fee: \$665

No refund after 28 Jan.

❖ Remote Instruction

10 mtgs

Thursday, 7-10pm, Jan. 14-Mar. 18

Enrollment limited to 15 students. 🌐

**Atif Rashid**, Author of *Portrait of Sebastian Khan*. Mr. Rashid has published short stories in *The*

*Massachusetts Review*, *Metaphorosis*, *Arcturus*, and *Barrelhouse*; and nonfiction in *The Los Angeles Review of Books*, as well as online on *Medium*. He currently writes regularly for *The Kenyon Review blog*.

#### WRITING X 462.1

##### Dialogue and Point of View

3.0 units

This is a reading and exercise-based class designed to explore and practice dialogue, voice, and point-of-view in fiction and creative nonfiction. Each week, we 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.

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Reg# 377508

Fee: \$695

No refund after 27 Jan.

🌐 Online

Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Ploy Pirapokin**, MFA, fiction writer whose work is featured in *Tor.com*, *The Bellingham Review*, *Fiction International*, and more. Ms. Pirapokin has taught as a creative writing lecturer for San Francisco State University and was a 2017-2018 Headlands Center for the Arts Affiliate Artist.

#### WRITING X 413.3E

##### Creating Universes, Building Worlds: The Short Story in Science Fiction and Fantasy

3.0 units

How do you introduce an alien environment, create an alternate timeline or magical realm, and then populate it with characters whose problems matter to its readers—all in 5,000 words or less? Designed for those interested in focusing on short speculative fiction, this course deepens your understanding of its many sub-genres, including alternate history, horror, dark fantasy, sword and sorcery, urban fantasy, sociological sci-fi, hard science fiction, and others. At the same time, it immerses you in the writing principles common to all

of these genres. The course goal is to complete and polish a short science fiction or fantasy story and to identify three appropriate markets for the finished piece.

Reg# 377064

Fee: \$695

No refund after 27 Jan.

🌐 Online

Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Alyx Dellamonica**, 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*.

#### ENGL XL 137

##### Creative Writing: Short Story

5.0 units

This workshop covers the key elements of fiction writing, including plot, characterization, setting, point-of-view, and various story development techniques, as well as publication markets. Your goal is to develop three short stories over the course of the quarter. 🏠

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Reg# 377502

Fee: \$745

No refund after 20 Jan.



Jan. 6-Mar. 23

Enrollment limited to 15 students.

**Wendy Oleson**, MFA, PhD, fiction writer, poet, and essayist whose work has appeared in journals and anthologies including *Copper Nickel*, *Baltimore Review*, *PANK*, and *The Journal*. She was a Van Sickle Fellow and a recipient of a Washington Square Review Fiction Award, the Elizabeth Bruss Prize, and the *storySouth* 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# 377505

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

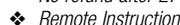
Enrollment limited to 15 students.

**Adam Prince**, MFA, PhD, 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 Tickner Fellow at the Gilman School in Baltimore.

Reg# 377506

Fee: \$665

No refund after 27 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 13-Mar. 17

Enrollment limited to 15 students.

**Adam McOmber**, MFA, author of *My House Gathers Desires: Stories*, *The White Forest: A Novel*, and *This New & Poisonous Air*. His stories have appeared in *Conjunctions*, *Kenyon Review*, and *Fairy Tale Review*.

WRITING X 411.1

**Novel I**

3.0 units

That novel is inside you waiting to emerge, but knowing how and where to start can be daunting. This course provides you with weekly assignments, group interaction, and instructor feedback to help you explore various methods of writing your first novel while learning the key craft points of plot, structure, characterization, point-of-view, sense of place, and voice. The goal is to complete the first chapter of your novel by establishing an intimacy with your characters, as you artfully shape their journey and to develop an overall concept to guide you through your story. Required for students considering the long-fiction sequence.

Reg# 377503

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

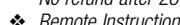
Enrollment limited to 15 students.

**Paul Witcover**, MA, author of six novels, including *The Watchman of Eternity*, and a collection of short stories. His critical essays and book reviews have appeared in *Locus*, *Realms of Fantasy*, and *The New York Review of Science Fiction*. With writer Elizabeth Hand, he co-created and co-wrote the DC Comics series *Anima*.

Reg# 377504

Fee: \$665

No refund after 28 Jan.



10 mtgs

Thursday, 6-9pm, Jan. 14-Mar. 18

Enrollment limited to 15 students.

**Wally Rudolph**, a multi-disciplinary artist and author of the novels *Four Corners* and *Mighty, Mighty*, among other works of creative writing. Born in Canada to

Chinese-Jamaican immigrant parents, Mr. Rudolph is the former co-chair of the Asian American Writers Committee of the WGA and writer-in-residence at the Annenberg Beach House.

WRITING X 445.1

**Young Adult Novel I**

3.0 units

The young adult novel is one of the fastest-growing and exciting genres in publishing today. With complex young characters, realistic dialogue, and gripping prose, readers young and old can't get enough of these novels. In a supportive and inspiring environment, you explore the elements of a YA novel's plot, character, language, setting, and voice—all enhanced by in-depth lectures, discussions, manuscript workshoping, and generative writing exercises. Also covered is the current marketplace for young adult fiction and how to query agents. You leave the class with a completed first chapter and a rough outline of your entire book, as well as the tools to continue writing on your own.

Reg# 377507

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Jennifer Caloyeras**, MFA, MA, author of the short fiction collection, *Unruly Creatures*, and two young adult novels, *Strays* and *Urban Falcon*. Ms. Caloyeras has also published stories in several magazines, including *Monday Night Literary*, *Storm Cellar*, and *Booth Magazine*.

WRITING X 413.5E

**Writing the Horror Novel**

3.0 units

The horror novel is on one of its upswings, and America has a huge interest in vampires, zombies, paranormal activity, and Lovecraftian cosmic horror. Horror is both highbrow (Penguin Classic is re-issuing Thomas Ligot's collections) and low-brow (*Tales from the Crypt* has returned). This course provides aspiring horror writers with a broad understanding of the modern horror scene 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# 377509

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Don Webb**, author of 24 books, including a St. Martin's Press mystery series, five nonfiction books on the occult, a volume of poetry, and collections of horror, western, and science fiction stories. Mr. Webb is the winner of both the Fiction Collective and Death Equinox Awards.

**Intermediate Fiction Writing**

**These courses are designed for students who have fulfilled the prerequisites stated in each description. Instruction includes lectures as appropriate, but the focus is on workshoping. Students continue to share and offer feedback in a supportive environment. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.**

WRITING X 461.9E

**Intensive Revision**

3.0 units

After all the work of getting through a first draft, little seems so barbarian as the slashing and burning of entire characters and scenes—but making such vulgar literary sacrifices can enable the writer to unearth the heart of conflict and character, to find focus in each scene, and to harness the best story s/he can offer. In this workshop, participants will undertake two rigorous revisions, sticking with a draft all the way through to its best potential. By considering various elements of

storytelling and developing dexterity with an assortment of narrative tools and techniques, students should finish the class with a story that's really on course to being done.

Reg# 377520

Fee: \$665

No refund after 26 Jan.



10 mtgs

Tuesday, 7-10pm, Jan. 12-Mar. 16

Enrollment limited to 15 students.

**Merrill Feitell**, MFA, author of the award-winning *Here Beneath Low-Flying Planes*. She was on the faculty at University of Maryland's MFA program and taught writing at Columbia University and the Pratt Institute. Ms. Feitell's fiction has appeared in *Best New American Voices* among many others.

WRITING X 413.1E

**Story Structure for the Novel**

3.0 units

Many aspiring novelists write with the hope that inspiration will come. The result is time wasted on a flabby novel with no clear shape and a sagging pace. On the other hand, story structure gives your novel a skeleton; it forms the bones of your story. And just as adding flesh and clothing to a body makes that body more unique, so does any creative addition the writer makes to his or her basic structure. This course teaches you how to build that skeleton, from a solid premise line to building the moral argument of your novel. You ensure that your novel has what story structure guru John Truby calls the "seven key steps," and you learn how reversals and reveals, as well as character wants and needs, can drive your story to a satisfying conclusion. Exercises focus on structural elements such as character ghosts, story world, and more. By the end of the course, you have in hand a six-page synopsis that works. In addition, for most weeks, you submit up to 750 words of writing that relate to a particular structural element.

Reg# 377518

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Caroline Leavitt**, *New York Times* best-selling author who has published 11 novels, including her latest, *Cruel Beautiful World*. A critic for *The San Francisco Chronicle* and *People*, Ms. Leavitt is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

WRITING X 413.6E

**Write a Novel in 10 Weeks**

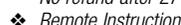
3.0 units

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# 377519

Fee: \$665

No refund after 27 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 13-Mar. 17

Enrollment limited to 15 students.

**Tempany Deckert**, author who has published 18 novels for middle grade and young adult readers, including *It's Yr Life*, *The Shooting Stars*, and the series *Kids Inc./Radio Rebels* and *Kids Inc./Fashion Police* for Macmillan. Ms. Deckert is also an actress and motivational speaker.

WRITING X 413.15E

**Revising Your First Draft Novel**

3.0 units

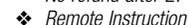
You've just finished writing a first draft of your novel through "National Novel Writing Month" (NaNoWriMo), or you've written your first draft on your own. Now what? This workshop helps you move that first draft forward by exploring strategies for revision and delving deeper into the elements of novel 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 the art 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 as Part of National Novel Writing Month.

Reg# 377560

Fee: \$665

No refund after 27 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 13-Mar. 17

Enrollment limited to 15 students.

**Ian Randall Wilson**, MFA, MA, fiction writer and poet whose work has appeared in *North American Review*, *The Gettysburg Review*, *Alaska Quarterly Review*, and *The Boston Literary Review*, among many others. Mr. Wilson's story collection, *Hunger and Other Stories*, and his novella *Great Things Are Coming*, were published by Hollyridge Press.

WRITING X 412.2

**Short Story II**

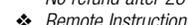
3.0 units

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# 377517

Fee: \$665

No refund after 26 Jan.



10 mtgs

Tuesday, 7-10pm, Jan. 12-Mar. 16

Enrollment limited to 15 students.

**Ben Loory**, MFA, author of the collection *Stories for Nighttime and Some for the Day* (Penguin), winner of the 2012 Nobbie Award for Book of the Year. His stories have been published in *The New Yorker*, *The Rattling Wall*, and *The Los Angeles Review of Books*, among others, and performed on NPR's *This American Life*.

Reg# 377516

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Tantra Bensko**, MFA, fiction writer, poet, and award-winning author with hundreds of publications, including four chapbooks, one novella, and two full-length fiction books. A graduate of the Iowa Writers' Workshop, Ms. Bensko has a psychological suspense series, *The Agents of the Nevermind*.



## Writers' Program

## Open House

### Online

Tuesday, February 4, 4–6pm

The Writers' Program at UCLA Extension invites you 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](mailto:writers@uclaextension.edu) | (310) 825-9415

### WRITING X 411.2

#### Novel II

3.0 units

Armed with your overall concept and first chapter, you continue to develop your knowledge of craft by writing scenes using characters and situations from the projected novel and workshoping 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# 377512

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Chris L. Terry**, MFA, author of the novels *Black Card* (Catapult, 2019) and *Zero Fade* (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 Brothas*, and more. He has taught for PEN America, Writing Workshops LA, and Storycatchers Theatre.

Reg# 377513

Fee: \$665

No refund after 30 Jan.



Remote Instruction

10 mtgs

Saturday, 1–4pm, Jan. 16-Mar. 20

Wednesdays, 6–9pm, Jan. 13-Mar. 17

Enrollment limited to 15 students. 🌐

**Francesca Lia Block**, author of *The Thorn Necklace: Healing Through Writing and the Creative Process* and many bestselling and award-winning novels, including *The Elementals*, *Beyond the Pale Motel*, *Dangerous Angels: The Weezie Bat Books*, *Necklace of Kisses*, and *Roses and Bones*. Ms. Block received the Margaret A. Edwards Lifetime Achievement Award.

### 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# 377521

Fee: \$695

No refund after 27 Jan.



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# 377514

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

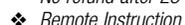
Enrollment limited to 15 students. 🌐

**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# 377515

Fee: \$665

No refund after 28 Jan.



Remote Instruction

10 mtgs

Thursday, 7–10pm, Jan. 14-Mar. 18

Enrollment limited to 15 students. 🌐

**Adam McOmber**, MFA, author of *My House Gathers Desires: Stories*, *The White Forest: A Novel*, and *This New & Poisonous Air*. His stories have appeared in *Conjunctions*, *Kenyon Review*, and *Fairy Tale Review*.

## 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](https://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 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 412.3

#### Short Story III

3.0 units

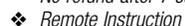
The short story, one of the most challenging of all literary forms, requires the precision and imagistic intensity of poetry combined with novelistic elements of structure, setting, and characterization. This workshop helps you to realize your fictional intentions through detailed written critiques and to prepare your stories for publication in targeted markets. The course goal is to complete two new stories and one revision.

*Prerequisite(s)*: WRITING X 412.2 Short Story II or comparable workshop experience.

Reg# 377524

Fee: \$755

No refund after 7 Jan.



Remote Instruction

10 mtgs

Thursday, 7–10pm, Jan. 14-Mar. 18

Enrollment limited to 12 students. Visitors not permitted. \$100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

**Paul Mandelbaum**, MFA, whose short stories have appeared in *The Los Angeles Review of Books*, *Glimmer Train*, *The Southern Review*, and others. Mr. Mandelbaum has edited two anthologies and is the author of two novels-in-progress. He is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

### WRITING X 411.4

#### Novel IV

3.0 units

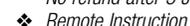
For students with at least 100 pages of a novel, this advanced workshop focuses on elements of technique and vision necessary for a work to be considered complete. You receive intensive instructor and peer critiques of manuscript chapters and their relation to the overall work, including a review as 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# 377522

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* (Bloomsbury), 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 novel to reach a professional level appropriate for eventual publication.

*Prerequisite(s)*: WRITING X 411.4 Novel IV or comparable workshop experience.

Reg# 377523

Fee: \$785

No refund after 6 Jan.



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 Garbo*, *Killing Paparazzi*, *Gypsy Hearts*, and *Shooting Elvis*. Mr. Eversz's novels have been translated into 15 languages. He has been the finalist judge for the AWP Award Series in the Novel.

## Strategic Branding & Public Relations Certificate

This certificate program provides you with up-to-date knowledge in social media and brand management, as well as helps you improve written, verbal, and digital communications skills.

Page 42.

For More Information  
(310) 825-4192

## 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 workshoping. 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 workshoped in class. You gain valuable experience in thinking and writing like a pro, all while having fun in a positive, supportive, and constructive environment. The course goal is to write and begin polishing at least eight short nonfiction pieces while gaining a clearer understanding of what editors look for, how they think, and how to pitch to them.

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 40 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# 377551

Fee: \$665

No refund after 26 Jan.

- ❖ Remote Instruction

10 mtgs

Tuesday, 7-10pm, Jan. 12-Mar. 16

Enrollment limited to 15 students. 🌐

**Harry Youtt**, fiction writer and Pushcart Prize-nominated poet whose recent collections include *I'll Always Be from Lorain* and *Outbound for Elsewhere*. Mr. Youtt is a co-recipient of the UCLA Extension Outstanding Instructor Award and the UCLA Extension Instructor Award in Creative Writing.

**Judith Prager**, PhD, fiction and nonfiction writer whose works include *The Newman Factor*, *Verbal First Aid* and *The Worst Is Over: What to Say When Every Moment Counts*. She is a co-recipient of the UCLA Extension Distinguished Instructor Award and the UCLA Extension Outstanding Instructor Award in Creative Writing.

WRITING X 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.

- 🌐 Online

Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Mieke Eerkens**, MFA, author of *All Ships Follow Me: A Family's Inheritance of War*. Ms. Eerkens' works have appeared in publications such as *Creative Nonfiction* and *Best Travel Writing 2011*, among others. She has received distinguished fellowships at VCCA and the James Merrill House.

Reg# 377545

Fee: \$665

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 *Jenilyn*, *Ginseng* and *Other Tales from Manila*, *The Mayor of the Roses: Stories*, and *The Lost Language*. Her stories have appeared in *Juked*, *Witness*, *Bluestem*, *Your Impossible Voice*, *Café Ireal*, *Crab Orchard Review*, and *Bellingham 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:

**Saritza 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.

## WRITING X 422.1

**Personal Essay I**

3.0 units

"Personal Essay" is a broad term that encompasses humorous essays, opinion pieces, and mini-memoirs—but which always details the writer's journey through a specific experience. This workshop teaches aspiring personal essayists how to be a compelling first-person narrator and employ craft elements such as theme, character development, voice, pacing, scene-setting, and exposition to tell their stories. The goal is to complete at least one personal essay (600-2,500 words) and develop material for future essays.

Reg# 377546

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Victoria Zackheim**, MA, editor of six anthologies of personal essays, including *The Other Woman, For Keeps, The Face in the Mirror*, and *Faith*. Her documentary, *Where Birds Never Sang: The Ravensbruck and Sachsenhausen Concentration Camps*, aired nationwide on PBS. She is a San Francisco Library Laureate.

## WRITING X 423.1

**Memoir I**

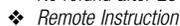
3.0 units

A memoir is a book-length narrative that is told from the writer's point of view and captures a meaningful slice of the writer's life. If you have a story to tell and would like to figure out how best to tell it, this course helps you get started. In-class writing exercises help you identify significant moments from your life, decide on a workable structure for telling your story, and determine what exactly your story is about. You also focus on the habits and tools you need to establish and maintain a writing practice and read excerpts from a range of memoirs for inspiration and guidance. By the end of the course, you have an outline and a draft of one to two chapters.

Reg# 377547

**Fee: \$665**

No refund after 28 Jan.



10 mtgs

Thursday, 6-9pm, Jan. 14-Mar. 18

Enrollment limited to 15 students. 🌐

**Eileen Cronin**, PhD, memoirist and psychologist whose book *Mermaid*, translated in three languages, was one of *O Magazine's* Best Memoirs of the Year. She's received a Vermont Studio Center Fellowship and the Washington Writing Prize and was a finalist for Pirate's Alley Faulkner Competition.

## WRITING X 424.21E

**Storytelling for Social Justice**

3.0 units

Well-told, new narratives can change the world. Living in a time of rising movements such as Black Lives Matter, MeToo, DACA/refugee and immigrant rights, LGBTQ rights, and more, students are encouraged to uncover stories that are not included in our history textbooks. Through workshops, students gain access to pathways to explore personal history, family narratives, and stories amidst their communities. Students read and produce compelling creative nonfiction—memoir, essays, literary journalism, blogging, audio/video recording, live performance, and more—to share with larger audiences. Integral to the creation of new work is revision, peer feedback, and literary work that serves as models. By the end of the course, students have begun a narrative in a format of their choice that they will develop into a completed project in order to share with the larger community.

Reg# 377550

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Sehba Sarwar**, MA, author of the novel *Black Wings*. Ms. Sarwar's writings have appeared in *New York Times Sunday Magazine*, *Asia: Magazine of Asian Literature*, *Callaloo*, and elsewhere. She has taught writing workshops at University of Houston and through nonprofits.

## WRITING X 424.15E

**Writing the Think Piece**

3.0 units

Perhaps no genre is more shared, read, and critiqued than the online thinkpiece. As much as these essays capture and analyze the current cultural landscape, they are often misunderstood as quick, cheap, or reactionary. The truth is that the genre is malleable enough for any writer to find their footing and to craft their voice within its limits. Together, we define what a thinkpiece is and is not by reading some of its most well-known writers, including Roxane Gay, Kiese Laymon, and Rebecca Solnit. Then, we work on honing your voice, researching your argument, and giving structure to your ideas. Participants walk away from the course with several pieces of polished work.

Reg# 377548

**Fee: \$665**

No refund after 26 Jan.



10 mtgs

Tuesday, 7-10pm, Jan. 12-Mar. 16

Enrollment limited to 15 students. 🌐

**Kevin O'Keeffe**, writer and editor based in Los Angeles. Mr. O'Keeffe's work has appeared in *The Atlantic*, *The Advocate*, *Mic*, *INTO*, *The Daily Beast*, *Texas Monthly*, and more. He is a member of the Television Critics Association and the Los Angeles Online Film Critics Society, where he writes analysis and criticism of film and television, largely through a queer lens.

## WRITING X 424.8E

**Narrative Techniques for Nonfiction Writers**

3.0 units

Designed for writers of narrative nonfiction, this course teaches you the nuts and bolts of storytelling, from handling point-of-view to structuring scenes. You try a new technique each week, then receive feedback from the instructor and from fellow students. By the end of the course, you will have developed the key elements of a single long narrative (or several short ones) and written twenty-five pages of it.

Reg# 377552

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Gordon Grice**, MFA, nonfiction writer who is the author of four books, including *The Red Hourglass: Lives of the Predators* and *Deadly Kingdom: The Book of Dangerous Animals*. Mr. Grice's shorter pieces have appeared in *The New Yorker*, *Harper's*, *GQ*, and others.

## WRITING X 461.4E

**Writing Life Stories Inspired by Travel**

3.0 units

"American travel writing is about trying to find the light," says the global journalist and author Pico Iyer. Of course, he's not just talking about the light we see when we gaze at a Greek island sunset, a Mt. Fuji sunrise, or a full moon over the Aztec pyramids. He's talking about revelation. When we travel we often feel fully alive—engaged in a three-dimensional exploration in which we find a sense of freedom, humanity, and our true selves again. Such experiences can make for insightful, compelling narratives, set as they often are against dazzling and surprising landscapes. Indeed, the best travel writing examines the trip to find the journey. To that end, this course helps you explore and capture on paper some of the moments when you have been profoundly moved—even transformed—by an adventure you've had in a far-flung locale. Each week, you read and critique excerpts of the best travel writing, write from prompts, and discuss the craft and how to place your stories in online and print publications. By the end of the course, you will have written as much as a 2,000-word travel story and a query letter that you can then send out to publications of your choice.

→ → →

Reg# 377557

**Fee: \$665**

No refund after 27 Jan.



10 mtgs

Wednesday, 6:30-9:30pm, Jan. 13-Mar. 17

Enrollment limited to 15 students. 🌐

**Alison Singh Gee**, MA, nonfiction writer who has written for *Marie Claire*, *InStyle*, *International Herald Tribune*, and the *Los Angeles Times*. Ms. Gee was a staff writer for *People* magazine and her memoir, *Where the Peacocks Sing*, was named a National Geographic Traveler Book of the Month.

**Intermediate Creative Nonfiction Writing**

**These courses are designed for students who have fulfilled the prerequisites stated in each description. Instruction includes lectures as appropriate, but the focus is on workshoping. Students continue to share and offer feedback in a supportive environment. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.**

## NEW

## WRITING X 424.24E

**Literary Journalism II**

3.0 units

Literary journalism combines an immersive approach to reporting with the aims and techniques of realist fiction. Iconic literary journalism authors include George Orwell, Joan Didion, Susan Orlean, Hunter Thompson and Tom Wolfe, while examples of the genre can be found in travel, adventure, memoir, food and sports writing, as well as business, tech, environmental, health and war reporting. While the course is intended for experienced writers, a journalism background is not required. Over ten weeks, students develop a feature length article through two drafts, create an unrelated profile article, and hone their styles through close-readings of genre classics through a craft perspective. By the end of the course, students will research, write, and revise two literary journalism articles and be able to pitch their stories for publication. *Prerequisite(s)*: Introduction to Literary Journalism or similar workshop experience.

Reg# 377559

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Robert Anasi**, PhD, author of *Bohemia: Scenes from the Life of Williamsburg, Brooklyn*. Mr. Anasi's works have appeared in the *New York Times*, *Salon*, *Virginia Quarterly Review*, and *Los Angeles Times*, among others. He has received a New York Foundation for the Arts Fellowship and a Schaeffer Fellowship.

## WRITING X 421.2

**Creative Nonfiction II**

3.0 units

Designed for those who have already begun to explore memoir or other narrative nonfiction genres, this workshop guides you to take your skills to the next level by focusing on a collection of essays, a single project, or other types of nonfiction prose; works-in-progress are welcome. Every week, you read several short, stylistically adventurous pieces to expand your repertoire and post a new installment of your own project for feedback from your instructor and peers. The goal is to create two new essay-length works of creative nonfiction and polish your skills for publication. *Prerequisite(s)*: WRITING X 421.1 Creative Nonfiction I or comparable workshop experience.

→ → →

Enroll at [uclaextension.edu](http://uclaextension.edu) or call (800) 825-9971

Reg# 377553

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Yelizaveta Renfro**, MFA, PhD, short story writer whose collection, *A Catalogue of Everything in the World*, won the St. Lawrence Book Award. Ms. Renfro's essay collection, *Xylotheque*, was published by the University of New Mexico Press. A Pushcart Prize nominee, she is the editor of *Keeping Track: Fiction of Lists*.

## WRITING X 422.2

**Personal Essay II**

3.0 units

Unlike fiction, personal essay offers an opportunity to explore the choices you've made, whether life-changing moments or those little decisions that set us on a new course. Through this exploration, you come to a better understanding of family dynamics and how events from the past have affected the choices you make today. In this course, you expand your knowledge of what makes an essay stronger, more compelling, and more honest. This course guides you to write and revise one or more personal essays to be submitted for publication and to pinpoint the best markets and outlets for your work. *Prerequisite(s)*: WRITING X 422.1 Personal Essay I or comparable workshop experience.

Reg# 377554

**Fee: \$665**

No refund after 28 Jan.



10 mtgs

Thursday, 7-10pm, Jan. 14-Mar. 18

Enrollment limited to 15 students. 🌐

**Brian Sonia-Wallace**, author of *The Poetry of Strangers*. Mr. Sonia-Wallace's reportage has appeared in *Rolling Stone* and *The Guardian*, and he writes regularly for the LA County Department of Cultural Affairs. He is the founder of RENT Poet, which produces live, custom poetry for events, and he has been the Writer-in-Residence for Mall of America, Amtrak, and the Boston Harbor Islands.

## WRITING X 423.2

**Memoir II**

3.0 units

Designed for the serious writer committed to participating in a structured writing regimen as well as engaging in ongoing critiques and craft discussions, this course guides you to examine key issues in your work, create an involving storyline out of your life experience, and cast yourself as a compelling character readers want to follow. You also develop the self-editing skills you need to polish and revise your material at a level appropriate to submit to publishers. Includes discussion of current marketplace. The course goal is to complete fifty well-crafted pages of your project. *Prerequisite(s)*: WRITING X 423.1 Memoir I or comparable workshop experience.

Reg# 377555

**Fee: \$695**

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students. 🌐

**Liz Stephens**, PhD, author of the memoir, *The Days Are Gods*. Ms. Stephens' essays appear in *Brief Encounters: An Anthology of Short Nonfiction and Dirt: An Anthology*. She has served as managing editor and contributor to *Brevity: A Journal of Concise Nonfiction*.

## 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](http://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 honing 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# 377556

**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 WPNOW members; no other discounts apply.

**Shawna Kenney**, MFA, award-winning author of the memoir *I Was a Teenage Dominatrix* and Contributing Editor with *Narratively* 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

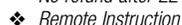
#### Writing Poetry for Children

Poetry for children is having its moment. Its Golden Age, actually. Teachers, parents, and publishers are hungrier 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.

### Reg# 377074

**Fee: \$30**

No refund after 22 Jan.



1 mtg

Saturday, 10am-1pm, Jan. 23

Enrollment limited to 15 students. Early enrollment advised.

**April Halprin Wayland**, author of seven picture books, including *New Year at the Pier: A Rosh Hashanah Story*, named Best Jewish Picture Book. She won the Myra Cohn Livingston Award for *Girl Coming In for a Landing: A Novel in Poems*, and is a recipient of the UCLA Extension Outstanding Instructor Award in Creative Writing.

### 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

Andy C. Tu

Amy Huynh

Silvia Vasquez-Lavado

Kathy Pinyerd

Rachel Watkins

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](http://writers.uclaextension.edu/scholarship).

Applications for the 2021–2022 Scholarship will be available in March.

\* Some restrictions apply.

## 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

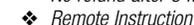
This three-hour workshop jumpstarts the poet within and inspire and ignite new work. Memory is a storehouse of who we are and what we have seen and done (and smelled and touched and heard). All of it is specific, sensory, and concrete—like the best writing. We take a deep dive into the rich territory of ideas, people, places, 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.

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### Reg# 377734

**Fee: \$0**

No refund after 5 Mar.



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

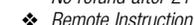
5.0 units

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# 377092

**Fee: \$699**

No refund after 21 Jan.



11 mtgs

Thursday, 7-10pm, 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	1–6pm Writing Time
8–9am Buffet Breakfast	5:30pm Optional Social Time
12–1pm Buffet Lunch	6pm Dinner
1–2pm Optional Group Craft Talk	7pm–7am Writing Time
	8pm Optional Open Mic

## For More Information

(310) 825-9415 | [writers.uclaextension.edu/writing-retreat-at-lake-arrowhead](http://writers.uclaextension.edu/writing-retreat-at-lake-arrowhead)

### WRITING X 432.1E Poetry in Popular Culture

3.0 units  
Popular culture can shape your poetry and create a unique voice. In this workshop, students analyze the work of contemporary poets who utilize popular culture to fuel creativity and spark discussion on how poetry informs and responds to social and political events. Students write and share work, drawing inspiration from various forms of media and text such as photography, film, dance, music videos, and more. The course goal is to finish with a portfolio of five to seven polished and completed poems and understand how popular culture influences and enriches the creative mind.

Reg# 377676

Fee: \$695

No refund after 27 Jan.

Online  
Jan. 13–Mar. 23

Enrollment limited to 15 students. 🌐

**Rosebud Ben-Oni**, MFA, author of the poetry collection *SOLECISM*. Ms. Ben-Oni's poems appear in *Arts & Letters*, *American Poetry Review*, and *POETRY*, and she writes weekly for *The Kenyon Review* blog. She was a Rackham Merit Fellow, a Horace Goldsmith Scholar, and a CantoMundo Poetry Fellow.

### WRITING X 432.2E 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: \$475

No refund after 17 Feb.

Online  
Feb. 3–Mar. 16

Enrollment limited to 15 students. 🌐

**Xochitl-Julisa Bermejo**, MFA, author of the poetry collection *Posada: Offerings of Witness and Refuge*. Ms. Bermejo has taught courses on social justice poetry, literary communities of Los Angeles, and literary submission strategies. Her work is published in *Acentos Review*, *CALYX*, and *crazyhorse* among others.

### WRITING X 431.2

#### Poetry II

3.0 units

For those with some previous training in poetry, this intermediate workshop focuses on creating work which emphasizes lyrical and innovative language, personal insight, and individual voice. In addition, you refine your knowledge of a number of the craft's formal elements, including structure, imagery, metaphor, and pace, in order to stretch the boundaries of your creative experience. The goal is to produce work which is ambitious and resonant.

Reg# 377678

Fee: \$695

No refund after 27 Jan.

Online  
Jan. 13–Mar. 23

Enrollment limited to 15 students. 🌐

**Miguel Murphy**, MFA, author of two collections of poetry, *Detainee* and *A Book Called Rats*, winner of the Blue Lynx Prize for Poetry. His poetry and reviews appear in numerous publications including *The New England Review*, *Ploughshares*, *Los Angeles Review*, and *Rain Taxi*.

## Editing and Publishing

These courses are designed for writers who want to improve their editing skills or develop competencies toward a career in editing and publishing. Some courses help advanced writing students prepare and submit their work for publication. Please call an advisor at (310) 825-9415 to determine which course will best help you reach your writing goals.

### NEW

#### WRITING 791.1

#### The Agent/Author Partnership (WP Now)

Writers and their agents have an important collaborative relationship. Whether it spans one book or an entire career, each member of this creative team will face their share of joy and conflict in the process. Join Saritza Hernandez, an agent at the renowned Andrea Brown Literary Agency, and author Mayra Cuevas, author of the foodie romcom for young adults *Salty, Bitter, Sweet* (Blink/HarperCollins), as they discuss how they found one another, how they worked together on their first project, and how they keep their working relationship open, honest, and effective for both of them. *Salty, Bitter, Sweet* was named among the Best Books of Winter 2020 by Hypable and YA Books We Can't Wait to Read in 2020 by BuzzFeed.

Reg# 377735

Fee: \$0

No refund after 5 Feb.

Remote Instruction  
1 mtg  
Saturday, 10am–1pm, Feb. 6

Enrollment open only to WP NOW members. 🌐

**Saritza Hernandez**, VP and Senior Literary Agent at the Corvisiero Literary Agency in New York City with over 17 years of experience in publishing industry. Advocate of marginalized voices through groups like People of Color in Publishing, Latinx in Publishing, and the Author's Guild.

#### WRITING X 454.1

#### 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. But 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 focused 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  
10 mtgs

Wednesday, 7–10pm, Jan. 13–Mar. 17

Enrollment limited to 15 students. 🌐

**Angela Bole**, MS in Book Publishing. Chief Executive Officer of the Independent Book Publishers Association (IBPA), the largest book publishing association in the US serving independent publishers and self-published authors.

#### WRITING X 451.3

#### The Editorial Toolbox

3.0 units

To be successful, editors draw from a broad base of skills while taking the entire publishing process into account. They are avid, active readers in their own right who understand the way the publishing market works. Beyond that, they also understand the specialized technological tools in use today, are strong proofreaders, understand how to identify and check facts, and communicate clearly and concisely with other departments in order to set a manuscript up for success through production, marketing, and media outreach. By the end of the course, students understand how these tools help editors meet the demands of their profession and thrive in the workplace.

Reg# 377294

Fee: \$695

No refund after 27 Jan.

Online  
Jan. 13–Mar. 23

Enrollment limited to 15 students. 🌐

**Tobi Harper**, deputy director at Red Hen Press, editor and founder of *Quill* (a queer publishing series of Red Hen Press); publisher of *The Los Angeles Review*; and public speaker on queer literature, editing, and publishing.

#### WRITING X 451.1

#### Copyediting I

3.0 units

This course gives students an overview of copyediting processes involved in preparing a manuscript for editorial review or publication. Appropriate for writers of all genres and those seeking to develop professional skills in copyediting, students learn best practices for completing a document review, including common grammar rules, copyediting notation, and reading like a copyeditor.

Reg# 377095

Fee: \$695

No refund after 27 Jan.

Online  
Jan. 13–Mar. 23

Enrollment limited to 15 students. 🌐

**Christa Desir**, author of *Fault Line*, *Bleed Like Me*, and *Other Broken Things*. Ms. Desir is the acquiring editor for Sourcebooks Publishing and edited several *New York Times* bestselling novels. She also developed an editorial services company for Black, Indigenous and People of Color (BIPOC) that includes a remote mentorship program.

### NEW

#### 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. The course relies on *The Chicago Manual of Style* and will involve the use of various in-house/client-created style guides. Students should expect rigorous reading assignments and some team-based communications with strict adherence to deadlines. Completion of Copyediting I prior to enrollment in Copyediting II is highly recommended. Students will be expected to have functional competency in using Track Changes in Word prior to the course.

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Reg# 377737

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Jeanne De Vita**, MFA, award-winning author, and freelance developmental editor for several publishing companies and authors of fiction and nonfiction. Ms. De Vita also works as a “story doctor” for spec TV/film projects. She writes and publishes romance under a pen name, including serialized original content for *Radish*.

WRITING X 451.2

**Developmental Editing**

3.0 units

An editor's job includes not only improving the mechanics of writing but identifying places where content isn't working or needs revision and development. This skill is also invaluable for writers, who can use it to shape their own work or to make extra money as they work on their own projects. Using exercises and readings, students learn how to use the elements of craft to draft editorial letters and representative line edits. Class discussions also explore the various roles of professional editors. The goal is to gain confidence as an editor by line-editing a large piece of fiction and writing a detailed editorial letter as the final class assignment. Required for the Certificate in Literary Representation and the Certificate in Editing and Publishing.

Reg# 377297

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Scott Eagan**, owner and acquisitions editor for Greyhaus Literary Agency focusing exclusively on the traditional romance and women's fiction market. Mr. Eagan is an active member of the Romance Writers of America, has provided freelance critique work with *Writer's Digest*, and worked as a reviewer with *Publisher's Marketplace*.

WRITING X 452.2

**Editorial Management II: Publication and Beyond**

3.0 units

This course focuses on the general trajectory of book publication from the launch of the book on, specifically the role of editor in the modern iterations of publishing. It covers the entire process, from a book being sold into the market to release, PR, and marketing, as well as how an editor helps build an author's career. We also focus on how the job of an editor looks different in different types of publishing—big five, small press, University press, etc. We also cover some of the history of publishing and how it has changed recently.

Reg# 369785

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Julia Callahan**, acquisitions editor and director of sales and marketing for Rare Bird Books, a literary publicity and events firm. Ms. Callahan is also the fiction editor of *The Rattling Wall* literary journal. She helped run the events department at Book Soup for four years.

WRITING X 455.1

**Contracts, Rights, and Signing Authors**

3.0 units

Literary agents are uniquely positioned in the publishing world to have their hands in many facets of the book process, from a book's inception through to finished copies and publicity. This course begins with an overview of the Agency Agreement, the contract that binds an author with an agent. Students analyze the contract in order to gain a general understanding of the role and responsibilities of an agent and how they go about shepherding authors and their work. This course also unravels the mysteries of book Publishing Agreements and provides a step-by-step guide to understanding the legal language, recognizing which subsidiary rights can (and should) be negotiated, and the differences between a good deal and bad deal—it isn't always

money. Students leave the course with a general knowledge of what it takes to foster a book project from query to signed contracts. Required for the Certificate in Literary Representation.

Reg# 377300

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Linda Camacho**, MFA, Agent at Gallt & Zacker Literary Agency representing award-winning children's and adult fiction. Ms. Camacho has held various positions at Penguin Random House, Dorchester, Simon and Schuster, Writers House, and Prospect Agency, handling everything from foreign rights, editorial, marketing to operations.

WRITING X 455.2

**Building a Network of Writers, Editors, and Publishers**

3.0 units

Creating a book (whether it be a picture book or an epic adult tome) is a highly complex and collaborative process involving many players. A literary agent's success hinges in part on their ability to build relationships on either side of the publication process. This includes identifying and nurturing writers through the various stages of their careers and understanding what publishers want and need for upcoming projects. This course will give students an understanding of successful techniques, practices, and philosophies for building these networks. Students leave the course with a clear understanding of how all players in the book publishing industry are interdependent and interconnected and what skills an agent must hone in order to maintain the collaborative spirit and, consequently, produce the best literature possible. Required for the Certificate in Literary Representation.

Reg# 377591

Fee: \$695

No refund after 27 Jan.



Jan. 13-Mar. 23

Enrollment limited to 15 students.

**Eve Porinchak**, former agent with Jill Corcoran Literary Agency, specializing in teen and adult fiction and nonfiction with social justice themes. Ms. Porinchak is the author of *One Cut*, a true crime novel that won the In The Margins Book Award honoring titles for youth that tackle difficult topics, including gangs, homelessness, violence, and addiction.

**NEW**

WRITING X 456.1

**Internship in Editing and Publishing**

3.0 units

Candidates for the Certificate in Literary Representation and Certificate in Editing and Publishing complete 100 hours of internship work for a pre-approved literary agency or publisher. Over the course of the internship, they gain a practical understanding of the day to day operation of these businesses while engaging in professional development discussions with other interns in this course.

Reg# 377596

Fee: \$600

No refund after 3 Jan.

Independent Study/Internship

Jan. 4-Mar. 21

**Charles Jensen**, MFA, author of six chapbooks of poetry and two collections, including *Nanopedia* (2018). His poems have appeared in *American Poetry Review*, *New England Review*, and *Prairie Schooner*. He received the 2018 Zócalo Poetry Prize and a grant from the Arizona Commission on the Arts.

# 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.

WRITING 714.2E

**Writer Friendly Careers: Webinar**

The world of Editing and Publishing is filled with countless professional avenues for those with an interest or background in writing. In fact, having a passion for writing can be the ideal foundation for roles such as copyeditor, literary agent, and beyond. In this three-hour webinar, a variety of experts in Editing and Publishing provide writers of all backgrounds and experience levels with practical advice on identifying and pursuing careers that optimize their writing skills.

Reg# 377595

Fee: \$0

No refund after 5 Jan.



Jan. 6-12

Reg# 377570

Fee: \$665

No refund after 20 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 10

Enrollment limited to 15 students.

**Laurel Ollstein**, MFA, award-winning playwright, director, and actor. Her plays produced around the country include *They Promised Her the Moon*, *Cheese*, *Esther's Moustache*, *Blackwell's Corner*, *Insomniac*, and *The Dark Ages*, among others. Her newest work includes *PANDORA*, commissioned from the Getty Villa.

**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. 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. This workshop focuses on the best practices of writing a lower budget 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.

Reg# 377573

Fee: \$665

No refund after 23 Jan.



10 mtgs

Saturday, 10am-1pm, Jan. 9-Mar. 13

Enrollment limited to 15 students.

**Julia Camara**, award-winning Brazilian screenwriter/filmmaker and WGA member who won a Telly Award for the sci-fi found footage feature *Occupants*. Ms. Camara's feature directorial debut *In Transit* won Best Experimental Film at four different festivals. Her other writing credits include *Area Q* and *Open Road*.

# Welcome Our Screenwriting Instructors for Winter!



Jon Callan

**Jon Callan**, writer and narrative designer for games and animation including *Raw Data*, *Sprint Vector*, *Walking Dead*, *Onslaught*, and *Westworld: Awakenings*.

## Video Game Story and Structure

Page 150.



Annie Gilbertson

**Annie Gilbertson**, award-winning journalist, audio producer, and host of the serialized investigative podcast *Repeat* for KPCC, as well as frequent contributor to NPR.

## Narrative Podcast Pilot Development Part I

Page 150.



Shari Goodhartz

**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.



Laurel Ollstein

**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.



Jacqueline Zambrano

**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.

For advisement on courses or to learn about our certificates call (310) 825-9415 or email [writers@uclaextension.edu](mailto:writers@uclaextension.edu).

### SCRIPT X 427.1

#### Part One: Writing a Web Series

3.0 units

With the expansion of web-based and app-based content and distribution platforms such as Youtube, Facebook, Instagram, and Snapchat, now it is easier than ever for writers to create and share their original creative content with the world. Writing a fiction web series comes with its own unique advantages and disadvantages, including limited budgets. In this workshop, you learn how to create your own web series and write the pilot episode. There are no prerequisites for this course.

Reg# 377533

Fee: \$695

No refund after 20 Jan.



Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Kianna Shore**, a graduate of both UCLA's extension and MFA program, Kianna is an award-winning storyteller with writing credits on Brat TV's *The Chicken Girls* and *Stage Fright*. Kianna placed in the Sundance Episodic Lab, winner of the Writer's Assistant Network Pilot Workshop, Women in Film Scholar, and recipient of the Jack K Sauter Award.

### SCRIPT X 441.1

#### Video Game Writing I

3.0 units

Videogame players demand deep stories with rich characters, as hits such as *Red Dead Redemption 2*, *God of War*, and *The Last of Us* prove. Further, the rise of touch-screen devices of all sizes opens up exciting new innovations for storytelling techniques. In this course, you tackle all the key elements of narrative design and game writing, learn how to generate a winning concept, develop characters, integrate gameplay and story, and, most importantly, collaborate with a game's development team. To make sure you know what it takes to work on a project and target possible employment and freelance opportunities, you survey the business side of videogames. You will learn the basics

of designing your own independent project. The course goal is to develop a polished portfolio, including an interactive choose-your-own-adventure game.

Reg# 377535

Fee: \$695

No refund after 20 Jan.



Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Toiya Kristen Finley**, PhD, author of *Narrative Design and Game Writing for Mobile Games: Pocket-Sized Storytelling*. Ms. Finley is a narrative designer and game writer, and an Executive Board member of the Game Writing Special Interest Group, International Game Developers Association.

### NEW

#### SCRIPT X 442.1

#### Video Game Story and Structure

3.0 units

Writing for games requires an understanding of structure that goes beyond linear storytelling. From the early days of tabletop gaming to more recent hits like *Mass Effect* and *Fallout*, writers are expected to hold many possible worlds—with multiple branching story points—in their heads. And to ultimately translate those concepts into actionable materials. In this course, you will explore the nature of interactive story by working in multiple different formats (choose your own adventure, virtual novels, the *Telltale* style, etc.) and writing games that exemplify the fundamental concepts of branching narrative. The course goal is to develop a vocabulary for interactive fiction and to write a game in the format of your choosing that can be used as a calling card for future work.

Reg# 377572

Fee: \$695

No refund after 20 Jan.



Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Jonathan Callan**, Writer and narrative designer for

games and animation who served on the VR titles *Raw Data* and *Sprint Vector*. Mr. Callan has also written on games such as *Walking Dead: Onslaught* and *Westworld: Awakenings*. In the world of television, he's written for over a dozen series, including *Young Justice*, *Lego Jurassic World* and *Justice League Action*.

### NEW

#### SCRIPT X 430.1

#### Narrative Podcast Pilot Development Part I

3.0 units

The podcasting boom has created a slate of new opportunities for writers, journalists, and producers to create and host their own show. This course is designed to get you started. We focus on narrative nonfiction or documentary, the type you've grown familiar with listening to shows like *This American Life*, *Slowburn*, and *Reply All*, and a genre distinct from chat, interview, and fiction formats. You learn how to develop a story concept, interview and gather tape, write scripts, structure for the ear, and voice your material. The goal is to come away with a twenty-minute podcast pilot and show treatment—the essentials to getting noticed by agents and studios. This course is tailored to serve a variety of experience levels and backgrounds, whether you come from television, print journalism, or are a working audio producer wanting to flex your narrative writing muscles.

Reg# 377574

Fee: \$695

No refund after 20 Jan.



Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Annie Gilbertson**, an award-winning journalist, audio producer and host of the serialized investigative podcast *Repeat* for KPCC, (LA's public radio station). Ms. Gilbertson is a frequent contributor to NPR, and she is also a consultant on story development and narrative craft for audio and print.

### NEW

#### SCRIPT X 425.5

#### Seasonal-Arc Structure for TV

3.0 units

Television storytelling is undergoing significant shifts in the early twenty-first century, but the basics of structuring satisfying narratives are rooted in human psychology and are timeless. This vigorous ten-week course exposes and explores the underpinnings of classic cinematic story arcs in six current, serialized shows (titles subject to change). At the same time, each student methodically practices the foundational, industry-standard skills required to create a high-quality series by developing characters and narrative arcs for an original TV show in their own unique voice.

Reg# 377575

Fee: \$665

No refund after 23 Jan.



Remote Instruction

10 mtgs

Saturday, 10am-1pm, Jan. 9-Mar. 13

Enrollment limited to 15 students.

**Shari Goodhartz**, WGA member; multi-award nominated writer whose credits include *Dragonheart: A New Beginning*, *Young Hercules* and *Aeon Flux*. Ms. Goodhartz's career spans corporate (Coca-Cola), TV and film (live-action, animation, development, producing, documentary), wellness, publishing, and marketing.

### NEW

#### SCRIPT 726.8

#### Character Arcs, the Lifeblood of Your Story

How can strong character arcs shape your story? In this workshop, we discuss how your characters' transitions, setbacks, and overall growth can make your story dynamic and keep the reader engaged. An in-depth examination of your characters' story journey helps ignite your creativity. Models from literature, film, and television are used to illustrate best practices in character development. Please bring a short description of one of your character's arcs to the

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workshop in order to initiate meaningful discussion in small breakout groups.

Reg# 378036

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 first class meeting and be prepared to pitch it.

Reg# 377534

Fee: \$665

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 469.5E

### 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 tackle and exploit theme, all while staying true to the essence of the script assigned to doctor as you take it to the next level. With the use of lectures, guest speakers, script readings/analysis, and practical workshops, you'll get a first-hand experience on the life of a script doctor and how to have a future career as one.

→ → →

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, Development 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 *Beastly* and *Where the Heart Is* and the short films *The Heebie Jeebies* and *Being Vincent*. She serves/d 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 and getting your screenplay made!). In this course, you analyze great movie characters, focusing on key scenes that make us fall in love with a character; examine unlikable characters, villains, and supporting characters; and also dive into narrative function, character arc, backstory, psychology and motivation, personality, and body language. Step by step, you build your characters through the use of weekly assignments, including exercises, worksheets, and scene writing, giving you the ultimate toolbox for creating truly great characters every time.

Reg# 377540

Fee: \$665

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 fly by, and with so much white space!), yet it's often the most difficult thing for the aspiring screenwriter to do well. Great dialogue is a vital vehicle for developing character, enhancing plot, and speaking to theme, among its many other uses. This course explores all of dialogue's functions in depth and provides you with the pragmatic skill set that will make your dialogue more effective and make it snap, crackle, and pop on the page. Through writing exercises, analysis of screenplay pages and classic clips from both features and TV, and a dialogue diary that will help you develop an ear for good conversation, you sharpen and hone your dialogue prowess, and you put your new skills to work on your own projects, both present and future.

Reg# 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

One of the best ways to launch a T.V. writing career is to participate in a T.V. writing program from one of the major television networks. These programs typically give you a period of intense 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 process from application to participation. You also learn which program is right for you and how the many fellowships differ. Additionally, two former UCLA Writers' Program students discuss their experience. 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

Saturday, 10am-1pm, 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 ideas 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(s) 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. Select shows include *Zoey's Extraordinary Playlist*, *Dear White People*, *Mythic Quest* and the *Power* spinoffs.

## Learn the Art & Business of Entertainment

Top Hollywood professionals teach:

Acting

Business & Management of Entertainment

Cinematography

Directing

Entertainment Development

Post-Production

Producing

Film Scoring

Music Business

Music Production

Courses start on page 80.

# 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 Goodhart  
Page 150.

## Writing the Dramedy Pilot II

Instructor: Andrew Osborne  
Page 155.



*"A good audio script starts with carefully listening to your tape for story beats and big ideas. It's about taking life's messiness and excavating it for meaning."*

—Annie Gilbertson

For advisement on courses or to learn about our certificates call (310) 825-9415 or email [writers@uclaextension.edu](mailto:writers@uclaextension.edu).

## SCRIPT X 416.3E Writing Screenplay Coverage

3.0 units  
Designed for both aspiring story analysts and screenwriters who want to accelerate their careers, this course helps you master the methods used by story analysts who evaluate submissions to production companies, agencies, and studios. You learn how to do an in-depth analysis of the three-act structure, as well as dramatic and comic scene construction. You also learn the precise terminology used in story sessions, the foundations for great dialogue, and how to find original approaches to established genres. These and other principles become synthesized into coverage written to the highest professional standards in preparation for a job as either a story analyst or screenwriter who needs to critique his or her own scripts effectively.

Reg# 377541

Fee: \$695

No refund after 20 Jan.

Online  
Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Barney Lichtenstein**, MA, professional story analyst for companies such as Amblin, Imagine, and New Line. Referring trained story analysts to production companies, he is a UCLA Extension Outstanding Instructor in Screenwriting and story editor of a Peabody Award winning program.

## Feature Film

### Beginning Feature Film Writing

**Recommended for beginning students, these courses build on one another in a four-part sequence. With the close guidance of the instructor, students share and offer feedback in a supportive environment focused on assessing the strengths and weaknesses of the work. By the end of the sequence, students have a completed draft of their first feature film script.**

### SCRIPT X 400 Introduction to Screenwriting

2.0 units  
This six-week course is perfect for anyone getting started on their path to becoming a screenwriter. Each class offers a broad-strokes introduction to a different writing format, such as Feature Film, Television Specs, Television Pilots, Web Series, and Podcasting, plus a look at the business of writing. Lectures by guest speakers offer insight and instruction on each topic, followed by guided workshop sessions where students put those theories into action on their own material. The goal of the course is to give new writers a taste of different screenwriting types to help deepen their overall knowledge while sparking their creative energy. At the end of the quarter, students should feel more confident about their skills and be prepared for further study of writing.

Reg# 377441

Fee: \$399

No refund after 3 Feb.

Remote Instruction  
6 mtgs

Wednesday, 7-10pm, Jan. 20-Feb. 24

Enrollment limited to 15 students.

**Michael Weiss**, screenwriter; WGA member; former vice president of production for Miramax Films whose

produced credits include *Journey to the Center of the Earth*; *Jarhead 3: The Siege*; and *The Scorpion King 4: Quest for Power*. Mr. Weiss has sold and written scripts for Fox, Sony, Universal and Warner Bros.

Reg# 377442

Fee: \$399

No refund after 3 Feb.

Remote Instruction  
6 mtgs  
Wednesday, 7-10pm, Jan. 20-Feb. 24

Enrollment limited to 15 students.

**Jacqueline Heinze**, MFA, author, screenwriter, and playwright who has written for the Lifetime Network, Oprah Winfrey's Oxygen Network and Jarrett Creative. Ms. Heinze was a former editor for Scholastic, Inc. and has won *The Agnes Nixon Playwriting Award*.

### SCRIPT X 410.1 Writing the First Screenplay I

3.0 units  
The first in a four-part sequence designed to take you through the full process of writing a feature film screenplay, this course grounds you in the key craft elements of story structure, plot, scene development, character, theme, genre, and dialogue and shows you how they work together to grip an audience's emotions. You learn how to 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 effective outline is a critical skill for the professional screenwriter, serves as the basis for most pitches, and is required for admission into SCRIPT X 410.2 Writing the First Screenplay II.

Reg# 377445

Fee: \$665

No refund after 18 Jan.

Remote Instruction  
10 mtgs  
Monday, 7-10pm, Jan. 4-Mar. 15

No meeting Jan. 18.

Enrollment limited to 15 students.

**Ben van der Veen**, screenwriter, WGA member who wrote the Steven Soderbergh film *Che*. He has worked on projects for Terrence Malik, Julian Schnabel, Robert De Niro, Keanu Reeves, Don Cheadle, Bruce Willis, and Arnold Schwarzenegger. Mr. van der Veen's latest film, *Paris Song*, stars Abbie Cornish.

Reg# 377446

Fee: \$665

No refund after 19 Jan.

Remote Instruction  
10 mtgs  
Tuesday, 7-10pm, Jan. 5-Mar. 16

No meeting Feb. 16.

Enrollment limited to 15 students.

**Julia Camara**, award-winning Brazilian screenwriter/filmmaker and WGA member who won a Telly Award for the sci-fi found footage feature *Occupants*. Ms. Camara's feature directorial debut *In Transit* won Best Experimental Film at four different festivals. Her other writing credits include *Area Q* and *Open Road*.

Reg# 377444

Fee: \$665

No refund after 20 Jan.

Remote Instruction  
10 mtgs  
Wednesday, 7-10pm, Jan. 6-Mar. 10

Enrollment limited to 15 students.

**Laurence Rosenthal**, writer/producer, development exec, and WGA member who supervised the development of *Scream*, *Beautiful Girls*, *Copland*, and *Citizen Ruth*. Mr. Rosenthal is a recipient of the UCLA Extension Outstanding Instructor Award in Screenwriting and is also the writer/producer of the film *No Manches Frida*.

→ → →

Reg# 377458

Fee: \$695

No refund after 16 Feb.

Online  
Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Ron Wilkerson**, 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.

Reg# 377459

Fee: \$695

No refund after 20 Jan.

Online  
Jan. 6-Mar. 16

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*.

Reg# 377443

Fee: \$665

No refund after 21 Jan.

Remote Instruction  
10 mtgs  
Thursday, 7-10pm, Jan. 7-Mar. 11

Enrollment limited to 15 students.

**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.

### 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.

**Prerequisite(s):** SCRIPT X 410.1 Writing the First Screenplay I. Students must bring a four-to-five-page outline they created in Writing the First Screenplay I to first class meeting and be prepared to pitch it.

Reg# 377461

Fee: \$665

No refund after 19 Jan.

Remote Instruction  
10 mtgs  
Tuesday, 7-10pm, Jan. 5-Mar. 16

No meeting Feb. 16

Enrollment limited to 15 students.

**Roberto Marinas**, MFA and screenwriter/producer, whose credits include *Lasso*, *Headgame*, and *Alien Vs. Zombies*. His award-winning screenplay *Last Road Home* was selected for the 2007 Tribeca Film Festival, and he is also a recipient of the Walt Disney Studios Screenwriting Fellowship.

Reg# 377462

Fee: \$695

No refund after 20 Jan.

Online  
Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Julian Goldberger**, screenwriter/director, WGA member, whose credits include *The Hawk Is Dying* starring Paul Giamatti and Michelle Williams, and the critically acclaimed indie *trans*. He has written scripts for Universal Studios and Lionsgate, as well as major producers including Marc Platt, Ted Hope, and Ed Pressman.

→ → →

Reg# 377463

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Ernie Contreras**, screenwriter and WGA member whose credits include the HBO drama *Walkout*, and the feature films, *Fairy Tale: A True Story* and *The Page-Master*. Mr. Contreras has written and developed scripts for Walt Disney, Sony, Universal, Fox Searchlight, Paramount, DreamWorks, TNT, and Starz/Encore.

Reg# 377464

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

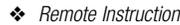
Enrollment limited to 15 students.

**Valerie Brandy**, screenwriter/director/actress and WGA member who wrote, directed, and starred in the feature film *Lola's Last Letter*. Ms. Brandy has written for both the Disney Channel and Denver and Delilah Productions. She currently serves as a full-time staff writer for Disney's live-action feature department.

Reg# 377460

Fee: \$665

No refund after 23 Jan.



10 mtgs

Saturday, 10am-1pm, Jan. 9-Mar. 20

No meeting Feb. 20.

Enrollment limited to 15 students.

**Koji Steven Sakai**, MFA, award-winning screenwriter/producer/novelist and WGA member, whose feature credits include *Dying to Kill*, *Monsters & Me*, #1 *Serial Killer*, *The People I've Slept With*, and *Haunted Highway*. Mr. Sakai has produced a comedy special for Netflix and the series *Comedy InAsian*.

SCRIPT X 410.3

**Writing the First Screenplay III**

3.0 units

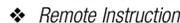
The third in a four-part sequence in writing a feature film screenplay, this course focuses on writing the next 45 pages of your script. You also refine your story outline; flesh out main and secondary characters; continue to develop the art of the scene as it pertains to type, choice, structure, and placement; and begin to discover each character's unique voice. You learn the habits you need to sustain the work of writing a screenplay. The goal is to write up to 45 pages from beginning of Act II. May be repeated for credit.

*Prerequisite(s):* SCRIPT X 410.1 Writing the First Screenplay I and SCRIPT X 410.2 Writing the First Screenplay II. Students must bring their beat sheets or treatments and Act I to the first class meeting and be prepared to write.

Reg# 377465

Fee: \$665

No refund after 19 Jan.



10 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 9

Enrollment limited to 15 students.

**Laurence Walsh-Hodson**, screenwriter; WGA member whose credits include *CSI: Miami* and *NCIS*. Ms. Walsh co-produced and wrote on the critically acclaimed Syfy series *The Dresden Files* and *Against the Wall*. Her feature credits include *Matching Hearts* and *With Love, Christmas* for Hallmark and *Carved* for Fox.

Reg# 377466

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Valerie Brandy**, screenwriter/director/actress and WGA member who wrote, directed, and starred in the feature film *Lola's Last Letter*. Ms. Brandy has written for both the Disney Channel and Denver and Delilah Productions. She currently serves as a full-time staff writer for Disney's live-action feature department.

SCRIPT X 410.4

**Writing the First Screenplay IV**

3.0 units

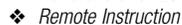
In the last of a four-part sequence in writing a feature film screenplay, you reach FADE OUT. In the process of completing your script, you hone in on structuring conversations, explore how to maximize your story's visual implications, deepen scene writing skills, assemble scenes to form powerful sequences, ensure your script's central conflict is resolved, and work on theme and imagery. Also covered are revision techniques and the business aspects of feature film writing. The goal is to complete writing your first feature film script.

*Prerequisite(s):* 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.

Reg# 377467

Fee: \$665

No refund after 20 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 10

Enrollment limited to 15 students.

**Colin Francis Costello**, screenwriter, director, and WGA-East member, whose credits include *The Stream* starring Rainn Wilson and *Alternate Universe*. Mr. Costello TV credits include *Lost n' Found* and *Detectives Club*. He has also written and directed award-winning shorts, including *The After Party* and *Dreamwisher*.

Reg# 377468

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Steven Schwartz**, screenwriter/producer, WGA member, Spirit Award nominee for his screenplay for the Sidney Lumet-directed movie *Critical Care*. His TV credits include *The Practice* and *100 Centre Street*. He has written scripts and pilots for Fox, ABC, FX, Disney, NBC, Universal, Lionsgate, HBO, and many others.

**Intermediate Feature Film Writing**

**Courses in this section are for students who have completed at least one screenplay. A new project is begun with an emphasis on craft issues such as structure, character development, and emotional content. Self-editing techniques are introduced.**

SCRIPT X 411.1

**Feature Film: Writing Outline and Act I**

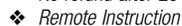
3.0 units

Designed for writers with at least one screenplay under their belts, this workshop guides you to launch and make significant headway on a new project. The goal is to develop a strong premise that sustains your entire script, create and refine the story outline, and write Act I. Brief lectures on craft issues based on the demands of the participants' work supplement the workshop.

Reg# 377469

Fee: \$665

No refund after 20 Jan.



10 mtgs

Wednesday, 7-10pm, Jan. 6-Mar. 10

Enrollment limited to 15 students.

**Matthew Harrison**, director/writer/producer, whose credits include *Rhythm Thief* (Jury Prize, Sundance Film Festival), *Kicked in the Head* (executive producer Martin Scorsese), *Spare Me*, *Sex and the City*, *Popular*, and *Dead Last*. Mr. Harrison received the UCLA Extension Outstanding Instructor Award.

→ → →

Reg# 377470

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Ronald Raley**, award-winning screenwriter; WGA member whose credits include *Edge of Sanity*; *Dorian*; *Cupid and Cate*; *The Runaway*; and *The Locket*. Mr. Raley was a former development exec for Cannon Pictures and Hallmark Hall of Fame Productions. He is currently developing a project for Charlotte Gainsbourg.

SCRIPT X 411.2

**Feature Film: Writing Acts II and III**

3.0 units

This workshop guides you to complete your current project. You focus on developing a successful second and third act with special attention given to structure, character development, emotional content, and cinematic style. You also acquire self-editing techniques essential for the professional writer. This is not a rewrite course; you must be working toward the completion of a feature-length script and have your outline and Act I of your script in hand.

*Prerequisite(s):* SCRIPT X 411.1 Feature Film Writing Workshop: Outline and Act I, or equivalent, or consent of instructor.

Reg# 377471

Fee: \$695

No refund after 20 Jan.



Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Michael Barlow**, producer, screenwriter, and WGA member who, as an executive at Paramount Classics, oversaw *Black Snake Moan* and *Mad Hot Ballroom*. He was vice president of production at various major studios, including Orion Pictures. His writing credits include the miniseries *Kidnapped* and the ABC drama *Family*.

**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](http://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 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 springboard and conclusion 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.

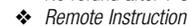
*Prerequisite(s):* The completed feature film draft you wish to rewrite in this course is required to apply.

→ → →

Reg# 377472

Fee: \$755

No refund after 7 Jan.



10 mtgs

Thursday, 7-10pm, Jan. 14-Mar. 18

Enrollment limited to 12 students. Visitors not permitted. \$100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

**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.

SCRIPT X 413

**Feature Film Pro-Series**

9.0 units

Starting with a story concept and developing it into a dynamic, compelling, and market-ready script, you learn how to articulate a personal vision while communicating with a wide audience and balance the intuitive with the technical. Throughout the process, your originality is encouraged as you are guided to create complex characterizations, a powerful dramatic structure, thematic subtext, and tell your story visually. The intimate, eight-member workshop allows for in-depth and ongoing analysis of each writer's work, along with regularly occurring brainstorming and problem-solving sessions. Guest speakers provide insights into the working writer's process as well as speak to the realities of the movie industry. Participants may withdraw their application any time before acceptance.

*Prerequisite(s):* One writing sample consisting of your best completed feature length screenplay, a one-two page personal statement, and up to three loglines for a new project to develop in the course. This is not a re-write course. Participants will not be charged the full course fee unless they are selected for the series. Upon completion of the course, you also submit your completed script to receive feedback by an established agent, manager, or producer.

Reg# 378170

Fee: \$3,860

No refund after 6 Jan.



4 mtgs

Jan. 13-Mar. 23, 2022

Mar. 31-June 8

Thursday-Sunday, 10am-6pm, June 24-27

July 6-Sept. 7

Enrollment limited to 8 students. Restricted course; approval needed to enroll. **Not eligible for any discounts.** Visitors not permitted. No refund after enrolling.

**Kate Marciniak**, MA, writer, and professional story analyst who has worked on studio features and independent movies for over two decades for companies such as Disney, HBO, Miramax, Dreamworks SKG, Warner Bros. 20th Century Fox, and Amazon Studios.

ONLINE COURSE, page 5.

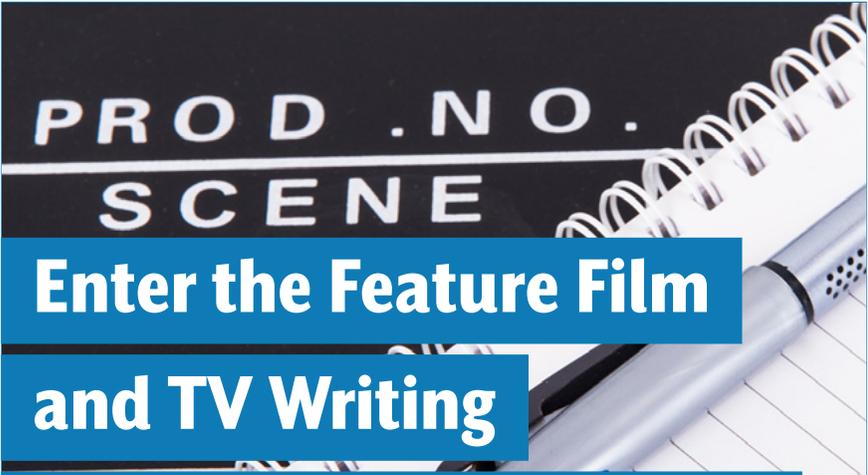
HYBRID COURSE, page 5.

WEB-ENHANCED COURSE, page 5.

REMOTE INSTRUCTION, page 5.

TEXTBOOK REQUIRED

UC CREDIT, page 6.



PROD. NO.  
SCENE

## Enter the Feature Film and TV Writing

## Competitions by April 1!

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/](http://writers.uclaextension.edu/competitions/) for details and to submit.

### For More Information

[writers@uclaextension.edu](mailto: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 airtight story and outline—the critical first step in writing a strong half-hour comedy spec script and a process that makes writing your script much easier, faster, and more successful. You begin by learning how to pinpoint what makes any half-hour comedy show tick, studying the appeal and quirkiness of the main characters, and identifying the unique spin shows put on their stories. You then focus on your own script for a current show, finding the story and identifying the comedy in it, learning how to pitch it, and creating a workable outline from which to write. Instruction also covers the “need to know” business aspects of the half-hour show, such as the current use of spec scripts to get jobs and the basics of how a comedy writer works on staff, how freelance writers move onto staff, how a writing staff is structured, and how writers work collaboratively “in the room.” All student projects must focus on current shows from a list provided by the instructor; no pilots.

Reg# 377473

Fee: \$665

No refund after 19 Jan.

- ❖ Remote Instruction
- 10 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 9

Enrollment limited to 15 students.

**Tom Pinchuk**, TV writer, comic book writer, and WGA member whose credits include *Ben 10* (Cartoon Network) and *Gormiti: Nature Unleashed* (Mondo World). Mr. Pinchuk's comics include *Hybrid Bastards*, *Max Steel*, *Unimaginable*, *Tales From the Acker-Mansion*, and *Hero Hotel*.

Reg# 377474

Fee: \$695

No refund after 20 Jan.

- 🌐 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Jim Staahl**, writer, producer, and actor; WGA member; two-time Emmy-award nominee whose comedy feature credits include *The Beverly Hillbillies*, *Under Surveillance*, and *Blow Hard*. Mr. Staahl also has written sketch/variety shows for Steve Martin, Martin Short, and Howie Mandel.

#### SCRIPT X 421.3 Beginning Writing for the One-Hour Spec I

3.0 units

Modeled directly on how writers write in the real world of one-hour dramas, this course focuses on what is most central to creating a strong script as well as the largest piece (40 percent) of the writer's deal with any show: the story and outline. You learn to choose the best story for your spec script, map it out from beginning to end, and write a strong outline in proper script format. In the process, you learn how to identify and capture the tone, characters, dialogue, and themes of any one-hour drama series—the key to breaking into the field. Also covered are the various genres (police procedurals, medical, legal) and their specific rules; what's popular in the current marketplace; and how to work within the special requirements of timeslots, outlets, and styles. The course goal is to master the process of constructing an airtight story and detailed outline so you are ready to write a script for any current show as quickly and expertly as possible. All student projects must focus on current shows; no pilots.

→ → →

Reg# 377476

Fee: \$695

No refund after 20 Jan.

- 🌐 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Jacqueline 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 also has created and executive produced dramatic television series for Fox, CBS, Pax, and Showtime, and the Internet.

Reg# 377475

Fee: \$665

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 *Farscape*; *Star Trek: The Next Generation*, *When Calls the Heart*, *TekWar*, *Beyond Reality* (which he co-created), *Sliders*, *Fame*, and *Knightwatch*, as well as features, TV pilots, animation, webisodes, and a web series pilot.

#### SCRIPT X 421.2 Beginning Writing for the Half-Hour Spec II

3.0 units

This workshop guides you to write a solid draft spec script from your half-hour comedy outline and move as far ahead as you can in polishing it. You begin by reworking your outline to simplify your story, nail down the essence of your characters, focus and tighten scenes, create mood and pacing, and punch up dialogue from the blueprint you've created. You then move to the writing and polishing stage. On the business side, you deepen your knowledge of the current comedy series marketplace and map out basic career building strategies. Students must bring a complete outline to the first class. All student projects must focus on current shows; no pilots.

*Prerequisite(s)*: SCRIPT X 421.1 Beginning Writing for the Half-Hour Spec I.

Reg# 377478

Fee: \$695

No refund after 20 Jan.

- 🌐 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Teri Brown-Jackson**, television writer, screenwriter, producer, and WGA member whose credits include *The Parkers*, *Tyler Perry's House of Payne*, and *That's So Raven*. Teri is also a writing instructor for a non-profit called Kids In The Spotlight. Her short film *Dark Chocolate* won Best Dramatic Short at IFS.

Reg# 377477

Fee: \$665

No refund after 23 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 *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.

#### SCRIPT X 421.4 Beginning Writing for the One-Hour Spec II

3.0 units

Mirroring the process that professionals undergo in current episodic series production, this course guides you to write a solid first draft of your script and work on polishing it. You begin by refining your story idea and outline as needed and then write your script—focusing on capturing the essence of the show through its act structure, plot and story, multiple storylines, characters, scenes, and dialogue. You also learn how to develop your career game plan and the business of the one-hour drama. Students must bring a complete outline to the first class. All student projects must focus on current shows; no pilots.

*Prerequisite(s)*: SCRIPT X 421.3 Beginning Writing for the One-Hour Spec I.

Reg# 377480

Fee: \$695

No refund after 20 Jan.

- 🌐 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Joan Weiss**, TV writer/producer, WGA member who served as a supervising producer/writer on *White Collar*, *Unforgettable*, and *Journeymen*. Ms. Weiss was a writer/producer on *Eureka*, *Everwood*, and *Summerland*. Her other credits include *Gilmore Girls*; *Sabrina, the Teenage Witch*; and *Grace Under Fire*.

Reg# 377479

Fee: \$665

No refund after 21 Jan.

- ❖ Remote Instruction

10 mtgs

Thursday, 7-10pm, Jan. 7-Mar. 11

Enrollment limited to 15 students.

**Donald Martin**, screenwriter/producer and 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 CBC 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. *Prerequisite(s)*: SCRIPT X 421.1 Beginning Writing for the Half-Hour Spec I and SCRIPT X 421.2 Beginning Writing the Half-Hour Spec II, or equivalent, or department approval.

Reg# 377482

Fee: \$695

No refund after 20 Jan.

- 🌐 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**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.

Reg# 377481

Fee: \$665

No refund after 23 Jan.

- ❖ Remote Instruction

10 mtgs

Saturday, 1-4pm, Jan. 9-Mar. 13

Enrollment limited to 15 students.

**Jeffrey Kahn**, MFA, Emmy award-winning writer; WGA member, who co-created *The Ben Stiller Show*. Mr. Kahn's credits include *All-American Girl*, *Dilbert*, and *Drawn Together*. He has an overall TV writing deal with Sony and Castle Rock and written pilots for all the major networks, The Disney Channel, FX, and Comedy Central.

## SCRIPT X 422.3

**Writing the One-Hour Pilot I**

3.0 units

Anyone who wants to work as a professional television writer has to be able to submit top-notch original material to agents and showrunners. In this fast-paced course, you take your idea for a one-hour TV series and turn it into an outline, write intensively, and get feedback from the instructor and fellow participants every week. Throughout this process; you learn how to envision the world of your show; create characters and conflict; build a 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 critique of the first ten pages of your original one-hour pilot script.

*Prerequisite(s):* SCRIPT X 421.3 Beginning Writing for the One-Hour Spec I and SCRIPT X 421.4 Beginning Writing for the One-Hour Spec II, or equivalent, or department approval.

Reg# 377483

**Fee: \$665**

No refund after 18 Jan.

❖ Remote Instruction

10 mtgs

Monday, 7-10pm, Jan. 4-Mar. 22

No meeting Jan. 18; Feb. 15.

Enrollment limited to 15 students.

**Donald Martin**, screenwriter/producer and 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 CBC series *Death in the Family*.

Reg# 377484

**Fee: \$695**

No refund after 20 Jan.

📶 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Erica Byrne**, screenwriter and WGA member whose numerous credits include episodes of *La Femme Nikita*; *Nowhere Man*; *Silk Stalkings*; *Hunter*; *Knots Landing*; and *Walker, Texas Ranger*. She received the UCLA Extension Outstanding Instructor Award in Screenwriting.

## SCRIPT X 422.2

**Writing the Half-Hour Pilot II**

3.0 units

This workshop guides you to write a solid draft of an original pilot script from your half-hour outline created in a previous course. You start by reworking your story idea and outline as needed, fixing story problems and maximizing the comic potential. Special attention is paid to refining the world, characters, tone, and story of your pilot. You then move toward completing 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 422.1 Writing the Half-Hour Pilot I, or equivalent, or department approval.

Reg# 377528

**Fee: \$665**

No refund after 19 Jan.

❖ Remote Instruction

10 mtgs

Tuesday, 7-10pm, Jan. 5-Mar. 9

Enrollment limited to 15 students.

**Barry Vigon**, MFA, writer/producer, and WGA member who served as a co-exec producer on *Malcolm & Eddie* and *Martin*, a producer on *Something Wilder*, and a supervising producer on *Veronica's Closet*. Mr. Vigon wrote for *Soap*, *Roseanne*, and *Fame* and created pilots for CBS, NBC, ABC, and The Disney Channel.

Reg# 377529

**Fee: \$695**

No refund after 20 Jan.

📶 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Teri Brown-Jackson**, television writer, screenwriter, producer, and WGA member whose credits include *The Parkers*, *Tyler Perry's House of Payne*, and *That's So Raven*. Teri is also a writing instructor for a non-profit called Kids In The Spotlight. Her short film *Dark Chocolate* won Best Dramatic Short at IFS.

## SCRIPT X 422.4

**Writing the One-Hour Pilot II**

3.0 units

This workshop guides you through writing a solid draft of an original pilot script from your one-hour outline created in a previous course. You start by reworking your story idea and outline as needed, fixing story problems, and maximizing the drama potential. Special attention is paid to refining the world, characters, tone, and story of your pilot. You then move toward completing a first draft of your script, working on scenes, dialogue, and action, until it captures your original vision and matches a network's likely requirements. You must bring a completed story outline and first ten pages to the first day of class.

*Prerequisite(s):* SCRIPT X 422.3 Writing the One-Hour Pilot I, or equivalent, or department approval.

Reg# 377531

**Fee: \$695**

No refund after 20 Jan.

📶 Online

Jan. 6-Mar. 16

Enrollment limited to 15 students.

**Laurence Walsh-Hodson**, screenwriter; WGA member whose credits include *CSI: Miami* and *NCIS*. Ms. Walsh co-produced and wrote on the critically acclaimed Syfy series *The Dresden Files* and *Against the Wall*. Her feature credits include *Matching Hearts* and *With Love, Christmas* for Hallmark and *Carved* for Fox.

Reg# 377530

**Fee: \$665**

No refund after 21 Jan.

❖ Remote Instruction

10 mtgs

Thursday, 7-10pm, Jan. 7-Mar. 11

Enrollment limited to 15 students.

**William Hasley**, screenwriter and WGA member who has sold features to 20th Century Fox, Universal, and Warner Bros. His TV credits include *Swift Justice*; *Ghost Stories*; *Murder, She Wrote*; *Kung Fu*; *Young Riders*; and *Highway to Heaven* and has also written for Castle Rock, Columbia, and Warner Bros.

## NEW

## SCRIPT X 422.8

**Writing the Dramedy Pilot II**

3.0 units

Continuing the exploration of what's possible in the dramedy 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 sharp dialogue and scene construction. The class also covers 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-Mar. 16

Enrollment limited to 15 students.

**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.

**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](http://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 423.3

**Advanced Half-Hour Pilot Rewrite**

3.0 units

If 90 percent of writing is rewriting, then 99 percent of television writing is rewriting. And rewriting, 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 fell 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-Mar. 17

Enrollment limited to 12 students. Visitors not permitted. \$100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

**Phil Kellard**, TV writer and WGA member who was an executive producer on *The Wayans Brothers* and *Martin* and a creative consultant for *The Inspectors*. He has written for The Disney Channel, Showtime, and Syfy. He has received an Emmy Award and the UCLA Extension Outstanding Instructor Award in Screenwriting.

## SCRIPT X 423.4

**Advanced One-Hour Pilot Rewrite**

3.0 units

You've written a draft of your original hour-long 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, among other things. The goal: to improve your script until it's a story that demands the reader's 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-Mar. 18

Enrollment limited to 12 students. Visitors not permitted. \$100 nonrefundable. Enrollment discounts limited to WP NOW members; no other discounts apply.

**Matt Witten**, MFA, 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 NECK-LACE*, 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 half-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# 378171

**Fee: \$2,650**

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 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 424.2

**One-Hour TV Pilot Writing Pro-Series**

6.0 units

In a highly focused and collaborative workshop environment, writers start with a concept for a one-hour television drama series and develop it through the outline, 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# 378172

**Fee: \$2,650**

No refund after 28 Dec 2020

📶 Hybrid

Jan. 4-June 13

Enrollment limited to 8 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

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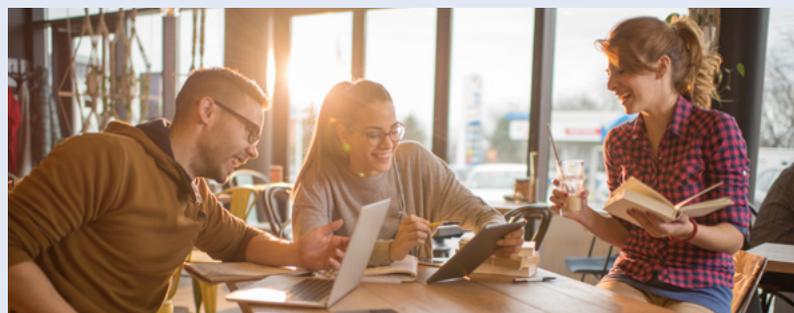
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## Journalism

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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 rundowns, 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.

## 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](https://careers.uclaextension.edu) to find out information on:

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

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

## 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](https://uclaextension.edu/student-resources).

# General Information

Information that follows provides an overview of enrollment, parking, student resources, grading, refunds, and other conditions of enrollment at UCLA Extension. UCLA Extension reserves the right to update or change this information; for complete, updated information visit [uclaextension.edu](http://uclaextension.edu).

UCLA Extension is an integral part of UCLA but receives no direct or indirect state or university funding for its general operations. Its program of continuing education is supported entirely by student enrollment fees, contracts, sponsorships, and philanthropic support. Every effort has been made to ensure the accuracy of the information presented in the UCLA Extension catalog; however, all courses, instructor designations, locations, and fees described herein are subject to change or deletion without notice.

## HOW TO ENROLL

- Online Enrollment with Credit Card**  
 Available 24 hours a day at [uclaextension.edu](http://uclaextension.edu). American Express, Discover, JCB, MasterCard, and VISA are accepted.
- Phone and In-Person Enrollment**  
 Monday–Friday, 8am–5pm  
**1 (800) 825-9971**  
 UCLA Extension Gayley Center  
 1145 Gayley Ave., Westwood, CA 90024
- Mail Enrollment**  
 Complete the enrollment form on page 167.  
*Note:* Enrollment is based on space availability at the time payment is received. Course pricing, including discount eligibility, will be based on the postmark date on the envelope.
- Wire Transfer Payments**  
 For more information on bank transfers, visit [uclaextension.edu/pages/str/howtoEnroll.jsp](http://uclaextension.edu/pages/str/howtoEnroll.jsp).
- 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](mailto:po@uclaextension.edu) or **1 (310) 825-5686**. A high-resolution scan of the enrollment form or any related documentation is recommended.

**UCLA Extension offices are closed:**  
**Friday, July 3**  
**Monday, September 7**

## WAIT LISTS

Courses with enrollment limits that fill are closed to further enrollment. However, many of these courses have wait lists. To be added to a wait list: on the web, click “Join Wait List” and go to your shopping cart to complete wait list registration, or call UCLA Extension Enrollment Services at **1 (800) 825-9971**. There is no charge to be added to a course wait-list.

As spaces open, wait-listed students are contacted by phone or email, offered space, and provided enrollment instructions. Priority is given to certificate candidates who need to complete high-demand sections for their programs.

## PRICING & DISCOUNTS

UCLA Extension offers discounts for UCLA Alumni, faculty, and staff. Discounts must be claimed at the time of enrollment. Enter your discount code on the web when prompted to do so, or provide the code to the enrollment specialist when enrolling by phone or in person. When enrolling by mail, discounts are applied based on the postmark date on the envelope.

If you qualify for more than one discount, choose the discount that offers the greatest fee reduction; **you cannot compound discounts.**

## UC ALUMNI AND STAFF DISCOUNT

Members of the UCLA Alumni Association and other UC Alumni Associations are eligible for a 10% discount (up to \$50 maximum) on Extension instructor-led courses. To join the UCLA Alumni Association and obtain benefit of membership call **1 (310) 825-2586** or **1 (800) 825-2586**. UCLA career staff and faculty who work at least 50% time are eligible for a 25% discount. To enroll, complete the application found online at [uclaextension.edu/financial-aid-scholarships-discounts/tuition-discounts](http://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](mailto: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 NUMBERED 1 TO 99, 100-199 & 900-999

In lower-division instruction (1–99), students must be high school graduates with a B average or have one year of college, or consent of instructor based on special attainments (i.e., a superior high school record, special competence in a particular subject matter area, or other recognized criteria). In the upper division (100 to 199), two years of college or consent of instructor based on special attainments is required. There are no age limitations or restrictions in preparatory instruction (900 to 999).

## VISITORS

You may attend, without charge, the first scheduled class in a course of six or more meetings—unless otherwise stated and as space/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](http://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](http://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@ts.ucla.edu](mailto:transportation@ts.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 rate in the structure at The Park DTLA is \$8 with student validation available at the front desk. Ample additional parking is available in nearby public parking structures at a variety of rates. **UCLA permits are not valid** at the Park at DTLA Parking Structure.

## UCLA EXTENSION WOODLAND HILLS:

### 21650 Oxnard St., Woodland Hills 91367

Parking in the structure is \$17.60. A limited number of \$5 student validations are available at the front desk. Monday-Thursday. Evening and weekend parking is free.

## MAPS & LOCATIONS

For a map of the UCLA campus, see page 166. To download maps, go to [uclaextension.edu](http://uclaextension.edu) and click “Locations & Maps.” Access an interactive campus map on your mobile phone: [m.ucla.edu](http://m.ucla.edu).

## PUBLIC TRANSPORTATION

MTA/Metro: **1 (323) 466-3876**

Santa Monica Big 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/getting-to-ucla/bike/bicycle-lockers-and-racks](http://transportation.ucla.edu/getting-to-ucla/bike/bicycle-lockers-and-racks).

## BOOKSTORES

### UCLA STORE ONLINE

Often, the most convenient way to purchase textbooks for UCLA Extension courses is online from the UCLA Store. You can either (1) access your course through [uclaextension.edu](http://uclaextension.edu), then scroll down to Course Requirements and click the book title to purchase books at the UCLA Store or (2) go directly to [uclastore.com](http://uclastore.com), click “Textbooks” and then UCLA Extension under “Others.” Payment may be made with American Express, Discover, MasterCard, or VISA.

### UCLA STORE/LU VALLE COMMONS

Textbooks for many UCLA Extension courses are stocked at the UCLA Store/Lu Valle Commons (on the UCLA campus near the School of Law). Reference books and school/computer supplies are also available. Extended shopping hours are scheduled during the first week of each quarter. For more information, call **1 (310) 825-7238** or email [luvalle@asucla.ucla.edu](mailto:luvalle@asucla.ucla.edu).

### UCLA BOOKZONE

The UCLA BookZone is on the ground floor of Ackerman Union. Special order and search services are available. For more information, call **1 (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 \$28 and require photo ID and proof of current enrollment. UCLA library cards are valid for the quarter in which you are enrolled.

Darling Biomedical Library: 12-077 Center for Health Sciences; [biomed-ref@library.ucla.edu](mailto:biomed-ref@library.ucla.edu); **1 (310) 825-4904**

Young Research Library: 280 Charles E. Young Drive North; **1 (310) 825-4732**; [yrl-circ@library.ucla.edu](mailto:yrl-circ@library.ucla.edu).

For an explanation of the collections and services visit [library.ucla.edu](http://library.ucla.edu).

## TAPING EXTENSION PROGRAMS

Audio and video recording of courses to create a personal study aid may be permitted by your instructor with the understanding that the process will not be distracting. Commercial exploitation and public distribution by any means is prohibited, and the privacy of other students will be respected. Recording may be required by the UCLA Extension Director of Student and Alumni Services to accommodate a disability in compliance with the Americans with Disabilities Act of 1990.

Be courteous. We ask all students to silence cell phones, tablets, and pagers prior to the beginning of each class.

## ACADEMIC CERTIFICATES & SPECIALIZATIONS

UCLA Extension offers more than 100 Academic Senate-approved certificates and more than 40 specializations (see pages 8-9 for a partial listing).

### ESTABLISHING CANDIDACY

Our website ([uclaextension.edu](http://uclaextension.edu)) presents comprehensive descriptions of all certificates and specializations. Certificate and Specialization programs are mostly open-enrollment; however, an application to establish candidacy is required. Each program description provides a complete explanation of the academic requirements and details, including whether the program extends eligibility for international students to enter the U.S. to study. Prospective students are encouraged to establish candidacy as soon as possible as 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-transferable and nonrefundable.

- Upon payment of the application fee and application approval, candidacy is established for a period of time covering normal progress toward program completion. The duration of normal progress varies by program, but is generally calculated for a pace of 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 **(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. Replacements for lost documents are available for a fee of \$45. To purchase a replacement, log in to the Student Portal at [uclaextension.edu](http://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 holders can deposit money on account with UCLA, then use the card as a fee-free debit card at the ASUCLA bookstore, campus food facilities, and various enterprises in Westwood Village. To simplify your commute, cardholders may purchase discounted TAP cards valid on L.A. Metro buses and Flash Passes valid on the Santa Monica Blue Bus and Culver City lines. To purchase a Guest BruinCard, log in to the Student Portal at [uclaextension.edu](http://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 windsurfing 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](http://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](mailto: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](http://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](mailto:enroll@uclaextension.edu)

Refund requests will not be accepted via U.S. or international mail in Summer Quarter 2020. Certificate candidacy and miscellaneous application fees are nonrefundable.

**Drop/Transfer Requests:** A \$30 administrative fee will be withheld from each class enrollment that is dropped prior to the refund deadline. Additional fees may be withheld as indicated in the course listings. A \$50 administrative fee will be withheld from dropped concurrent enrollments. Course transfer requests submitted on or before the final refund date will not be assessed a \$30/\$50 administrative fee. UCLA Extension reserves the right to cancel, reschedule, or combine courses at or before the first schedule class if fewer than the required students enroll. If your course is canceled, discontinued, or rescheduled before the first class meeting date; or if the instructor does not accept your application to attend a restricted course, we will contact you and issue a full refund. Classes canceled or discontinued due to an emergency may be eligible for a partial, full or no refund (including the administrative fee). Depending on the 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. Residual credit balances found on students' accounts will automatically be returned after 180 days.

If the final refund date has passed, claims for an exception to the course refund/drop/transfer policy will be considered only under the most unusual circumstances and only if the request is received within 90 days from the course end date. Send a letter describing your circumstance, with appropriate documentation, to [refundexceptions@uclaextension.edu](mailto: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.

- **UCLA Bookstore Textbook Refund Policy:** See page 157.

## ACCREDITATION

UCLA is accredited by the Western Association of Schools and Colleges. All courses and certificates offered by UCLA Extension have been developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California.

## COURSE NUMBERS

**XL 1 to XL 199:** These courses (🏠) are equivalent to undergraduate courses offered by the UCLA regular session. All XL courses are transferable for unit and subject credit toward a bachelor's degree at all campuses of the University of California. Up to 36 units of credit earned in the XL 1 to XL 199 course series can be accepted for unit, subject, and grade credit toward a bachelor's degree at any campus of the California State University system (CSU). Courses numbered 1 to 99 are considered lower division (freshman/sophomore); those numbered 100 to 199 are considered upper division (junior/senior).

**X 1 to X 199:** These courses (🏠) are structured in accordance with requirements for UCLA undergraduate courses but include subject matter not part of the regular undergraduate curriculum. While no

courses exactly equivalent to these are offered in UCLA's regular session, X 1 to X 199 courses are transferable for unit credit toward the bachelors degree at all campuses of the University of California. Up to 36 units of credit earned in the X 1 to X 199 course series can be accepted for unit, subject, and grade credit toward a bachelor's degree at any campus of the California State University system (CSU). Applicability for subject credit is typically determined by the UCLA student's major department and by other institutions upon consideration of the full course description.

**XLC 1 to XLC 199:** *Undergraduate concurrent enrollment courses* (i.e., UCLA regular session undergraduate courses in which UCLA Extension students may concurrently enroll) are transferable for unit, subject, and grade-point-average credit toward the bachelor's degree at UCLA's College of Letters and Science, School of the Arts and Architecture, and School of Nursing.

**X 300 to X 399:** Professional credit-bearing courses in the field of education, specially designed for teachers and prospective teachers. Major emphasis is on 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. After all full-time matriculated UCLA students have been accommodated, Extension students may enroll if:

- space is available
- the Extension student submits proof that course prerequisites have been met
- the instructor determines the student is prepared for the course and provides their consent
- the Extension student has achieved a GPA of 2.0 or higher in baccalaureate-level degree credit classes already taken

Undergraduate classes (XLC 1 to XLC 199) are transferable for unit, subject credit, and grade point average (GPA) in the College of Letters and Sciences at UCLA.

XLC 200-299 and XLC 400-499 are UCLA regular session graduate and professional level courses. Units earned at the graduate or professional level through Concurrent Enrollment will not provide advanced standing to students who are subsequently admitted to higher degree programs through

UCLA's Graduate Division. (Certain course requirements for higher degrees may be waived, but only with the approval of the Graduate Division on the recommendation of the student's department at the time of admission.)

XLC 500-series courses (doctoral-level seminars) are open to Concurrent Enrollment but subject to various approvals. The process takes approximately eight weeks. For requirements, contact the UCLA Extension Enrollment Center, 1145 Gayley Ave., Los Angeles, CA 90024, or call **1 (800) 825-9971**.

Inquiries regarding UCLA admissions and transfer policies should be directed to the Undergraduate Admissions Office at UCLA, **1 (310) 825-3101**, or to the appropriate academic department on campus.

For more information, see Concurrent and Cross-Enrollment Programs under the How to Enroll section of Student Services on our website, or call UCLA Extension Enrollment Services at **1 (800) 825-9971**.

- **Cross-Enrollment Program:** Students with undergraduate standing who are enrolled at any California Community College or California State University may enroll in undergraduate-level courses on a concurrent basis for a maximum of one course per academic term—with a maximum of two courses per academic year—upon payment of a nonrefundable reduced cross-enrollment fee\* and after meeting certain requirements; contact your "home campus" Registrar for complete information.

\* Cross-enrollment reduced fees are set to the equivalent of community college fees at \$46 per quarter unit, which yields \$184 for a typical four-unit course or \$230 for a five-unit course.

## CREDITS, UNITS/CREDIT STATUS

Academic credit represents the measure of time students expend in coursework. To convert quarter units to the equivalent measure in semester units, multiply by 2/3. A variety of credit, grading, and recording options are available for Extension courses:

- **For Credit—Letter Grade:** Your work will be evaluated using letter grades, and the grade and the academic credit earned will appear on your transcript. This option is not available for 800-series courses.
- **For Credit—Passed/Not Passed (Satisfactory/Unsatisfactory)\*:** Your course will be evaluated and either a Passed (Satisfactory) or Not Passed (Unsatisfactory) designation will appear on your transcripts along with the credit units attempted. This option is not available for 800-series courses. \*Satisfactory/Unsatisfactory designation is used for post-baccalaureate/graduate-level courses, please reference Grading System for additional information.
- **Not For Credit/Noncredit or CEU:** Your work will not be evaluated (you are not required to take exams or complete projects). If the course offers academic credit, your enrollment will be recorded on your transcript. If the course offers CEUs, they will be recorded on your transcript provided your instructor certifies your participation.
- **Do Not Record:** Your work will not be evaluated (you are not required to take exams or complete projects). Your transcript will not reflect your enrollment in the course. Not available for concurrent courses prefixed XLC.

The course syllabus will describe the default grading option. If you prefer to be graded by a different option, please contact UCLA Extension Enrollment Services by phone at **1 (800) 825-9971**, by fax at **1 (310) 206-3458**, or by emailing [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu).

## ONLINE TEST PROCTORING

Some exams for credit-bearing online courses in this catalog are listed with text indicating it will be proctored online. To learn more about how online test proctoring works, visit [proctoru.com/uclaextension](http://proctoru.com/uclaextension).

## MINIMUM CONTINUING LEGAL EDUCATION (MCLE) CREDIT

UCLA Extension is a State Bar of California MCLE-approved provider. Consult individual course descriptions for credit hours and special requirement hours.

## GRADING

### GRADING SYSTEM

- A** — Excellent, Academic Credit earned
- B** — Good, Academic Credit earned
- C** — Fair, Academic Credit earned
- D** — Barely Passing, Academic Credit earned, undergraduate-level courses only
- F** — Failure
- P** — Passed (C grade or better), Academic Credit earned
- NP** — Not Passed (less than C grade)
- S** — Satisfactory (B grade or better), post-baccalaureate/graduate-level courses only. Academic Credit earned
- U** — Unsatisfactory (less than B), post-baccalaureate/graduate-level courses only
- CEU** — Continuing Education units earned
- N** — Course taken for no credit
- I** — Incomplete (work of passing quality but not yet complete)
- DR** — Deferred Report (see page 163 under Student Conduct)
- IP** — Course in Progress (grade pending, on transcript by request)
- W** — Withdrawal (not on transcript)
- FF** — Failed, did not take the final (not on transcript)
- FN** — Failed, did not attend (not on transcript)
- NR** — Do not record (not on transcript)

**All grades except Incomplete (I) are final when filed by the instructor in the Final Grade Report.**

In all courses in which grades are awarded, instructors may grant students up to one quarter to make up an I (incomplete). After one quarter—or sooner if required by instructor—an I automatically lapses to an F. Grades A, B, C, and D may be modified by the suffixes + or –. The temporary grade of DR is posted if allegations of academic dishonesty are pending.

**Important:** Pass/Not Passed credit is not acceptable at the University of California for the following purposes:

- to make up a deficiency, such as grade-point average or subject credit
- as evidence of ability to study at university level
- to correct probationary or dismissal status
- to repeat a course in which a grade of D or F was received
- to fulfill prerequisite requirements, except as specifically authorized

### STUDENT PORTAL REPORTS

Within your Student Portal you can view your grades, request official transcripts, print a Confirmation of Acceptance and Registration, Confirmation of Completion, Statement of Grade, payment receipts, view your class schedule, and update your profile information at [uclaextension.edu](http://uclaextension.edu). You also may receive your grades in person at Enrollment Services, UCLA Extension Gayley Center, 1145 Gayley Ave., 2nd Floor, Westwood, CA, or by calling **1 (800) 825-9971**.

## WITHDRAWAL POLICY

Students must petition to withdraw from courses prior to the administration of the final exam. You may initiate a withdrawal at the Student Portal, [uclaextension.edu](http://uclaextension.edu), or by contacting Enrollment Services at **1 (800) 825-9971**, by fax at **1 (310) 206-3458**, or by emailing [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu). Failure to attend classes or make complete payment does not constitute an official withdrawal.

The status of withdrawal or grade of W does not appear on official transcripts.

## 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\(a\)\(5\)\(iv\)](http://www.federalregister.gov/?title=34-CFR-§668.43(a)(5)(iv)&link=comments) or visit [UCOP.edu](http://UCOP.edu)

## FINANCIAL AID/FUNDING OPTIONS

### FINANCIAL AID OFFICE:

**1 (800) 825-9971**  
[uclaextension.edu/financialaid](http://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. The filing period is November 2-17, 2020.

### FEDERAL LOAN & GRANT PROGRAMS

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

### PRIVATE EDUCATIONAL LOANS

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

### VETERANS EDUCATIONAL BENEFITS

Certain UCLA Extension certificates are approved under the Veterans' educational benefits program (those marked with a plus sign [+ ] on pages 8-9). Those who are eligible should determine benefits and obtain authorization from the appropriate Veterans Administration Office prior to enrolling.

### FINANCIAL ASSISTANCE FOR DISPLACED WORKERS

You may be eligible for financial assistance through the Workforce Innovation and Opportunity Act and California's Workforce Development system, which you can apply toward earning an approved UCLA Extension certificate (those marked with a square [■]

on pages 8-9). Contact the Local Workforce Investment Area (LWIA) in your area to determine your eligibility and receive authorization to attend. For more information, visit [uclaextension.edu/WIB](http://uclaextension.edu/WIB). To locate a California One-Stop Career Center go to [servicelocator.org](http://servicelocator.org) and enter your ZIP code.

### AMERICORPS AWARDS

AmeriCorps alumni are eligible for education awards, which can be used for UCLA Extension programs or courses. For more information, visit [AmeriCorps.gov](http://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](http://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

For new students registering and beginning the Alcohol and Drug Abuse Counseling Certificate in the Fall quarter. The scholarship award provides 50% of course registration fees (with the exception of the Study Skills one day course). For more information, visit [uclaextension.edu](http://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 **1 (310) 206-7247** or email [fmpcertificate@uclaextension.edu](mailto:fmpcertificate@uclaextension.edu).

### HENRI BOLLINGER MEMORIAL SCHOLARSHIP

Available to students in the Strategic Branding and Public Relations Certificate. For more information, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu) or call **1 (310) 206-4271**.

### MOVIE MAGIC SCHOLARSHIP

Available to students in the Producing or Independent Producing Certificates. This annual award provides outstanding students with a free Entertainment Studies course of their choosing. For more information, call **1 (310) 825-9064**.

### INGRID SKULSTAD WILLIAMS SCHOLARSHIP FOR WOMEN

Available to women enrolled in certificates. For more information, visit [uclaextension.edu](http://uclaextension.edu).

### 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 **1 (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 **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 records online any time by logging into our Student Portal under My Profile. For more information about our annual reporting requirements, visit the Student Privacy section in our Student Rights and Responsibilities Center.

**View Or Print Your 1098-T Form:** 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](http://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 4 digits of your Tax ID number/Social Security number. If you do not have or did not provide this number to us, your default password will be 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 [1098t@uclaextension.edu](mailto:1098t@uclaextension.edu).

### 529 SAVINGS PLANS

Section 529 of the Internal Revenue Code allows taxpayers to establish accounts on behalf of a designated beneficiary (e.g., child, grandchild, spouse, niece, nephew, friend, or even himself 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-

pendent studies, and internships offered through UCLA Extension. California has one of the most competitive 529 Savings Plans: The Golden State ScholarShare Trust (ScholarShare). For more information, visit [scholarshare.com](http://scholarshare.com). To learn more about 529 Savings Plans, visit [savingforcollege.com](http://savingforcollege.com).

### TAX DEDUCTIONS

Even if you do not qualify for a tax credit, some educational expenses, including ancillary costs as books, meals, lodging, and travel might be tax deductible. To learn if your fee payments are deductible, consult with the relevant state or federal tax agency. Copies of your payment receipts can be printed from [uclaextension.edu](http://uclaextension.edu).

### TAX DEDUCTIBLE GIFTS

UCLA Extension's only income comes from enrollment fees, contracts, and gifts. Such gifts and bequests are tax deductible. As a nonprofit public service educational institution, UCLA Extension welcomes your direct support. For more information, contact the Director of Development, UCLA Extension, 1145 Gayley Ave., Westwood, CA 90024; **1 (310) 206-5255**.

### STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include but are not limited to auxiliary aids/services, such as audiotaping of courses; sign language interpreters; assistive-listening devices for hearing-impaired individuals; extended time for and proctoring of exams; and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation.

**Service Animals:** Under ADA Revised Requirements of September 2010, only dogs can serve as service animals. Further, a service animal is a dog that is trained to perform special tasks for a person with a disability. They are working animals, not pets. A dog whose sole function is to provide comfort or emotional support will not qualify as a service animal under the ADA and *will not be allowed in campus classrooms*.

### PROCESS FOR REQUESTING ACCOMMODATIONS

**IMPORTANT:** Requests for accommodations must be made at least ten (10) working days prior to the start of each academic quarter; requests for retroactive accommodations are not accepted. Requests are handled in confidence and only through the UCLA Extension Office of Disability Services: **1 (800) 825-9971**; [access@uclaextension.edu](mailto:access@uclaextension.edu); UCLA Extension Gayley Center, 1145 Gayley Ave., Westwood, CA 90024.

Every effort is made to locate and conduct courses that are structurally and programmatically accessible; however, prior arrangements may be necessary to provide access at Bunche Hall on the UCLA Campus. *Please note that UCLA Extension instructors are prohibited from providing medical or other counsel to students regarding disability diagnoses.* Direct any questions to the UCLA Extension Office of Disability Services at the contact information above.

## CAREER SERVICES

### HANDSHAKE ONLINE JOB BOARD

Students actively enrolled in a Certificate Program with paid candidacy fee and Extension Alumni with an earned Gold Certificate can subscribe to Handshake, the **UCLA Career Center online job board** where employers across industries post job and internship opportunities at all career levels. Visit [careers.uclaextension.edu/resources](http://careers.uclaextension.edu/resources) for information on how to subscribe. Access to Handshake is available to Certificate students and alumni only.

### CAREER SERVICES WEBSITE

Visit [careers.uclaextension.edu](http://careers.uclaextension.edu) to find out more information on career resources, job and internship postings, articles and advice, events, and workshops. Plus, subscribe to Career Services email alerts to receive updates tailored to your specific interests and check out the Career Community pages to stay connected to the latest news and career trends in your industry. For questions about career resources email [careers@uclaextension.edu](mailto:careers@uclaextension.edu) or call **1 (800) 825-9971**.

## INTERNATIONAL STUDENTS

### INTERNATIONAL STUDENT OFFICE

**1 (310) 825-9351**

[uclaextension.edu/international-students](http://uclaextension.edu/international-students)

An I-20 and F-1 visa are not required for studying online from your home country. Students are required to obtain F-1 visa for studying in the U.S. International students must be enrolled in at least 12 units of courses per quarter within an approved certificate (programs bulleted [●]) on pages 8-9. For Intensive English Language Studies (ELS) program, students must attend for at least 18 hours per week. The International Student Office processes I-20s for F-1 eligible certificate programs, ESL programs, exchange programs and customer programs. For more information about the application process and how to apply, you can contact:

Certificate Program: [iso@uclaextension.edu](mailto:iso@uclaextension.edu)

Intensive ELS Program: [alcenroll@uclaextension.edu](mailto:alcenroll@uclaextension.edu)

For non-application related questions about the Intensive ELS Program information, contact the American Language Center at [alc@uclaextension.edu](mailto:alc@uclaextension.edu).

For Study Abroad Program information, contact Study Abroad Office at [studyabroad@uclaextension.edu](mailto:studyabroad@uclaextension.edu).

## STUDENT CONDUCT

Students are expected to understand and comply with Extension policies and regulations, as well as all University, local, state, and federal laws. The Student Rights & Responsibilities Center is charged with upholding the rights and responsibilities outlined in the Student Conduct Code and to ensure an environment free from harassment and discrimination for all members of the Extension community. The SRRC may impose sanctions against a student found responsible for committing, attempting to commit, or assisting another in committing acts of misconduct, which include but are not limited to:

- All forms of academic misconduct including but not limited to cheating, multiple submissions, fabrication, plagiarism, or facilitating academic dishonesty;
- Knowingly furnishing false information to the University;
- Theft or misuse of the intellectual property of others, or violation of others' copyrights;

- Coercion regarding grading or evaluation of coursework; threatening personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework;
- Forgery, alteration, or misuse of University documents, records, keys, or identifications;
- Theft of, damage to, or destruction of any property of the University or property of others while on University premises;
- Unauthorized entry to or use of University properties, equipment, or resources;
- Willful disruption of teaching, research, administration, or other University activities;
- Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct;
- Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities;
- Assault, sex offenses, or other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person;
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety or the safety of his or her family, and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person;
- Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or Extension instructor acting in the performance of his/her official capacity;
- Selling, preparing, or distributing for any commercial purpose lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course;
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in federal and state law or regulations, on University property or at official University functions;
- The use, possession, sale, distribution, or manufacture of alcohol on University properties or at official University functions, which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.
- The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which a student is taking a course or is pursuing as an educational goal or major.

## STUDENT ACADEMIC GRIEVANCE

Students have a right to grieve. UCLA Extension provides a procedure to ensure grievances are fairly heard. If you believe you were subject to an administrative or academic decision that is without foundation in law, University policy, or principles of fairness and equity, forward the original decision letter (if available) along with a written statement that explains the unique facts of your claim. Students or clients grieving an action or failure to act by the administration, not framed as a request or demand for refund (see below), will be heard by the administrative unit manager where the service failure was alleged to have occurred. In the case of academic issues (including grades), claims should be addressed to the Program Director in charge of the course in question. For more information, including processes and procedures, see Rights and Responsibilities under Student Services on our website.

## STUDENT HOUSING

Students who would like information on housing options while attending UCLA Extension courses should visit UCLA Community Housing at [cho.ucla.edu](http://cho.ucla.edu).

## RECORDS SERVICE & TRANSCRIPTS

Information about you and grade records of your completed course work can be viewed online. Update your student profile by logging on to Student Portal at [uclaextension.edu](http://uclaextension.edu). To request changes to your record that only we can make (e.g., SSN and name), email [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu) or call **1 (800) 825-9971**. Name changes require legal name change documentation.

Request a transcript online at [uclaextension.edu](http://uclaextension.edu) by logging into your profile and selecting Transcripts at the bottom of the page. Allow four weeks after completion of current coursework for final grades to be recorded. Expedited delivery is available.

Unofficial, In-Progress transcripts are complimentary. Send your request to [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu). Transcripts held for pickup will be held for 60 days, then destroyed. For transcript delivery by mail, you have 60 days from the mail date to notify the Department of Student and Alumni Services that you have not received your transcript(s). In both cases, if you request a transcript reprint after 60 days, you will be required to pay the transcript fee again.

For more information, call **1 (800) 825-9971**.

## 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/doc/4000385/SVSH](http://policy.ucop.edu/doc/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) 825-1491**; [info@ucpd.ucla.edu](mailto:info@ucpd.ucla.edu).

Otherwise, contact your local police department.

If you have been raped and want to report the crime, go to your nearest emergency room immediately for a medical examination and evidence preservation. For further information about treatment and support, go directly to or call the Rape Treatment Center at the Santa Monica UCLA Medical Center: 1250 16th Street, Santa Monica, CA; **1 (310) 319-4000**.

If the accused is a UCLA or UCLA Extension student, instructor, or staff member, please contact our Student Rights and Responsibilities Center for additional support and assistance: [SRRC@uclaextension.edu](mailto:SRRC@uclaextension.edu); **1 (310) 825-0953**.

### SEXUAL HARASSMENT

Sexual harassment is defined as severe, pervasive, and objectively offensive conduct based on a person's sex that effectively denies a person equal educational access. If you believe you are experiencing sexual harassment and the accused is a UCLA or UCLA Extension student, instructor, or staff member, we are here to support your personal choice regarding next steps. Please contact our Student Rights and Responsibilities Center for consultation, advice, and/or to file a report: [SRRC@uclaextension.edu](mailto: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) 825-1491**; [info@ucpd.ucla.edu](mailto: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](mailto:SRRC@uclaextension.edu); **1 (310) 825-0953**. For additional support and other resources, visit: [womenshealth.ucla.edu/domestic-violence-resources](http://womenshealth.ucla.edu/domestic-violence-resources).

### NONDISCRIMINATION POLICY

The University of California, in accordance with applicable federal and state laws and University policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy and childbirth), disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits 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) 825-1491**; [info@ucpd.ucla.edu](mailto: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](mailto: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](mailto:SRRC@uclaextension.edu); **1 (800) 825-9971**.

## PRIVACY NOTIFICATION

Furnishing all information required on forms presented by UCLA Extension is mandatory with the exception of Social Security number (SSN), date of birth, gender, educational level, and ethnic identity. Failure to provide required information will delay or may even prevent completion of the action for which the form is being filled out.

Information that is not required but which we ask you to volunteer (such as gender, educational level, and ethnic identity) will be used solely for statistical purposes to measure the diversity of the audience we serve.

• If you do not have or could not provide us with your SSN/TIN, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payments that might entitle you to tax credits provided under the *Taxpayer Relief Act of 1997*. Each year in December, UCLA Extension will conduct an annual solicitation of students whose records are subject to IRS reporting but where the SSN/TIN field remains blank; this to ensure that an oversight on your part can be addressed. You may append your record online at any time by logging in to the **Student Portal**, or submit *IRS form W-9S* by mail to UCLA Extension Enrollment Services.

• UCLA Extension routinely reports its student census to the National Student Clearinghouse. Those seeking deferments 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 on forms in this catalog or website is the Registrar, UCLA Extension Enrollment Services, P.O. Box 24901, Los Angeles, CA 90024-0901.

Under provisions of the federal Family Educational Rights and Privacy Act of 1974 ("FERPA," 20 U.S.C. sec. 1232g), you have the right to:

- inspect and review records pertaining to you in your capacity as a student;
- have withheld from disclosure, absent your prior consent for release, personally identifiable information from your student records, except as provided by the Federal Act and University Policies;
- inspect records maintained by the University of disclosures of personally identifiable information from your student record;
- seek correction of your student record through a request to amend the records, subsequently through a hearing.

File complaints with the Department of Education regarding alleged violations of the rights accorded you by the federal act.

Student Records information may not be disclosed without the prior written consent of the Student, other than to University Officials who have been determined to have Legitimate Educational Interest.

At UCLA Extension, "University Officials" are defined as the following:

- UCLA Extension and UCLA Main Campus Officials;
- Officials in the UC Office of the President and the Office of the General Counsel and Vice President for Legal Affairs;
- Officials at other campuses of the University, in connection with the administration of joint programs or activities;
- Officials at other campuses of the University or other institutions, if a Student is concurrently enrolled in, or concurrently receives services from UCLA and another institution, or from UCLA and another campus of the University. This provision includes institutions participating in Education Abroad Programs and summer session programs.
- The UCLA Chancellor, or his or her designees, in connection with Disclosures arising from disciplinary procedures of another UC campuses.

At UCLA Extension, "Legitimate Educational Interest" means:

1. The information or Record is relevant and necessary to the accomplishment of some task or determination; and
2. The task or determination is an employment responsibility 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 employment 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 nametags and the sharing of participant rosters. When planned with such support, notice will be provided in the course listing. Students may opt out of planned participant rosters by sending an e-mail to [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu).

## COMMUNITY SAFETY/FACILITIES

Visit [police.ucla.edu/reports-statistics/jeanne-clery-act](http://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 [lostandfound.ucla.edu](http://lostandfound.ucla.edu).

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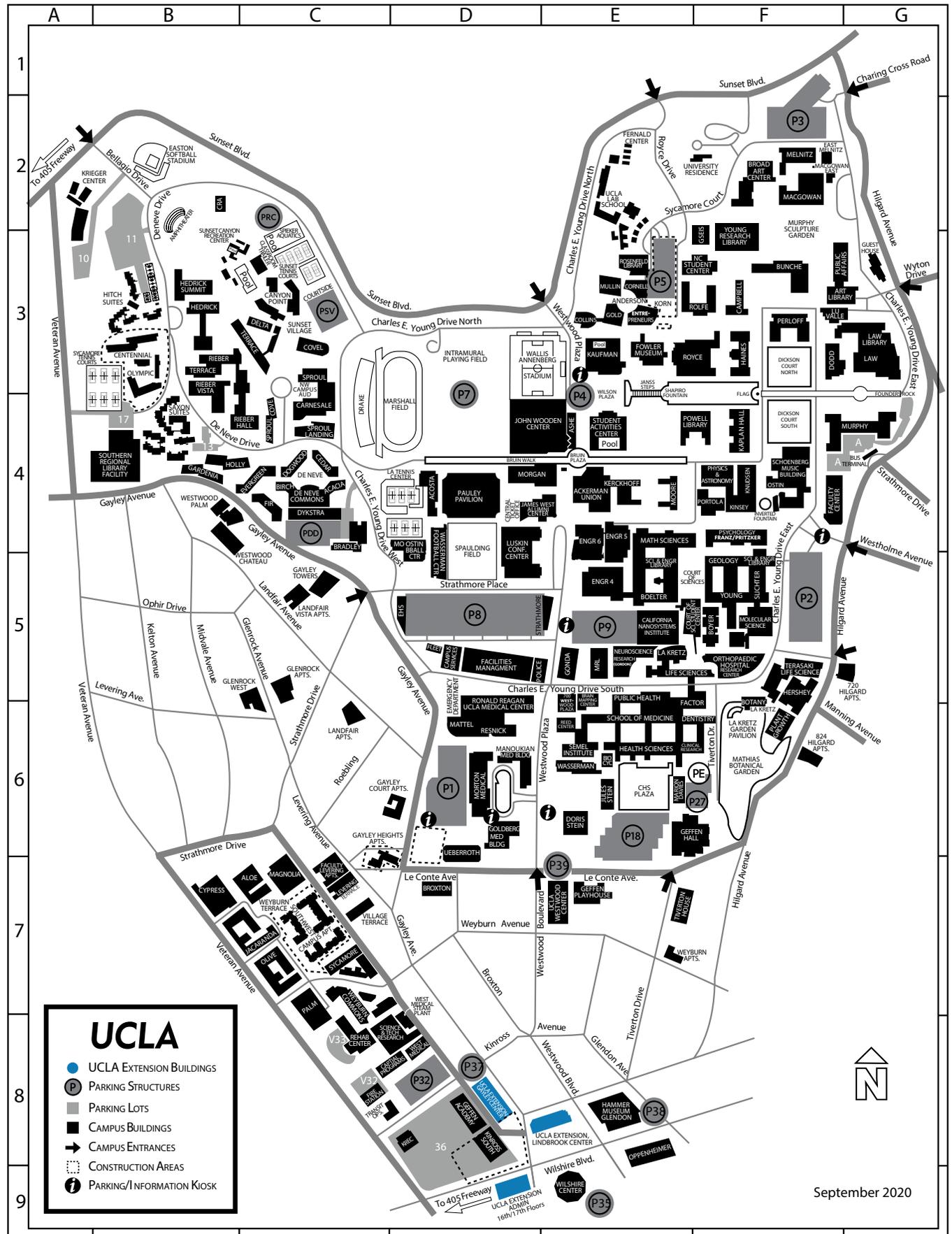
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DeNeve Commons .....	C4
Dodd Hall .....	F3
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Factor Building .....	F5
Faculty Center .....	F4
Fowler Museum .....	E3
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Geology .....	F5
Haines Hall .....	F3
Health Sciences, Center for (CHS) .....	E6
Hedrick Hall .....	B3
Hershey Hall .....	F5
Kaplan Hall .....	F4
Kaufman Hall .....	E3
Kerckhoff Hall .....	E4
Knudsen Hall .....	F4
La Kretz Hall .....	E5
Law, School of .....	G3
Life Sciences .....	E5
Lu Valle Commons .....	F3
Macgowan Hall .....	F2
Math Sciences .....	E4
Melnitz Hall .....	F2
Moore Hall .....	E4
Murphy Hall .....	F4
North Campus Student Center .....	E3
Pauley Pavilion .....	D4
Perloff Hall .....	F3
Physics and Astronomy Building .....	F4
Police, Campus .....	D5
Powell Library .....	E4
Public Affairs, Luskin School of .....	F3
Public Health, Fielding School of .....	E5
Rehabilitation Center .....	C8
Rolfe Hall .....	E3
Royce Hall .....	E3
Schoenberg Music Building .....	F4
Semel Institute .....	E6
Slichter Hall .....	F5
Sproul Hall .....	C3
Sunset Canyon Rec Center .....	C3
<b>UCLA Extension Administration Bldg.</b> .....	D9
<b>UCLA Extension Gayley Center</b> .....	D8
<b>UCLA Extension Lindbrook Center</b> .....	D8
UCLA Medical Plaza .....	D6
Wooden Center .....	D4
Young Hall .....	F5
Young Research Library .....	F2



September 2020

**Escort Service**

Escort service is available between dusk and 1am for students who would like to be accompanied to and from their cars. Call **(310) 794-WALK (x49255)** from campus phones) 15 minutes before needed to request an escort.

**Police/Fire/Ambulance: 911**

Call from any campus or pay phone—no money needed—or use the blue-hooded “Emergency UCLA Police” reporting stations on campus.

**UCLA Police: (310) 825-1491**

To report a crime or for emergency assistance.

Smoking and other uses of tobacco products are not permitted in UCLA Extension centers, or on the UCLA campus including its buildings, parking structures, grounds, streets, and pedestrian walkways.

# Mail-In Enrollment Form for Check or Money Order

Please print clearly

Reg#	COURSE TITLE AND NUMBER	CREDIT STATUS	FEE
<b>Please provide 6 digit Reg#</b>		<b>(Please check appropriate box) Courses marked with a diamond ◇ may not be taken passed/not passed</b>	
		<input type="checkbox"/> 1. For Credit-Letter Grade <input type="checkbox"/> 2. For Credit-Passed/Not Passed <input type="checkbox"/> 3. Not For Credit <input type="checkbox"/> 4. CEU <input type="checkbox"/> 5. Do Not Record	\$
		<input type="checkbox"/> 1. For Credit-Letter Grade <input type="checkbox"/> 2. For Credit-Passed/Not Passed <input type="checkbox"/> 3. Not For Credit <input type="checkbox"/> 4. CEU <input type="checkbox"/> 5. Do Not Record	\$
		<input type="checkbox"/> 1. For Credit-Letter Grade <input type="checkbox"/> 2. For Credit-Passed/Not Passed <input type="checkbox"/> 3. Not For Credit <input type="checkbox"/> 4. CEU <input type="checkbox"/> 5. Do Not Record	\$
<b>TOTAL FEES</b>			\$

NAME (FIRST/MI/LAST)

\*SOCIAL SECURITY NUMBER      \*BIRTHDATE (MO/DAY/YR)       \*MALE       \*FEMALE

MAILING ADDRESS

CITY/STATE/ZIP      COUNTRY/POSTAL CODE

(      )

DAYTIME PHONE: AREA CODE/PHONE NUMBER

EMAIL ADDRESS (REQUIRED)

Check here to receive email notices of upcoming events and specials from UCLA Extension.

\*Your Social Security number is required by federal law to enable filing of information returns to the Internal Revenue Service (IRS). If you do not choose to provide us with your Social Security number, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payment that might entitle you to tax credits available under the Taxpayer Relief Act of 1997. UCLA Extension also routinely reports its student census to the National Student Clearinghouse. Those seeking deferments for repayment of student loans may wish to provide their Social Security number to expedite the deferment process. Date of birth and gender are also voluntary.

**Discount Code  
(if applicable):**

Eligibility for discounts will be determined based on the postmark date on the envelope. If payment is due, please include a check or money order payable to: *The Regents of UC.*

NOTE: There is a \$30 charge for returned checks. A \$30 administrative fee is withheld from each course for which you request a refund unless the course is canceled, discontinued, rescheduled, or has a special refund policy.

\*\* Parking permits are not mandatory. For single-entry parking options and parking permit details, see page 157.

When scanning this enrollment form, a purchase order form, or any related documentation, a high-resolution scan is recommended for optimal legibility.

In order to provide you with a continually improving selection of courses, we ask for the following voluntary information. Data collected is known only to our staff in a summary statistical form.

**Highest Educational Level Attained:**  
(If your formal education was completed outside the U.S., please check the box that best describes equivalence.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> High School in Progress  | <input type="checkbox"/> BA/BS/Other Bachelor's Degree   | <input type="checkbox"/> PhD              |
| <input type="checkbox"/> High School Graduate/GED | <input type="checkbox"/> MA/MS/Other Master's Degree     | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> AA/Associate in Arts     | <input type="checkbox"/> JD/MD/Other Professional Degree | <input type="checkbox"/> Decline to State |

**Ethnicity/Race:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Asian                  | <input type="checkbox"/> Hispanic/Latino/Chicano       | <input type="checkbox"/> 2 or More of the Categories Listed Here |
| <input type="checkbox"/> Black/African-American | <input type="checkbox"/> Native American/Alaska Native | <input type="checkbox"/> Decline to State                        |
| <input type="checkbox"/> Caucasian/White        | <input type="checkbox"/> Pacific Islander/Hawaiian     |  |

By enrolling in a UCLA Extension course or program, you become a student affiliated with UCLA Extension and thereby are held to the terms outlined in Extension Policy SA501 Student Conduct, which conforms to University of California policies applying to Campus Activities, Organizations, and Students (PACAOS 100.00) and the UC Presidential Policy on Sexual Harassment and Sexual Violence.

**Mail the enrollment form and payment to:**  
 Department K  
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 P.O. Box 24901  
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- Plants for the Landscape

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- Short Fiction
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- Writing and Directing Short Films

## **And More**

- English Learner Added Authorization (CTEL/CLAD)
- Fundamentals of College Counseling
- Fundraising
- Pediatric Medicine
- Teacher Induction/California Clear Credential
- Working in Contemporary Native Nations