Designated Subjects Career Technical Education Teaching Credential graduate Luca Tirapelle recalls that he benefitted from his coursework immediately. “Since my first class, I got the tools to apply on the job right away.”

Learn more about our cover student on p. 2.
Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about programs. Get to know instructors. Meet your fellow students. Ask questions.

**ART AND DESIGN**
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Certificate Program in Landscape Architecture (p. 24)
Professional Sequence in Graphic Design (p. 15)

**BEHAVIORAL HEALTH SCIENCES**
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**BUSINESS**
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**EDUCATION**
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**SCIENCES, MATHEMATICS AND BIOTECHNOLOGY**
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**TECHNOLOGY AND INFORMATION MANAGEMENT**
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Professional Program in Data Analysis (p. 171)

**WRITING, EDITING AND TECHNICAL COMMUNICATION**
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From Berkeley to the World and Back Again

We’re proud to bear the UC Berkeley Extension name because of its association with one of the finest public university systems in the world. UC Berkeley is proud of its Extension because we extend quality, world-class education and training to our community members who are continuing their education to prepare for further study, to strengthen career opportunities, and to expand their horizons.

We’ve boosted our reach beyond Berkeley into our other centers in San Francisco and Belmont. We host international students here, offer incoming UC Berkeley students a wonderful “small college” experience in the Fall Program for Freshmen, and are increasing our partnerships with universities across the globe to ensure that students everywhere have access to the education and training they need to reach their goals. Our burgeoning online classes further amplify our opportunity to offer classes to the world.

In some ways, though, it all begins here at Berkeley Your first step could be to check out this catalog, visit one or more of our free events (listed on p. 6). We also encourage you to come to one of our many free in-person or online information sessions that inform you of specific program benefits. If you’re not quite sure what you’re looking for, or just want to stop in and say hello, come to the open house at our San Francisco Campus on Thursday evening, Jan. 14, from 5:30–7 pm. Staff members are excited to meet you and talk with you about your goals and ideas.

And, if you already know what you want, we encourage you to sign up for a class. Whether you’re an aficionado or new to the world of continuing education, you’ll find the first steps to your future success here. Welcome!

Diana Wu, Ed.D.
Dean, UC Berkeley Extension
Luca Tirapelle found the career advice he needed while walking down a San Francisco street: a UC Berkeley Extension catalog. He had recently moved from Boston, was working as a behavioral analyst at the San Francisco School District and needed school credits to transfer his teaching credential. When he asked his office about the Extension program, the district said they knew about the Designated Subjects Career Technical Education Teaching Credential. With district approval and the convenience of weekend classes, Tirapelle was on his way.

Tirapelle recalls that he benefitted from his coursework immediately. “Since my first class, I got the tools to apply on the job right away. We were studying specific taxonomy about different levels of learning. I work with teachers, and it was nice to share the same language, the same terminology.”

A year later and credits needed in hand, Tirapelle has started a master’s degree in educational leadership at National University. Satisfied with the education he’s received at Extension, Tirapelle is referring his co-workers to register for the credential program. He wants to draw on his behavioral psychology background to create programs and environments that help students learn better. “Behavioral services makes you look at the systems that are in place in a classroom, in a school,” he explains. “You try to change the environment to change the student’s behavior. I want to look at how the environment can be more conducive to learning.”
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**extension.berkeley.edu**

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**The University of California, Berkeley, is accredited by the Western Association of Schools and Colleges (WASC). UC Berkeley Extension—like all other UC Berkeley schools, colleges and departments—is accredited by WASC through the University.**
Professional Certificates and Specialized Programs of Study

Art and Design
- Certificate Program in Interior Design and Interior Architecture
- Certificate Program in Landscape Architecture
- Post-Baccalaureate Certificate in Visual Arts
- Professional Sequence in Graphic Design

Behavioral Health Sciences
- Certificate Program in Alcohol and Drug Abuse Studies
- Post-Baccalaureate Program for Counseling and Psychology Professions
- Professional Program in Aging and Mental Health
- Professional Program in Child and Adolescent Treatment
- Professional Program in Eating and Weight Disorders
- Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders
- Professional Program in Health Advocacy
- Professional Program in Neuropsychological Assessment
- Professional Program in the Study of Loss and Grief
- Professional Program in Trauma-Informed Interventions

Business
- Certificate Program in Accounting
- Certificate Program in Business Administration
- Certificate Program in Business Analysis
- Certificate Program in Entrepreneurship and Small Business Management
- Certificate Program in Finance
- Certificate Program in Financial Planning and Analysis
- Certificate Program in Leadership and Management
- Certificate Program in Marketing
- Certificate Program in Paralegal Studies
- Certificate Program in Personal Financial Planning
- Certificate Program in Project Management
- Professional Program in Business Process Management
- Professional Program in Women and Leadership
- Professional Sequence in Agile Management
- Professional Sequence in Managing Marketing Communications
- Professional Sequence in Marketing Metrics and ROI
- Professional Sequence in Project Human Resource Management
- Program in Professional Communication

Construction and Environmental Management
- Certificate Program in Construction Management
- Certificate Program in HVAC
- Professional Program in Leadership in Sustainability and Environmental Management
- Professional Sequence in Facilities Management
- Professional Series in Smart Grid Technology

Education
- Certificate Program in Student Affairs and Higher-Education Administration
- Certificate Program in Teaching English as a Second Language
- CLAD Through CTEL
- Designated Subjects Adult Education Teaching Credential
- Designated Subjects Career Technical Education Teaching Credential
- Professional Program in College Admission Counseling
- Professional Program in English Learner Pedagogy
UC Berkeley Extension offers widely respected professional certificates and specialized programs of study to ensure students get the training to advance in their careers and meet their personal goals.

Our highly motivated students come from diverse backgrounds. Most are adult learners who hold bachelor’s degrees, and more than a third have graduate degrees. But no matter what stage of their careers or education, all Extension students share a desire for high-quality training and education.

To help working adults and full-time students reach their goals, Extension offers hundreds of courses every term. Beginning nearly every week of the year, daytime, evening and weekend courses are held at locations in Berkeley, San Francisco and Belmont.

For even greater convenience, many of our courses, professional certificates and specialized programs of study are also available online.

Humanities
- Professional Program in Mandarin Language
- Professional Program in Spanish Language

Sciences, Mathematics and Biotechnology
- Advanced Biosciences Program
- Certificate Program in Clinical Research Conduct and Management
- Clinical Laboratory Scientist Preparatory Program
- Post-Baccalaureate Health Professions Program
- Professional Program in Life Sciences Business
- Professional Program in Project Management in the Life Science Industries
- Professional Program in Quality and Compliance for Biotechnology
- Professional Program in Regulatory Affairs

Technology and Information Management
- Advanced Program in Software Development
- Certificate Program in Semiconductor IC Design
- Certificate Program in Software Development and Programming
- Professional Program in Data Administration and Management
- Professional Program in Data Analysis
- Professional Sequence in Business Intelligence and SAS Analytics Software
- Professional Sequence in Innovation Leadership for Technology Professionals
- Professional Sequence in Semiconductor Technology Fundamentals

Writing, Editing and Technical Communication
- Post-Baccalaureate Certificate Program in Writing
- Professional Sequence in Editing
- Professional Sequence in Technical Communication
- Specialized Program in Professional Writing
FREE EVENTS at Extension
You’re invited to attend any or all of our spring events for the general public. This is your chance to learn more about intriguing and important topics and to get better acquainted with brilliant thinkers and Bay Area luminaries.

Reserve your place today at extension.berkeley.edu.

San Francisco Campus Open House
UNEX 1278
Meet academic staff from UC Berkeley Extension after work! Receive academic advising in person, enjoy one-on-one conversations, and learn about courses and certificate programs. Light refreshments available. Preregistration is recommended but not required.
Thursday, Jan. 14, 5:30–7 pm
San Francisco: San Francisco Campus • FREE

Clinical Empathy in a Post-ACA World
UNEX 1296
Learn how health care providers can recognize when their emotions are worsening conflicts with patients and families. In the current health care climate, providers are under increasing pressure to do more for patients in less time. Providers want to give empathic care but fear burning out. Patients and families are frustrated with the limitations of the health care system. As a result, there are often conflicts between providers, patients and families that can undermine effective health care. Gain exposure to specific skills that promote sustainable empathy to provide more effective care and to enjoy your work more.
Jodi Halpern, M.D., Ph.D., is the author of From Detached Concern to Empathy: Humanizing Medical Practice (Oxford University Press, New York, 2001/2011) and articles on topics including emotions and health decisions, autonomy and social reconciliation after violence. She is a psychiatrist and philosopher and a professor of bioethics and medical humanities at the University of California, Berkeley.
Thursday, 4:30–6 pm
Feb. 11
Berkeley: Golden Bear Center • FREE

Getting Federal and State of California Certified as a Small, Minority or Disadvantaged Business: What’s in It for Me?
UNEX 1295
Are you a small, minority owned or disadvantaged business that is seeking to expand your business horizons? Being on record as a small and/or diverse business allows government agencies, public institutions and private companies to find your business when they are posting a bid opportunity or receiving funding from the federal government or State of California, funding that often requires procurement from small, diverse, and/or disadvantaged businesses. If you are seeking to learn more about getting certified with the federal government and the State of California, join us in this fast-paced workshop. Due to limited space availability, only representatives of small, minority or disadvantaged businesses should register and attend.
Vernita Taylor is the founder and owner of Jabez Enterprise Group, which provides business development and government contracting education and training services to both corporate (B2B) and government (B2G) entities. She is the author of Get the Cheese, Avoid the Traps: An Interactive Guide to Government Contracting (B.E.S.T. Publishing, 2015).
Thursday, 4–6 pm
Feb. 18
Berkeley: Golden Bear Center • FREE

Building and Metaphor: The New BAMPFA and Architecture of Life
UNEX 1294
On Jan. 31, 2016, the UC Berkeley Art Museum and Pacific Film Archive opens to the public at its new downtown Berkeley home. In this special presentation, BAMPFA Director Lawrence Rinder discusses the design of the new building and its ambitious opening exhibition, Architecture of Life.
Designed by the renowned New York–based firm Diller Scofidio + Renfro (DS+R), the new building makes BAMPFA’s art, film, performance and education programs more accessible than ever before. Among its exceptional features are two state-of-the-art film theaters, an all-ages drop-in Art Lab, four study centers and a diverse array of versatile gallery spaces. DS+R’s innovative design incorporates an existing 1939 Art Deco printing plant (site of the printing of the UN Charter in 1945) with dynamic and bold new spaces.
Architecture of Life, the inaugural exhibition, explores the ways that architecture—as concept, metaphor and practice—illuminates various aspects of life experience: the nature of the self and psyche, the fundamental structures of reality and the power of the imagination to reshape our world. Occupying every gallery in the new building, the exhibition comprises more than 200 works of art in a wide range of media, scientific illustrations, and architectural drawings and models made over the past 2,000 years.
Lawrence Rinder is director of the UC Berkeley Art Museum and Pacific Film Archive. Previously, he held positions at the California College of the Arts, the Whitney Museum of American Art, Walker Art Center and the Museum of Modern Art, New York. His writing on art has been published in numerous international magazines and journals.
Wednesday, 7–8:30 pm
March 23
Berkeley Art Museum Pacific Film Archive, 2155 Center St. • FREE (with museum admission)

19th-Annual Student Reading Series
Hear students in the Post-Baccalaureate Certificate Program in Writing share their works of poetry, nonfiction and fiction at these annual reading events in May. Contact the Writing department at (510) 642-6362 for updated information on their works of poetry, nonfiction and fiction at these annual reading events in May. Contact the Writing department at (510) 642-6362 for updated information on dates and times.
Books Inc.
1491 Shattuck Ave., Berkeley • FREE

Cal Day 2016
Join UC Berkeley Extension in celebrating Cal Day with the UC Berkeley campus. Don’t miss this opportunity to attend lectures by esteemed professors, visit galleries and museums, see performances, and take part in hands-on programs for the whole family. For a complete schedule, visit calday.berkeley.edu.
Saturday, April 16, 9 am–4 pm
Berkeley Campus • FREE
NEW Courses and Programs for Spring 2016

Advance your career or pursue a personal interest with new courses and programs designed for your enrichment.

LOOK FOR NEW THIS TERM TAGS THROUGHOUT THE CATALOG.

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Elena Ortiz began her professional career at Texas-based Houston Chronicle newspaper, setting type and designing layouts back when rulers and exactos were a printer’s primary tools. She then transitioned to the nonprofit world, moving into administrative roles based on her leadership skills. It was during this time Ortiz found her passion. Because everyone does a little bit of everything at a nonprofit, Ortiz became an “accidental graphic designer” and decided she wanted to explore a career in graphic design.

So she began looking at different art schools, but found inspiration and an easy time commitment (only two years) at a UC Berkeley Extension Art and Design information session. And there she found inspiration. “I thought, ‘If these teachers can inspire me during an information session, just imagine what it would be like to go into a class with one of them!’” Ortiz remembers. Once she got her feet wet with an Illustrator class, Ortiz signed up for the two-year program. “You start the program with basically the same group and see yourself all the way to Studio IV. You see your own advancement of skills and knowledge, as well as everyone’s creativity.”

While Ortiz has completed the Professional Program in Graphic Design, she continues to take classes to keep her fresh in a highly digital world. “I want to keep going because, as they tell us early on, a graphic designer no longer does mostly print,” she says. “And I’ve used some of the UX and UI knowledge as an intern at multicultural marketing agency Jungle Communications in Berkeley. My knowledge of wireframes contributed to their rebranding process and to client projects.”
Build your creative and professional skills with courses in art and design at UC Berkeley Extension. Take a studio class in drawing, painting or photography. Learn the techniques and essential aspects of graphic and interactive design. Or, earn a certificate in landscape architecture, interior design or visual arts. You can choose an individual course of interest or enroll in a program that can help prepare you to pursue a new career. Our programs provide the opportunity to work with award-winning designers, artists and industry professionals to refine your portfolio and cultivate a professional network.

**NEW COURSES**

- The Art and Craft of Design, see p. 20
- The Found Object: An Exploration of Appropriation, see p. 14
- Philosophy of Art, see p. 10
- Web Design With Dreamweaver, see p. 17

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Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

Certificate Program in Interior Design and Interior Architecture
Wednesday, Jan. 13, 6:30–8 pm
San Francisco: San Francisco Campus

Professional Sequence in Graphic Design
Wednesday, Jan. 13, 6:30–8 pm
San Francisco: San Francisco Campus

Professional Sequence in Graphic Design

Visual Arts

**COURSE INFORMATION**
extension-visualarts@berkeley.edu
extension.berkeley.edu/art
(510) 642-7523

**ONLINE COURSE INFORMATION**
(510) 643-4957
extension.berkeley.edu/online

Art History

**NEW THIS TERM**

**Philosophy of Art**

HISTART X448 2 semester units in History of Art
Explore philosophical questions about form; content; audio, visual, literary and performative media; and the institutional organization of art. Investigate questions such as: What is art? How does one make evaluative judgments about art? What is the purpose and value of art? Lectures and readings explore these questions as they transform historically and culturally from Plato to our contemporary globalized world. Class curriculum pairs philosophical texts with works of art to place philosophy in a practical context.

Sec. 001
Mark Bartlett, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $455

Contemporary Art: History and Theory

HISTART X442 2 semester units in History of Art

A requirement in the Post-Baccalaureate Certificate in Visual Arts

Contemporary art’s succession of contending, and often conflicting, ideas and styles challenges those who view art as a mode of self-expression that nevertheless manages to be generally accessible. Examine the radical vision that drove disparate contemporary movements such as pop, minimalism and conceptualism. Explore how forms such as performance, body and land art expanded the concept of what it means to create fine art. You ultimately gain an understanding of the impulses, interests and innovations that have driven the art world from the middle of the 20th century to the present.

Sec. 003
Terri Cohn, M.A.
10 meetings
Thursdays, 6:30–9:30 pm
March 24–May 26
San Francisco: San Francisco Campus • $455

Drawing

**Drawing Fundamentals**

ART X405 2 semester units in Practice of Art

Develop observational abilities and rendering skills in this introduction to the fine art of drawing. Learn methods of describing objects in terms of line, value, space, composition and perspective using a variety of media and techniques. Course projects help you explore the principles of light, space, composition and perspective using a variety of media and techniques.

Sec. 011
Pamela Lanza, M.F.A.
12 meetings
Mondays, 6:30–9:30 pm
Jan. 14–April 18 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $455

**Drawing Intermediate**

ART X406 2 semester units in Practice of Art

An elective in the Post-Baccalaureate Certificate in Visual Arts

Focus on rendering skills and creative approaches to composition and subject. You start by drawing almost exclusively from 3-D objects to hone representational skills and challenge your creativity. The class includes in-depth studies of value, forms in space, line, expressive and imaginative drawing, and an introduction to the figure.

Prerequisite: Drawing Fundamentals ART X405 or consent of instructor

Sec. 004
Sheila Ghidini, M.F.A.
12 meetings
Thursdays, 6:30–9:30 pm
Jan. 28–April 14
San Francisco: San Francisco Campus • $455
**Experimental Drawing**

**ART X433** • 2 semester units in Practice of Art  
An elective in the Post-Baccalaureate Certificate in Visual Arts

Develop a unique partnership between a drawing medium and your imagination, intuition and experience. In studio projects, you experiment with abstractions based on realism, as well as sounds, ideas and words. In addition to studying the relationship of medium to mood while working with a variety of conventional media, you experiment with unconventional media—such as natural pigments, textural elements and found materials—to stretch your drawing technique in new directions.

**Prerequisite:** Drawing Fundamentals ART X405 or consent of instructor

**Sec. 005**  
Pamela Lanza, M.F.A.  
12 meetings  
Saturdays, 10 am–1 pm  
Jan. 30–April 23 (no meeting on Feb. 13)  
San Francisco: San Francisco Campus • $455

**Exploring the Portrait and Self-Portrait**

**ART X434** • 2 semester units in Practice of Art  
An elective in the Post-Baccalaureate Certificate in Visual Arts

Explore the expressive use of line, the dramatic values of light and shadow, and the basics of human anatomy. Slide-illustrated lectures present portraits and self-portraits using mood, memory, photography, abstraction and fantasy as expressive tools.

**Prerequisite:** Drawing Fundamentals ART X405 or consent of instructor

**Sec. 003**  
Glenn Hirsch, M.F.A.  
12 meetings  
Saturdays, 10 am–1 pm  
Jan. 30–April 23 (no meeting on Feb. 13)  
San Francisco: San Francisco Campus • $455

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**PUBLIC LECTURE**

**Building and Metaphor: The New BAMPFA and Architecture of Life**

**UNEX 1294**

On Jan. 31, 2016, the UC Berkeley Art Museum and Pacific Film Archive opens to the public at its new downtown Berkeley home. In this special presentation, BAMPFA Director Lawrence Rinder discusses the design of the new building and its ambitious opening exhibition, *Architecture of Life*.

Designed by the renowned New York–based firm Diller Scofidio + Renfro (DS+R), the new building makes BAMPFA’s art, film, performance and education programs more accessible than ever before. Among its exceptional features are two state-of-the-art film theaters, an all-ages drop-in Art Lab, four study centers and a diverse array of versatile gallery spaces. DS+R’s innovative design incorporates an existing 1939 Art Deco printing plant (site of the printing of the UN Charter in 1945) with dynamic and bold new spaces.

*Architecture of Life*, the inaugural exhibition, explores the ways that architecture—as concept, metaphor and practice—illuminates various aspects of life experience: the nature of the self and psyche, the fundamental structures of reality and the power of the imagination to reshape our world. Occupying every gallery in the new building, the exhibition comprises more than 200 works of art in a wide range of media, scientific illustrations, and architectural drawings and models made over the past 2,000 years.

**Lawrence Rinder** is director of the UC Berkeley Art Museum and Pacific Film Archive. Previously, he held positions at the California College of the Arts, the Whitney Museum of American Art, Walker Art Center and the Museum of Modern Art, New York. His writing on art has been published in numerous international magazines and journals.

**Sec. 001**  
1 meeting  
Wednesday, 7–8:30 pm  
March 23  
Berkeley Art Museum and Pacific Film Archive, 2155 Center St. • Free with museum admission

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*Photo by Stefan Kocev*
Painting

**Painting Fundamentals**

**ART X410** • 2 semester units in Practice of Art
Get an introduction to the essential materials and techniques of painting, including building and stretching a canvas, mixing color, underpainting, glazing and washing, dry brushing and using a palette knife. Explore the use of composition, line, contrast, texture and color. Demonstrations, slide-illustrated lectures, and individual and group critiques provide a basis to develop your visual awareness.

**Sec. 011**
Larry Robinson, M.F.A.
12 meetings
Tuesdays, 1:30–4:30 pm
Jan. 26–April 12
San Francisco: San Francisco Campus • $455

**Sec. 010**
Larry Robinson, M.F.A.
12 meetings
Wednesdays, 6:30–9:30 pm
Jan. 27–April 13
San Francisco: San Francisco Campus • $455

**Painting Intermediate**

**ART X411** • 2 semester units in Practice of Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Expanding on the basic painting techniques and principles learned in Painting Fundamentals ART X410, this course further engages you in the use of composition, color, contrast, light and movement. Image-illustrated lectures, demonstrations, and individual and group critiques provide opportunities to expand your artistic skills.

**Prerequisite:** Painting Fundamentals ART X410 or consent of instructor

**Sec. 005**
Glenn Hirsch, M.F.A.
12 meetings
Mondays, 6:30–9:30 pm
Jan. 25–April 18 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $455

**Painting Workshop**

**ART X470** • 2 semester units in Practice of Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
This intermediate- to advanced-level workshop helps you realize your creative ideas by focusing on personal expression. You are encouraged to take risks, to explore unpredictable rather than predictable painting and to engage in painting rather than picture making.

**Prerequisite:** Painting Fundamentals ART X410 or consent of instructor

**Sec. 013**
Larry Robinson, M.F.A.
12 meetings
Mondays, 7–10 pm
Jan. 25–April 18 (no meeting on Feb. 15)
Berkeley Campus: Kroeber Hall • $455

Contemporary Painting With Water-Based Media

**ART X414.3** • 2 semester units in Practice of Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Get an introduction to the process and techniques of traditional watercolor painting and water media as a component to mixed-media works. Engage in a laboratory of contemporary practice using water-based media such as paint, gouache and ink. Through directed experimentation, you learn to develop a unique visual language using this luminous and spontaneous medium. You also gain expertise by examining methods of critical analysis, color literacy and contemporary painting issues.

**Prerequisite:** Painting Fundamentals ART X410 or consent of instructor

**Sec. 003**
Francesca Pastine, M.F.A.
12 meetings
Thursdays, 6:30–9:30 pm
Jan. 28–April 14
San Francisco: San Francisco Campus • $455

Photography, Film and Video

**Digital Photography Fundamentals**

**ARCH X405** • 2 semester units in Architecture
Learn the basics of digital cameras through an overview of photography and photographic terminology. Understand image-editing software and digital effects. Receive one-on-one time with the instructor to better understand your particular digital camera.

**Prerequisite:** Painting Fundamentals ART X410 or consent of instructor

**Sec. 011**
David Papas
10 meetings
Saturdays, 10 am–1 pm
Jan. 23–April 2 (no meeting Feb. 13)
San Francisco: San Francisco Campus • $455

**Digital Photography Intermediate**

**ARCH X405.2** • 2 semester units in Architecture
An elective in the Post-Baccalaureate Certificate in Visual Arts
Explore additional skills and terminology, including RAW, file work flow, color management and how to prepare files for output. Develop your conceptual skills, and participate in lectures, critiques, lab work and field trips that enhance your knowledge.

**Prerequisite:** Digital Photography Fundamentals ARCH X405 or consent of instructor

**Sec. 006**
Emmanuelle Namont Kouznetsov, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: San Francisco Campus • $455

Photography Workshop

**ARCH X406.1** • 2 semester units in Architecture
An elective in the Post-Baccalaureate Certificate in Visual Arts
Explore creative ideas while working in either traditional film materials or digital media. Through concept-based assignments, you develop a language to discuss and think critically about photographs. Slide-illustrated lectures, demonstrations, critiques and course projects clarify the technical aspects of photographs while encouraging innovative approaches to picture making.

**Prerequisite:** Digital Photography Intermediate ARCH X405.2 or consent of instructor

**Sec. 005**
Carlos Javier Ortiz
5 meetings
Saturdays, 10 am–4:30 pm
Feb. 20–March 19
San Francisco: San Francisco Campus • $455

Photoshop for Photographers

**ARCH X406.2** • 2 semester units in Architecture
An elective in the Post-Baccalaureate Certificate in Visual Arts
Learn to more effectively use Photoshop in your digital photography workflow. This course is ideal for digital photographers who want to become more proficient at utilizing this essential program. Through instructor demonstration and hands-on practice, you learn raw processing with Adobe Camera Raw, Photoshop tools, palettes, masks, smart objects and high-dynamic-range imaging, as well as basic retouching, tone and color correction.

**Sec. 002**
Emmanuelle Namont Kouznetsov, M.F.A.
Wednesdays, 6:30–9:30 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $455

The Art of Film

**FILM X20** • 3 semester units in Film and Media
Survey a range of classic and modern works, and learn to recognize what makes a well-crafted motion picture. Topics include the handling of space and time in motion pictures, the history and uses of sound, editing, performance, directing, narrative style and screenwriting. You are responsible for renting and viewing films as part of this course.

**See website for updated section number**
L. Thomas Pollard, Ph.D.
Enroll anytime
Online • $715

For course and schedule information visit extension.berkeley.edu/catalog

12
Post-Baccalaureate Certificate in Visual Arts

The Post-Baccalaureate Certificate in Visual Arts provides a critical bridge between talent and skill. This exciting curriculum includes expert instruction and rigorous studio experience to help you take your creative ideas to the next level in a supportive atmosphere. It includes theory and critique seminars designed to develop creative and conceptual thinking; visual art history courses that integrate issues of contemporary art within a historical context; and electives chosen in a wide array of studio courses. The combination of the studio practice with the conceptual and historical framework enables you to develop a portfolio of work for application to a Master of Fine Arts program. This certificate can be completed on a part-time or full-time basis.

Curriculum Requirements
The curriculum comprises a minimum of 12 courses and a final portfolio review for a total of 24 semester units (360 hours of instruction), including 7 required courses (12 semester units) and a minimum of 6 visual arts electives (12 semester units).

Prerequisites
A bachelor’s degree and intermediate- to advanced-level art skills are required to register for the Post-Baccalaureate Certificate in Visual Arts. See website for registration procedures.

Required Courses
- Modern Art: History and Theory HISTART X441
- Contemporary Art: History and Theory HISTART X442 (offered this term)
- Post-Baccalaureate Seminar 1: Portfolio and Visual Dynamics ART X401
- Post-Baccalaureate Seminar 2: Portfolio and Critique ART X495 (offered this term)
- Post-Baccalaureate Seminar 3: Portfolio Development and Professional Practices ART X495.1
- Post-Baccalaureate Mentorship ART X495.5 (offered this term)
- Portfolio Review ART 801 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/visualarts.html.

Prepare for Graduate School
- Rigorous studio practice
- Critique
- Mentorship
- Portfolio development
- Professional practices

Pursue Your Passion
- Drawing
- Film/Video
- Painting
- Photography
- Printmaking

Learn More
extension.berkeley.edu/cert/visualarts.html
extension-visualarts@berkeley.edu

“The classes equipped me with the tools to really understand and appreciate art,” Post-Baccalaureate Certificate in Visual Arts graduate Meghana Deodhar says. “And then I realized that there is still so much out there to be explored, and I really want to go out there and just do it.”
Other Media

NEW THIS TERM
The Found Object: An Exploration of Appropriation

ART X456 • 2 semester units in Practice of Art
Learn how to transform found objects into works of art. Illustrated lectures and course discussions help you explore the possibilities, methods and meanings of working with used, discarded, discovered, demolished, and recovered objects and materials in art production. Course projects offer you an opportunity to develop visual perception; learn how to make correlations based on intuition; investigate personal and abstract subject matter; and find the means, tools and materials to express your ideas.

Sec. 001
Zachary Seeger, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
Jan. 26–April 12
San Francisco: San Francisco Campus • $455

Woodblock Printmaking

ART X417.4 • 2 semester units in Practice of Art
An elective in the Post-Baccalaureate Certificate in Visual Arts

Woodblock printing is a powerful, graphic art form with a long history and varying global techniques. Get an introduction to the essential tools and techniques of woodblock printmaking and a history of the medium of relief. Learn how to print a single-color image, how to translate a drawn image into a carved one, how to ink a block and print it both using a press and by hand, and how to incorporate printing images into artist books. Nontoxic methods are emphasized, as well as techniques for printing at home away from a press.

Sec. 003
Michelle Wilson, M.F.A.
12 meetings
Saturdays, 9 am–4 pm
Jan. 30–April 23 (no meeting on Feb. 13)
San Francisco: San Francisco Campus • $455

Post-Baccalaureate Core Courses

Post-Baccalaureate Seminar 2: Portfolio and Critique

ART X495 • 2 semester units in Practice of Art
A requirement in the Post-Baccalaureate Certificate in Visual Arts

Present original artwork to your peers, and receive in-depth responses regarding issues of meaning and content, as well as technical and formal resolution. Get useful feedback on the development of your portfolio of artwork. Discuss relevant topics in visual art and culture, and develop your vocabulary and skills of critical awareness.

Please bring examples of your original artwork to the first meeting.

Prerequisite: Post-Baccalaureate Seminar 1: Portfolio and Visual Dynamics ART X401

Sec. 003
Francesca Pastine, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 26–March 29
San Francisco: San Francisco Campus • $550

Post-Baccalaureate Mentorship

ART X495.5 • 1 or 2 semester units in Practice of Art
An elective in the Post-Baccalaureate Certificate in Visual Arts

Develop a cohesive body of work that demonstrates your approach to art making; gain a skill level appropriate for potential application to graduate programs; and practice the presentation of your conceptual intent and artworks in formal, philosophical and historical terms. Receive individual guidance and evaluation from an approved program instructor. Evaluate your artistic growth, and discuss issues of meaning, content, technique and formal resolution in your artwork.

Prerequisite: Registration in the Post-Baccalaureate Certificate in Visual Arts

Sec. 011
3 meetings
Scheduled in consultation with instructor
Contact program office for more details • $325 for 1 unit; $495 for 2 units

Portfolio Review

ART 801
A requirement in the Post-Baccalaureate Certificate in Visual Arts

All Post-Baccalaureate Certificate in Visual Arts students must successfully complete a portfolio review and discuss their art in formal, philosophical and historical terms to receive the certificate. Instructors determine students’ readiness for graduate study and give feedback on student portfolios.

Prerequisite: Post-Baccalaureate Seminar 3: Portfolio Development and Professional Practices ART X495.1 (may be taken concurrently)

Sec. 007
Various instructors
1 meeting
Friday, 12:30–3:30 pm
Feb. 19
San Francisco: San Francisco Campus • $375

NEW THIS TERM

Woodblock Printmaking
Graphic and Interactive Design

COURSE INFORMATION
extension-graphicdesign@berkeley.edu
extension.berkeley.edu/art
(510) 664-7823

ONLINE COURSE INFORMATION
(510) 643-4957
extension.berkeley.edu/online

FREE INFORMATION SESSION
Professional Program in Graphic Design
UNEX 1068
UC Berkeley Extension’s Professional Program in Graphic Design offers a study of timeless design principles, accompanied by an appreciation of historical and current trends. Find out how you can learn from industry professionals to build a comprehensive portfolio and advance in the field. View program details on this page or visit extension.berkeley.edu/spos/graphicps.html.

Sec. 008
1 meeting
Wednesday, 6:30–8 pm
Jan. 13
San Francisco: San Francisco Campus • Free

Sec. 019
Jesse Gottesman, M.F.A.
12 meetings
Mondays, 6:30–9:30 pm
Jan. 25–April 18 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $790

Sec. 020
Abigail Rudner, B.F.A., M.A.A.E.
12 meetings
Wednesdays, 6:30–9:30 pm
Feb. 3–April 20
San Francisco: San Francisco Campus • $790

Professional Program in
Graphic Design

Graphic design shapes the visual and social culture. The fundamentals of graphic design—exciting ideas, effective communication and social contexts—are essential to working in the field. Study timeless design principles, and gain an appreciation of historical and current trends. Learn from industry professionals to build a comprehensive portfolio and advance in the field.

Curriculum Requirements
The curriculum comprises 7 required courses a total of 14 semester unit (222 hours of instruction).

Required Courses
Take courses in the following order:

• Visual Design Principles
  DESIGN X401.2 (offered this term)

• Illustrator
  DESIGN X461
  (offered this term)

• InDesign
  DESIGN X496
  (offered this term)

• Typography Fundamentals
  DESIGN X450.9

• Photoshop
  DESIGN X462
  (offered this term)

• Web Design With Dreamweaver
  DESIGN X475
  (offered this term)

• Graphic and Web Design Portfolio
  DESIGN X434
  (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/spos/graphicps.html
extension-graphicdesign@berkeley.edu

Communications isn’t just about words, social media posts or newsletters. And as the grant and communications coordinator at Berkeley Public Schools Fund, Laura Brewer looked to add to her communications skill set and found what she needed with the UC Berkeley Extension Professional Program in Graphic Design. The benefits came quickly: She was able to bring the fund’s design work in house and expand her graphic design capabilities into reports and brochures.

“My design passion is working with nonprofits, government organizations, political campaigns and education groups—organizations that don’t necessarily have access to design work,” the recent graduate says. “Graphic design shouldn’t be a privilege or luxury—everyone has the right to good design—and it can be so effective for organizations like that.”

This passion was sparked while taking Illustrator I, in which she mastered complex design tools and felt that she could conquer anything. “Until you know Illustrator, you’re really just kind of moving shapes around and hoping something works,” she explains. “But that class really brought it together: Here are the tools that you need to make something beautiful and easy to understand. And I still feel like I’m having ‘a ha’ moments all the time: when I figure out a new tool or find something that lines up better than I had previously been thinking.”

Artwork by Sarah Knox, student
ART AND DESIGN

**Visual and Digital Design**

DESIGN X401.3 • 2 semester units in Design
(Formerly Graphic Design Studio II)

Develop your skills in composition, color use and typography. Balancing the conceptual and technical aspects of design, define your design goals and develop your ability to generate concepts and layouts and present them in a professional manner. Assignments range from logo development to layouts for books, brochures, magazines, posters and package design.

**Prerequisite:** Graphic Design Studio I (now Visual Design Principles) DESIGN X401.2; basic knowledge of Adobe Illustrator or InDesign strongly recommended

**Sec. 009** Nancy Cutler, B.S.
12 meetings
Thursdays, 6:30–9:30 pm
Feb. 4–April 21
San Francisco: San Francisco Campus • $790

**Graphic and Web Design Portfolio**

DESIGN X434 • 2 semester units in Design
(Formerly Graphic Design Studio IV: Portfolio)

A **requirement in the Professional Program in Graphic Design**

To find work as a graphic designer, you need a strong portfolio and good presentation skills. Individual and group critiques help you build a portfolio that makes a dramatic and distinctive statement. You have the opportunity to review, edit and expand previous work. You also create new work for your portfolio and learn how to market yourself to the employer you really want. The course includes lectures and discussions about career opportunities and the current state of design.

**Prerequisites:** Design Studio I (now Visual Design Principles) DESIGN X401.2, Graphic Design Studio II (now Visual and Digital Design) DESIGN X401.3 and Graphic Design Studio III (now Branding) DESIGN X411

**Sec. 006**
Ivan Trujillo, M.F.A.
12 meetings
Tuesdays, 6–9 pm
Feb. 2–April 19
San Francisco: San Francisco Campus • $790

**Expressive and Experimental Typography**

DESIGN X452 • 2 semester units in Design

An elective in the Professional Program in Graphic Design

Explore experimental and traditional approaches to typography and custom lettering in the context of graphic design. Class projects and subjects help you understand a wide variety of technical and conceptual approaches to typography, including typeface design, experiments in conceptual lettering and real-world applications. You also review the basics of typography: the differences between functional and decorative typography, type history, terminology, and the how and why of choosing typefaces. You complete projects in a variety of media, including digital, hand-drawn and 3-D.

**Prerequisites:** Basic knowledge of Adobe Illustrator, Photoshop or InDesign

**Sec. 002**
David Hake, B.S., M.Des.
10 meetings
Thursdays, 6:30–9:30 pm
March 3–May 5
San Francisco: San Francisco Campus • $790

**Illustrating Children’s Books**

DESIGN X437 • 2 semester units in Design

An elective in the Professional Program in Graphic Design

To become a children’s book illustrator, you need skill, style, technique and a sense of how to tell a story through pictures. Learn how to develop an effective portfolio to promote your work. Understand the basics of developing your personal style, and review techniques and media. You also review the basics of book production.

**Sec. 002**
Julie Downing, B.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 15–May 17
San Francisco: San Francisco Campus • $790

**Computer Courses**

**Photoshop I**

DESIGN X462 • 2 semester units in Design

A requirement in the Professional Program in Graphic Design

Adobe Photoshop is essential to any graphic designer’s toolbox. Learn the fundamental concepts of Photoshop: layers, painting tools, blending modes, tonal correction and retouching, and sharpening images. Explore the fundamentals of scanning, image resolution and appropriate file formats. Projects and lectures emphasize real-world production and collaging techniques.

**Sec. 006**
Abigail Rudner, B.F.A., M.A.A.E.
10 meetings
Mondays, 6:30–9:30 pm
March 7–May 9
San Francisco: San Francisco Campus • $790

**Illustrator I**

DESIGN X461 • 2 semester units in Design

A requirement in the Professional Program in Graphic Design

Adobe Illustrator is the industry-standard tool for creating vector graphics, a must-have skill in any graphic designer’s toolbox. Through step-by-step instructions, you learn to use Illustrator’s powerful drawing tools to create logos and original artwork. You also learn how to use the pen and transformation tools, layers, color palettes and gradients, as well as Illustrator’s amazing typographic capabilities. This course is for both print and Web designers.

**Sec. 014**
Lance Jackson, B.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $825

**Sec. 013**
Jon Chester, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 22–May 24
San Francisco: San Francisco Campus • $825

**InDesign**

DESIGN X496 • 2 semester units in Design

A requirement in the Professional Program in Graphic Design

Explore the fundamentals of Adobe InDesign—including its unique typographic and graphic capabilities—while learning shortcuts and tips to efficiently use the program’s tools. Develop several real-world projects for print, PDF and Web formats.

**Sec. 005**
Socorro Soberano, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–March 15
San Francisco: San Francisco Campus • $790
Creating Interactive Documents With InDesign
DESIGN X496.1 • 1 semester unit in Design
(Formerly Digital Publishing With Adobe InDesign)
An elective in the Professional Program in Graphic Design
Learn how to design interactive documents with Adobe InDesign CC. Add interactivity to PDF files including hyperlinks, buttons and video. Create sophisticated motion effects and engaging user experiences with InDesign animations. Learn how to export interactive documents as fixed-layout EPUBs and how to use Adobe’s new Publish Online technology, which allows your work—portfolio, photography, or promotional brochure—to be viewed anywhere, on any device.
Prerequisite: InDesign DESIGN X496 or consent of instructor
Sec. 003
Diane Burns, B.A.
5 meetings
Mondays, 6–9 pm
Jan. 25–Feb. 29 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $560

Introduction to UX Design
DESIGN X429 • 2 semester units in Design
(Formerly User Interface and User Experience (UI and UX))
An elective in the Professional Program in Graphic Design
Get an introduction to user experience, including user research, qualitative and quantitative assessment, interviewing tactics, user testing and prototyping techniques using industry-standard technology. Build a solid foundation for creating digital mockups efficiently and effectively based on industry standards.
You must have a laptop available for this course.
Sec. 004
Instructor to be announced
10 meetings
Thursdays, 6:30–9:30 pm
Feb. 4–April 7
San Francisco: San Francisco Campus • $800

WordPress Design and Blogging
DESIGN X442.3 • 2 semester units in Design
An elective in the Professional Program in Graphic Design
Learn how to create a website and a blog either for personal use or to build and nurture a brand or business. You study the steps to create a blog and manage the publishing of content using WordPress and Bootstrap. You also learn about hosting and integrating social media into your online presence. Review the basics of email marketing and newsletter promotion and marketing. Explore a variety of Web applications that can help you establish an online presence.
Sec. 002
Instructor to be announced
10 meetings
Wednesdays, 6:30–9:30 pm
March 16–May 18
San Francisco: San Francisco Campus • $800

Interactive Infographics
DESIGN X435 • 2 semester units in Design
An elective in the Professional Program in Graphic Design
In the age of big data, data visualization has become a primary component in presenting information for multiple usages. Even without a programming background, you can learn how to create interactive infographics. Using basic sequences in data-related software, you learn to translate numbers into charts for presentation formats for the Web and print. You also get an introduction to animation using industry software.
We strongly recommend you have at least a beginning knowledge of HTML and CSS.
Sec. 002
Lance Jackson, B.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
March 24–May 26 (also two meetings to be arranged)
San Francisco: San Francisco Campus • $825

Web Design With HTML5 and CSS3
DESIGN X455 • 2 semester units in Design
An elective in the Professional Program in Graphic Design
Get an introduction to HTML and CSS, and learn how to create a personal website. Learn to apply Web standards as you code a webpage with HTML5, style it with CSS, and master the fundamentals of FTP uploading and the development and maintenance of your personal website. You also review methods to optimize development speed, increase search engine optimization (SEO) and enhance usability.
Sec. 004
Sharon Kaitner, M.Ed.
Jan. 19–April 12
Online • $700

NEW THIS TERM
Web Design With Dreamweaver
DESIGN X475.1 • 2 semester units in Design
A requirement in the Professional Program in Graphic Design
Get an introduction to HTML5 and CSS3 to create a personal website. Applying Web standards as you code and master the fundamentals of Web development and design, you proceed rapidly, moving from text editor and browser to Dreamweaver, Photoshop and Photoshop Lightroom. You review alternative open-source software and best practices for usability and accessibility. You need to purchase or create a free account with a web host. Initial costs are minimal.
Sec. 001
Sharon Kaitner, M.Ed.
Feb. 2–April 26
Online • $700

Internship in Graphic Design
DESIGN X434.1 • 2 semester units in Design
An elective in the Professional Program in Graphic Design
Students work in a new, professional environment to gain valuable experience. The purpose is to gain insight and skills that can serve them on graduation and future employment in graphic and interactive design and related fields. Experience is shared with other students in the internship course during the semester. The course is intended for students who have completed at least Visual Design Principles and two software electives or Typography Fundamentals. Your work experience should be a place where you have not worked before. You should present your résumé and portfolio to a professional graphic design or related office that is sponsoring the internship. Once an internship is agreed upon, you should submit the Internship Approval Request with a description of the company to the program director/instructor of graphic and interactive design. Upon approval of the internship, you set up a mutually agreeable work schedule with the company and give a copy to the program director/instructor.
Sec. 001
Ivan Trujillo, M.F.A.
2 meetings
Scheduled in consultation with instructor
Contact department for more information
$500

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111 ART AND DESIGN
Nearing graduation from the Certificate Program in Interior Design and Interior Architecture, Tim Ferk looks back on when he knew he made the right decision. “In my second semester, I took Graphic Communications II, which was a lot of hand sketching and rendering,” he recalls. “Although it was a lot of work, it was really enjoyable. It was the first class that allowed me to let loose and explore things that I wanted to try. That’s when I really started to get into the program.”

To students who are unsure of making a career transition, Ferk offers this sage advice: “Dig in and give it 100 percent right from the get-go. Even if it’s something that you choose not to pursue, you will definitely learn something that you can take with you in other aspects of your life.”

**General Interest**

**Inside Views of Design**

ARCH 1005 • 0.4 CEU

Noted design and architecture book author Diane Dorrans Saeks leads this highly informative seminar to the studios of three significant architecture and design firms. This inspiring afternoon seminar offers the latest concepts on a broad range of residential and commercial design by San Francisco’s leading architecture and design practitioners.

You begin at the headquarters of 50-year-old Gensler, the largest design, planning and architecture firm in the world with more than 4,000 employees in 46 locations. The firm is distinguished by an unparalleled commitment to enhancing its clients’ success through the possibilities of design.

You then visit the headquarters of Leddy Maytum Stacy Architects. Since 1982, this firm has worked closely with clients to produce high-performance architecture that integrates rigorous aesthetics, appropriate technology and environmental sensitivity. Sustainability is a key focus. Principals William Leddy, Marsha Maytum and Richard Stacy lead a talented group of design professionals.

You complete the afternoon’s program at the dramatic studio/workshop of Aidlin Darling Design. Joshua Aidlin and David Darling lead this young and highly innovative firm that has won many residential and commercial awards with its modernist approach that celebrates intellectual rigor and artistry. It creates highly customized architecture with a precision that is emotionally engaging, superbly crafted and intuitive.

After parking and meeting at Gensler, you carpool among the studios, which are in the South of Market district.

Refreshments are served at the end of the tour as the group discusses current design topics with the designers at a private reception.

**The Art and Craft of Design**

ARCH 1007

Acclaimed design and architecture book author Diane Dorrans Saeks leads this inspirational and informational afternoon’s visits to the studios of three of San Francisco’s most admired talents.

For course schedule, see p. 20.

**Origins of Influence: Asian Architecture**

ARCH X400 • 2 semester units in Architecture

Study the residential design traditions of China, Japan and Korea by exploring the history and influences of Asian courtyard houses, farmhouses, teahouses and yangban scholar residences.

For course schedule, see p. 22.

**Fundamentals of Interior Design**

ARCH X474 • 1 semester unit in Architecture

Explore the world of residential and commercial interior design in this introductory course.

For course schedule, see p. 23.

**Principles of Sustainability**

ARCH X411.6 • 1 semester unit in Architecture

Explore various pathways to global environmental sustainability, examining commerce, culture, design, policy and individual actions.

For course schedule, see p. 23.

**Exploring the World of Textiles**

ARCH X499.2 • 1 semester unit in Architecture

Expert Laurel Sprigg shares her passion and knowledge of the crafts of spinning, weaving and dyeing fibers.

For course schedule, see p. 23.

**LED Lighting for Healthier Living**

ARCH X448.8 • 1 semester unit in Architecture

Understand the basic steps to implement LED lighting into your work and living spaces.

For course schedule, see p. 23.

**Professional Development**

**Revit**

ARCH X479.2 • 3 semester units in Architecture

Learn the fundamentals of building information modeling (BIM) using Autodesk Revit Architecture.

For course schedule, see p. 22.
Certificate Program in Interior Design and Interior Architecture

Learn how to create exciting spaces that are functional, aesthetically pleasing and sustainable. The Certificate Program in Interior Design and Interior Architecture offers a comprehensive education that combines studio courses with the study of design theory and history. It teaches you manual and digital drawing skills that allow you to communicate your ideas effectively. You learn from industry professionals who help you build a strong portfolio to start your career. The certificate also provides educational credits needed to qualify for the California Council of Interior Design Certification exam (IDEX) and the National Council for Interior Design Qualification certification exam (NCIDQ).

Curriculum Requirements
The curriculum comprises 19 required courses (55 semester units) and 6 semester units of electives for a total of 61 semester units.

Required Courses

Phase I
- Design Principles and Elements ARCH X475 (offered this term)
- Graphic Communication I ARCH X476.1 (offered this term)
- Color Theory and Application for Interiors ARCH X412.7 (offered this term)
- AutoCAD ARCH X479.1 (offered this term)
- Graphic Communication II ARCH X476.2 (offered this term)
- History of Architecture, Interiors and Decorative Arts I ARCH X412.4
- Digital Presentation Techniques ARCH X481 (offered this term)

Phase II
- Design Studio I ARCH X482.1
- Interior Finishes and Materials ARCH X480 (offered this term)
- History of Architecture, Interiors and Decorative Arts II ARCH X412.5 (offered this term)
- Revit ARCH X479.2 (offered this term)
- Space Planning ARCH X413.8 (offered this term)
- Fundamentals of Lighting Design ARCH X484
- Design Studio II ARCH X482.2 (offered this term)

Phase III
- Building Components and Systems for Interior Architecture ARCH X483 (offered this term)
- Design Studio III ARCH X482.3
- Construction Documents ARCH X414.6
- Business Practices for Interior Designers ARCH X409
- Design Studio IV ARCH X482.4 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/intdes.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/intdes.html
extension-interiordesign@berkeley.edu

Find the Quality You Want
- Post-baccalaureate-level program structured for adult learners
- Competitive cost
- Real-world practical skills
- Part-time enrollment option

Get the Knowledge You Need
- Architectural history
- Manual drawing
- Digital drawing
- Design studios
- Business practices
NEW THIS TERM

The Art and Craft of Design

ARCH 1007 • 0.4 ceu

Fine decorative arts and skilled craftsmanship remain essential elements in today’s interiors and architecture. This seminar celebrates and reveals fine traditional furniture-making crafts and an exciting decorative artist who works on projects internationally. Acclaimed design and architecture book author Diane Dorrans Saeks leads this inspirational and informational afternoon’s private visits to the studios of three of San Francisco’s most admired talents.

You begin at the headquarters of Rossi Antiques, a world-renowned studio that specializes in the preservation and restoration of fine antique furniture and precious objects of art. The expertise and philosophy at Rossi Antiques is directed to maintaining aesthetics in the use of rare and exotic woods and materials. You view traditional gilding in process and see many decorative finishes that preserve the innate historic character.

As a counterpoint, you then visit the studio of Willem Racké, a leading decorative artist who works in many media using inventive styles for leading interior designers around the world, including Paris designer Jacques Garcia. He also interprets and adapts traditional techniques for modern interiors and perspectives. Founded in 1989, Willem Racké Studio focuses on collaborating with interior designers, architects and clients, creating custom hand-finished plaster, murals and cabinetry.

You complete the afternoon’s program at the studio/workshop of Belmar, a 30-year-old fine custom upholstery firm noted for its classical and traditional upholstery techniques. Founder Markus Miretsky’s grandfather created upholstery for Tolstoy in Russia and worked for the Hermitage museum in St. Petersburg. Miretsky continues this venerable tradition. You see craftsmen and specialists in action and test and view custom designs.

You are invited to examine the session’s highlights and the art and craft of design in detail at a private reception at the end of the afternoon.

After parking and meeting at Rossi Antiques, you carpool among the studios, which are in the South of Market district.

Sec. 001
Diane Dorrans Saeks, B.A.
1 meeting
Thursday, 12:30–5 pm
March 17
Meet at Rossi Antiques, 71 Williams Ave., San Francisco 94124 • $85

Belmar Fine Custom Uphostery

Phase I

Design Principles and Elements

ARCH X475 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Understand people’s relationship to space, architecture and the environment in this introductory, conceptual design course. Learn the basic elements of design to create 2-D compositions. Through lectures, readings, discussions and 3-D models, you apply the principles of design as you analyze space, form and context.

Sec. 018
Instructor to be announced
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 27–May 4
San Francisco: San Francisco Campus • $850

Sec. 017
Amos Malkin, B.A., AIA
15 meetings
Thursdays, 2–5 pm
Jan. 28–May 5
San Francisco: San Francisco Campus • $850

Graphic Communication I

ARCH X476.1 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Learn architectural vocabulary and mechanical drawing in this basic drafting course. Produce floor and ceiling plans, and learn how to draw elevations and sections that communicate your ideas. Throughout the process, you gain an understanding of industry standards and see how information is organized. Further enhance your communication skills by studying the principles of orthogonal drawings to create one- and two-point perspectives. Plan to purchase drafting equipment for use in this course and throughout the certificate program.

Sec. 016
Johanna Forman, M. Arch.
15 meetings
Wednesdays, 2–5 pm
Jan. 27–May 4
San Francisco: San Francisco Campus • $850

Sec. 017
Amos Malkin, B.A., AIA
15 meetings
Thursdays, 7–10 pm
Jan. 28–May 5
San Francisco: San Francisco Campus • $850
Color Theory and Application for Interiors
ARCH X412.7 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Color is one of the most powerful, useful and expressive tools for designing compelling interior spaces. Review the color-based theories of Albert Munsell, Johannes Itten and Josef Albers. Learn how to change the value and intensity of colors using paint. Understand how light transforms color. Two-dimensional exercises teach you to apply theory to using color in interior space.

Sec. 009
Vesta Kirby, M.F.A.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 26–May 3
San Francisco: San Francisco Campus • $865

AutoCAD
ARCH X479.1 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Develop your digital communication skills by using drafting and editing commands in Autodesk AutoCAD, the industry-standard computer-aided drawing software. Progress with more advanced commands such as XREFs, blocks with attributes and XCLIPs. Learn to translate your model space files into scaled paper space drawings and plot them using multiple viewpoints.

Prerequisites: Basic knowledge of PCs and Graphic Communication I ARCH X476.1. We recommend you take this course before Revit ARCH X479.2. This course is taught only on PCs.

Sec. 014
Eileen Tumlin, M.Arch., LEED AP
15 meetings
Mondays, 2–5 pm
Jan. 25–May 9 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $850

Sec. 013
Stephen Wong, M.Arch.
15 meetings
Wednesdays, 6–9 pm
Jan. 27–May 4
San Francisco: San Francisco Campus • $950

Graphic Communication II
ARCH X476.2 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Enhance your skills in translating 2-D floor plans into 3-D space. Exercises, including quick sketch vignettes and renderings, expand your ability to visualize design concepts and communicate them accurately and convincingly. Learn to use a variety of media and techniques that enhance your ability to create presentations with accurate perspectives and fine graphic details.

Prerequisite: Graphic Communication I ARCH X476.1

Sec. 009
Jennifer Mahoney, B.A.
13 meetings
Thursdays, 6:15–9:15 pm
Jan. 28–April 7 (also Saturdays, Feb. 6 and March 26, 9 am–3:30 pm)
San Francisco: San Francisco Campus • $850

Digital Presentation Techniques
ARCH X481 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Gain the skills to create effective concept and design drawings using 2-D and 3-D software. In this introductory course, learn how to use Google SketchUp and Adobe Photoshop and InDesign to augment your creative ideas. This class is perfect for students and design professionals alike.

We recommend that you have personal copies of Google SketchUp and Adobe Photoshop and InDesign to complete the homework. Plan to spend additional time outside of class to master these programs.

Prerequisites: Graphic Communication II ARCH X476.2 and AutoCAD ARCH X479.1 or Revit ARCH X479.2

Sec. 006
David Polifko, M.F.A., M.S.
12 meetings
Tuesdays, 6–9 pm
Jan. 19–April 5
San Francisco: San Francisco Campus • $875

Phase II

Interior Finishes and Materials
ARCH X480 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Learn how to use finishes and materials appropriately for interior applications. Study how materials are installed and how they transition into one another. Understand the substrate on which they are applied and how to specify materials properly. Activities include lectures and panel discussions by product representatives. Field trips to showrooms and manufacturing facilities expand your resource base.

Prerequisites: Design Principles and Elements ARCH X475, Graphic Communication I ARCH X476.1 and Graphic Communication II ARCH X476.2; AutoCAD ARCH X479.1 and Digital Presentation Techniques ARCH X481 are highly recommended.

Sec. 006
Cheryl Gordon, B.A., B.F.A., IDA, LEED AP
15 meetings
Thursdays, 2–5 pm
Jan. 21–April 28
San Francisco: San Francisco Campus • $880

History of Architecture, Interiors and Decorative Arts II
ARCH X412.5 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Architecture and design changed radically from the time of the Industrial Revolution in the 19th century to the period of cultural postmodernism in the late 20th century. In this continuation of the History of Architecture, Interiors and Decorative Arts I ARCH X412.4, you learn about Victorian revival style, the emergence of Arts and Crafts, and the Modern and Contemporary movements.

Prerequisites: History of Architecture, Interiors and Decorative Arts I ARCH X412.4 and Graphic Communication II ARCH X476.2

Sec. 003
Sandra Poza, B.S., ASID,
Extension Honored Instructor
15 meetings
Mondays, 6:30–9:30 pm
Jan. 11–May 2 (no meetings on Jan. 18 and Feb. 15)
San Francisco: San Francisco Campus • $875
ART AND DESIGN

**Revit**

ARCH X479.2 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Learn the fundamentals of building information modeling (BIM) using Autodesk Revit Architecture. See how to implement and employ BIM software to facilitate the design process and automate documentation. Participate in hands-on activities to familiarize yourself with powerful, parametric 3-D modeling tools that enable you to generate fully coordinated plans, sections, elevations, 3-D perspectives and renderings.

**Prerequisites:** Graphic Communication I ARCH X476.1 and AutoCAD ARCH X479.1

**Sec. 011**

Edward Pertcheck, B.A., LEED AP

15 meetings

Saturdays, 9 am–12 pm

Jan. 23–May 7 (no meeting on Feb. 13)

San Francisco: San Francisco Campus • $975

**Sec. 012**

Tamara Roth, B.F.A., Associate IIDA, LEED AP ID+C

15 meetings

Mondays, 6:30–9:30 pm

Jan. 23–May 9 (no meeting on Feb. 13)

San Francisco: San Francisco Campus • $975

**Space Planning**

ARCH X413.8 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Develop plans that satisfy programmatic needs and use space efficiently. Learn techniques for assimilating client-project information, analyzing program requirements, and developing schematic space-planning solutions for residential and commercial situations. You also study building codes, fire safety and barrier-free designs as essential components of laying out a workable interior space.

**Prerequisites:** Graphic Communication I ARCH X476.1, AutoCAD ARCH X479.1 or Revit ARCH X479.2, and Design Studio I ARCH X482.1

**Sec. 006**

Victoria Fong, M.Arch., AIA

15 meetings

Wednesdays, 6:30–9:30 pm

Jan. 27–May 4

San Francisco: San Francisco Campus • $950

**Design Studio II**

ARCH X482.2 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Conceptualize and design a residential project. Using a specified program, analyze spaces and refine layouts to satisfy functional requirements. Become familiar with residential lines of furnishings and finishings. Develop your color palette, and select suitable materials to produce a workable and aesthetic environment for everyday living.

**Prerequisites:** Color Theory and Application for Interiors ARCH X412.7, Design Studio I ARCH X482.1, Interior Finishes and Materials ARCH X480 and Space Planning ARCH X413.8

**Sec. 006**

Rebecca Friedberg, M.Arch.

15 meetings

Tuesdays, 6:30–9:30 pm

Jan. 26–May 3

San Francisco: San Francisco Campus • $1,000

**Phase III**

**Building Components and Systems for Interior Architecture**

ARCH X483 • 4 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Gain an understanding of the components of a building and the sequence of construction in residential and commercial spaces. Learn how various building systems—plumbing, mechanical, electrical and structural—are designed and integrated into the building shell so you can effectively design safe, healthy and suitable environments for human activity.

**Prerequisite:** Design Studio I ARCH X482.1

**Sec. 003**

Lauren Mallas, M.A.

15 meetings

Thursdays, 6–10 pm

Jan. 21–April 28

San Francisco: San Francisco Campus • $1,025

**Design Studio IV**

ARCH X482.4 • 3 semester units in Architecture

A requirement in the Certificate Program in Interior Design and Interior Architecture

Combine space planning, color theory, lighting, material selection, design and construction in this final studio that challenges you to apply these skills to a mixed-use project. Use study models to examine how light penetrates the various volumes of spaces. Consider acoustics of the space and how they can be enhanced or modified through space planning or acoustical treatments. Understand how appropriate and sustainable solutions for window treatments, soft goods, finishes and furniture create a viable design.

**Prerequisites:** Design Studio III ARCH X482.3 and Digital Presentation Techniques ARCH X481

**Sec. 005**

Amy Kwok, M.A., and Melissa Muzzell, B.A., LEED AP

15 meetings

Tuesdays, 6:30–9:30 pm

Jan. 19–April 26

San Francisco: San Francisco Campus • $1,200

**Electives**

**Origins of Influence: Asian Architecture**

ARCH X400 • 2 semester units in Architecture

An elective in the Certificate Program in Interior Design and Interior Architecture

Study the residential design traditions of China, Japan and Korea by exploring the history and influences of Asian courtyard houses, farmhouses, teahouses and yangban scholar residences. Lectures and class discussions focus on the spatial considerations of these structures; the materials used for walls, ceilings and floors; and the application of design elements like color, fabrics, furnishings and artworks. Studying both traditional and modern examples, learn how interior design concepts are used to achieve balance, order, harmony and visual delight.

**Sec. 002**

Lauren Mallas, M.A.

10 meetings

Tuesdays, 2–5 pm

Feb. 23–April 26

San Francisco: San Francisco Campus • $650
Fundamentals of Interior Design
ARCH X417.6 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Explore the world of residential and commercial interior design in this introductory course. Gain exposure to design theory, history, vocabulary, resources and the process of design. For those contemplating registering for the certificate, this course provides a good overview of future coursework.

Sec. 016
Jayne Bunce, B.F.A., ASID, CID
March 15–April 26
Online • $565

Sec. 015
Jayne Bunce, B.F.A., ASID, CID
6 meetings
Tuesdays, 2–5 pm
March 29–May 3
San Francisco: San Francisco Campus • $565

Principles of Sustainability
ARCH X411.6 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Explore various pathways to global environmental sustainability, examining commerce, culture, design, policy and individual actions. Focus on key concepts such as ecological footprint measurement, life-cycle analysis, cradle-to-cradle design, green energy, biomimicry and zero waste. Then, learn to apply these sustainable principles to your personal life and career.

Sec. 007
David Waldorf, M.Arch., BSID, CGBP
March 15–April 26
Online • $550

Exploring the World of Textiles
ARCH X499.2 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Gain a new appreciation for the world of textiles. Expert Laurel Sprigg shares her passion and knowledge of the crafts of spinning, weaving and dyeing fibers. Trace the development of natural fibers and dyes to their modern counterparts. Get a behind-the-scenes tour of the amazing range of fabrics available at the SF Design Center. Visit drapery and upholstery workrooms to understand how fabrics are best used. Several offsite visits are scheduled in San Francisco.

Sec. 002
Laurel Sprigg, M.A.
7 meetings
Fridays, 9 am–12 pm
Feb. 5–March 18
San Francisco: San Francisco Campus • $550

Kitchen and Bath Design
ARCH X414.9 • 3 semester units in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Understand the kitchen and bathroom design process from conceptual drawings to schematic design. Study the fundamentals of design and layout. Review artificial and natural daylight and ventilation requirements. Research available fixtures, equipment specifications, and cabinetry design and function. Refine your knowledge in choosing appropriate colors and in specifying materials for durability and easy maintenance.

Sec. 003
Instructor to be announced
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting Feb. 15)
San Francisco: San Francisco Campus • $1,100

LED Lighting for Healthier Living
ARCH X448.8 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Understand how light influences human perception, physiology and emotion in this practical course for lay people and professionals. Investigate how to light spaces using the newest LED technology. Using the lab at the Pacific Energy Center, experiment with good and bad lighting, and observe the effects on human health and well-being.

Sec. 002
Milena Simeonova, M.S., IES, LC, RA
5 meetings
Fridays, 2–5 pm
April 1–29
San Francisco: PG&E Energy Center, 851 Howard St. • $400

Internship in Interior Design
ARCH X409.2 • 2 semester units in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Immerse yourself in the interior design profession through an internship at a design or architectural firm. With the guidance of the program director and the supervision of the host organization, you work as a junior designer to gain greater exposure to the real design world and prepare for your future profession.

You are responsible for finding an interior design or architectural firm with which to intern. A total of 90 internship hours is required within a six-month period. Before enrolling, call us at (510) 643-5767 to request an internship packet, complete a request form for your site approval and then meet with the instructor. To complete the internship, you must provide a daily journal, a paper, an oral presentation summarizing your internship and an evaluation from your job supervisor.

Prerequisite: Design Studio II ARCH X482.2
Sec. 009
Rachael Hagner, M.Arch., AIA, IIDA
2 meetings
Scheduled in consultation with instructor
San Francisco: San Francisco Campus • $500

Maryam Malek is used to working with numbers. She has a bachelor’s degree in mathematics and an M.B.A., and has been successful in the corporate world. But she’s been feeling the creative tug toward a new career in design. Online research and recommendations from designers at San Francisco Decorator Showcases brings her to UC Berkeley Extension’s Certificate Program in Interior Design and Interior Architecture.

In each class, Malek enjoys the room to experiment. Specifically in Space Planning, “It was more the influence of instructor Julie Baron,” she says. “I’m used to analytical work, not this process of exploring and throwing ideas around, sketching and figuring out where things go. Julie sat down with me to review a design I created for a commercial space. I told her that I had 20 other designs I had thrown out, but I couldn’t make them work. And she made the time and sat down with me and allowed me to explore. That was a critical turning point: She pushed me to try something different that I had an idea to do.”

Nearing completion of the certificate, Malek can see how far she’s come in developing a sense of both the design process and what it will take to craft a successful second career. She looks beyond the coursework and finds inspiration online, from other designers, and from art and nature. Perhaps her greatest success to date is discovering her inner potential. “My background is not without accomplishments, but this one is different because this one is true to myself,” she says. “After many years of doing other types of work, I finally found something that I’m truly passionate about. That sense of accomplishment is huge.”

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Landscape Architecture

COURSE INFORMATION
extension-landarch@berkeley.edu
extension.berkeley.edu/art
(510) 664-7824

FREE INFORMATION SESSION
Certificate Program in Landscape Architecture
UNEX 1035
Discover how UC Berkeley Extension can prepare you for success in the growing and challenging field of landscape architecture. This short session includes an overview presentation, an opportunity to meet program staff and a question-and-answer period. For more information on the certificate, see p. 25 or visit extension.berkeley.edu/cert/land.html.

Sec. 008
1 meeting
Wednesday, 6:30–8 pm
Dec. 9
San Francisco: San Francisco Campus • FREE

General Interest

Green Roof Systems
LD ARCH X470 • 2 semester units in Landscape Architecture
Explore basic design principles and methods of creating sustainable landscapes on-structure, such as green roofs, podium decks and elevated linear parks. Taking a holistic approach to the design and construction of these complex contemporary landscape systems, you apply concepts of planting design and soil creation, rainwater harvesting and storm water management, and urban-heat-island mitigation.

Sec. 003
Jesse Markman, M.L.A., ASLA
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–March 23
San Francisco: San Francisco Campus • $750

Foundation Courses

Spring Plants and Applications
LD ARCH X444 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Learn the approximately 125 species of trees, shrubs and ground covers commonly used in landscaping in Northern California. Visual characteristics, nomenclature, cultural requirements and design applications are discussed. Emphasis is placed on plants especially valued for springtime features such as blooms and new foliage. Learn to recognize the plants in several situations and stages of maturity, and develop a plant palette varied enough to prepare basic planting plans. Each session includes an outdoor field trip, rain or shine. Wear walking shoes.

Sec. 003
Quin Ellis, A.S.
12 meetings
Saturdays, 9 am–1 pm
Feb. 20–May 14 (no meeting on April 16)
San Francisco: San Francisco Campus • $860

Introduction to Landscape Architecture
LD ARCH X457 • 2 semester units in Landscape Architecture
Get an orientation to landscape architecture as an environmental-design profession.
For course schedule, see this page.

History of Landscape Architecture
LD ARCH X473 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get a broad historical survey of the planning and design of gardens, parks, cities and open spaces across cultures, regions and time periods.
For course schedule, see p. 26.

Spring Plants and Applications
LD ARCH X444 • 3 semester units in Landscape Architecture
Learn the approximately 125 species of trees, shrubs and ground covers commonly used in landscaping in Northern California.
For course schedule, see this page.

Landscape and Horticultural Photography
LD ARCH X430 • 2 semester units in Landscape Architecture
Build on your basic photographic skills, and learn the art of plant, garden and landscape photography for personal or professional use.
For course schedule, see p. 27.
Certificate Program in Landscape Architecture

Successful work in landscape architecture requires a comprehensive, multidisciplinary education in design, horticulture, construction, ecology and more. Without requiring prior background, the Certificate Program in Landscape Architecture prepares you for entry-level positions in the field and for continued professional achievement and advancement. Taught by industry experts, the curriculum enables you to develop aesthetic sensitivity and environmental awareness, a thorough understanding of historical precedent, a definable and defensible design methodology, the technical knowledge and skills necessary to compete effectively for jobs, and a comprehensive portfolio. Developed to comply with the highest standards of the profession, the curriculum encourages individual creativity while emphasizing the practical applications of design solutions. It also helps you qualify to sit for the Council of Landscape Architectural Registration Boards’ Landscape Architect Registration Exam (LARE).

Curriculum Requirements
The curriculum comprises 19 required courses and a minimum of 5 semester units of electives for a total of 63 semester units (1,113 hours of instruction).

Foundation Courses
- Introduction to Landscape Architecture LD ARCH X457 (offered this term)
- Principles and Elements of Design LD ARCH X463
- History of Landscape Architecture LD ARCH X473 (offered this term)
- Landscape Graphics I LD ARCH X458
- Spring Plants and Applications LD ARCH X444 (offered this term)
- Autumn Plants and Applications LD ARCH X446
- AutoCAD for Landscape Architecture: Level I LD ARCH X428 (offered this term)
- Digital Landscape Graphics LD ARCH X465
- Introductory Landscape Design Studio LD ARCH X466

Advanced Courses
- Planting Design LD ARCH X401 (offered this term)
- Social Factors in Environmental Design LD ARCH X402
- Construction Technology I LD ARCH X404 (offered this term)
- Construction Technology II LD ARCH X405
- Green Roof Systems LD ARCH X470
- Neighborhood Design Studio LD ARCH X468
- Site Design Studio LD ARCH X464 (offered this term)
- Professional Practice in Landscape Architecture LD ARCH X427
- Environmental Analysis and Design Studio LD ARCH X474
- Site Planning Practicum Studio LD ARCH X467 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/land.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/land.html
extension-landarch@berkeley.edu
History of Landscape Architecture
LD ARCH X473 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get a broad historical survey of the planning and design of gardens, parks, cities, and open spaces across cultures, geographic regions and time periods. Examine how these built environments are imagined and created in relationship to other disciplines such as art, architecture, planning, ecology, and cultural geography.
Sec. 003
Elizabeth Boults, M.L.A.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $870

AutoCAD for Landscape Architecture: Level I
LD ARCH X428 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an introduction to CAD techniques that augment traditional drafting skills. Learn how to create landscape architectural drawings; use layers, linetypes, and color to display drawings for plotting; use commands to draw and edit objects; and develop a symbol library. Note: Bring a portable USB drive to the first class. Class is only taught on PCs.
Prerequisites: Landscape Graphics I
LD ARCH X428 and working knowledge of PCs
Sec. 004
Jillian Nameth, M.L.A., MCP
14 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–April 14
San Francisco: San Francisco Campus • $1,210

Advanced Courses

Planting Design
LD ARCH X401 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Review the history of planting design, and develop planting design skills focusing on the process: site analysis, client and user analysis, theme and composition. Learn the concepts of plant massing, scale, space, proportion, color, texture, light, scent, illusion, and seasonal changes in a variety of planting contexts. Prepare technical plans and specifications, as well as water-conservation regulations and solutions, based on these concepts.
Sec. 003
Sarah Sutton, B.L.A., ASLA, BFQP, LEED AP, and Christine Kukula, B.L.A.
15 meetings
Mondays, 6–9:30 pm
Feb. 29–May 16 (also Saturdays, April 2, April 23 and May 7, 10 am–4:30 pm)
San Francisco: San Francisco Campus • $1,225

Construction Technology I
LD ARCH X404 • 4 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Grading, drainage, on-site water retention and erosion control are primary topics as you learn about structures appropriate to grading solutions (retaining walls, curbs) and develop skills for both earth forms and hard surfaces. You develop an understanding of the procedures and skills for solving problems, as well as the techniques necessary for quantifying the elements of the solution.
Sec. 003
Zachary Vieth, B.L.A.
24 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
Jan. 12–March 31 (also Saturday, Jan. 30, 10 am–1 pm; no meeting on Feb. 4)
San Francisco: San Francisco Campus • $1,450

Site Design Studio
LD ARCH X464 • 4 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
This intermediate-level design studio challenges you to apply critical thinking to the design process. Learn how to give form to the landscape while addressing site complexities and client preferences. Through project exercises, you explore a range of sectors including residential, public, and commercial spaces. Focus on green design practices such as rain gardens, green streets, and environmentally friendly landscapes.
Sec. 003
Jennifer de Graaf, BFQP, LEED AP, PLA, and Eddie Chau, M.L.A.
24 meetings
Mondays and Wednesdays, 6:30–9:30 pm
Feb. 8–May 2 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $1,400

Site Planning Practicum Studio
LD ARCH X467 • 5 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get detailed guidance on the preparation of a comprehensive set of contract documents for a site-planning project. Lecture topics focus on issues of project management controls, working with other professionals, licensing, and construction administration. Field trips help build your knowledge of detailing, potential construction difficulties, and successful project implementation.
Sec. 002
Maki Boyle, M.L.A.
25 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
Jan. 19–April 12
San Francisco: San Francisco Campus • $1,950
**Electives**

**Landscape and Horticultural Photography**
LD ARCH X430 • 2 semester units in Landscape Architecture
An elective in the Certificate Program in Landscape Architecture
Build on your basic photographic skills, and learn the art of plant, garden and landscape photography for personal or professional use. This course alternates between field trips to public and private gardens and classroom critiques of student work. After visiting each garden and using assigned exercises, you produce images that demonstrate new skills. You also create a project, based on your personal interests, to share at the last session. Bring six of your plant and garden photos to the first class.

Sec. 004  
David Goldberg, B.A.  
10 meetings  
Saturdays, 10 am–1 pm  
March 5–May 7  
San Francisco: San Francisco Campus • $750

**Graphics Boot Camp**
LD ARCH X456 • 1 semester unit in Landscape Architecture
An elective in the Certificate Program in Landscape Architecture
Gain confidence, speed and skill in your overall drawing capabilities in this fast-paced, skill-building workshop. This two-day intensive course focuses on hand-drawing techniques and time-saving tips that help structure the graphic portion of your design work. Through in-class projects—including drafted, freehand and gesture drawings of landscape elements, buildings, people and furnishings—you develop a succinct and effective graphic lexicon, allowing you to quickly create and convey design ideas.

Sec. 002  
Jennifer de Graaf, BFQP, LEED AP, PLA  
3 meetings  
Saturdays, 10 am–4:30 pm  
Jan. 23–Feb. 6  
San Francisco: San Francisco Campus • $450

**Landscape Architecture Portfolio Workshop**
LD ARCH X469 • 1 semester unit in Landscape Architecture
An elective in the Certificate Program in Landscape Architecture
This three-day course gives you ideas and inspiration to effectively lay out and construct an effective portfolio in hard-copy and digital formats. Topics include work selection, editing, composition, format and graphic reproduction techniques.

Sec. 003  
Jennifer Ng, B.L.A., and Chris Hardy, CA, M.L.A.  
4 meetings  
Saturday, 10 am–4:30 pm  
April 16 (also Saturdays, April 23, April 30 and May 14, 10 am–1 pm)  
San Francisco: San Francisco Campus • $425

**Landscape Architecture Internship**
LD ARCH X401.8 • 2 semester units in Landscape Architecture
An elective in the Certificate Program in Landscape Architecture
Gain insights and skills that help you for future employment in the field of landscape architecture. You must present a résumé and portfolio to a professional landscape architecture or related office that will sponsor an internship. Upon approval of an internship, you meet with the instructor and classmates three times during the term, prepare written analysis and complete a minimum of 90 hours of internship work experience.

Sec. 008  
Eddie Chau, M.L.A.  
Scheduled in consultation with instructor  
San Francisco: San Francisco Campus • $350

**Samantha Edwards, Certificate Program in Landscape Architecture**

Sometimes a degree isn’t enough. For Samantha Edwards, the Certificate Program in Landscape Architecture is the perfect complement to her B.S. in landscape design. Learning about the certificate through a former co-worker, who also completed the certificate, Edwards credits the curriculum in helping her find her niche: horticulture, as well as new skills to develop her horticultural focus. “It’s also given me a lot more confidence on the hardscape side,” she adds. “Before, I never really knew that I could design fabulous outdoor hardscape structures. With the model making, exploration tools and studios, the courses gave me the confidence to experiment with hardscape items. The instructors helped me tap into this information that was in me all along.”

With certificate in hand, Edwards is beginning the next leg of her career at Del Conte Landscaping (Fremont, Calif.), focusing on landscape design and sales. Combining knowledge from the B.A. and the certificate, Edwards is excited about her future. “A lot of my classes at Extension were wonderfully exaggerated forms of my undergrad classes—more detail-oriented,” she says. “The instructors do a really good job of enveloping the students in as much practical knowledge as they can. It was just what I needed.”
Despite being nervous about returning to school at 40, single mother Debbi Bonjour feels embraced within the supportive community of the Certificate Program of Alcohol and Drug Abuse Studies. Bonjour’s desire to help others is matched by those of her fellow classmates and instructors.

“I am continually inspired and enthralled by both instructors and students,” says Bonjour, who is in long-term recovery. “I became the type of student who sat in the front on the edge of my seat, obtaining invaluable tools from instructors, as well as CCAPP, harm-reduction and abstinence-treatment professionals. I belong to an eclectic community of students who share our experience and insight with each other.”

Bonjour also notes that the flexible class schedule allows her to put herself wholeheartedly into the certificate while balancing her children’s needs.

A recent certificate graduate, Bonjour is working as a registered recovery worker. She is finishing her A.S. degree and working toward licensure in social work. “I don’t think I could have chosen a better path,” she says. “It enables me to have a broader perspective on my own life and the lives of others. It was a dream that has become attainable.”
Get top-quality training for mental health professionals. Whether you’re a licensed clinical social worker, marriage and family therapist, addictions counselor, registered nurse or psychologist, UC Berkeley Extension is the approved provider you want for your professional development and licensing needs. Instructors who are leading researchers and clinicians offer the latest approaches to challenging issues you face every day—from treating patients with mood or anxiety disorders to facilitating grief counseling groups to diagnosing psychiatric disorders in children or older adults.

NEW COURSES
Charting, Documentation and Billing for SUDs in a Post-ACA World, see p. 41
Clinical Case Seminar, see p. 33
Discovering the Patient Agenda, see p. 46
Integrating Yoga and Mindfulness Into Complex Trauma Treatment, see p. 34
Introduction to Narrative Therapy, see p. 30
The Role of Spirituality and Religion in Our Work With Grief, see p. 36
Working Relationally in Psychodynamic Supervision, see p. 30
Working With Grief Issues From a Cross-Cultural Perspective, see p. 37

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Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

CEU Workshop Series for Licensed Mental Health Clinicians

Visit extension.berkeley.edu/counseling to view a recorded information session.

Certificate Program in Alcohol and Drug Abuse Studies

Tuesday, Jan. 5, 7:30–9 pm
Berkeley: Golden Bear Center
Tuesday, Feb. 9, 12–12:45 pm
Online

Post-Baccalaureate Program for Counseling and Psychology Professions

Wednesday, Jan. 6, 7–8 pm
Berkeley: Golden Bear Center
Wednesday, March 9, 12:30–1:30 pm
Online

Professional Program in Health Advocacy

Tuesday, Jan. 5, 6–7 pm
Berkeley: Golden Bear Center
Thursday, Feb. 11, 12:30–1:30 pm
Online

Meet Licensing and Relicensing Requirements

Many of our courses carry continuing education units (CEUs) to help you meet your professional licensure requirements. Available CEUs are listed below the course title with the following designations:

BRN: Board of Registered Nursing (provider 00226), for registered nurses
CCAPP: California Consortium of Addiction Programs and Professionals (4C-99-416-0813), for certified alcohol and drug counselors
LCSW/MFT: Board of Behavioral Sciences (provider PCE 1905), for licensed clinical social workers and marriage and family therapists

CE credit for psychologists:
UC Berkeley Extension is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. UC Berkeley Extension maintains responsibility for program content.

Counseling and Psychotherapy

NEW THIS TERM
Working Relationally in Psychodynamic Supervision

PSYCH 1136
0.4 ceu • 4 hours CE credit: BRN, LCSW/MFT and psychologists

Understand how a supervisor can interact with a supervisee using a relational approach that includes both observation and participation. In this workshop you view and analyze a full supervisory session that illustrates key elements of this supervisory model including mutuality and mutuality in authority relations between supervisor and supervisee and a supervisor’s openness to working with her own anxieties and resistances as they emerge in the supervision hour. Review empirical evidence that supports the relational approach to supervision in a clinical setting. The relational approach to psychodynamic supervision fosters supervisee emotional and relational development, and provides an ethical framework within which to work experientially in the supervisory relationship.

Sec. 001
Joan Sarnat, Ph.D.
1 meeting
Saturday, 9 am–1 pm
Jan. 30
Berkeley: Golden Bear Center • $135

An Experiential Introduction to Art Therapy

SOC WEL 1001
1.4 ceu • 14 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in the Study of Loss and Grief

Learn innovative, classic and highly useful methods of engaging clients in personal and group expression of feelings, traumas, problems, insecurities and other states of the human condition. Study psychodynamic, analytic, humanistic, behavioral and mind-body techniques that can open up new pathways for working with your clients. You are encouraged to bring a case about how to develop an art-therapy treatment plan to discuss with the class. Wear casual clothes for art making. This course is intended for therapists, educators, artists and those interested in the field of art; no previous art experience is required.

Sec. 007
Janet K. Long, M.A., ATR-BC, CTP, MFT
2 meetings
Saturday and Sunday, 9 am–5 pm
March 5–6
Berkeley: Golden Bear Center • $345

NEW THIS TERM
Introduction to Narrative Therapy

PSYCH 1137 • 6 hours CE credit: CCAPP, BRN, LCSW/MFT and psychologists

An elective in the Certificate Program in Alcohol and Drug Abuse Studies

Get a lively introduction to narrative therapy, useful if you want to have productive conversations using a collaborative approach. Narrative therapists help people remember what trauma, depression, anxiety or addiction can make them forget. When people are connected to knowing what they value and what they have valued in their lives, when they are engaged in telling stories about their lives that illustrate their commitment to these values, then problems can often be more easily be addressed in a therapeutic setting. This approach decentralizes the therapist, helping you become less vulnerable to ideas of overresponsibility and burn-out. Class activities include examples of how to work narratively with people after trauma or when dealing with addictions and involve an instructive analysis of video material and transcript. You are encouraged to read the books Maps of Narrative Practice by Michael White or Introduction to Narrative Therapy by Martin Payne.

Sec. 001
Julia Wallace, LCSW
1 meeting
Saturday, 9 am–4 pm
Feb. 6
San Francisco: San Francisco Campus • $195
Clinical Work With Transgender Clients: The Basics and Beyond
PSYCH 1111
0.6 ceu • 6 hours CE credit: CCAPP, BRN, LCSW/MFT and psychologists
Understand how to best engage individuals who identify across the gender spectrum. Study language and terminology; the differences between biological sex, gender and sexual orientation; and specific issues that some transgender clients face, including poverty, trauma and substance-abuse issues. You are challenged to explore your own gender biases to gain awareness of how to appropriately and effectively help transgender people in the clinical setting. In addition, you explore trans-identified clients’ experiences of oppression, prejudice and discrimination, as well as strengths that are prominent within the trans community that can be sources of support for your clients. The instructors discuss these topics using film and discussion, small- and large-group exercises, and exploration and analysis of case vignettes.

Sec. 003
Rick Nizzardini, J.D., LCSW, and Robyn Stukalin, M.S., LCSW
1 meeting
Saturday, 9 am–4 pm
April 23
San Francisco: San Francisco Campus • $195

Gottman Method Couples Therapy: Level 1 — Bridging the Couple Chasm
PSYCH 117
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT and psychologists
When couples enter the therapy office, they sting with pain and despair. They look to the clinician to referee chronic conflicts, fix their partners and rebuild burned bridges. This workshop—based on Dr. John Gottman’s 35 years of compelling research with more than 3,000 couples—provides a practical and highly effective approach to guiding couples across the chasm that divides them and restoring emotional connection. You gain an evidence-based clinical framework for helping couples to compassionately manage their conflicts, deepen their friendship and intimacy, and share their life purpose and dreams. Clinicians across various disciplines have applied this approach, and research supports its effectiveness with couples of diverse ages, ethnic backgrounds and sexual orientations.

Gottman Level 1 Manual included in course fee.

Sec. 002
Sinead Smyth, J.D., M.S., and John Crossen, M.B.A., Ph.D.
2 meetings
Friday and Saturday, 9 am–4 pm
Jan. 29–30
Berkeley: Golden Bear Center • $395

Aging and Mental Health

Art Therapy With the Elderly
PSYCH 1102
0.8 ceu • 8 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Aging and Mental Health and in the Study of Loss and Grief
Enhancing and renewing old skills, stimulating spontaneous expression, and providing a safe and lively place for life-review and revitalization of the creative spirit is critical for elders in hospitals, nursing homes and other long-term institutional settings. In this hands-on workshop, you learn exciting and developmentally appealing group creative-arts therapy ideas and methods. Open to all professionals working with this population. Wear comfortable clothes for making art.

Sec. 003
Janet K. Long, M.A., ATR-BC, CTP, MFT
1 meeting
Sunday, 8:30 am–5:30 pm
April 10
Berkeley: Golden Bear Center • $245

Aging and Long-Term Care: Update for Clinicians
PSYCH 1101
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Aging and Mental Health
Get an overview of important aspects of geropsychology. Examine the medical, psychological and social concerns that face older adults and their families and caregivers. Discuss various types of dementia and their treatment strategies. Review other treatment issues, including a survey of assessment measures; medication options; and treatment procedures in home, outpatient and residential care settings. In the afternoon, you examine the most common medical and psychological illnesses of aging, including heart disease, stroke, Parkinson’s disease, high blood pressure, dementia and sleep disorders, as well as the medications to treat them. The workshop includes a special section on how a mind/body approach and a range of alternative medications can play healing roles.

This workshop runs concurrently with Licensure Workshop on Aging and Long-Term Care PSYCH 1043. See p. 38 for course schedule.

Sec. 003
Melinda Ginne, Ph.D., Extension Honored Instructor
1 meeting
Saturday, 9 am–4 pm
March 19
Berkeley: Golden Bear Center • $195

Professional Program in Aging and Mental Health

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award
As the U.S. population ages, the number of age-related morbidities increases and the need for knowledgeable health, social service and mental health professionals continues to grow. The Professional Program in Aging and Mental Health includes a series of continuing education unit (CEU) workshops offered by leading researchers and clinicians in the Bay Area. Workshops provide an update on aging and mental health research and counseling tools used in a variety of settings. Courses are aimed at helping you stay current in this field and become a better clinician in your work with older adults and their families.

Curriculum Requirements
The curriculum comprises 2 required workshops and 36 hours of electives for a total of 5.5 ceu (55 hours of instruction).

Required Workshops
• Assessment and Treatment of Mental Illness in Older Adults PSYCH 1007
• Clinical Case Seminar PSYCH 1135 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/aging.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/aging.html
(510) 643-3883
extension-counspsych@berkeley.edu

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Alzheimer’s Disease and Memory Loss: Working With Families

PSYCH 1003
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Aging and Mental Health and in the Study of Loss and Grief

Alzheimer’s disease is the most common cause of dementia in older adults. Although treatment with medications and behavioral interventions may help prevent some symptoms from worsening for a limited time, research shows that effective care and support can help improve the quality of life for individuals and their caregivers. Learn the causes, clinical presentation, prognosis and treatment of Alzheimer’s disease and mild cognitive impairment. You also learn about the assessment and diagnosis of Alzheimer’s disease and how to identify the needs of families that have loved ones with the disease.

Guest Speaker
Craig Hou, M.D., a neurologist at Kaiser South San Francisco, specializes in behavioral and cognitive neurology, which includes degenerative conditions of the brain and causes of dementia such as Alzheimer’s disease.

Sec. 003
Julene Johnson, Ph.D., and Jennifer Merrilees, Ph.D., RN
1 meeting
Saturday, 9 am–4 pm
Feb. 20
San Francisco: San Francisco Campus • $195

NEW THIS TERM
Clinical Case Seminar

PSYCH 1135
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Begin to apply what you learned in the classroom, and increase your understanding of your counseling style and skills.

For course schedule, see p. 33.

NEW THIS TERM
The Role of Spirituality and Religion in Our Work With Grief

PSYCH 1139
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Examine how spirituality and religion can speak directly to the experience of loss.

For course schedule, see p. 36.

Neuropsychological Assessment

Advances in Human Brain Science for Clinicians

PSYCH 1002
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Neuropsychological Assessment

Through discussion of the structure and function of the human nervous system, brain-imaging technologies, and advances in understanding sensory perception and the neuroscience of the mind, gain an intuitive appreciation for how the brain operates and how it changes as a result of experience. This one-day class provides a solid foundation for further learning about neuropsychology, allows clinicians to incorporate the latest neuroscientific knowledge into their practices and presents the latest research on the mind-body connection.

Sec. 006
David Presti, Ph.D. (license PSY12835), Extension Honored Instructor
1 meeting
Friday, 9 am–5 pm
April 15
Berkeley: Golden Bear Center • $215

Neuropsychological Assessment, Rorschach and MMPI-2: An Update for Advanced Clinical Practice

PSYCH 1052
1.3 ceu • 13 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Neuropsychological Assessment

Learn more about the growing field of neuropsychology. Examine the key concepts and principles behind neuropsychology, and gain a better understanding of the process by which testing and interpretation attack specific clinical problems. You also learn about screening, testing, interpreting test findings and writing reports. A serious introduction to this field, the course provides you with practical, hands-on experience in a workshop setting. Enrollment is limited.

Prerequisite: Previous Rorschach/MMPI experience

Sec. 003
William Lynch, Ph.D. (license PSY1515), Extension Honored Instructor
2 meetings
Saturdays, 9 am–4:30 pm
May 14 and 21
San Francisco: San Francisco Campus • $325

Neurobiology of Complex Trauma

PSYCH 1051
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Learn how complex, repeated trauma affects the chemistry, functioning and anatomy of the brain.

For course schedule, see p. 34.

Evidence-Based Treatment of Anxiety and Mood Disorders

Dealing With Depressed and Suicidal Clients

PSYCH 1118
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

(Formerly Cognitive-Behavioral Treatment in the Assessment and Treatment of Depression and Suicide)

An elective in the Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders

Depression is a leading cause of disability worldwide and quickly becoming a global health priority. Depression can lead to suicide; however, suicide, itself, is likely preventable. In the United States, more than 90 percent of people who die by suicide have a mental disorder, usually depression. In this workshop, you receive an update on evidence-based strategies in the assessment and treatment of depression and suicide. Focus on recognizing depression and suicide probability in high-risk groups; variability in clinical presentations; and cognitive, behavioral and emotion-focused strategies to reduce severity, risk and, ultimately, suffering.

Sec. 002
Nancy Liu, Ph.D.
1 meeting
Saturday, 9 am–4 pm
April 30
San Francisco: San Francisco Campus • $195

Pharmacological Approaches in the Treatment of Anxiety and Mood Disorders

PSYCH 1112
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders

Anxiety and depressive disorders are among the most common psychiatric problems encountered by mental health practitioners and often co-occur in some individuals. Approximately 40 million adults in the U.S. suffer from anxiety disorders, and mood disorders remain the most prevalent psychiatric condition, accounting for 25 percent of patients in psychiatric inpatient settings, 65 percent of psychiatric outpatients and as many as 10 percent of all patients seen in nonpsychiatric medical settings. Get a brief overview of the epidemiology and best-practice guidelines for treating major anxiety, depression and bipolar disorders, and discover the most common pharmacotherapies used in the treatment of these disorders.

Sec. 002
Rick Trautner, M.D.
1 meeting
Saturday, 9 am–4 pm
Feb. 27
Berkeley: Golden Bear Center • $195
Cognitive-Behavioral Treatment of Panic Disorders and Specific Phobias

PSYCH 1019
0.7 CEU + 7 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders

Panic disorders and specific phobias are highly prevalent and, at times, debilitating conditions called panic attacks and avoidance. These disorders can be effectively treated—often to remission and within a relatively brief period—using cognitive-behavioral therapy. Understand key elements of making a diagnosis; individualized case formulation; and treatment strategies, including psychoeducation, somatic relaxation, cognitive restructuring and exposure.

Sec. 003
Daniel Weiner, Ph.D.
1 meeting
Saturday, 9 am–5 pm
Jan. 9
San Francisco: San Francisco Campus • $215

NEW THIS TERM
Clinical Case Seminar

PSYCH 1135
0.7 CEU + 7 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the professional program in the Study of Loss and Grief, in Evidence-Based Therapy for Anxiety and Mood Disorders, and in Aging and Mental Health

Begin to apply what you learned in the classroom, and increase your understanding of your counseling style and skills. Using case presentations, you enhance your case formulation and intervention skills.

Sec. 001
Michael Tompkins, Ph.D.,
Extension Honored Instructor
1 meeting
Saturday, 8:30 am–4:30 pm
April 9
Berkeley: Golden Bear Center • $215

Post-Traumatic Stress Disorder: Assessment and Treatment

PSYCH 1057
0.7 CEU + 7 hours CE credit: BRN, LCSW/MFT and psychologists

Gain a thorough understanding of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) diagnostic criteria for PTSD; recognize clinical manifestations of the disorder; and review considerations for treatment.

For course schedule, see p. 35.

Professional Program in Neuropsychological Assessment

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

Human-brain-science research is a growing area that has implications for clinical assessment and intervention with a variety of populations. Workshops in the Professional Program in Neuropsychological Assessment provide an update on brain research and neuropsychological assessment tools used in diverse settings. Courses aim to help licensed health and mental health professionals stay current in the field of neuropsychology, become better clinicians in working with children and adults, and make better assessments and informed referrals. Introductory and more advanced workshops are offered.

Because clinical neuropsychology is a specialized area of practice requiring doctoral and postdoctoral training, this program does not prepare you to practice neuropsychology or use neuropsychological instruments.

Curriculum Requirements
The curriculum comprises 3 required workshops and 1 elective for a total of 2.8 CEU (28 hours of instruction).

Required Courses
- Introduction to Neuropsychological Assessment PSYCH 1041
- Advances in Human Brain Science for Clinicians PSYCH 1002 (offered this term)
- Neuropsychological Assessment, Rorschach and MMPI-2: An Update for Advanced Clinical Practice PSYCH 1052 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/neuro.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/neuro.html
(510) 643-3883
extension-counspsych@berkeley.edu

Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders

An increasing number of evidence-based treatment approaches can help people overcome some of the most common anxiety disorders, including obsessive-compulsive disorders (OCD), post-traumatic stress disorders (PTSD), and social and more specific phobias. In the Professional Program in Evidence-Based Therapy for Anxiety and Mood Disorders, you and fellow clinicians learn about some of the major causes, diagnostic issues, and prevention and treatment approaches.

Curriculum Requirements
The curriculum comprises 4 required workshops and a minimum of 4 electives for a total of 4.9 CEU (49 hours of instruction).

Required Workshops
- Clinical Case Seminar PSYCH 1135 (offered this term)
- Evidence-Based Psychotherapy for Mood Disorders PSYCH 1083
- Pharmacological Approaches in the Treatment of Anxiety and Mood Disorders PSYCH 1112
- A Universal Treatment for Anxiety, Panic and Fear PSYCH 1083

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/anxiety_mood.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/anxiety_mood.html
(510) 643-3883
extension-counspsych@berkeley.edu
Professional Program in Trauma-Informed Interventions

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

Researchers have documented the prevalence of trauma in the majority of public-sector clients. Programs and systems seeking to integrate trauma-informed interventions include mental health, substance abuse, criminal justice, victim assistance and child welfare. Post-traumatic stress disorders and other trauma-related disorders and symptoms are increasing in the population of war veterans and those who have been exposed to other forms of violence in urban and domestic settings. With the innovative Professional Program in Trauma-Informed Interventions, you learn to serve your clients better—and improve your practice—through evidence-based assessment and treatment models developed for trauma victims.

Curriculum Requirements

The curriculum comprises 3 required workshops and 3 electives for a total of 4.2 ceu (42 hours of instruction).

Required Courses

- Overview of Trauma-Informed Assessment and Intervention PSYCH 1056 (offered this term)
- Neurobiology of Complex Trauma PSYCH 1051 (offered this term)
- Vicarious and Secondary Trauma PSYCH 1076

Electives

For a list of electives available this term, visit extension.berkeley.edu/spos/trauma.html.

Learn More and View the Flyer

extension.berkeley.edu/spos/trauma.html (510) 643-3883
extension.counspych@berkeley.edu

NEW THIS TERM

Integrating Yoga and Mindfulness Into Complex Trauma Treatment

PSYCH 1134
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Certificate Program in Alcohol and Drug Abuse Studies and in the Professional Program in Trauma-Informed Interventions

Explore the impact trauma has on the mind, brain and body, and develop your understanding of how yoga and mindfulness practices help heal symptoms of trauma and extreme stress. Begin with the foundational definitions of post-traumatic stress disorder (PTSD) and developmental trauma and discuss the evolving understanding of psychological diagnoses related to traumatic experiences. Then, investigate the connections between yoga, somatic psychotherapy and theories of nervous system dysregulation, paying special attention to the therapeutic applications of yoga and pranayama (breath work). Examine the risks and rewards of teaching yoga to traumatized populations, and study the implications of cultural competence when teaching abroad or with special populations. The workshop includes lectures, discussion and some movement. This workshop is ideal for mental health clinicians, yoga teachers and those working in restorative justice settings. All levels of yoga experience are welcome.

Sec. 001
Lisa Danylchuk, LMFT, E-RYT
1 meeting
Saturday, 9 am–5 pm
March 12
Berkeley: Golden Bear Center • $195

Overview of Trauma-Informed Assessment and Intervention

PSYCH 1056
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Trauma-Informed Interventions

Learn the basic clinical concepts clinicians should know regarding the assessment and treatment of trauma and post-traumatic stress disorder (PTSD). Learn how trauma is defined socially, culturally and clinically, as well as how to assess and identify trauma histories in your clients. Examine strategies to clinically explore these histories in healing ways, including specific interventions to support clients in the clinical hour and manage your own feelings as you hear clients’ stories of trauma. Study helpful self-care strategies for clients with PTSD, as well as psychoeducational materials that can help support clients in reframing their trauma histories and starting along the path to healing. Teaching techniques include large- and small-group discussions, exploration of vignettes and a guest speaker.

Sec. 005
Rick Nizzardini, J.D., LCSW
2 meetings
Saturday and Sunday, 9 am–4 pm
Jan. 23–24
Berkeley: Golden Bear Center • $320

Neurobiology of Complex Trauma

PSYCH 1051
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Trauma-Informed Interventions; an elective in the Professional Program in Neuropsychological Assessment

Learn how complex, repeated trauma affects the chemistry, functioning and anatomy of the brain. Study these effects in the context of attachment, affect regulation and normative brain development and how trauma disrupts each of these. You also examine some of the trauma symptomatology and presentations that arise from these disruptions. Finally, review a range of interventions that can help affect the neurophysiological effects of trauma. Plan to practice these interventions in the workshop. Teaching methods include lecture, case presentations, modeling and experiential exercises.

Sec. 003
Stefanie Smith, Ph.D.
1 meeting
Saturday, 9 am–4 pm
April 30
San Francisco: San Francisco Campus • $195
Post-Traumatic Stress Disorder: Assessment and Treatment

PSYCH 1057
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Trauma-Informed Interventions, in the Study of Loss and Grief and in Evidence-Based Therapy for Anxiety and Mood Disorders

Gain a thorough understanding of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) diagnostic criteria for PTSD; recognize clinical manifestations of the disorder; and review considerations for treatment, including psychotherapy and medications.

Sec. 004
Mark Balabanis, Ph.D.
1 meeting
Saturday, 9 am–5 pm
April 2
Berkeley: Golden Bear Center • $215

Treatment of the Traumatized Child

PSYCH 1070
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Examine the more common forms of trauma seen in psychotherapy (such as family violence and child abuse), in this advanced workshop.

For course schedule, see this page.

At the Intersection of Trauma and Eating Disorders

PSYCH 1119
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Study treatment approaches, stages of recovery from both the trauma and eating disorder; and strategies to help clinicians take good care of themselves and work effectively throughout the treatment process.

For course schedule, see p. 36.

Child and Adolescent Treatment

Treatments That Work: Evidence-Based Psychotherapy for Children and Adolescents

PSYCH 1071
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Child and Adolescent Treatment

The prevalence of psychiatric disorders in school-age children is estimated to be 20–30 percent and growing. Many of these psychiatric disorders do not remit spontaneously and appear to become more complex and treatment-resistant with time. This two-day workshop presents guidelines for conducting evidence-based psychotherapy and reviews psychosocial treatments for the most common childhood and adolescent disorders. For each condition, the efficacy of various treatments, the primary treatment targets and components, and a typical treatment plan are presented.

Sec. 003
Daniela Owen, Ph.D.
2 meetings
Saturdays, 9 am–4 pm
March 12 and 19
San Francisco: San Francisco Campus • $320

Treatment of the Traumatized Child

PSYCH 1058
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Child and Adolescent Treatment and in Trauma-Informed Interventions

Examine the more common forms of trauma seen in psychotherapy (such as family violence and child abuse), in this advanced workshop. You study various interventions and treatment methodologies that can be used with children and briefly review how trauma affects a child at various developmental stages. You also study the impact of working with victims of child trauma, including secondary traumatization, countertransference and self-care. You should be prepared to give a 10-minute presentation of a case with specific questions by the end of the workshop. This workshop is designed for the clinician with at least two years of experience working therapeutically or clinically with children and adolescents.

Sec. 003
Julie Robbins, LCSW
1 meeting
Saturday, 9 am–5 pm
Feb. 27
San Francisco: San Francisco Campus • $215
Professional Program in
Eating and Weight Disorders

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

The Professional Program in Eating and Weight Disorders offers mental health clinicians and other health care professionals a series of CEU workshops aimed at improving assessment, diagnostic and treatment skills in this growing field. In addition to learning different approaches to treating a range of eating disorders—including anorexia, bulimia and binge eating—you gain a better understanding of prevention approaches, nutritional issues and the psychology of weight disorders. Program electives focus on working with specific populations such as adolescents, men, women, athletes and others.

Curriculum Requirements
The curriculum comprises 5 required courses and 1 elective for a total of 3.6 ceu (36 hours of instruction).

Required Courses
- Assessing Levels of Care and the Use of Family Therapy in the Treatment of Eating Disorders PSYCH 1006 (offered this term)
- Assessment, Etiology and Diagnosis of Eating Disorders PSYCH 1008
- Cognitive-Behavioral and Psychodynamic Approaches to the Treatment of Eating and Weight Disorders PSYCH 1020
- Nutrition and Eating and Weight Disorders PSYCH 1053 (offered this term)
- The Psychology of Weight Reduction: Eating, Exercise and Body Image PSYCH 1066

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/weight.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/weight.html
(510) 643-3883
extension-counspsych@berkeley.edu

Eating and Weight Disorders

At the Intersection of Trauma and Eating Disorders

PSYCH 1119
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Eating and Weight Disorders and in Trauma-Informed Interventions

Traumatic events leave behind myriad psychological and emotional legacies, including eating disorders. Working with individuals who have experienced trauma and simultaneously suffer from an eating disorder is a complex task, requiring clinicians to continually balance resolution of the trauma with containment of the eating-disorder symptoms. In this workshop, you study treatment approaches, stages of recovery from both the trauma and eating disorder, and strategies to help clinicians take good care of themselves and work effectively throughout the treatment process.

Sec. 002
Johanna McShane, Ph.D.
1 meeting
Saturday, 9 am–4 pm
April 16
San Francisco: San Francisco Campus • $195

Nutrition and Eating and Weight Disorders

PSYCH 1053
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Eating and Weight Disorders

Gain an understanding of the role that hunger and satiety cues have on the development and continuation of eating disorders, and learn to identify eating behaviors on the compulsive-eating and intuitive-eating spectrum. After attending this workshop, you should have a good understanding of the physiology of digestion and absorption of nutrients and be able to identify both macronutrients and micronutrients and their importance to the body.

Sec. 003
Sandi Liddicoat, B.S., RD
1 meeting
Saturday, 9 am–4 pm
May 14
San Francisco: San Francisco Campus • $195

Assessing Levels of Care and the Use of Family Therapy in the Treatment of Eating Disorders

PSYCH 1006
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Eating and Weight Disorders

When a patient with an eating disorder presents in an outpatient setting, the clinician needs to know how to assess the appropriate level of care. Get an overview of the levels of care available, and clarify admission and discharge criteria at each level. Examine selected modalities of psychotherapy successful in the treatment of eating disorders—including the Maudsley method and the family systems approach—with an emphasis on the role of family therapy.

Sec. 003
Jacquelyn Holmes, M.Ed., MFT
1 meeting
Saturday, 9 am–4 pm
Feb. 20
San Francisco: San Francisco Campus • $195

The Study of Loss and Grief

NEW THIS TERM

The Role of Spirituality and Religion in Our Work With Grief

PSYCH 1139 • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in the Study of Loss and Grief

A spiritual or religious foundation in one’s personal life can contribute enormously to handling grief. Examine how spirituality and religion can speak directly to the experience of loss. Discover how this approach can be a healthy contribution rather than an escape from the reality of endings. Explore Judeo-Christian, Buddhist and archetypal perspectives that can make impermanence more bearable, and understand how spiritual consciousness can smooth and soothe mourning in wholesome ways. Study ways society attempts to avoid grief. This course is for professionals and paraprofessionals dealing with loss and grief in client and patient care, as well as in their personal lives.

Sec. 001
David Richo, Ph.D., MFT
1 meeting
Saturday, 9 am–4 pm
Feb. 6
San Francisco: San Francisco Campus • $195
Somatic Aspects of the Grief Response
PSYCH 1102
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in the Study of Loss and Grief
Get the information, skills, and resources to better understand the human body’s somatic grief process. Gain insight into the mental, emotional, and physical aspects of the grief process from the perspective of terminally ill patients and the bereaved. Examine the interrelationship between physical and emotional pain. Learn to differentiate between preparatory and anticipatory grief, and understand the difference between depression and grief. Explore communication skills and grief assessment tools. Learn how to more fully support a grieving individual, recognize options for treatment, and increase your understanding of your counseling style and skills.
For course schedule, see p. 30.

New This Term
Working With Grief Issues From a Cross-Cultural Perspective
PSYCH 1138
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in the Study of Loss and Grief
Learn about cultural issues that are relevant to grief work, with didactic as well as experiential components. You are challenged to look at your own cultural paradigms and consider how these might affect your work with grieving individuals. You examine and discuss specific cultural practices. You also review information regarding culturally sensitive grief counseling and therapy.

Guest Instructor
Gale Bell, Ph.D., is a licensed psychologist in the department of psychiatry, Kaiser Oakland, and is in private practice. Her own experience with the sudden death of a child has led to a profound personal and spiritual interest in bereavement.

Sec. 001
Claire Chow, M.A., MFCC
1 meeting
Saturday, 9 am–4 pm
May 7
Berkeley: Golden Bear Center • $195

Art Therapy With the Elderly
SOC WEL 1002
0.8 ceu • 8 hours CE credit: BRN, LCSW/MFT and psychologists
Learn exciting and developmentally appealing group creative-arts therapy ideas and methods.
For course schedule, see p. 31.

An Experiential Introduction to Art Therapy
SOC WEL 1001
1.4 ceu • 14 hours CE credit: BRN, LCSW/MFT and psychologists
Learn innovative, classic and highly useful methods of engaging clients in personal and group expression of feelings, traumas, problems, insecurities and other states of the human condition.
For course schedule, see p. 30.

Post-Traumatic Stress Disorder: Assessment and Treatment
PSYCH 1057
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
Gain a thorough understanding of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) diagnostic criteria for PTSD; recognize clinical manifestations of the disorder; and review considerations for treatment.
For course schedule, see p. 35.

Alzheimer’s Disease and Memory Loss: Working With Families
PSYCH 1003
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
Learn the causes, clinical presentation, prognosis and treatment of Alzheimer’s disease and mild cognitive impairment.
For course schedule, see p. 32.

New This Term
Clinical Case Seminar
PSYCH 1135
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
Begin to apply what you learned in the classroom, and increase your understanding of your counseling style and skills.
For course schedule, see p. 33.

Professional Program in The Study of Loss and Grief
Recipient of the UPCEA 2012 Outstanding Noncredit Program Award
If you are a professional working with people who have experienced loss and grief and you seek to advance your learning in this specialized area of practice, the Professional Program in the Study of Loss and Grief is designed for you. Gain an understanding of current issues in the field of loss and grief counseling, and increase your ability to make assessments and informed referrals. The program includes a three-day introductory institute; the Clinical Case Seminar in Loss and Grief; and a series of advanced workshops on topics such as children and families, spirituality, violence and healing, cross-cultural aspects of loss and grief, and somatics. These workshops are not recommended for the newly bereaved.

Curriculum Requirements
The curriculum comprises 2 required workshops and 41 hours of electives for a total of 6.4 ceu (60 hours of instruction).

Required Workshops
• Introduction to Loss and Grief Issues: Refreshing Old Skills, Learning New Skills PSYCH 1040
• Clinical Case Seminar PSYCH 1135 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/loss.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/loss.html
(510) 643-3883
extension-counspsych@berkeley.edu
Licensing and Relicensing Workshops and Courses

Assessment and Treatment of Alcohol and Drug Problems

PB HLTH X437 • 1 semester unit in Public Health

Get an overview of the diagnosis and treatment of chemically dependent clients, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Study models to understand chemical addiction and its treatment, especially as it differs from other psychological approaches.

Sec. 004
Nancy A. Piotrowski, Ph.D.
Enroll anytime Online $365

Ethical Practice, Cultural Diversity and Social Justice

PSYCH 1124
0.8 ceu • 8 hours CE credit: BRN, LCSW/MFT and psychologists

This eight-hour workshop satisfies both the ethics and the cultural diversity/social justice requirements for continuing professional development (CPD) for psychologists beginning with license renewals as of January 2016, and for the MCE ethics requirement for MFTs, LCSWs, LEPs and LPCCs required every license-renewal period.

In this highly interactive workshop, identify ways you can maximize the strength of culture—both your patients’ and your own—in responding to the historical, social and political inequities in the treatment of people from nondominant groups. Review ethically informed actions you can take within your practice to address the various injustices and varying types of oppression that contribute to individual, family and community psychological concerns. You learn how to conduct culture and religion/spirituality assessments, identify culturally based responses between yourself and your patients, and learn a model of ethical decision making that can advance social justice in your work.

Sec. 002
David Jull-Patterson, Ph.D., FT, Extension Honored Instructor
1 meeting Saturday, 8:30 am–5:30 pm Feb. 6 San Francisco: San Francisco Campus $235

Licensure Workshop on Aging and Long-Term Care

PSYCH 1043
0.3 ceu • 3 hours CE credit: BRN, LCSW/MFT and psychologists

Get an overview of some of the most important aspects of geriatric neuropsychology and geropsychology. This workshop exceeds the relicensure requirement for a course in the biological, psychological and social aspects of aging and long-term care.

This course runs concurrently with Assessment and Treatment of Mental Illness in Older Adults PSYCH 1007.

Sec. 009
Melinda Ginne, Ph.D., Extension Honored Instructor
1 meeting Saturday, 9 am–12 pm March 19 Berkeley: Golden Bear Center $95

Ethical Decision Making in Complex Cases

PSYCH 1029
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Clinical dilemmas can present mental health professionals with circumstances in which they may have no clear legal, ethical or policy directives to guide them. This highly interactive workshop, designed by the American Psychological Association, teaches you a model to use in making sound, ethical decisions and provides practice in using the model with difficult cases.

This course satisfies the ethics continuing education course requirement for psychologists, MFTs, LCSWs and LPCCs that is required every license-renewal period.

Sec. 008
John De Miranda, M.Ed., LAADC
Enroll anytime Online $195

Child Abuse and Incest: Assessment, Reporting and Treatment

PSYCH 1010
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Learn to place child abuse and neglect within their historical and cultural context; then, review the requirements of California child-abuse reporting laws. Identify signs of abuse and neglect, and review guidelines for interviewing children.

Sec. 006
Allison M. Briscoe-Smith, Ph.D.
Enroll anytime Online $205

Human Sexuality: Relicensure Workshop

PSYCH 1038
1.0 ceu • 10 hours CE credit: BRN, LCSW/MFT and psychologists

Gain the knowledge required to meet licensing requirements, and deepen and enrich your understanding of the challenges both you and your clients confront. Explore the relationship between intimacy and sexuality, with an emphasis on the various ways people experience, express and draw meaning from their sexuality.

Sec. 006
Rick Nizzardini, J.D, LCSW
Enroll anytime Online $285

Clinical Psychopharmacology

PSYCH X403 • 2 semester units in Psychology 30 hours CE credit: BRN, LCSW/MFT and psychologists

Explore the range of medications used in mental health practice, including what those medications can offer in the treatment of depression, anxiety, bipolar illness, schizophrenia, attention deficit hyperactivity disorder (ADHD) and other conditions; you also review the limitations of these medications. Learn to recognize side effects and interactions. You also explore complementary and alternative medicines (CAM), with sensitivity to diversity and multicultural issues. Examine referral and consultation requirements as part of a team approach to clinical practice. This course is intended for both prelicensure mental health students and mental health professionals who seek an up-to-date review of psychoactive drugs and their use in client or patient care.

There are no prerequisites, but we recommend you first take Biological Psychology PSYCH X155 or other courses in biology or neurobiology to best succeed in this course.

Sec. 002
Nicola Wolfe, Ph.D.
Enroll anytime Online $495

NEW THIS TERM

Working Relationally in Psychodynamic Supervision

PSYCH 1136
0.4 ceu • 4 hours CE credit: BRN, LCSW/MFT and psychologists

Understand how a supervisor can interact with a supervisee using a relational approach that includes both observation and participation.

For course schedule, see p. 30.
Counseling and Psychotherapy as a Career Option

PSYCH 1021 • 1.8 ceu

A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Investigate the training and licensing options available for mental health professionals. Speak to and ask questions of several mental health professionals working in the field. Designed to provide you with information and act as a support group, the course covers topics ranging from comparison of the various licenses and financial realities to multicultural issues and theoretical orientations. Group discussions help you examine the realities of the profession and assist you in your decision process regarding a career in mental health. Enrollment is limited.

Sec. 010
Richard Chiavarelli, Psy.D.
3 meetings
Sundays, 9 am–5 pm
Jan. 31 and Feb. 7 (also Sunday, Feb. 21, 9 am–1 pm)
Berkeley: Golden Bear Center • $385

Sec. 011
Richard Chiavarelli, Psy.D.
March 29–April 19
Online • $395

Career Seminar in Counseling and Psychology

PSYCH 1009 • 0.6 ceu

A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

If you are applying to graduate programs in psychology, counseling or social work and you have completed half of the coursework in the Post-Baccalaureate Program for Counseling and Psychology Professions, this course helps you make final decisions on where to apply to graduate or professional schools. It can also assist you in preparing your applications, letters of reference and other requirements.

Sec. 008
Richard Chiavarelli, Psy.D.
Feb. 23–March 8
Online • $205

Sec. 007
Richard Chiavarelli, Psy.D.
2 meetings
Sundays, 9 am–12 pm
May 15 and 22
Berkeley: Golden Bear Center • $195

FREE INFORMATION SESSION
Post-Baccalaureate Program for Counseling and Psychology Professions

UNEX 1058
Learn how the program can prepare you to become more competitive for admission to graduate or professional schools in counseling and psychology. Whether you are changing careers or already working in the field, understand how this curriculum can help you plan an academic program of study and initiate the graduate school application process. For details, see this page or visit extension.berkeley.edu/spos/psychologyprofessions.html.

Sec. 008
1 meeting
Wednesday, 7–8 pm
Jan. 6
Berkeley: Golden Bear Center • Free

ONLINE INFORMATION SESSION
Post-Baccalaureate Program for Counseling and Psychology Professions

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see this page. Visit extension.berkeley.edu/spos/psychologyprofessions.html to register.

1 meeting
Wednesday, 12:30–1:30 pm
March 9
Online • FREE

Required Courses
- Counseling and Psychotherapy as a Career Option PSYCH 1021 (offered this term)
- Abnormal Psychology PSYCH X146 (offered this term)
- Introduction to Developmental Psychology PSYCH X140 (offered this term)
- Psychology of Personality PSYCH X176 (offered this term)
- Research Methods in Psychology PSYCH X106 (offered this term)
- Career Seminar in Counseling and Psychology PSYCH 1009 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/spos/psychologyprofessions.html
(510) 643-3883
extension-counspsych@berkeley.edu
Abnormal Psychology
PSYCH X146 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Learn about the dynamics and prevention of abnormal behavior, including neuroses, psychoses, character disorders, psychosomatic reactions, schizophrenia and other abnormal personality patterns.
Sec. 013
Rhodri Scantlebury, Psy.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–April 28
Berkeley: Golden Bear Center • $675

Research Methods in Psychology
PSYCH X106 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Gain an understanding of the scientific methods behind psychological research. Learn methods of designing, collecting, analyzing and interpreting data using examples from a variety of specialty areas in psychology. Conduct several research projects, including a final project of your own design that helps you think more critically about scientific research.
Sec. 015
Bernadette M. Guimberteau, Ph.D.
Feb. 2–April 26
Online • Proctored final exam • $745
Sec. 016
Bernadette M. Guimberteau, Ph.D.
10 meetings
Saturdays, 9 am–1:30 pm
Feb. 20–May 7 (no meetings on April 23 and 30)
Berkeley: Golden Bear Center • $675

Psychology of Personality
PSYCH X176 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Personality psychology, in contrast to abnormal and clinical psychology, is the study of normal and exceptional personalities, their assessment and development, and the processes that define them. Personality psychologists have been influenced by the “grand” theories of personality that tend to have more historical significance than relevance for current personality theories and research. Contemporary personality theories are more specific but still fall under broad paradigms or approaches. Research some of these approaches, including trait, biological, psychodynamic, phenomenological, behavioral and learning, and social-cognitive theories.
Sec. 016
Christopher Gade, B.S., Ph.D.
Jan. 19–April 12
Online • Proctored final exam • $730

Introduction to Developmental Psychology
PSYCH X140 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Study the life-span approach to developmental psychology, including prenatal life development. Gain perspective on biological, physical, cognitive, emotional, linguistic, sociocultural and spiritual changes across the life span, from prenatal and birth through the major stages of childhood, adolescence and adulthood. Examine fundamental theories, perspectives and critical thoughts about historical and current arguments in the field. Course requirements include research projects and brief class presentations.
Sec. 018
Richard Sprott, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 11–May 2 (no meetings on Jan. 18 and Feb. 15)
Berkeley: Golden Bear Center • $675

See Web for updated section number
Richard Sprott, Ph.D.
Jan. 1–June 30
Online • $730

See Web for updated section number
Jennifer Shultz, Ph.D.
Enroll anytime
Online • $730

Biological Psychology
PSYCH X155 • 3 semester units in Psychology
45 hours CE credit: BRN
Explore brain-behavior relationships with a special emphasis on clinical examples. Study how the brain and nervous system produce the human range of feelings and behaviors: sensation, emotion, sleep and dreams, reproductive behavior, language and memory. Clinical examples include depression, schizophrenia, eating disorders, sleep disorders, aggression, dyslexia and amnesias. Beginning with the basic structure and function of the nervous system, you examine the organic bases of behavior.
Sec. 010
Nicola Wolfe, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–April 26
San Francisco: San Francisco Campus • $675

Adolescent Psychology
PSYCH X139.1 • 3 semester units in Psychology
45 hours CE credit: BRN
Explore current theories about adolescents’ physical, mental, emotional, social and personality characteristics. By examining research findings from growth studies in this and other cultures, you learn to identify the roles American adolescents play in the home, school, social realm and community.
See Web for updated section number
Darrell Richards, Ph.D.
Enroll anytime
Online • Proctored final exam • $730
Psychology of Communication
PSYCH X156.1 • 3 semester units in Psychology
45 hours CE credit: BRN
Recipient of the Meritorious Award for the Best College-Level Distance Course from the University Professional and Continuing Education Association (UPCEA)
Understand the processes of perception, cognition, motivation, emotion, learning, memory and creativity in combination with social roles, group affiliations and cultural backgrounds. You explore how people communicate to themselves, to other individuals, within small groups, within large organizations, with mass communication and in cross-cultural communications.
See Web for updated section number
Enroll anytime
Online • Proctored final exam • $730

General Psychology
PSYCH XBW1 • 3 semester units in Psychology
45 hours CE credit: BRN
Get an introduction to the principal areas, problems and concepts of psychology, including topics such as development, learning, perception, emotion, personality, stress and pathology. Demonstrate your understanding of the course topics through a research paper and final exam.
See Web for updated section number
Enroll anytime
Online • Proctored final exam • $730

Alcohol and Drug Abuse Studies

Course Information
(510) 642-1061
extension-alcoholdrug@berkeley.edu
extension.berkeley.edu/counseling

Continuing Education Hours
CCAPP: Continuing education for California Consortium of Addiction Programs and Professionals (4C-99-416-0813)

Free Information Session
Certificate Program in Alcohol and Drug Abuse Studies
UNEX 1037
Students, instructors and staff discuss the certificate and its benefits in terms of career development, personal growth and job opportunities. Staff members discuss the certificate's history, philosophy, cost and completion time. Some instructors are present to describe their courses. Current students share the intellectual, conceptual and personal challenges they have faced in the certificate and the changes they have experienced as a result of attending. For details, see p. 43 or visit extension.berkeley.edu/cert/alcohol.html.

Section 008
1 meeting
Tuesday, 7:30–9 pm
Jan. 5
Berkeley: Golden Bear Center • Free

Online Information Session
Certificate Program in Alcohol and Drug Abuse Studies
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 43. Visit extension.berkeley.edu/cert/alcohol.html to register.

1 meeting
Tuesday, 12–12:45 pm
Feb. 9
Online • FREE

Electives
NEW THIS TERM
Charting, Documentation and Billing for SUDs in a Post-ACA World
PB HLTH 1045
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Certificate Program in Alcohol and Drug Abuse Studies
There is an increasing need for counselors who have the ability to document and accurately bill for services rendered. Learn how to effectively document client services and bill for Medi-Cal reimbursement. You review an update on the recently approved California Waiver that was approved by the federal government in August 2015. This historic legislation contains new information that can help you better prepare yourself a career in the addictions field.

Section 001
Thomas Gorham, M.A., CADC-II
1 meeting
Saturday, 9 am–4 pm
Feb. 6
Berkeley: Golden Bear Center • $195

The Use of Art Therapy in Addictions Treatment
PB HLTH 1024
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Certificate Program in Alcohol and Drug Abuse Studies
Get a detailed overview of how art therapy can be used for the treatment of drug and alcohol abuse. Participants are exposed to a wide range of structured art-therapy techniques specifically designed to help clients take control of their recovery process. The course covers identifying internal and external triggers, managing cravings, recognizing threats to sobriety, and preventing relapse. Group, individual, and family work is covered. This class includes lectures, slide presentations, and discussions, as well as an experiential component. Previous art experience is not necessary.

Section 001
Ava Charney-Danysh, MFT
1 meeting
Saturday, 9 am–5 pm
April 30
Berkeley: Golden Bear Center • $195
NEW THIS TERM

Integrating Yoga and Mindfulness into Complex Trauma Treatment

PSYCH 1134
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Explore the impact trauma has on the mind, brain and body, and develop your understanding of how yoga and mindfulness practices help heal symptoms of trauma and extreme stress.

For course schedule, see p. 34.

NEW THIS TERM

Introduction to Narrative Therapy

PSYCH 1137
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Get a lively introduction to narrative therapy that is useful if you want to have productive conversations using a collaborative approach.

For course schedule, see p. 30.

Level I

Cultural, Social and Historical Overview of Addiction, Treatment and Recovery

PB HLTH X128 • 2 semester units in Public Health

A requirement in the Certificate Program in Alcohol and Drug Abuse Studies

Political and social contexts shape society’s views about and responses to drug use. Explore the cultural and historical roots of evolving alcohol and drug policies in American society. Investigate traditional substance-abuse service systems, as well as critiques of the war on drugs and pressures to reform and innovate.

Sec. 009
John de Miranda, M.Ed., LAADC
4 meetings
Saturdays, 9 am–5:30 pm
Feb. 27–March 19
San Francisco: San Francisco Campus • $405

Integrated Behavioral Pharmacology of Substance Use and Mental Health Disorders

PB HLTH X126 • 2 semester units in Public Health

A requirement in the Certificate Program in Alcohol and Drug Abuse Studies; an elective in the Post-Baccalaureate Health Professions Program

Behavioral pharmacology, the scientific study of the effects that drugs have on human behavior, uses addiction research to help understand why people become addicted to drugs such as alcohol, methamphetamine and opioids. Explore the neurochemical, physical and mental effects of commonly used psychoactive substances on the human biological system. Research the basic pharmacology of psychoactive drugs, the medical consequences of compulsive illicit use and therapeutic approaches for managing substance-use disorders. You also review the four major classes of drugs that are of clinical significance in treating four major categories of psychiatric disorders: anxiety, depression, mania and schizophrenia.

Sec. 007
Nicola Wolfe, Ph.D.
11 meetings
Mondays, 6:30–9:30 pm
Jan. 25–April 11 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $425

Psychological Foundations of Addictions

PB HLTH X127 • 2 semester units in Public Health

A requirement in the Certificate Program in Alcohol and Drug Abuse Studies

Get a current understanding of the causes of chemical dependency and the approaches to its treatment, including the psychotherapeutic, family systems, disease and medical models, as well as 12-step and other self-help methods. You examine behavioral-cognitive, social-psychological and developmental theories of motivation and behavior change for the contributions they can make to treatment strategies appropriate to the varied and complex needs of the addicted population. You pay particular attention to such critical aspects of recovery as overcoming denial and resistance and working with codependents.

Sec. 009
Valerie Gruber, M.P.H., Ph.D.
10 meetings
Tuesdays, 6–9 pm
Feb. 16–April 19
San Francisco: San Francisco Campus • $395

Level II

Addressing Co-Occurring Disorders in Addictions Counseling

PB HLTH X143 • 1 semester unit in Public Health

A requirement in the Certificate Program in Alcohol and Drug Abuse Studies

The occurrence of mental health disorders is the norm in addictions counseling, and the integration of mental health and substance treatment is critical. Understand how to recognize the signs of commonly co-occurring disorders. Learn how to tailor substance abuse interventions to clients with different types of mental health problems and recognize when to refer clients elsewhere. You also examine research-based interventions such as motivational interviewing, social skills training, grounding and cognitive-behavioral therapy.

Sec. 005
Joshua Kirsch, LCSW
2 meetings
Fridays, 9 am–5:30 pm
May 6 and 13
Berkeley: Golden Bear Center • $295
Certificate Program in Alcohol and Drug Abuse Studies

This certificate has been approved for California Foundation for Advancement of Addictions Professionals (CFAAP) members and meets all of the educational requirements for membership in the California Consortium of Addiction Programs and Professionals (CCAPP).

This professional certificate can help you start a career in addictions counseling or enhance your counseling expertise. Developed in association with the University of California, Berkeley, School of Public Health, this certificate raises the quality of professionalism in addictions counseling. Following a three-level, developmental approach to the critical issues contributing to substance abuse, the curriculum begins with a thorough foundation in the biomedical, cultural, historical and psychological aspects of chemical dependency. It then covers the knowledge needed to work effectively in the field and culminates with intervention instruction, career-preparatory courses and internship options, providing practical experience to ensure you remain effective and positive in this demanding field.

Curriculum Requirements
The curriculum comprises 14 required courses (21–22 semester units) and 18 hours of electives (1.8 ceu) for a total of 357 hours of instruction (355 hours for the CCAPP field seminar option).

Required Courses

**Level I**
- Integrated Behavioral Pharmacology of Substance Use and Mental Health Disorders PB HLTH X126 (offered this term)
- Cultural, Social and Historical Overview of Addiction, Treatment and Recovery PB HLTH X128 (offered this term)
- Introduction to Counseling Techniques in the Treatment of Substance Use Disorders PB HLTH X129 (offered this term)
- Psychological Foundations of Addictions PB HLTH X127 (offered this term)

**Level II**
- Addressing Co-Occurring Disorders in Addictions Counseling PB HLTH X143 (offered this term)
- Career Preparation and Self-Care in Working With Individuals With Substance Use Disorders PB HLTH 1004 (offered this term)
- Continuing Care and Case Coordination in Addictions Treatment PB HLTH X134 (offered this term)
- Diagnosis and Assessment of People With Substance Use Disorders PB HLTH X132 (offered this term)
- Environmental Strategies for the Prevention of Alcohol and Drug-Related Problems PB HLTH X151

**Level III**
- Counseling Interventions in the Treatment of Substance Use Disorders PB HLTH X133 (offered this term)
- Field Experience in Addictions Counseling PB HLTH X109 (offered this term)
- Field Experience in Addictions Counseling—CADC Option PB HLTH X159 (offered this term)
- Family Recovery in Addictions Treatment PB HLTH X116 (offered this term)
- Group Process and Practice in Addictions Treatment PB HLTH X144 (offered this term)
- Legal and Ethical Aspects of Addictions Counseling PB HLTH X135 (offered this term)
- Family Recovery in Addictions Treatment PB HLTH X116 (offered this term)
- Group Process and Practice in Addictions Treatment PB HLTH X144 (offered this term)
- Legal and Ethical Aspects of Addictions Counseling PB HLTH X135 (offered this term)

**Electives**
For a list of electives available this term, visit extension.berkeley.edu/cert/alcohol.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/alcohol.html
(510) 642-1061
extension-alcoholdrug@berkeley.edu

Find the Quality You Want
- Developed with UC Berkeley School of Public Health
- Meets CCAPP licensing requirements

Get the Knowledge You Need
- Behavioral pharmacology
- Psychological foundations
- Diagnosis and assessment
- Case coordination
- Legal aspects of treatment
- Family recovery
- Counseling interventions
- Prevention strategies
Career Preparation and Self-Care in Working With Individuals With Substance Use Disorders

PB HLTH 1004 • 0.3 ceu
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get a brief overview of current workforce issues and trends, and discover ways to prepare for your career as an addictions counselor. Obtain individual advice on completing the program and preparing for the 250-hour (or 36-hour) internship as part of Field Experience in Chemical Dependency. PB HLTH X109.

Sec. 010
Perri Franskoviak, Ph.D.
1 meeting
Thursday, 6:30–9:30 pm
May 19
Berkeley: Golden Bear Center • $95

Continuing Care and Case Coordination in Addictions Treatment

PB HLTH X134 • 2 semester units in Public Health
30 hours CE credit: CCAPP, BRN and LCSW/MFT
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get an overview of continuing care, case coordination principles, and the practices used to establish and maintain recovery and prevent relapse. Learn different ways of thinking about the recovery and potential relapse process for chemically dependent clients, and identify effective treatment and case coordination approaches for these clients. Topics aim to serve a diverse population.

Sec. 006
John Beahan, Psy.D.
10 meetings
Mondays, 6:30–9:30 pm
Jan. 11–March 28 (no meetings on Jan. 18 and Feb. 15)
San Francisco: San Francisco Campus • $395

Diagnosis and Assessment of People With Substance Use Disorders

PB HLTH X132 • 2 semester units in Public Health
30 hours CE credit: CCAPP, BRN and LCSW/MFT
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Learn to identify and define an addiction syndrome. Review various physiological, psychological and social variables in making a diagnosis. Discuss the legal and financial constraints in making referrals. Topics include a review of treatment alternatives and their underlying philosophies, how to match a client with the most appropriate alternative, and how to develop an effective treatment and referral plan. The use of the Diagnostic and Statistical Manual (DSM) of Mental Disorders and difficulties in dual-diagnosis receive special attention.

Sec. 007
Steven Allen, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–March 23
Berkeley: Golden Bear Center • $395

Family Recovery in Addictions Treatment

PB HLTH X16 • 1 semester unit in Public Health
18 hours CE credit: CCAPP, BRN and LCSW/MFT
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Review assessment, intervention and treatment in chemically dependent families using a developmental model of recovery. Topics include needs, concerns and resistances of individual members and the family as a whole; the dynamics of codependency; a comparison of approaches to family recovery; treatment techniques appropriate to the different phases of family recovery; and strategies to help prevent family relapse.

Sec. 007
Karen Kaufman, Ph.D.
5 meetings
Mondays, 6–9 pm
April 18–May 16 (also Saturday, May 14, 9:30 am–4:30 pm; no meeting on May 9)
Berkeley: Golden Bear Center • $345

Group Process and Practice in Addictions Treatment

PB HLTH X144 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Group intervention continues to be a major strategy to treat addictions. Gain an understanding of group process and dynamics in treating chemically dependent adults. In addition to the theory behind group work, you learn strategies for selecting patients and being a group leader. You also examine methods appropriate to the transitional (open) group and the closed group. Structured time lets you practice these strategies in small groups.

Sec. 007
John Beahan, Psy.D.
5 meetings
Thursdays, 6:30–9:30 pm
April 21–May 19
San Francisco: San Francisco Campus • $295

Legal and Ethical Aspects of Addictions Counseling

PB HLTH X135 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Learn to examine various ethical and legal issues that are designed to increase the standard of care for the client, including competence, consultations with colleagues, documentation requirements, consent to treatment, client confidentiality (including the Code of Federal Regulations), suicidal and homicidal clients, child and elder abuse reporting requirements, and civil commitment procedures.

Sec. 007
James Sorensen, Ph.D.
5 meetings
Wednesdays, 6:30–9:30 pm
April 20–May 18
San Francisco: San Francisco Campus • $295

Environmental Strategies for the Prevention of Alcohol and Drug-Related Problems

PB HLTH X151 • 1 semester unit in Public Health
This course will be offered in summer 2016
Level III

Counseling Interventions in the Treatment of Substance Use Disorders
PB HLTH X133 • 3 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get an overview of the basic strategies and skills needed for effective treatment of chemical dependency. Review approaches such as psychotherapy, self-help, 12-step programs and family models in residential/nonresidential and drug/drug-free settings. You learn about individual and group techniques, developing the most effective approach for a client’s needs and identifying the ways in which substance-abuse clients differ from mental health clients. You also have an opportunity to practice and develop your skills.

Sec. 006
Jimmie Turner, Ph.D.,
Extension Honored Instructor
11 meetings
Wednesdays, 6–9:30 pm
Feb. 17–May 11 (also Saturdays, March 12 and April 16, 9 am–5 pm; no meetings on March 9, March 16, April 6 and April 13)
Berkeley: Golden Bear Center • $695

Field Experience in Addictions Counseling
PB HLTH X109 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
This field-study course provides an opportunity for candidates completing the Certificate Program in Alcohol and Drug Abuse Studies to apply what they have learned in an agency setting. Select a field placement in an agency of your choice, and spend a total of 36 hours at the placement completing a project or developing a product (noncounseling in nature) related to the agency’s mission. In addition to the project, you must complete a number of assignments designed to help you plan future employment and develop your ability to analyze and understand organizations and their impact on delivering client services. The course’s 30-hour classroom portion provides a supportive setting for you to discuss, analyze and solve problems arising from your field experience and project. Enrollment is limited to 15.

Sec. 006
Peter Goetz, M.S., MFT
4 meetings
Saturdays, 9 am–5:30 pm
Jan. 9, Jan. 30, Feb. 27 and March 26
Berkeley: Golden Bear Center • $560

Field Experience in Addictions Counseling—CADC Option
PB HLTH X109 • 3 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
This course covers all of the material in Field Experience in Addictions Counseling PB HLTH X109 but extends the coursework and requires 255 CADC-eligible internship hours. The instructor approves placement sites and student assignments based on CADC acceptability and an individualized assessment of student capabilities.

Sec. 006
Peter Goetz, M.S., MFT
6 meetings
Saturdays, 9 am–5:30 pm
Jan. 9, Jan. 30, Feb. 27, March 26, April 9 and May 7
Berkeley: Golden Bear Center • $695

Test Preparation

IC&RC (International Certification Reciprocity Consortium) Test Preparation Workshop
PB HLTH 1003 • 0.6 ceu
This one-day preparation workshop can help you pass the written CADC examination. You get the motivation and tools you need to move forward in your career as a CCAPA-certified addictions counselor. Improve your understanding of the written test process, review key content areas for the written examination, learn skill-building tips for addictions counselors and practice using a series of sample questions to identify keys for success.

Sec. 008
Neil Miller, CADC-II
1 meeting
Saturday, 9 am–4 pm
May 14
Berkeley: Golden Bear Center • $185

Health Advocacy

COURSE INFORMATION
(510) 642-1061
extension-publichealth@berkeley.edu
extension.berkeley.edu/counseling

ONLINE COURSE INFORMATION
(510) 643-4957
extension.berkeley.edu/online

FREE INFORMATION SESSION
Professional Program in Health Advocacy
UNEX 1061
Learn how this program can help you better understand the increasingly complex and dynamic health system in the United States, including how you can become an informed health advocate qualified to advise patients and their families. Meet staff members who discuss how you can become a health advocate, geriatric case manager, discharge planner or family adviser. For more information, see p. 46 or visit extension.berkeley.edu/spos/healthadvocacy.html.

Sec. 008
1 meeting
Tuesday, 6–7 pm
Jan. 5
Berkeley: Golden Bear Center • Free

ONLINE INFORMATION SESSION
Professional Program in Health Advocacy
UNEX 1061
Learn how this program can help you better understand the increasingly complex and dynamic health system in the United States, including how you can become an informed health advocate qualified to advise patients and their families. Meet staff members who discuss how you can become a health advocate, geriatric case manager, discharge planner or family adviser. For more information, see p. 46 or visit extension.berkeley.edu/spos/healthadvocacy.html.

Sec. 008
1 meeting
Thursday, 12:30–1:30 pm
Feb. 11
Online • FREE
Clinical Empathy in a Post-ACA World

UNEX 1296

Learn how health care providers can recognize when their emotions are worsening conflicts with patients and families. In the current health care climate, providers are under increasing pressure to do more for patients in less time. Providers want to give empathic care but fear burning out. Patients and families are frustrated with the limitations of the health care system. As a result, there are often conflicts between providers, patients and families that can undermine effective health care. Gain exposure to specific skills that promote sustainable empathy to provide more effective care and to enjoy your work more.

Jodi Halpern, M.D., Ph.D., is the author of From Detached Concern to Empathy: Humanizing Medical Practice (Oxford University Press, New York, 2001/2011) and articles on topics including Medical Practice, M.D., Ph.D., is the author of enjoy your work more.

Sec. 001
1 meeting
Thursday, 4:30–6 pm
Feb. 11
Berkeley: Golden Bear Center • FREE

Professional Program in Health Advocacy

Learn about the health insurance industry and the key provisions of both Medicare and Medicaid/Medi-Cal legislation. Gain an in-depth understanding of the continuum of options available for both inpatients and outpatients, including rehabilitation settings, skilled nursing facilities, home health and hospice services. Explore some of the key policy, research, cultural and ethical challenges in serving in a variety of roles as health advocate, geriatric case manager, discharge planner and family adviser.

Curriculum Requirements
The curriculum comprises 9 required courses (10 semester units) and 1 elective (0.6 ceu) for a total of 10 semester units and 0.6 ceu (159 hours of instruction).

Required Courses
- Introduction to Health Care Advocacy
  PB HLTH X478 (offered this term)
- Families and Health Care Advocacy
  PB HLTH X404.6 (offered this term)
- Overview of Health Care Insurance Options
  PB HLTH X404.3
- Navigating the Health Care System
  PB HLTH X404.7
- Ethical and Legal Issues in Health Care
  PB HLTH X403.4
- Case Seminar on Health Advocacy
  PB HLTH X400.7
- Health Care Advocacy and the Role of Cultural Diversity
  PB HLTH X403.6
- Evaluating Health Information for Health Care Communication and Decision Making
  PB HLTH X441 (offered this term)
- Pediatric Health Care Advocacy
  PB HLTH X477 (offered this term)
- Geriatric Health Care Advocacy
  PB HLTH X474.1

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/healthadvocacy.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/healthadvocacy.html.

NEW THIS TERM
Discovering the Patient Agenda

PB HLTH 1044 • 6 hours CE credit: BRN
An elective in the Professional Program in Health Advocacy

This workshop is for health advocates who wish to support patients facing complex medical treatments. Patients in this situation often need assistance in gathering and reviewing information, formulating questions and understanding next steps. This proven interview protocol makes it possible to elicit from any patient where they are right now, what they need to do to move forward, and how to help them navigate to where they need to be next. Review the evidence base for the effectiveness of providing patients with decision and communication aids, and learn how to direct patients to relevant information for many medical conditions. These tools lead to improved communication through the use of neutral, nondirective techniques for facilitating productive patient-advocate communications. You have opportunities to practice these skills throughout the workshop.

Sec. 001
Shelley Volz, M.A.
1 meetings
Saturday, 9 am–4 pm
Feb. 27
San Francisco: San Francisco Campus • $195

Required Courses

Introduction to Health Care Advocacy

PB HLTH X478 • 2 semester units in Public Health
30 hours CE credit: BRN
A requirement in the Professional Program in Health Advocacy

Consumers are increasingly turning to health care advocates for assistance with a number of health-related issues, including new diagnoses, decision making, placement issues, insurance and billing problems, and community resources. Get an overview of the skills needed to be an effective advocate. The course is open to medical professionals and anyone who would like to work as a health care advocate.

Sec. 008
Joanna Smith, M.P.H., CHA, LCSW
Feb. 2–April 26
Online • $495

Sec. 007
Joanna Smith, M.P.H., CHA, LCSW
10 meetings
Mondays, 6:30–9:30 pm
Feb. 22–April 25
Berkeley Campus: 101 Wheeler Hall • $395
Evaluating Health Information for Health Care Communication and Decision Making
PB HLTH X441 • 1 semester unit in Public Health
18 hours CE credit: BRN
A requirement in the Professional Program in Health Advocacy
Learn to critically appraise the clinical literature, and understand potential biases in the design, conduct and publication of clinical research. Review published studies, including randomized control trials, systematic reviews, nonexperimental designs and media reports of findings. Lectures, reading assignments, and interactive evaluation and discussion of published research papers and media reports form the core of your learning. You also discuss the role of a health advocate in translating key research information for patients and their families.

Sec. 004
Donna Odierna, Dr.P.H., M.S.
6 meetings
Wednesdays, 6:30–9:30 pm
March 9–April 13
Berkeley: Golden Bear Center • $275

Families and Health Care Advocacy
PB HLTH X404.6 • 1 semester unit in Public Health
A requirement in the Professional Program in Health Advocacy
Examine how family systems theory can help you work collaboratively with families to better meet their goals. You learn a model for understanding illness within a multigenerational family context, targeting psychosocial interventions to support the family’s ability to mobilize resources in response to a health care challenge and intervening effectively in the cross-cultural communication between a family and the health care system.

Sec. 003
Monica Jarman, M.S.W.
4 meetings
Mondays, 6:30–9:30 pm
May 2–16 (also Saturday, May 21, 9 am–4 pm)
Berkeley Campus: 104 Barrows Hall • $285

Pediatric Health Advocacy
PB HLTH X477 • 1 semester unit in Public Health
15 hours CE credit: BRN
A requirement in the Professional Program in Health Advocacy
This workshop covers basic concepts related to health advocacy as applied to pediatric patients, their families and their community. Pediatric health advocacy is described on four levels—individual, family, community and policy—with examples provided on the role of health advocates in each domain.

Sec. 003
Dina Hankin, Ph.D.
5 meetings
Thursdays, 6:30–9:30 pm
April 7–May 19 (no meetings on April 14 and May 12)
Berkeley Campus: 50 Barrows Hall • $265

Public Health and Health Management

Principles of Epidemiology
PB HLTH X186 • 2 semester units in Public Health
An elective in the Professional Program in Health Advocacy and in the Post-Baccalaureate Health Professions Program
Epidemiology is the study of the distribution of disease and health in human populations. Learn the basic principles of epidemiology, their application to specific public health situations and criteria for critically evaluating epidemiology studies. Discuss epidemiological concepts and their application to sample problems. Topics include disease risk, methods of evaluating the causative factors of disease, and the assessment of epidemiological study designs and research activities.

Sec. 011
Ana Maria Mora, M.D., Ph.D.
9 meetings
Tuesdays, Thursdays and Saturdays, 6:30–9:30 pm
Feb. 2–6, Feb. 16–20 and March 1–3 (also Saturday, March 5, 9 am–4 pm)
Berkeley Campus: 185 Barrows Hall • $385

Sec. 009
Joshua Gruber, M.P.H., Ph.D., and Vincent Yau, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $495

Health Policy in the United States
PB HLTH X55 • 2 semester units in Public Health
A requirement in the Post-Baccalaureate Health Professions Program and in the Professional Program in Health Advocacy
Get an overview of the U.S. health care system, with a specific focus on past and current public policies that have shaped health care in the United States. In particular, you examine health policy, health-services financing and organization. Analyze current health policies and how they impact the cost, quality and access to services to better understand and critique them from an informed perspective.

Sec. 012
Dana Hughes, M.P.H., M.S., Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–March 23
Berkeley: Golden Bear Center • $435

General Nutrition
NUSCTX X18 • 3 semester units in Nutritional Sciences
If you are a student in a health-related career or simply want a better understanding of the subject, this course enables you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. Learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; and current food issues, including food safety.

Sec. 004
Alanna Nimau Vigil, M.S., RD
Enroll anytime
Online • Proctored final exam • $770

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Adiel Uzabakiriho is a true lifelong learner. Since moving to the United States from his native Rwanda, he has completed a master’s degree in social work and public health, and a Ph.D. in social policy and social research from Loma Linda University. Foreseeing a future in conducting research, Uzabakiriho felt the need to gain project management experience. Drawn to the Berkeley reputation, Uzabakiriho is close to finishing the Certificate Program in Project Management that he’ll relay into a master’s degree so that he can succeed at international humanitarian organizations.

Due to a recent loss in eyesight, Uzabakiriho is taking advantage of the flexibility the online courses affords. “I prefer to take classes online because of my physical challenges, so I don’t have to walk all the time,” he says. “But it doesn’t make any difference because I can see and communicate with classmates anytime I want. We talk about our backgrounds and where we come from. I get a chance to learn about them and learn from them.”

In addition, Uzabakiriho is thankful that UC Berkeley Extension provides disabled student services to help him complete the online classwork. “I survived because the school has an office of students for disabilities; any assistance I needed, I was able to get it. They have counselors who take care of every issue. Very professional people.”
UC Berkeley Extension provides the education to succeed in an ever-changing workplace. Earn a professional certificate that not only meets your profession’s highest standards but also commands the respect of your peers. Acquire technical savvy and the leadership and communication skills that make the difference in getting ahead. Take a course focused on exactly what you need to know now.

Instructors with senior-level experience at top companies in their fields ensure an education you can apply on the job. And the Berkeley name attests to outstanding academic quality in the classroom and online.

To break into business or advance in your career, come to UC Berkeley Extension to gain the knowledge and skills critical to your success.

NEW COURSES

Effective Employment Negotiations, see p. 62
Effective Management: Leading With Vision, see p. 63
Essentials of Employee Benefits Management, see p. 76
Exploratory Research for International Market Development, see p. 86
Getting Started With Content Marketing, see p. 91
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### Free Information Sessions

Learn more about courses and programs, meet other students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

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### Accounting

#### COURSE INFORMATION

- **(510) 642-4231**
- extension-business@berkeley.edu
- extension.berkeley.edu/business

#### ONLINE COURSE INFORMATION

- **(510) 643-1550**
- extension.berkeley.edu/online

#### CPA LICENSING REQUIREMENTS

For information about Certified Public Accountant (CPA) and Certified Management Accountant (CMA) licensing and renewal requirements:
- California Board of Accountancy: dca.ca.gov/cba
- Institute of Management Accountants: www.imanet.org/cma-certification/
cma-certification-overview

#### ONLINE INFORMATION SESSION Certificate Program in Accounting

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 53. Visit extension.berkeley.edu/cert/account.html to register.

- **1 meeting**
- Thursday, 5:30–6:15 pm
- April 28
- Online • FREE

#### Introduction to Financial Accounting

UGBA XB102A • UGBA XBW102A for online sections

3 semester units in Business Administration

We recommend you take this course and Introduction to Managerial Accounting UGBA XB102B before you take Intermediate Accounting I BUS ADM X421.1.

Learn financial accounting fundamentals and how to identify, measure and report on the financial effects of economic events on enterprises. Topics include accrual accounting concepts and accounting for investments, liabilities and present value concepts.

- **Sec. 013**
  - Ronald Macaluso, M.B.A.
  - 15 meetings
  - Mondays, 6:30–9:30 pm
  - Feb. 1–May 16 (no meeting on Feb. 15)
  - Berkeley: Golden Bear Center • $900

- **Sec. 012**
  - Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
  - Enroll anytime
  - Online • Proctored final exam • $900

- **Sec. 009**
  - Andy Barnett, Ph.D., CPA, Extension Honored Instructor
  - Enroll anytime
  - Online • Proctored final exam • $900
**Introduction to Managerial Accounting**

UGBA XB102B • UGBA XBW102B for online sections
3 semester units in Business Administration

We recommend you take this course and Introduction to Financial Accounting UGBA XB102A before you take Intermediate Accounting I BUS ADM X421.1.

Study the concepts, theory and practice of the cost-control function of management. Learn what information is needed within an organization; where to obtain this information; and how managers can use this information to plan, control and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and management, cost-volume analysis, tactical decision making and transfer pricing.

Introduction to Financial Accounting UGBA XB102A or equivalent is strongly recommended.

Sec. 009
Gregory Sinclair, M.B.A., CPA
15 meetings
Mondays, 6:30–9:30 pm
Jan. 11–May 2 (no meetings on Jan. 18 and Feb. 15)
Berkeley: Golden Bear Center • $900

Sec. 004
Martha Doran, Ph.D., CPA
Enroll anytime
Online • Proctored final exam • $900

Sec. 005
Martha Doran, Ph.D., CPA
Jan. 19–April 26
Online • Proctored final exam • $900

**Intermediate Accounting I**

BUS ADM X421.1 • 3 semester units in Business Administration

A Core Course in the Certificate Program in Accounting

Build on the financial accounting concepts and principles covered in Introduction to Financial Accounting UGBA XB102A/XBW102A, and study the concepts, theory and practice of using financial accounting information to make managerial decisions. Following an in-depth review of the accounting environment and the nature of accounting information, you study time-value-of-money concepts and explore basic financial statements. Pay detailed attention to how enterprises account for assets such as cash, receivables, inventories, property and equipment, intangible assets and long-term investments.

**Prerequisites:** Introduction to Financial Accounting UGBA XB102A/XBW102A and Introduction to Managerial Accounting UGBA XB102B/XBW102B or equivalent

**Note:** Accounting courses are detailed and you build knowledge sequentially as you progress. It is important that you possess certain accounting knowledge to be successful in each course. Before enrolling in Intermediate Accounting I, evaluate your knowledge of the following:

1. Accrual versus cash accounting concepts and how to apply them
2. Calculation of depreciation, using the three principal methods
3. Inventory valuation techniques: basic principles and techniques
4. Revenue and related expense (matching principle) recognition
5. Accounting cycle steps; and understanding of the three basic financial statements: income statements; balance sheets and statements of cash flows

Assess your level of understanding and preparedness to begin Intermediate Accounting I BUS ADM X421.1 at connect.mheducation.com/class/saquiz.

Sec. 038
Marc Hyman, M.B.A.
Jan. 12–April 19
Online • $900

Sec. 041
Stephen Jacobson, M.B.A.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–April 19
San Francisco: San Francisco Campus • $900

Sec. 039
Stephen Jacobson, M.B.A.
Jan. 19–April 26
Online • $900

Sec. 040
Christine Errico, M.A.
Jan. 19–April 26
Online • $900

**See Web for updated section number**

Marc Hyman, M.B.A.
Enroll anytime
Online • Proctored final exam • $900

**Intermediate Accounting II**

BUS ADM X421.2 • 3 semester units in Business Administration

A Core Course in the Certificate Program in Accounting

Expand upon the financial accounting concepts and principles covered in Intermediate Accounting I BUS ADM X421.1, and learn how enterprises account for liabilities and equity accounts, including current and noncurrent liabilities, leases, pensions, income taxes, contributed capital, retained earnings and stock options. Additional topics cover earnings per share, accounting changes and error corrections.

**Prerequisite:** Introduction to Financial Accounting UGBA XB102A/XBW102A and Introduction to Managerial Accounting UGBA XB102B/XBW102B or equivalent.

This course typically follows Intermediate Accounting I BUS ADM X421.1, but that course is not a prerequisite.

Sec. 031
Yan Gelman, B.S., M.B.A.
Jan. 12–April 19
Online • $900

Sec. 033
Lali Nathan, M.B.A., M.S.
Jan. 19–April 26
Online • $900

Sec. 034
Yan Gelman, B.S., M.B.A.
15 meetings
Wednesdays, 6:30–9:30 pm
Feb. 17–May 25
San Francisco: San Francisco Campus • $900

Sec. 037
Yan Gelman, B.S., M.B.A.
Enroll anytime
Online • Proctored final exam • $900

**See Web for updated section number**

Marc Hyman, M.B.A.
Enroll anytime
Online • Proctored final exam • $900
Advanced Accounting  
BUS ADM X421.3 • 3 semester units in Business Administration  
A Core Course in the Certificate Program in Accounting  
Get a comprehensive understanding of consolidated financial statements and how to prepare them. Focus on the accounting principles, methods and techniques that relate to particular types of business and nonbusiness entities, including corporations, partnerships, government units, estates and trusts, and nonprofits. Limited time is devoted to exploring certain tax aspects of consolidated financial statements.  
Prerequisites: Intermediate Accounting I BUS ADM X421.1 and Intermediate Accounting II BUS ADM X421.2 or equivalent

Sec. 022  
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor  
Jan. 19–April 26  
Online • $900

Sec. 023  
George Perko, M.B.A., CPA  
15 meetings  
Tuesdays, 6:30–9:30 pm  
Jan. 19–May 3 (no meeting on Feb. 2)  
Berkeley: Golden Bear Center • $900

Auditing  
UGBA XBW126 • 4 semester units in Business Administration  
An elective in the Certificate Program in Accounting  
Examine the responsibilities of auditors, the design of audits, technology and sampling approaches, appropriate tests of internal controls, substantive tests and other responsibilities of Certified Public Accountants (CPAs). Prepare for the auditing section of the CPA Examination, and work as part of a team on an audit plan.  
Prerequisites: Intermediate Accounting I BUS ADM X421.1, Intermediate Accounting II BUS ADM X421.2, Advanced Accounting BUS ADM X421.3 or equivalent

Sec. 004  
Martha Doran, Ph.D., CPA  
Enroll anytime  
Online • Proctored final exam • $1,025

Auditing and Attestation  
BUS ADM X422.2 • 4 semester units in Business Administration  
An elective in the Certificate Program in Accounting  
Get a solid theoretical and practical background in auditing. Learn to examine an institution’s financial statements to determine if they fairly present the organization’s current financial position and results of operations and are free of significant errors. You also gain a solid background for the auditing section of the CPA Examination.  
Sec. 006  
Marjorie Bailey, CPA  
20 meetings  
Tuesdays, 6:30–9:30 pm  
Jan. 12–May 24  
San Francisco: San Francisco Campus • $1,025

Taxation for Corporations and Other Flow-Through Entities  
BUS ADM X419.5 • 3 semester units in Business Administration  
An elective in the Certificate Program in Accounting  
Learn about the major provisions to the tax laws for filing in calendar years 2015-2016. Study the taxation of corporations; S corporations; partnership taxation; income taxation of estates, trusts and gifts; and tax accounting methods and periods. Review rules governing the formation, operation and disposition of partnerships and corporations.  
Prerequisites: Intermediate Accounting I BUS ADM X421.1, Intermediate Accounting II BUS ADM X421.2, Advanced Accounting BUS ADM X421.3 or equivalent

Sec. 015  
John Hauser  
15 meetings  
Tuesdays, 6:30–9:30 pm  
Jan. 12–April 19  
Belmont: Belmont Center • $900

Sec. 016  
Sandra Van Keuren, CPA  
15 meetings  
Thursdays, 6:30–9:30 pm  
Jan. 14–April 21  
San Francisco: San Francisco Campus • $900  
See Web for updated section number  
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor  
Enroll anytime  
Online • Proctored final exam • $900

Cost Accounting  
BUS ADM X419 • 3 semester units in Business Administration  
An elective in the Certificate Program in Accounting  
Study basic cost-accumulation systems and refinements to determine costs of products or activities in various types of enterprises. Prepare to emphasize managerial cost analysis and management decision planning.  
Prerequisites: Introduction to Financial Accounting UGBA XB102B/XBW102B or equivalent

Sec. 018  
Suzanne Garrett, M.B.A., PMP, Extension Honored Instructor  
Jan. 12–April 19  
Online • Proctored final exam • $900

Sec. 019  
James Botsford, B.S., CPA  
15 meetings  
Mondays, 6:30–9:30 pm  
Jan. 25–May 9 (no meeting on Feb. 15)  
San Francisco: San Francisco Campus • $900

Accounting Ethics  
BUS ADM X420.6 • 3 semester units in Business Administration  
A Core Course in the Certificate Program in Accounting  
Gain an understanding of ethical standards for accountants and auditors at all levels. Learn the nature and scope of ethics standards and the need for them in business and society. Review professional codes of conduct for principal governing bodies and discuss their application in real-world situations. Thorough case studies bolster your understanding of the importance and applicability of current ethical rules.  
Prerequisite: Intermediate Accounting I BUS ADM X421.1 or Intermediate Accounting II BUS ADM X421.2

Sec. 011  
Harry Lorsbach, M.B.A., CIA, CPA  
15 meetings  
Mondays, 6:30–9:30 pm  
Jan. 11–May 2  
San Francisco: San Francisco Campus • $900

Sec. 010  
Harry Lorsbach, M.B.A., CIA, CPA  
Jan. 19–April 26  
Online • $900

Principles of Management Accounting  
BUS ADM X421.5 • 3 semester units in Business Administration  
Learn the basics of financial accounting, and examine how to use accounting information for effective management.  
For course schedule, see p. 56.
Certificate Program in Accounting

WHAT’S NEW
You now have more flexibility in selecting your own courses without having to spend more time or money.

With accounting, you’re part of a field with significant potential: 28-percent job growth by 2018, according to the U.S. Bureau of Labor Statistics. And as new Certified Public Accountant (CPA) educational requirements and updated International Financial Reporting Standards (IFRS) come to the fore, the need for additional expertise to implement global standards is crucial. To meet these evolving requirements, UC Berkeley Extension’s Certificate Program in Accounting provides you with a current, thorough understanding of accounting principles and reporting practices, as well as expertise in financial planning, data analysis and interpretation. You benefit from a curriculum that is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business. Our online and classroom courses, taught by professionals with many years of practical business experience, ensure that you’re prepared to succeed in accounting.

Completion of the Certificate Program in Accounting satisfies the California Board of Accountancy requirements for 24 semester units of accounting subjects.

Curriculum Requirements
The curriculum comprises 4 required courses (12 semester units) and 12 semester units of electives for a total of 24 semester units (360 hours of instruction).

Required Core Courses
We recommend that you begin the certificate with Intermediate Accounting I BUS ADM X421.1.
- Intermediate Accounting I BUS ADM X421.1 (offered this term)
- Intermediate Accounting II BUS ADM X421.2 (offered this term)
- Advanced Accounting BUS ADM X421.3 (offered this term)
- Accounting Ethics BUS ADM X420.6 (offered this term)

New Electives
- Introduction to Financial Accounting UGBA XB102A or UGBA XBW102A (offered this term)
- Introduction to Managerial Accounting UGBA XB102B or UGBA XBW102B (offered this term)

For a complete list of electives available this term, visit extension.berkeley.edu/cert/account.html.

WHAT’S NEW

Professionalize Your Skills

☐ Meet new industry requirements
☐ Prepare for the CPA or CMA Exam
☐ Advance your career
☐ Available online or in classroom

Learn More and View the Brochure
extension.berkeley.edu/cert/account.html
(510) 642-4231
extension-business@berkeley.edu
CPA Examination Preparation

The following four courses prepare you to take each of the Uniform Certified Public Accountant (CPA) Examination’s four modules: Auditing and Attestation (AUD), Regulation (REG), Financial Accounting and Reporting (FAR), and Business Environment and Concepts (BEC). To receive your CPA license, you must pass all four modules, in any order. Likewise, you can take these courses in any order. Each course begins with an overview of the topic, including its importance and how corporations regularly apply it. Then, review the relevant topics and issues, discuss selected sample problems, and strengthen your understanding through structured and repetitive exercises. Each course culminates with timed tests simulating what is required as part of the CPA Examination.

- Regulation (REG) Module
  BUS ADM X483.5 (offered this term)
  Review and test your understanding of professional, legal and ethical responsibilities of a Certified Public Accountant.

- Financial Accounting and Reporting (FAR) Module BUS ADM X423.1
  Examine accounting concepts, theory and practice; financial statements; and other financial reporting requirements for nonprofit and for-profit organizations and governmental agencies.

- Business Environment and Concepts (BEC) Module BUS ADM X423.9
  Review external and internal business environment and concepts, principally from an internal-company viewpoint, including corporate-governance structures and mission.

- Auditing and Attestation (AUD) Module BUS ADM X422.7
  Study auditing and attestation standards and their organization.

CPA Examination Preparation

**COURSE INFORMATION**
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

CalCPA members receive a 15-percent enrollment fee discount for the following course. Membership in CalCPA is free for full-time students and free for one year for CPA candidates. To receive the discount, you must enroll by phone at (510) 642-4111 or by mail, with your CalCPA member number.

**Regulation (REG) Module**
BUS ADM X483.5 • 1 semester unit in Business Administration

Review and test your understanding of professional, legal and ethical responsibilities of a Certified Public Accountant (CPA). Examine relevant acts that govern business practices and requisite standards of legal and ethical conduct. Study business structure, including proprietorships, partnerships, LLCs, LLPs, S corporations and C corporations, exempt corporations, and trusts and estates. Discuss the legal and tax implications of each structure. You also review the federal tax code and tax process and procedures, as well as certain uniform state tax codes and compliance issues.

CalCPA members receive a 15% enrollment fee discount for this course. Membership in CalCPA is free for full-time students and free for one year for CPA candidates. To receive the discount, members need to enroll for the course by phone at (510) 642-4111 or by mail, with your CalCPA member number available.

**Sec. 004**
Anna Lee, M.B.A.
6 meetings
Sundays, 9 am–12:30 pm
April 17–May 22
Berkeley: Golden Bear Center • $750

Agile Management

**COURSE INFORMATION**
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

**FREE INFORMATION SESSION**
Professional Sequence in Agile Management
UNEX 1066

Attend a free information session to meet instructors, program staff and other prospective students, and find out how the program can make a difference in your career as a manager. For details, see next page or visit extension.berkeley.edu/spos/agile.html.

**Sec. 011**
1 meeting
Thursday, 6:30–7:30 pm
Jan. 7
Berkeley: Golden Bear Center • FREE

**Agile Management: Principles and Practices**
BUS ADM X486.1 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

A requirement in the Professional Sequence in Agile Management; an elective in the Certificate Program in Project Management

An Agile management framework of values, principles and practices allows managers at all levels to more effectively respond to change, work collaboratively with customers and increase productivity. Learn the core principles of Agile management and how to apply them in an organization. Through highly interactive exercises, discover how to use the Agile framework to successfully leverage change, improve team interaction and satisfy customers.

**Sec. 015**
Sonja Köppensteiner, M.S., Ph.D., PMP, and Moshe Gotesman, Ph.D., CSM, PMP
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
Berkeley: Golden Bear Center • $800

**Sec. 014**
Balasubramanian Swaminathan, B.S., PMP
5 meetings
Saturdays, 9 am–4 pm
Jan. 23–Feb. 27 (no meeting on Feb. 13)
Berkeley: Golden Bear Center • $800
Agile Management Mastery

BUS ADM X498.8 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

A requirement in the Professional Sequence in Agile Management; an elective in the Certificate Program in Project Management

Work with Agile experts to deepen your understanding and experience with Agile management. Delve into the Agile framework through case studies and action-based experiential learning techniques to master an Agile management mindset. Explore the intrinsic motivators of autonomy, mastery and purpose, and the impact of a values-based strategy on organizational performance. Learn techniques to help you create, promote and sustain a culture of Agility and customer value at your organization.

Prerequisite: Agile Management: Principles and Practices BUS ADM X486.1

Sec. 010
Anup Deshpande, B.S., PMP
5 meetings
Saturdays, 9 am–4 pm
Jan. 23–Feb. 27 (no meeting on Feb. 13)
Belmont: Belmont Center • $800

Sec. 011
Patricia Reed, M.B.A., and Walter Wyckoff, M.B.A., CIS, CISA, CISSP, CPO-CSM, CTM, PMP
5 meetings
Saturdays, 9 am–4 pm
April 2–30
Berkeley: Golden Bear Center • $800

Lean Using Kanban

BUS ADM X483.9 • 1 semester unit in Business Administration
30 pdu: PMI provider 1173

An elective in the Professional Sequence in Agile Management and in the Certificate Program in Project Management

Get an introduction to Lean, Pull Systems and Kanban, and learn how to apply established industrial engineering theory to work processes. Understand how to control variables that affect customer satisfaction. Study a service-oriented approach to the design of systems and processes that promotes improved service delivery for customers and other stakeholders.

Sec. 007
Daniel Vacanti, M.B.A.
2 meetings
Friday and Saturday, 9 am–5 pm
March 11–12
Belmont: Belmont Center • $595

Sec. 008
Daniel Vacanti, M.B.A.
2 meetings
Friday and Saturday, 9 am–5 pm
May 13–14
Berkeley: Golden Bear Center • $595

Coaching Agile Teams

BUS ADM X486.2 • 1 semester unit in Business Administration

An elective in the Professional Sequence in Agile Management and in the Certificate Program in Project Management

Agile management methods focus on people; individuals and interactions are valued over processes and tools. Analyze the characteristics of high-performance teams and the attributes of the Agile coach. Explore the dynamics of Agile teams and the stages of team development, focusing on personality types and team synergies to learn to help people come together as teams work on projects and products.

Sec. 002
Balasubramanian Swaminathan, B.S., PMP
2 meetings
Saturday and Sunday, 9 am–5 pm
May 7–8
Berkeley: Golden Bear Center • $500

Professional Sequence in Agile Management

Agile management is a framework of values, principles and practices that allows managers at all levels to plan work, engage teams and respond quickly to changing market conditions and business environments. In this practical program, learn how to apply an Agile approach to better involve your customers, embrace change, facilitate human interaction and achieve results. Explore how to use the intrinsic motivators of autonomy, mastery and purpose to accelerate and improve performance. Learn to leverage current systems-based thinking to craft a value strategy around a culture, currency and language so you can solve problems and bring improved productivity to your organization.

Curriculum Requirements

The curriculum comprises 2 required courses (4 semester units) and a minimum of 2 semester units of electives for a total of 6 semester units (90 hours of instruction).

Required Courses

- Agile Management: Principles and Practices BUS ADM X486.1 (offered this term)
- Agile Management Mastery BUS ADM X498.8 (offered this term)

Electives

For a list of electives available this term, visit extension.berkeley.edu/spos/agile.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/agile.html
extension-business@berkeley.edu
(510) 642-4231
Business Administration

COURSE INFORMATION
(510) 642-4231
gsa@berkeley.edu
gsas.berkeley.edu
ONLINE COURSE INFORMATION
(510) 642-4799
gsas.berkeley.edu/online

FREE INFORMATION SESSION
Certificate Program in Business Administration

UNEX 1038
Learn how a certificate in business administration from UC Berkeley Extension can benefit your career, whether you’re a new manager or a professional seeking a career transition with more management responsibilities. For certificate details, see p. 57 or visit extension.berkeley.edu/cert/busad.html.

1 meeting
Wednesday, 5:30–6:30 pm
May 18
San Francisco: San Francisco Campus • FREE

Essentials of Business
BUS ADM X406.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management
Understand the goals, processes and operations of business enterprises. Examine the functions that a company must effectively manage to be successful, such as accounting, finance, human resource management, marketing, operations management and strategic planning.

Sec. 028
Mark Bettini, M.B.A., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–March 24
Berkeley: Golden Bear Center • $800

Sec. 029
Eric Yap, M.B.A.
7 meetings
Saturdays, 9 am–2 pm
April 2–May 14
Belmont: Belmont Center • $800

See Web for available section
Kevin Shea, M.B.A.
Enroll anytime
Online • Proctored final exam • $800

Corporate Financial Management
BUS ADM X412.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management
Get a broad, practical introduction to financial management even if you have no previous knowledge of finance or accounting. Gain an overview of the three principal financial statements; the use of financial ratios to assess a firm’s financial health; financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value and risk analysis. Although the course emphasizes conceptual understanding over detailed numerical analysis, it does use basic math such as solving an equation with one unknown.

Sec. 029
Robert Coakley, B.S.
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $800

Sec. 030
Susanna Wong, M.B.A., M.S.
8 meetings
Saturdays, 12–3:45 pm
Jan. 23–March 19 (no meeting on Feb. 13)
Belmont: Belmont Center • $800

Principles of Management Accounting
BUS ADM X421.5 • 3 semester units in Business Administration
A requirement in the Certificate Program in Business Administration
Learn the basics of financial accounting, and examine how to use accounting information for effective management. Topics include understanding financial statements, income measurement, cost-volume-profit relationships, budgeting, cost allocation, profit- and cost-center accounting, accounting for planning and control, and data for decision making. You do not need an accounting background, but you should have some aptitude for numbers to succeed in this course.

Sec. 016
Reggie Murray, B.S., Ed.D., M.B.A.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 11–May 2 (no meetings on Jan. 18 and Feb. 15)
Belmont: Belmont Center • $900

Sec. 017
Gregory Sinclair, M.B.A., CPA
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–April 19
San Francisco: San Francisco Campus • $900

Organization and Management
BUS ADM X490.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management
Study high-level leadership strategies, and gain skills in resolving disputes, managing diversity and building productive teams. Using case studies and small group discussions, explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

Sec. 028
Derek Day, M.B.A.
Jan. 19–April 12
Online • $800

International Leadership Strategies: Managing Across Multiple Cultures and Industries
BUS ADM X478.6 • 2 semester units in Business Administration
Learn to make effective and responsible business decisions in international markets with employees from various cultural backgrounds. Review the cultural aspects of global management initiatives, and learn strategies to create a supportive and innovative working environment. Investigate key multinational issues such as intellectual property rights in foreign markets, corporate governance and political risks. Analyze and compare the business environment and management practices in emerging versus developed countries. A special session addresses China’s economy and business practices.

Sec. 003
Volker E. Kuebler, M.B.A., Ph.D.
5 meetings
Saturdays, 9 am–4 pm
Jan. 23–Feb. 27 (no meeting on Feb. 13)
San Francisco: San Francisco Campus • $800

Applied Economics for Business
ECON X402.8 • 2 semester units in Economics
Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics.

For course schedule, see p. 64.

Introduction to Marketing
BUS ADM X460.1 • 2 semester units in Business Administration
Learn marketing concepts, terminology and practices; examine strategies to apply them to contemporary marketing situations; and gain an understanding of how they affect your organization’s profitability.

For course schedule, see p. 85.
Certificate Program in Business Administration

The Certificate Program in Business Administration introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose and underlying functional areas: accounting, economics, finance, marketing and management. Whether you’re an entrepreneur, a new business manager or a professional seeking greater business responsibility, this certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that you can use immediately. You also get the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the University of California, Berkeley, Haas School of Business; and taught by professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 6 required courses and 1 elective for a total of 15 semester units (225 hours of instruction).

Required Courses
- Essentials of Business BUS ADM X406.6 (offered this term)
- Principles of Management Accounting BUS ADM X421.5 (offered this term)
- Applied Economics for Business BUS ADM X402.8 (offered this term)
- Corporate Financial Management BUS ADM X412.5 (offered this term)
- Introduction to Marketing BUS ADM X460.1 (offered this term)
- Organization and Management BUS ADM X490.1 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/busad.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/busad.html
(510) 642-4231
extension-business@berkeley.edu

Find the Quality You Want
- Approved by UC Berkeley Haas School of Business
- Overseen by business and education leaders
- Taught by experienced business professionals
International Finance
BUS ADM X430.8 • 2 semester units in Business Administration
Understand international finance from both corporate and international banking viewpoints.
For course schedule, see p. 69.

Fundamentals of Financial Risk Management
BUS ADM X436.5 • 2 semester units in Business Administration
Understand financial risk management from the viewpoint of merchant businesses with fundamental needs for hedging to reduce unpredictable volatility of prices and other risks.
For course schedule, see p. 69.

Certificate Program in Project Management
Acquire the skills to complete a high-quality project on task, on time and within budget. Most Extension project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute.
See p. 97 for complete certificate details.

International Business

NEW THIS TERM
Exploratory Research for International Market Development
BUS ADM X447.9 • 2 semester units in Business Administration
Explore consumer behavior and responses to generate deeper insights into consumer psychology and market opportunities overseas.
For course schedule, see p. 86.

International Leadership Strategies: Managing Across Multiple Cultures and Industries
BUS ADM X478.6 • 2 semester units in Business Administration
Learn to make effective and responsible business decisions in international markets with employees from various cultural backgrounds.
For course schedule, see p. 56.

Business Analysis

ONLINE COURSE INFORMATION
(510) 643-6375
extension.berkeley.edu/online

If you intend to sit for the Certified Business Analysis Professional (CBAP®) exam, you should also meet the IIBA® testing requirements.

Business Analysis Essentials and Planning
BUS ADM X448.1 • 3 semester units in Business Administration
Learn business analysis fundamentals and the planning and monitoring knowledge areas. Discover how practitioners determine which activities are necessary to complete a business analysis effort. Master essential analysis theories that govern the performance of all other business analysis and transformation tasks.

Sec. 016
Ashley Wright, B.S., M.B.A.
Jan. 5–March 1
Online • Proctored final exam • $995

Sec. 017
Ashley Wright, B.S., M.B.A.
March 3–April 28
Online • Proctored final exam • $995

Elicitation, Requirements Management and Communication
BUS ADM X448.2 • 2 semester units in Business Administration
Learn how to manage conflicts, issues and changes to ensure that stakeholders agree on the solution scope. Study the elicitation knowledge area. Explore the requirements management and communication knowledge area, which describes the activities and considerations for managing and expressing requirements to a broad and diverse audience. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®).

Sec. 015
David Zhu, B.S.
Jan. 5–March 1
Online • Proctored final exam • $995

Sec. 016
David Zhu, B.S.
March 3–April 28
Online • Proctored final exam • $995

Introduction to Macroeconomics
ECON X3 • 3 semester units in Economics
An elective in the Certificate Program in Business Administration
Get an introduction to the basic concepts and tools used in macroeconomic analysis.
For course schedule, see p. 65.

Introduction to Microeconomics
ECON X2 • 3 semester units in Economics
Study how markets work, and gain a real understanding of the role of economics in business and in public and private decision making.
For course schedule, see p. 64.

NEW THIS TERM
Strategic Branding: Your Brand From Positioning to Execution
BUS ADM X458.9 • 1 semester unit in Business Administration
Develop your company or personal brand strategy through this accelerated practical application course.
For course schedule, see p. 89.
Certificate Program in Business Analysis

Business transformation and process adaptation are critical to the competitive survival of business enterprises. Business analysis plays a key role in ensuring that strategic plans for transformation are developed properly and implemented efficiently. Learn how a business analyst communicates requirements from customers, managers, users and subject-matter experts to technical deployment teams to ensure that optimized solutions can be designed and implemented. The Certificate Program in Business Analysis turns your familiarity with business and operations into expertise in business analysis so that you can move your company confidently to future success. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. UC Berkeley Extension offers this certificate in both online and classroom formats, giving you the flexibility to master these new skills in an environment that fits your learning style.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 10 semester units (150 hours of instruction).

Required Courses
- Business Analysis Essentials and Planning
  BUS ADM X448.1 (offered this term)
- Elicitation, Requirements Management and Communication
  BUS ADM X448.2 (offered this term)
- Enterprise and Requirements Analysis
  BUS ADM X448.3 (offered this term)
- Solution Assessment and Validation, Underlying Competencies
  BUS ADM X448.4 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/cert/busanalysis.html
(510) 642-4151
extension-techeng@berkeley.edu

UC Berkeley Extension is an Endorsed Education Provider of the International Institute of Business Analysis. Our business analysis courses apply toward CDUs (EEP E234).

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Business and Professional Communication

**COURSE INFORMATION**

(p50) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

**ONLINE COURSE INFORMATION**

(p50) 643-6375
extension.berkeley.edu/online

**ONLINE INFORMATION SESSION**

Program in Professional Communication

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see p. 61. Visit extension.berkeley.edu/psposs/professional_communication.html to register.

1 meeting
Friday, 12—12:45 pm
April 8
Online • FREE

**Essential Business Communication Skills**

BUS ADM X404.1 • 2 semester units in Business Administration

A requirement in the Program in Professional Communication

Effective communication skills help foster cooperation, productivity and teamwork within an organization. Learn essential interpersonal skills that can boost your influence and effectiveness with individuals and groups in a business setting. Learn to overcome typical barriers to listening strategically, provide constructive feedback, identify strategies for communicating across cultures and generations, and understand how gender differences influence communication. Apply core communication concepts and skills to contexts that are critical for enhancing collaboration, increasing message clarity, heightening emotional intelligence, managing conflict and facilitating teams.

To succeed in this class, you must possess basic English proficiency skills (a minimum TOEFL score of 79 iBT or equivalent).

**Sec. 007**
Dan Clurman, M.A.
5 meetings
Saturdays, 9 am–4 pm
April 16–May 14
San Francisco: San Francisco Campus • $800

**Business Writing Review**

ENGLISH X455 • 1 semester unit in English

Refresh and refine your business-writing skills by learning to edit your writing, identify your grammar and punctuation problems, and organize your ideas for clarity. You review the basics of composing effective business letters, memos and reports, as well as how to find the style and format that fit your subject and audience.

**Sec. 008**
Katy Koster, M.A., and Tom Ruskert, M.A.
5 meetings
Saturdays, 9 am–4 pm
April 16–May 14
San Francisco: San Francisco Campus • $800

**Business Negotiating**

BUS ADM X451.3 • 2 semester units in Business Administration

An elective in the Certificate Program in Business Administration and in Leadership and Management

Learn effective negotiation techniques to improve short- and long-form marketing and communications documents.

**For course schedule, see p. 79.**

**For course schedule, see p. 82.**
Organizational Communication Strategies for Managers
BUS ADM X498.9 • 2 semester units in Business Administration
Learn to communicate effectively in a complex business environment.
For course schedule, see p. 82.

Business Writing Fundamentals
BUS ADM 1007 • 1.2 ceu
An elective in the Program in Professional Communication
In this interactive business writing seminar, you learn a writing process that can help you target readers, organize information and get important points across quickly, whether you’re writing a memo, email, letter or report. Practice using clear language and spotting and fixing common errors. Learn to set the proper tone in your writing, especially when delivering bad news. This refresher course is ideal if you need to tune up your writing skills and review the basics of business writing.
Sec. 009
Margaret Steen, M.J.,
Extension Honored Instructor
2 meetings
Monday and Thursday, 9 am–4 pm
Feb. 29 and March 3
San Francisco: San Francisco Campus • $550

Communicate Effectively: Connecting in Personal and Work Life
BUS ADM 1008 • 0.8 ceu
An elective in the Program in Professional Communication
Miscommunication with customers, employees and clients can be frustrating and costly. Practice how to communicate effectively and resolve issues by demonstrating a willingness to understand the other’s perspective, feelings and experience without negating the right to your own point of view. Help to build and maintain connection, support, and work and personal relationships that are mutually beneficial.
Sec. 009
Neil Fiore, Ph.D.
2 meetings
Fridays, 9 am–1:30 pm
March 4 and 11
Berkeley: Golden Bear Center • $295

Communication Without Words: The Messages of Body Language
BUS ADM 1033 • 0.75 ceu
(Formerly Communication Without Words: How Body Language Influences Your Message)
An elective in the Program in Professional Communication
Nonverbal behavior sends messages above and beyond the words spoken. People communicate nonverbally whether they’re aware of it or not, and what is not said may be as important as what is said. Gain insight into your nonverbal communication, and learn how to use it to improve nonverbal effectiveness and help smooth your day-to-day work life.
Sec. 009
Janene Frahm, M.A.
1 meeting
Wednesday, 8:30 am–5 pm
April 6
San Francisco: San Francisco Campus • $295

The Power of Listening
BUS ADM 1055 • 0.6 ceu
An elective in the Program in Professional Communication
Listening is an important business skill that is critical for building teamwork and trust, getting necessary information and motivating others to do their best. Explore obstacles to listening, and learn how to overcome them. Discover appropriate listening styles, gain tips for being a better listener and practice effective listening skills.
Sec. 009
Janene Frahm, M.A.
1 meeting
Wednesday, 9 am–4 pm
Feb. 24
San Francisco: San Francisco Campus • $295

Two-Day Business Presentation Skills Workshop
BUS ADM 1059 • 1.2 ceu
An elective in the Program in Professional Communication
Learn to represent yourself more effectively in today’s highly competitive business climate. Through a series of on-camera exercises, you receive coaching in the practical tools necessary to create dynamic, professional presentations. Learn how to produce a great first impression by projecting a confident image, organizing your content for impact, interacting effectively with visual aids and creating a stronger connection with your listeners so that they can better hear and retain your message.
Sec. 009
Tom Rusert, M.A.
2 meetings
Tuesday and Thursday, 9 am–4 pm
March 22 and 24
San Francisco: San Francisco Campus • $625
**BUSINESS**

**Effectiveness**

**The Actor Within: Improving Your Business Presentation and Communication Skills**

BUS ADM 1050 • 2.1 ceu
An elective in the Program in Professional Communication

Improve your business presentation and communication skills using the simple, proven techniques of successful speakers and actors. This highly interactive course explores basic presentation techniques, communicating with confidence and using the power of your personal style. Learn how to manage jittery nerves, grab the audience's attention, simplify your message, effectively deliver your information and respond to impromptu questions. Through specific and direct one-on-one work with the instructor, you can triumph over fear to become an inspired speaker.

Sec. 009
Billie Shepard, M.A.
3 meetings
Fridays, 9 am–5 pm
April 22–May 6
Belmont: Belmont Center • $595

**NEW THIS TERM**

**Effective Employment Negotiations**

BUS ADM 1104 • 0.6 ceu
An elective in the Program in Professional Communication

For the first time, four generations of people are now conducting interviews in the same workplace. Get an overview of the demographics of the four generations coupled with tangible strategies for applicants to be the top choice in a multigenerational workplace and communicate effectively across generations. Learn and rehearse best interview practices through mock interviews and interactive group exercises. Gain an understanding of generational attitudes toward work; team selection; and what these attitudes mean for your organization in terms of communication, management and employee benefits.

Sec. 003
Marco Rosa, M.A.
2 meetings
Tuesdays, 6–9 pm
April 26 and May 3
Belmont: Belmont Center • $295

**Grant Writing for Professionals**

BUS ADM 1024 • 1.3 ceu
An elective in the Program in Professional Communication

Poorly written grant proposals that don’t meet a funder’s requirements won’t make it through the first stage of review. Ensure that your organization remains competitive by learning to meet the challenges of grant writing in this two-day course. Explore the steps involved in finding funding opportunities, writing narrative sections and editing effectively. This class is structured for the beginning grant writer or person seeking a refresher course and focuses predominantly on foundation giving to nonprofit organizations. Class time focuses on research, organizational and writing strategies, not program development.

Sec. 009
Erica Pulley, B.A.
2 meetings
Fridays, 9 am–4:30 pm
Feb. 12 and 19
San Francisco: San Francisco Campus • $425

**NEW THIS TERM**

**Improve Your Self-Confidence and Presence With the Art of Mime**

BUS ADM 1291 • 1.2 ceu
An elective in the Program in Professional Communication

Mime is an excellent activity for mental concentration, physical exercise and stress relief. It can also help you become more comfortable with your body movements and posture, thereby enhancing your self-confidence and presence—two essential ingredients of a good leader. Learn traditional mime techniques of the Marcel Marceau School, such as materializing a wall, walking, climbing stairs, pushing, pulling, sitting down, going up and down a ladder, and more. Using accurate gestures, facial expressions, body movements and visualization of objects in space, you practice techniques from the art of mime to perform short stories tapping into your imagination. Improvisation exercises require you to come up with skits on short notice, thereby delving into the wealth of your individual creativity. Through the mime techniques learned in this class, you develop self-confidence and improve how you are perceived by others.

Sec. 001
BiLi the Mime
6 meetings
Tuesdays, 7–9 pm
Feb. 9–March 15
Belmont: Belmont Center • $325

**Peak Performance on the Job: Achieving Your Goals**

BUS ADM 1034 • 0.6 ceu
An elective in the Program in Professional Communication

In this interactive seminar, you learn to become more productive and increase job satisfaction by accessing the three essential qualities for peak performance. Achieve your goals more rapidly by effectively setting goals and focusing on top priorities. Awaken your higher human brain to play its proper leadership role in setting a clear mission and eliminating the inner conflict, procrastination and self-sabotage that may be halting your progress.

Sec. 005
Neil Fiore, Ph.D.
1 meeting
Friday, 9 am–4 pm
Feb. 5
Berkeley: Golden Bear Center • $295

**Handling Difficult Interactions With Skill and Confidence**

BUS ADM 1026 • 0.8 ceu
An elective in the Program in Professional Communication

In this interactive, skills-based workshop, explore strategies for handling a difficult interaction and maintaining your composure and confidence no matter how the other person responds. Learn techniques to help you resolve future conflicts, improve relationships and make progress.

Sec. 009
Roberta Streimer, M.Ed.
1 meeting
Thursday, 8:30 am–5 pm
April 7
San Francisco: San Francisco Campus • $295
NEW THIS TERM

Speaking With Credibility and Confidence
BUSBADM 1149 • 0.6 CEU
An elective in the Program in Professional Communication

Become a comfortable, compelling speaker by learning what it takes to project a credible and confident image. Assess the strengths and weaknesses of your current communication style, then experiment with specific choices that help gain a greater level of comfort, a deeper awareness of the audience and a more effective personal style. Through video recordings, critique and individualized coaching, you experience the positive difference these choices can make in communication. Learn tips for enhancing articulation and nonverbal skills and managing a successful question-and-answer session.

Sec. 001
Tom Rusert, M.A.
1 meeting
Thursday, 9 am–4 pm
Feb. 4
San Francisco: San Francisco Campus • $395

Influence

Best Practices in Negotiation
BUSBADM 1003 • 0.8 CEU
An elective in the Program in Professional Communication

Everyone negotiates, but some are much better at this vital skill than others and, consequently, are more likely to reach ambitious goals and receive more recognition and rewards. In this seminar, learn the best techniques for striking better bargains, making lasting agreements and sustaining positive relationships while also learning how to recognize and address the tactics of counterparts. Equally important, you learn to become a savvier negotiator in scenarios such as buying, selling and financing cars, housing and other big-ticket items.

Sec. 008
Gary S. Goodman, J.D., M.B.A., Ph.D.
1 meeting
Saturday, 8:30 am–5 pm
March 26
San Francisco: San Francisco Campus • $350

NEW THIS TERM

Effective Management: Leading With Vision
BUSBADM 1158 • 0.3 CEU
An elective in the Program in Professional Communication

Explore effective management strategies and positive leadership techniques to cultivate a strong culture and instill leadership. Learn how to avoid common mistakes in management and operations that hold you back as a leader. Discover practical strategies through examples and the instructor's professional successes and failures. Collaborate with peers to examine specific case histories and generate creative solutions to unique leadership challenges.

Sec. 001
Pamela Hawley, M.A.
1 meeting
Tuesday, 9 am–12 pm
April 5
San Francisco: San Francisco Campus • $295

Emotional Intelligence (EQ) and Improvisation: Building Your Leadership Toolkit
BUSBADM 1017 • 0.7 CEU
An elective in the Program in Professional Communication

Develop self-awareness, self-management, social awareness and relationship management. Improvisational training and spontaneous thinking help develop skills for intuitive and creative action “in the moment.” Led by experienced improv performers with organizational experience, this workshop combines the art of improvisation with emotional intelligence and business management skills to enhance your leadership toolkit.

Sec. 008
Allison Gilmore, B.A.
1 meeting
Thursday, 9 am–5 pm
Jan. 7
San Francisco: San Francisco Campus • $295

NEW THIS TERM

Leading With Authenticity
BUSBADM 1179 • 1.2 CEU
An elective in the Program in Professional Communication

Self-awareness, or the ability to recognize your personal characteristics and personality preferences and understand how they affect others, is one of the most important competencies for effective leadership. In this course, you learn how to identify and capitalize on the unique values, skills, interests and personality traits that shape your approach to leadership and use this information to increase your ability to empower others, find balance and persist through difficult challenges. Through individual and small-group activities and classroom discussions, you develop a better understanding of yourself, your approach to leadership and how to leverage your personal style to enhance your performance as a leader.

You are required to take the Myers-Briggs Type Indicator online assessment prior to the start of the course. You will receive instructions for how to do so prior to the course start date.

Sec. 002
Danielle Harlan, M.A., Ph.D.
2 meetings
Saturdays, 9 am–4 pm
April 30 and May 7
San Francisco: San Francisco Campus • $525

Leveraging Diversity to Improve Organizational Performance
BUSBADM 1108 • 1.2 CEU
An elective in the Program in Professional Communication

Organizations that are able to effectively leverage employee differences can achieve a competitive edge in the marketplace. In this workshop—intended for supervisors, managers and human resources professionals—you discover how diversity and inclusion work together to enable individuals to perform at their best. Learn how to coach others on conducting appropriate discussions around sensitive subjects such as race, gender and sexual orientation. Explore how to use the range of experiences and backgrounds of employees to further your organization’s goals while promoting a more inclusive workplace.

Sec. 002
Karen Elkins Cohen, M.S., SPHR
2 meetings
Fridays, 9 am–4 pm
March 4 and 11
San Francisco: San Francisco Campus • $425

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BUSINESS
Business Process Management

**BUS ADM 1048 • 1.6 ceu**
*An elective in the Program in Professional Communication*

Understand how to approach business problems in a structured and efficient way that is based on the problem-solving techniques of top-tier consulting firms. Focus on and practice a variety of tactics used to enhance communication and persuasion and to build trust within teams and senior management.

**Sec. 007**
Angela W. Lee, M.B.A.
2 meetings
Friday and Saturday, 8:30 am–5 pm
May 20–21
San Francisco: San Francisco Campus • $525

Women and Negotiation

**BUS ADM 1061 • 0.7 ceu**
*An elective in the Program in Professional Communication*

Get a self-assessment of your negotiating style in this interactive seminar. Study real-life examples to help you refine your techniques. Using a simple three-phase strategy and instructor-directed practice sessions, you learn tools and techniques to increase the likelihood of getting what you want and deserve in all types of negotiating.

**Sec. 008**
Denise Brouillette, M.B.A.
1 meeting
Friday, 9 am–5 pm
March 18
San Francisco: San Francisco Campus • $295

Economics

**ECON X2 • 3 semester units in Economics**
*An elective in the Certificate Program in Business Administration*

Study how markets work, and gain a real understanding of the role of economics in business and in public and private decision making. Learn ways to think about how humans allocate resources, including markets and prices, consumer and producer behavior, and risk and cost measurement. Use this knowledge for further study in economics, or apply it to your everyday business dealings to make more effective decisions.

**Sec. 014**
Lall Ramrattan, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb 15)
Berkeley: Golden Bear Center • $900

**Sec. 013**
Edward Derbin, M.A., M.B.A.
Enroll anytime
Online • $800
Introduction to Macroeconomics

ECON X3 • 3 semester units in Economics

An elective in the Certificate Program in Business Administration

Get an introduction to the basic concepts and tools used in macroeconomic analysis: the theory, measurement and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits and the national debt; aggregate supply and aggregate demand; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation. You may take Introduction to Microeconomics ECON X2 concurrently with this course.

Sec. 013
Lall Ramrattan, Ph.D.
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 27–May 4
Berkeley: Golden Bear Center • $900

See Web for updated section number
Larry O’Connell, M.A., M.B.A., M.S.
Enroll anytime
Online • Proctored final exam • $900

Entrepreneurship and Small Business Management

COURSE INFORMATION
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

ONLINE COURSE INFORMATION
(510) 643-1550
extension.berkeley.edu/online

CERTIFICATE REVISION NOTICE

The Certificate Program in Entrepreneurship and Small Business Management will have new requirements effective summer 2016 term. If you pay your certificate registration fee before April 4, 2016, and still have courses to complete, you may choose to continue with the old requirements or you may choose to complete the new requirements, but not both. If you pay your certificate registration fee on or after April 4, 2016, and still have courses to complete, you must complete the new requirements. If you have questions or need further guidance, please call or email the department.

ONLINE INFORMATION SESSION
Certificate Program in Entrepreneurship and Small Business Management

Participate in an online information session. A moderator answers your questions after a presentation of certificate benefits. For details, see p. 67. Visit extension.berkeley.edu/cert/entrepreneur.html to register.

1 meeting
Tuesday, 12–12:45 pm
March 29
Online • FREE

Professional Program in Business Process Management

With the Professional Program in Business Process Management, you learn how to optimize business processes by blending traditional business and IT theories and practices. Study strategies to use technology more efficiently to support your business goals. Ultimately, create an IT and management environment that can react more quickly to changing business needs through a process that involves a cycle of design, modeling, execution, monitoring and optimization.

Curriculum Requirements
The curriculum comprises a minimum of 3 courses (including at least 2 from the Core Courses list) for a total of 3 semester units (45 hours of instruction).

Core Courses
Choose a minimum of 2 courses from this list:
- BPM A: Process Modeling and Analysis
  BUS ADM X441.1 (offered this term)
- BPM B: Process Design, Transformation and Organization
  BUS ADM X441.2
- BPM C: Business Process Measurement
  BUS ADM X441.3 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/bpm.html.

Learn More and View the Flyer
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(510) 642-4151
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FREE PUBLIC LECTURE

Getting Federal and State of California Certified as a Small, Minority or Disadvantaged Business: What’s in It for Me?

UNE 1295

Are you a small, minority-owned or disadvantaged business that is seeking to expand your business horizons? Being on record as a small and/or diverse business allows government agencies, public institutions and private companies to find your business when they are posting a bid opportunity or receiving funding from the federal government or State of California, funding that often requires procurement from small, diverse, and/or disadvantaged businesses.

If you are seeking to learn more about getting certified with the federal government or State of California, join us in this fast-paced workshop. Due to limited space availability, only representatives of small, minority or disadvantaged businesses should register and attend.

Vernita Taylor is the founder and owner of Jabez Enterprise Group, which provides business development and government contracting education and training services to both corporate (B2B) and government (B2G) entities. She is the author of Get the Cheese, Avoid the Traps: An Interactive Guide to Government Contracting (B.E.S.T. Publishing, 2015).

Sec. 001
1 meeting
Thursday, 4–6 pm
Feb. 18
Berkeley: Golden Bear Center • FREE

Introduction to Entrepreneurship/Opportunity Recognition

BUS ADM X408.9 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Professional Program in Health Advocacy

Learn successful entrepreneurship essentials. Gain foundational knowledge, and explore the strengths and weaknesses of your entrepreneurial plan. Topics include defining and refining the idea, developing the opportunity, and planning and delivering the business venture. Learn the importance of the business plan as preparation for launching your business venture, managing the business and obtaining investor dollars.

Sec. 012
Mary Jean Koontz, D.B.A., M.B.A.
3 meetings
Saturdays, 9 am–4 pm
Jan. 9–30 (no meeting on Jan. 16)
San Francisco: San Francisco Campus • $625

Action Planning and Management for a New Business Venture

BUS ADM X443.8 • 2 semester units in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Certificate Program in Leadership and Management and in the Professional Program in Health Advocacy

Learn the critical and practical aspects of managing a small business venture and implementing solutions that work. Focusing on the business owner, you study the skills needed to successfully start and effectively manage a small business, including project management, time management, decision making and the ability to manage others. You also learn how to implement a specific business action plan that focuses on effective management solutions.

Sec. 009
LouAnn Conner, M.B.A.
10 meetings
Tuesdays, 6–9 pm
March 22–May 24
San Francisco: San Francisco Campus • $800

Finances for Entrepreneurs and Small Business Owners

BUS ADM X475.6 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Professional Program in Health Advocacy

Every budding entrepreneur or small business owner needs to know how to leverage fundamental tools; read basic financial statements; understand product costing, initial profit-and-loss development and break-even analysis; manage cash flow; and understand various revenue models. In a hands-on environment, learn how to use integrated Microsoft Excel spreadsheets to develop practical financial projections that are immediately relevant to your business operation.

You must bring a thumb drive to class. You need access to Microsoft Excel for homework assignments outside of class time.

Sec. 013
Susanna Wong, M.B.A., M.S.
4 meetings
Saturdays, 9:30 am–2:30 pm
April 2–23
San Francisco: San Francisco Campus • $650

Marketing Strategies for Entrepreneurs and Small Business Owners

BUS ADM X475.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Certificate Program in Marketing and in the Professional Program in Health Advocacy

Learn practical ways to plan and execute cost-effective and innovative marketing strategies for entrepreneurs and small business owners. Study social media marketing, including blogging, viral marketing, video marketing, Twitter, Facebook, LinkedIn, word-of-mouth, networking and more. Guest speakers are a key component of this course; these successful, proven small business owners and entrepreneurs share tips, secrets and strategies to help you gain a competitive edge and attract more quality customers to your business and website.

Sec. 013
Kathryn Gorges, M.A., M.B.A.
5 meetings
Saturdays, 9 am–4 pm
Feb. 27–March 26
San Francisco: San Francisco Campus • $800
The Certificate Program in Entrepreneurship and Small Business Management presents a strong instructional foundation for launching and successfully operating a small business venture. The curriculum spans all stages of small business development, from defining an idea and finding and managing your finances to building marketing strategies and managing your operation. The capstone course teaches you how to finalize your business plan and execute and manage a successful business. The curriculum is overseen by an advisory board of business entrepreneurs and education leaders, and is approved by the University of California, Berkeley, Haas School of Business. Courses are taught by professionals with many years of practical business experience.

**Curriculum Requirements**
The curriculum comprises 5 required courses and 2 units of electives (usually 1 course) for a total of 10 semester units (156 hours of instruction).

**Required Courses**
- Introduction to Entrepreneurship/Opportunity Recognition BUS ADM X408.9 (offered this term)
- Action Planning and Management for a New Business Venture BUS ADM X443.8 (offered this term)
- Finances for Entrepreneurs and Small Business Owners BUS ADM X475.6 (offered this term)
- Marketing Strategies for Entrepreneurs and Small Business Owners BUS ADM X475.5 (offered this term)
- Building, Presenting and Executing a Business Plan BUS ADM X445.6 (offered this term)

**Electives**
For a list of electives available this term, visit extension.berkeley.edu/cert/entrepreneur.html

**Find the Quality You Want**
- Overseen by entrepreneurial business leaders
- Taught by entrepreneurs and business professionals

**Gain the Focus You Need**
- Finalize a business plan
- Develop opportunities
- Manage operations

After 25 years as a professional photographer, Julie Mikos is ready to start a completely new business: The Healing Farm retreat center. Through the Certificate Program in Entrepreneurship and Small Business Management, Mikos is learning what it takes to launch and run her operation.

**What attracted you to the certificate?**
It’s a nonintimidating, cost-effective way to dip my toes into a business education without a huge commitment. As I progress through the certificate, I’m understanding what it’s like to be in school again, and I’m gaining the confidence to actually apply to a master’s program. Or I may come out of this certificate and feel that I have enough of a business background to open and start my business.

Learn More and View the Brochure
extension.berkeley.edu/cert/entrepreneur.html
(510) 642-4231
extension-business@berkeley.edu
Building, Presenting and Executing a Business Plan
BUS ADM X445.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Entrepreneurship and Small Business Management
In this capstone course to the Certificate Program in Entrepreneurship and Small Business Management, you participate in a collaborative workshop experience and review in detail the planning process for creating a successful business venture. Work with other students to write, review, critique, present, and further develop your business planning, writing, and communication abilities. Complete a comprehensive business plan for your own venture using the knowledge gained in previous courses, and learn successful strategies to present your business plan to potential investors, partners and early adopters.

Sec. 006
Paul W. Emery, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–March 15
San Francisco: San Francisco Campus • $800

Small Business Management
BUS ADM X402.5 • 3 semester units in Business Administration
An elective in the Certificate Program in Entrepreneurship and Small Business Management
Gain the skills and knowledge you need to start a small business. Learn to coordinate operations to increase efficiency. Discover what technologies can help your business compete in the marketplace. Finally, learn how to best represent your business to potential investors and bankers if you are looking to expand.

Sec. 003
Leann Hilgers, M.S.
Enroll anytime
Online • $500

NEW THIS TERM
Strategic Branding: Your Brand From Positioning to Execution
BUS ADM X458.9 • 1 semester unit in Business Administration
Develop your company or personal brand strategy through this accelerated practical application course.

For course schedule, see p. 89.

Corporate Financial Management
BUS ADM X412.5 • 2 semester units in Business Administration
Get a broad, practical introduction to financial management, even if you have no previous knowledge of finance or accounting.

For course schedule, see p. 56.

Essentials of Business
BUS ADM X406.6 • 2 semester units in Business Administration
Understand the goals, processes and operations of business enterprises.
For course schedule, see p. 56.

New Product Development
BUS ADM X405.8 • 2 semester units in Business Administration
Explore the product development process, from identifying customer needs to product launch.
For course schedule, see p. 88.

Product and Lean Startup Launch Methodologies
BUS ADM X419.4 • 2 semester units in Business Administration
Learn how to develop a face and voice for your startup, assess benefits to define target markets; and use visual design, copywriting and content creation in combination with social networking strategies to launch your new venture.
For course schedule, see p. 88.

Certificate Program in Project Management
Acquire the skills to complete a high-quality project on task, on time and within budget. Most Extension project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute.

See p. 97 for complete certificate details.

Certificate Program in Construction Management
Get thorough, current preparation for effective leadership in the field, which includes light projects (residential and small office buildings) and heavy projects (large office buildings and facilities and infrastructures).

See p. 109 for complete certificate details.

Certificate Program in Facilities Management
Get the knowledge, tools and skills needed to be a successful facilities manager, along with a thorough understanding of and practical experience in that role’s critical business decision-making process.

See p. 113 for complete certificate details.

Finance
COURSE INFORMATION
(510) 642-4321
extension-business@berkeley.edu
extension.berkeley.edu/business

ONLINE COURSE INFORMATION
(510) 643-1550
extension.berkeley.edu/online

ONLINE INFORMATION SESSION
Certificate Program in Finance
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 71. Visit extension.berkeley.edu/cert/finance.html to register.

1 meeting
Tuesday, 5:30–6:15 pm
April 26
Online • FREE

Advanced Corporate Finance
BUS ADM X431.5 • 2 semester units in Business Administration
Gain an understanding of corporate financing and investing strategy as opposed to operational finance. Integrate your understanding of corporate finance, accounting, economic analysis, risk assessment and investments, and greatly enhance your competence in executing corporate financial strategy. Examine the issues pertaining to corporate finance from the standpoint of corporate executives, shareholders and corporate advisors. Using current best practices in financial tools and techniques, perform a series of simulations based on actual corporate finance deals and projects.
These simulations expose you to critical corporate finance issues and solutions and provide practical, hands-on experience in dealing with situations in valuation, capital structure, investment allocation, dividend policy, mergers and acquisitions, real options, and ethics.

Prerequisites: Basic Corporate Finance BUS ADM X430.1 and Intermediate Corporate Finance BUS ADM X444.1; you should also be proficient with computer spreadsheets and financial calculators.

Sec. 009
Tony Yeh, M.B.A., M.Eng.
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: Downtown Center • $800
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Corporate Finance</td>
<td>BUS ADM X444.1</td>
<td>2</td>
<td>This course builds on the concepts and tools covered in Basic Corporate Finance BUS ADM X430.1 and Intermediate Corporate Finance BUS ADM X444.1 to develop spreadsheet knowledge that you can use for effective financial analysis and decision making. Topics include developing your spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation and capital budgeting.</td>
<td>Proficiency with basic financial mathematics and familiar with a spreadsheet tool.</td>
<td>$800</td>
</tr>
<tr>
<td>Corporate Financial Analysis and Modeling</td>
<td>BUS ADM X435.6</td>
<td>1</td>
<td>This hands-on computer course provides the tools to analyze and control financial risk. You will learn the principles for hedging and reducing financial risk.</td>
<td>Basic Corporate Finance BUS ADM X430.1 or equivalent</td>
<td>$800</td>
</tr>
<tr>
<td>International Finance</td>
<td>BUS ADM X430.8</td>
<td>2</td>
<td>Understand international finance from both corporate and international banking viewpoints, as well as financial constraints on international business and differences between domestic and international environments. Examine the international monetary system, the differences between foreign trade and foreign investments, international sales terms, international financial markets and banking, and current asset management and international taxation.</td>
<td>Basic Corporate Finance BUS ADM X430.1 or equivalent</td>
<td>$800</td>
</tr>
<tr>
<td>Fundamentals of Financial Risk Management</td>
<td>BUS ADM X436.5</td>
<td>2</td>
<td>Understand financial risk management from the viewpoint of merchant businesses with fundamental needs for hedging to reduce unpredictable volatility of prices and other risks. Examine the fundamentals of financial risk management as it is practiced by corporate treasury staff and investment managers. Develop and apply numerical tools to analyze and control financial risk. You develop an understanding of hedging, its structure and its process. You focus on current theory, best practices and financial products that can be used for risk mitigation.</td>
<td>BUS ADM X436.4 or equivalent</td>
<td>$800</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>
Options, Trading and Strategies
BUS ADM X435.1 • 2 semester units in Business Administration

An elective in the Certificate Program in Finance
Options are the most widely utilized derivative securities by both retail and professional stock investors, and are used to create a wide array of investment strategies for customized speculation, income generation, position and portfolio hedging, tax strategies and protection against downside risk. Develop a comprehensive and practical understanding of equity options, focusing on current market applications. You first get an introduction to the basics of options, including terms, characteristics, pricing and trade execution. With this basic knowledge, you then explore tools to develop real-world trading strategies. You are next given the opportunity to develop your own strategies in a simulated virtual trading exercise.

Prior knowledge of options markets is not required, but a basic familiarity with stock trading is necessary.

Prerequisite: Basic Corporate Finance
BUS ADM X430.1 or equivalent

Sec. 013
Richard Lehman, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $800

Sec. 014
Richard Lehman, M.B.A.
Enroll anytime
Online • $800

Financial Securities Analysis
BUS ADM X425.5 • 2 semester units in Business Administration

An elective in the Certificate Program in Finance
Acquire a solid framework to understand and practice fundamental analysis as it applies to stocks, bonds and fixed-income securities. Develop the tools to analyze a company for investment purposes, and learn guidelines for evaluating purchases of stocks and fixed-income securities. Topics include the theory and purpose of investment, financial statement analysis review, ratio analysis, alternative methods for forecasting corporate profits, valuation techniques, technical analysis, fixed-income research and portfolio management. The course is intended for those making investment decisions and recommendations, including research assistants, registered representatives, financial planners and security salespeople. Individual investors can also develop their understanding of security analysis.

Sec. 004
Peter Lou, M.B.A., CFA,
Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
April 23–May 21
San Francisco: San Francisco Campus • $800

Behavioral Finance
BUS ADM X436.7 • 2 semester units in Business Administration

Look at the financial industry and practice within the context of behavioral theory to understand the individuals’ psychological aspects and reactions to financial markets and economic conditions.

For course schedule, see p. 94.

Basic Corporate Finance
BUS ADM X430.1 • 2 semester units in Business Administration

Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions.

For course schedule, see p. 72.

Finances for Entrepreneurs and Small Business Owners
BUS ADM X475.6 • 1 semester unit in Business Administration

Learn how to leverage fundamental tools; read basic financial statements; and understand various revenue models.

For course schedule, see p. 66.

Basic Financial Mathematics and Financial Calculators
BUS ADM 1002 • 0.6 ceu

Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel.

For course schedule, see p. 92.

Corporate Financial Management
BUS ADM X412.5 • 2 semester units in Business Administration

Get a broad, practical introduction to financial management even if you have no previous knowledge of finance or accounting.

For course schedule, see p. 56.

Business Valuation
BUS ADM X431.9 • 2 semester units in Business Administration

Learn to apply financial and economic theory to investment, financing and dividend decisions to identify ways to maximize shareholder returns.

For course schedule, see p. 72.

International Leadership Strategies: Managing Across Multiple Cultures and Industries
BUS ADM X478.6 • 2 semester units in Business Administration

Learn to make effective and responsible business decisions in international markets with employees from various cultural backgrounds.

For course schedule, see p. 56.

Financial Planning and Analysis

COURSE INFORMATION
(510) 642-4231 extension-business@berkeley.edu
extension.berkeley.edu/business

ONLINE COURSE INFORMATION
(510) 643-1550 extension.berkeley.edu/online

ONLINE INFORMATION SESSION
Certificate Program in Financial Planning and Analysis
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 73. Visit extension.berkeley.edu/ cert/financial_planning.html to register.

1 meeting
Wednesday, 5:30–6:15 pm
April 20
Online • FREE

For course schedule, see p. 94.

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Certificate Program in Finance

Learn to apply financial management principles and risk management theories to investment management including constructing an investment portfolio, understanding stocks and bonds, and estimating the cost of capital and assessing investment risk. Investigate capital markets and alternative financial instruments—options, derivatives and debt markets—available to both personal and institutional investors, as well as techniques for creating, using, acquiring and selling complex financial instruments.

This professional certificate benefits those in finance-related professions, including professional investment advisers, securities brokers, financial analysts, attorneys and CPAs, as well as professionals from other fields (such as high tech, science or business managers) who wish to enter the finance field or broaden and solidify their investment management or capital markets knowledge.

The curriculum is overseen by an advisory board of business and education leaders and approved by UC Berkeley Haas School of Business, ensuring your education is relevant and up to date. Courses are taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 4 required courses and 8 semester units of electives (3–5 courses) for a total of 15 semester units (225 hours of instruction).

Required Courses
- Corporate Financial Analysis and Modeling BUS ADM X435.6 (offered this term)
- Fundamentals of Financial Risk Management BUS ADM X436.5 (offered this term)
- Intermediate Corporate Finance BUS ADM X444.1 (offered this term)
- International Finance BUS ADM X430.8 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/finance.html.

Find the Options You Want
- Capital markets
- Investment management

Get the Knowledge You Need
- Financial analysis and modeling
- Risk management
- Business valuation
- Investment portfolio management
- Securities analysis

Learn More and View the Brochure
extension.berkeley.edu/cert/finance.html
(510) 642-4231
extension-business@berkeley.edu

Stan Lewandowski—a corporate lawyer at K&L Gates working with startups, banks and energy companies—knows that success at his job requires being fully versed in the intricate financial aspects of his clients’ businesses. Armed with knowledge from the Certificate Program in Finance, Lewandowski is better able to help his clients understand whether they are getting a “good deal” and assess the long-term financial impact of today’s decisions.
**Basic Corporate Finance**

BUS ADM X430.1 • 2 semester units in Business Administration

An elective in the certificate programs in Financial Planning and Analysis and in Finance

Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured. Devote specific attention to the financial management context, the time value of money, risk and return, the cost of capital, the valuation of stocks and bonds, capital budgeting decision-analysis tools, the impact of financial leverage on cost of capital and valuation, dividend policy and an overview of financial statement analysis.

Proficiency with basic financial mathematics and an HP 12C or HP 10b calculator is important to your success. If you are unsure of your financial math skills, we recommend you take Basic Financial Mathematics and Financial Calculators BUS ADM 1002 prior to taking this class.

This course serves as a prerequisite for most other finance courses at UC Berkeley Extension.

**Prerequisite:** One course in economics and one in financial accounting, or consent of instructor

**Sec. 035**

Bradley Fox, M.B.A.

Jan. 19–April 12

Online • $800

**Sec. 034**

Tee Lim, M.B.A., Ph.D.

Feb. 2–April 26

Online • $800

**Sec. 037**

Tee Lim, M.B.A., Ph.D.

Feb. 2–April 26

Online • $800

**Sec. 036**

Patricia Muscatelli, M.B.A., M.S.

10 meetings

Mondays, 6:30–9:30 pm

Feb. 22–April 25

San Francisco: San Francisco Campus • $800

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**Business Valuation**

BUS X 431.9 • 2 semester units in Business Administration

An elective in the certificate programs in Financial Planning and Analysis and in Accounting

Learn to apply financial and economic theory to investment, financing and dividend decisions to identify ways to maximize shareholder returns. Understand how practical methods to determine costs of capital, total invested capital, free cash flow and economic profits are used in the valuation analysis for mergers and acquisitions, divestitures, capital budgeting, initial public offerings and private placements, leveraged buyouts, performance-based executive compensation, agency costs, control premiums, and costs of marketability and real options.

**Prerequisites:** Basic Corporate Finance BUS ADM X430.1, Introduction to Financial Accounting UGBA XB102A/XBW102A, Principles of Management Accounting BUS ADM X421.5, or consent of instructor and professional experience

**Sec. 023**

Robert Coackley, B.S.

Feb. 2–April 26

Online • $800

**Sec. 024**

Mohsin Hafeez, M.B.A., CFP®

10 meetings

Mondays, 6:30–9:30 pm

March 21–May 23

San Francisco: San Francisco Campus • $800

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**Financial Statement Analysis**

BUS ADM X419.2 • 2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis; an elective in the Certificate Program in Accounting

Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses. Examine the analytical tools to assess a company’s performance, the concept of quality of earnings, approaches to valuation and other issues.

**Prerequisites:** Introduction to Financial Accounting UGBA XB102A/XBW102A, Intermediate Accounting I BUS ADM X421.1 and Intermediate Accounting II BUS ADM X421.2

**Sec. 029**

Kenneth Kurtz, M.Acc.

10 meetings

Wednesdays, 6:30–9:30 pm

Jan. 13–March 16

Berkeley: Golden Bear Center • $800

**Sec. 027**

Kenneth Kurtz, M.Acc.

Jan. 26–April 19

Online • $800

**Sec. 028**

Donald Byrne, M.B.A., Ph.D.

Feb. 2–April 26

Online • $800

**Sec. 030**

Rodney Clark, M.B.A.

10 meetings

Thursdays, 6:30–9:30 pm

March 24–May 26

San Francisco: San Francisco Campus • $800

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**Basic Corporate Finance**

BUS ADM X430.1 • 2 semester units in Business Administration

An elective in the certificate programs in Financial Planning and Analysis and in Finance

Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured. Devote specific attention to the financial management context, the time value of money, risk and return, the cost of capital, the valuation of stocks and bonds, capital budgeting decision-analysis tools, the impact of financial leverage on cost of capital and valuation, dividend policy and an overview of financial statement analysis.

Proficiency with basic financial mathematics and an HP 12C or HP 10b calculator is important to your success. If you are unsure of your financial math skills, we recommend you take Basic Financial Mathematics and Financial Calculators BUS ADM 1002 prior to taking this class.

This course serves as a prerequisite for most other finance courses at UC Berkeley Extension.

**Prerequisite:** One course in economics and one in financial accounting, or consent of instructor
Certificate Program in Financial Planning and Analysis

WHAT’S NEW
We have collapsed the two separate tracks into a single track to allow sharper focus and more options for you to map your own path through the certificate.

Learn to guide your employer to optimum financial performance and growth with UC Berkeley Extension’s Certificate Program in Financial Planning and Analysis. Gain an understanding of the analytical underpinnings of economic decision making for the growth areas of corporate financial planning and analysis, financial controls and budgeting. In this certificate, you learn to interpret accounting results and formulate plans and strategies for future growth based on sound analytical principles. You also examine the latest analytical techniques used by industry executives to shape their companies’ future plans and strategies.

Taught by practicing executives, the certificate curriculum is overseen by an advisory board that comprises a mix of successful corporate executives, consultants, education leaders and other experts and is approved by the University of California, Berkeley, Haas School of Business. In addition to fulfilling the core competencies of the certificate, you also develop specific expertise in either an accounting or planning concentration. Courses are available in both online and classroom formats.

Curriculum Requirements
The curriculum comprises 4 required courses (7 units) and 9 units of electives for a total of 16 semester units (240 hours of instruction).

Required Core Courses
- Corporate Financial Analysis and Modeling BUS ADM X435.6 (offered this term)
- Enterprise Risk Management BUS ADM X436.9 (offered this term)
- Financial Statement Analysis BUS ADM X419.2 (offered this term)
- International Finance BUS ADM X430.8 (offered this term)

New Electives
- Business Valuation BUS ADM X431.9 (offered this term)
- Introduction to Financial Accounting UGBA XB102A or UGBA XBW102A (offered this term)
- Introduction to Managerial Accounting UGBA XB102B or UGBA XBW102B (offered this term)

For a complete list of electives available this term, visit extension.berkeley.edu/cert/financial_planning_analysis.html.

Refine Your Expertise
- Accounting
- Planning

Gain the Knowledge You Need
- Business valuation
- Financial statement analysis
- International finance

Learn More and View the Brochure
extension.berkeley.edu/cert/financial_planning_analysis.html
(510) 642-4231
extension-business@berkeley.edu
Mergers and Acquisitions
BUS ADM X415.9 • 2 semester units in Business Administration
Explore the various stages and strategies of corporate mergers and acquisitions, and understand the benefits of a merger or acquisition in relation to corporate objectives. Learn practical planning methods and tools for making an eventual acquisition; determining the value of a company, working with various advisers; and leading the transaction process through the letter of intent, due diligence and the close. By the end of this course, you are able to demonstrate your ability to utilize a variety of techniques to value a company, obtain deal terms consistent with shareholders’ objectives, possess an overview of legal and tax knowledge to engage various advisers, and effectively support a transaction.

Sec. 013
Robert Coackley, B.S.
Jan. 19–April 12
Online • $800

Sec. 012
Robert Coackley, B.S.
10 meetings
Mondays, 6:30–9:30 pm
March 21–May 23
San Francisco: San Francisco Campus • $800

Presenting Quantitative Data Effectively
BUS ADM X419.1 • 1 semester unit in Business Administration
An elective in the certificate programs in Financial Planning and Analysis, in Accounting and in Facilities Management
Study the rules and practices of quantitative communication to ensure that your audience understands your financial and other numerical presentations. Examine ways to use software tools such as spreadsheets to produce your reports quickly and efficiently. Learn how to apply the rules and tools of quantitative communication to your specific business needs. Ensure that your financial communication supports a narrative that is clear and meaningful, whether you deliver it in printed, electronic or spoken form.

Sec. 007
Randall Bolten, M.B.A.
5 meetings
Wednesdays, 6:30–9:30 pm
March 30–April 27
San Francisco: San Francisco Campus • $645

Enterprise Risk Management
BUS ADM X436.9 • 2 semester units in Business Administration
A requirement in the Certificate Program in Financial Planning and Analysis
Risk management has most often been confined to quantitative topics such as derivatives and risk measurements that aim to limit financial risk. Unfortunately, the spectrum of risks that may emerge in enterprises include many more aspects. Learn a more holistic approach that covers all the decisions and actions of employees in an active enterprise. Review the issues and challenges in total risk management, and explore techniques for balancing enterprise risk and reward to enable performance optimization.

Sec. 004
Robert Coackley, B.S.
Jan. 19–April 12
Online • $800

Sec. 005
Robert Coackley, B.S.
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: San Francisco Campus • $800

Corporate Financial Analysis and Modeling
BUS ADM X435.6 • 1 semester unit in Business Administration
Develop spreadsheet knowledge that you can use for effective financial analysis and decision making.

For course schedule, see p. 69.

International Finance
BUS ADM X430.8 • 2 semester units in Business Administration
Understand international finance from both corporate and international banking viewpoints, as well as financial constraints on international business and differences between domestic and international environments.

For course schedule, see p. 69.

Basic Financial Mathematics and Financial Calculators
BUS ADM 1002 • 0.6 ceu
Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel.

For course schedule, see p. 92.
Aligning Human Resource Initiatives With Business Success
BUS ADM X493.5 • 1 semester unit in Business Administration
A requirement in the Certificate Program in Human Resource Management
Examine HR’s shift away from an administrative function to a more strategic vision within the organization that aims to bring high-value contributions to business success. Understand the changing role of HR, and learn how to develop and present initiatives that support and inform business demands, outsourcing, technology and compliance issues. Using basic business acumen, you gain skills and best practices to evaluate your company’s strategic plan and help secure a C-level seat at the table.
Sec. 010
Monica Doshi Becker, B.A., SPHR
5 meetings
Tuesdays, 6–9 pm
Jan. 12–Feb. 9
San Francisco: San Francisco Campus • $650

Effective Performance Management
BUS ADM X452.3 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Get an overview of performance management, including its definition, benefits and application in most organizations. If you are a manager or supervisor in a company of any size and want to learn more about performance management, this course teaches you how to implement a successful program or partner with line managers to enhance the process. You learn how to develop effective performance-management systems that involve goal setting, coaching and feedback, measuring performance against goals, performance appraisals and employee development.
Sec. 011
Marco Rosa, M.A.
10 meetings
Wednesdays, 6–9 pm
March 23–May 25
San Francisco: San Francisco Campus • $800

Employee Recruitment, Selection and Placement
BUS ADM X450.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Develop in-depth employee-selection interviewing skills, and learn about the human resources function of selecting and placing employment candidates. Through extensive in-class practice and mock interviews, you learn how to identify and define selection standards, develop probing primary and secondary interview questions, and evaluate candidates. Topics include systematic approaches to finding candidates and making hiring decisions. Recruiters who manage multiple openings can also benefit from this course.
Sec. 009
Instructor to be announced
5 meetings
Saturdays, 9 am–4 pm
April 2–30
San Francisco: San Francisco Campus • $800

Employee Relations
BUS ADM X454.4 • 1 semester unit in Business Administration
A requirement in the Certificate Program in Human Resource Management
Examine current legal and social issues that affect the employee-to-employer relationship, and master practical actions to address them. Anchored in a contemporary framework for the employee relations discipline, you undertake a dynamic investigation of issues across the employee life cycle. Topics covered include the role of HR in employee relations; common transactions within the employment relationship, including the assessment of risk in employment actions; quality of work life, culture and respect in the workplace; diversity and inclusion; and handling formal complaints and discipline.
Sec. 008
Jonna Hensley, M.B.A., SPHR
6 meetings
Tuesdays, 6–9 pm
Feb. 23–March 29
San Francisco: San Francisco Campus • $650

Human Resource Systems and Technology
BUS ADM X482.2 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Explore the strategic role of human resource systems in the effective management of an organization. Learn practical tools to develop a plan to use technology more effectively in the human resources department. This course is completely paperless; to succeed, you must bring a laptop or tablet with Wi-Fi capability to every class.
Sec. 010
Nicolette Schumacher, M.B.A.
10 meetings
Wednesdays, 6–9 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $800

Introduction to Human Capital Analytics
BUS ADM X417.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Learn to assess and measure employee and organizational performance to understand the scope of your human capital investments. Develop and make critical HR recommendations to senior management and key decision makers. Gain the skills to formulate qualitative and quantitative recommendations that affect key management decisions.
Prerequisite: Essentials of Human Resources
BUS ADM X450.1
Sec. 008
Amit Mohindra, B.A., B.S., M.A.
Feb. 18–April 28
Online • $800
Sec. 009
Karen Elkins Cohen, M.S., SPHR
10 meetings
Mondays, 6–9 pm
March 21–May 23
Berkeley: Golden Bear Center • $800

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Talent Management and Workforce Development
BUS ADM X493.9 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management; an elective in the Certificate Program in Leadership and Management

Talent management has evolved beyond the hiring and firing of employees, and now covers all elements of human capital strategy, from employee selection, retention, performance management and compensation to succession planning, diversity and more. In this course, intended for professionals who manage talent across a broad spectrum of organizations, you survey the core elements of talent management and learn how to develop and implement effective talent management systems within your organization.

Sec. 015
Ron Coverson, M.B.A.
10 meetings
Mondays, 6–9 pm
March 21–May 23
San Francisco: San Francisco Campus • $800

Total Compensation
BUS ADM X493.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management

Study total compensation rewards and work-life option programs that address a range of monetary and nonmonetary options beyond salary compensation and benefits. Learn how to integrate total compensation packages with other basic human resources functions, including recruitment, performance contributions, development and retention.

Sec. 010
Resa Pesy-Wainwright, B.A.
5 meetings
Saturdays, 9 am–4 pm
Feb. 20–March 19
San Francisco: San Francisco Campus • $800

Consulting With Influence: A Workshop for Internal and External Organization Consultants
BUS ADM X413.7 • 1 semester unit in Business Administration
An elective in the Certificate Program in Human Resource Management

Examine strategies to enhance your skills and reputation as an internal or external organization consultant. Share best practices in consulting strategies, learn facilitation and mediation techniques, address challenges encountered in your work, and—by delivering a video-taped presentation—get in-depth and action-oriented feedback that builds on your strengths to take your consulting work to the next level. By the end of this course, you build a more robust consulting toolkit, refresh and fine-tune your consulting skills, and renew confidence in your abilities and value to current and future clients.

Sec. 005
Roberta Streimer, M.Ed.
4 meetings
Wednesdays, 6:30–9:30 pm
March 23 and 30 (also Saturdays, March 26 and April 2, 9:30 am–4:30 pm)
Berkeley: Golden Bear Center • $595

Employee Benefit Plans
BUS ADM X450 • 2 semester units in Business Administration
An elective in the Certificate Program in Human Resource Management

Study the most common types of discretionary benefits, and learn how they are selected and administered. Explore legal requirements, administrative problems and available options, as well as government-mandated plans such as workers’ compensation and Social Security. Examine important policy issues on sick leave, vacation, jury duty and leaves of absence, and learn how they are related to organizational culture and policy.

See Web for updated section number
Richard Takahashi, M.B.A.
Enroll anytime
Online • $800

Employment Law
BUS ADM X455.2 • 2 semester units in Business Administration
An elective in the Certificate Program in Human Resource Management

The complex issues surrounding human resource management necessitate a good understanding of the interrelationship between state and federal legislation and court decisions, as well as the daily activities of the human resources function. Explore issues that affect workplace policies such as the Americans With Disabilities Act, sexual harassment, privacy rights and related matters.

Sec. 007
Joseph P. Breen, J.D.
10 meetings
Thursdays, 6–9 pm
March 17–May 19
San Francisco: San Francisco Campus • $800

NEW THIS TERM

Essentials of Employee Benefits Management
BUS ADM X449.9 • 1 semester unit in Business Administration
An elective in the Certificate Program in Human Resource Management

Get a comprehensive review of employer/employee benefits plans, including the latest approaches for analyzing and selecting employer programs and funding options as a part of the total rewards structure for total compensation. Develop strategies and negotiating techniques to reduce overall health care costs. Assess employee culture needs to better understand options and coverages based on demographics and makeup of the workforce. Explore the Healthcare Reform Act, Covered California Care and the overall impact of Affordable Care Act nationally to better implement effective value-added benefits programs, negotiate with benefits carriers, and help employees better understand their coverage options and cost structures.

Sec. 001
Marco Rosa, M.A.
7 meetings
Wednesdays, 6–9 pm
Feb. 3–March 16
Belmont: Belmont Center • $650
Certificate Program in Human Resource Management

With the Certificate Program in Human Resource Management, you can develop the knowledge, methods and skills necessary to meet the human resource challenges of today’s changing workplace and workforce. With courses developed by top HR professionals and approved for recertification credits by the HR Certification Institute, the certificate gives you a strong foundation in current HR best practices. It also prepares you to lead the strategic deployment of human capital in today’s corporations, government agencies, nonprofit organizations and small businesses. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. Courses are taught by human resource professionals with many years of practical experience.

Curriculum Requirements
The curriculum comprises 8 required core courses (14 units) and 4 semester units of electives (usually 2 courses) for a total of 18 semester units (273 hours of instruction).

Prerequisite
Essentials of Human Resources BUS ADM X450.1 (offered this term)

Required Courses
- Aligning Human Resource Initiatives With Business Success BUS ADM X493.5 (offered this term)
- Effective Performance Management BUS ADM X452.3 (offered this term)
- Employee Recruitment, Selection and Placement BUS ADM X450.8 (offered this term)
- Employee Relations BUS ADM X454.4 (offered this term)
- Human Resource Systems and Technology BUS ADM X482.2 (offered this term)
- Introduction to Human Capital Analytics BUS ADM X417.5 (offered this term)
- Talent Management and Workforce Development BUS ADM X493.9 (offered this term)
- Total Compensation BUS ADM X493.8 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/hrm.html.

Find the Quality You Want
- Courses approved for certification and recertification credit through the HR Certification Institute
- Instructors with Senior Professional in Human Resources designation
- Industry and UC Berkeley Haas School of Business advisers

Sierra Smith believes that to be a successful talent acquisition and development manager at Southern Wine and Spirits, she needs a firm grasp on compliance policies. Through the Certificate Program in Human Resource Management, Smith is gaining the knowledge and confidence to do her job well.

You’re halfway through the curriculum. When did you know that this was the right certificate for you?
The Effective Performance Management class with Terri Lynn Cordona was the “a-ha” moment. It was my second course, and it was amazing. She made me understand that what you’re dealing with at work actually has a name to it, a study behind it. I liked that conceptualization. I liked how her approach to performance management is through coaching and development, and that’s something our talent management team has been growing.

Learn More and View the Brochure
extension.berkeley.edu/cert/hrm.html
(510) 642-4231
extension-business@berkeley.edu
Principles of Business Law

**COURSE INFORMATION**
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

**ONLINE COURSE INFORMATION**
(510) 642-4231
extension.berkeley.edu/online

**NEW THIS TERM**

**Introduction to Patent Prosecution for Paralegals**

Law X420 • 1 semester unit in Law
Paralegals in the patent prosecution space can work in a law firm or in the legal departments of innovative high-tech, biotech or pharmaceutical companies. In this hands-on course, you review the patent system in the United States, including the different types of patents and patent applications, and learn how to perform common work-related tasks expected of a patent paralegal. Gain an understanding of the United States Patent and Trademark Office’s (USPTO) requirements for preparing and filing provisional and nonprovisional patent applications, as well as the USPTO’s Electronic Filing System. Discuss strategies for fine-tuning your resume and interviewing for paralegal jobs to successfully compete for a coveted position in the field.

*This course is not a part of the Certificate Program in Paralegal Studies.*

**Sec. 001**
Daniel Xu, J.D., M.S.
5 meetings
Tuesdays, 6–9 pm
March 22–April 19
Belmont: Belmont Center • $595

**Certificate Program in Project Management**

Acquire the skills to complete a high-quality project on task, on time and within budget. Most Extension project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute.
See p. 97 for complete certificate details.

**Certificate Program in Construction Management**

Get thorough, current preparation for effective leadership in the field, which includes light projects (residential and small office buildings) and heavy projects (large office buildings and facilities and infrastructures).
See p. 109 for complete certificate details.
**Paralegal Studies**

**FREE INFORMATION SESSION Certificate Program in Paralegal Studies**

UNEX 1047

UC Berkeley Extension’s Certificate Program in Paralegal Studies is a comprehensive, accelerated course of study that is designed by paralegals for paralegals and taught by practicing attorneys. Come meet instructors, staff and other prospective students, and find out how you can prepare for a career as a paralegal. The certificate is available in a classroom format in San Francisco. It is also available in an online format that you can begin at any time. See p. 81 for more certificate details or visit extension.berkeley.edu/cert/paralegal.html.

**Sec. 005**
1 meeting
Monday, 5:30–7 pm
Jan. 25
Berkeley: Golden Bear Center • FREE

**ONLINE INFORMATION SESSION Certificate Program in Paralegal Studies**

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 81. Visit extension.berkeley.edu/cert/paralegal.html to register.

1 meeting
Wednesday, 12–12:45 pm
March 2
Online • FREE

**Essential Paralegal Studies Part I: Foundational Skills**

LAW X418 • 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

Study the foundational paralegal qualities most sought by attorneys and law firms. Learn various aspects of paralegal skills, including legal terminology; court structures and procedures; legal ethics; evidence; investigation; interviewing; formal discovery methods and procedures; legal research, analysis and writing; and other subjects relevant to becoming a qualified paralegal.

Online section must be completed within three months of receiving course login information.

**Sec. 011**
Tod Zuckerman, J.D.,
Extension Honored Instructor
10 meetings
Wednesdays, 6–9 pm
March 23–May 25
San Francisco: San Francisco Campus • $1,550

**Sec. 009**
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

**Essential Paralegal Studies Part II: Authority, Research and Writing**

LAW X419 • 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

Learn all aspects of advanced paralegal practice, including legal research, legal writing, breaking rules into elements, applying rules to facts, pleading preparation, discovery coordination, digesting discovery documents, file maintenance, billable hours, form manipulation, electronic research, motion preparation and other areas relevant to becoming a successful paralegal.

Online section must be completed within three months of receiving login information.

**Prerequisite:** Essential Paralegal Studies Part I: Foundational Skills LAW X418

**Sec. 009**
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

**Paralegal Business Law**

LAW X404 • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Study relevant examples from the day-to-day practices of business lawyers and their paralegals. Learn about sole proprietorships, partnerships, corporations and limited-liability companies.

Online section must be completed within two months of receiving course login information.

**Sec. 006**
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

**Mediation and Conflict Resolution**

BUS ADM X499.2 • 2 semester units in Business Administration

40 hours MCLE credit for attorneys (2 hours Ethics) • 40 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the certificate programs in Entrepreneurship and Small Business Management, in Human Resource Management, in Leadership and Management, and in Project Management

The Award of Completion satisfies training requirements for most court and agency mediation programs.

Do you want to successfully resolve business disputes with confidence? With courts clogged and lawsuits and business conflicts on the rise, mediation skills can become an essential part of your skill set. In this intensive 40-hour training, you gain the ability and confidence to resolve almost any business dispute as a mediator, negotiator or representative. Through lecture, discussion, dispute simulations and video, you learn the skills and strategies of a successful mediator. A complete set of model forms for your practice or program is also included.

**Sec. 008**
Ron Kelly, Extension Honored Instructor
5 meetings
Saturdays, 8:30 am–5 pm
March 5–April 9 (no meeting on March 26)
Berkeley: Golden Bear Center • $995

**Business Administration**

BUS ADM X499.2 • 2 semester units in Business Administration

40 hours MCLE credit for attorneys (2 hours Ethics) • 40 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the certificate programs in Entrepreneurship and Small Business Management, in Human Resource Management, in Leadership and Management, and in Project Management

The Award of Completion satisfies training requirements for most court and agency mediation programs.

Do you want to successfully resolve business disputes with confidence? With courts clogged and lawsuits and business conflicts on the rise, mediation skills can become an essential part of your skill set. In this intensive 40-hour training, you gain the ability and confidence to resolve almost any business dispute as a mediator, negotiator or representative. Through lecture, discussion, dispute simulations and video, you learn the skills and strategies of a successful mediator. A complete set of model forms for your practice or program is also included.

**Sec. 008**
Ron Kelly, Extension Honored Instructor
5 meetings
Saturdays, 8:30 am–5 pm
March 5–April 9 (no meeting on March 26)
Berkeley: Golden Bear Center • $995
Paralegal California Procedures
LAW X407 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study California court rules and procedures, and ways to properly access and cite those rules and procedures. Learn strategies to locate rules relevant to a variety of situations. Investigate documents and filing procedures in California to successfully assist attorneys in identifying and applying trial court rules.
*Online section must be completed within two months of receiving course login information.
Sec. 010
David Yang, J.D., LL.B.
5 meetings
Tuesdays, 6–9 pm
May 3–31
San Francisco: San Francisco Campus • $795

Paralegal Criminal Law
LAW X406 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study substantive and procedural criminal law, and learn to identify the elements of and defenses against criminal charges. Examine levels of criminal intent and the purpose of criminal punishment.
*Online section must be completed within two months of receiving course login information.
Sec. 008
Larry Sager, J.D.
5 meetings
Mondays, 6–9 pm
March 28–April 25
San Francisco: San Francisco Campus • $795

Paralegal Family Law
LAW X410 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn the paralegal’s role in family law practice. Topics include child custody and visitation matters. Examine issues of paternity proceedings, adoption and surrogacy rights.
*Online section must be completed within two months of receiving course login information.
Sec. 004
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Intellectual Property Law
LAW X409 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Explore trademark, copyright, patent and trade-secret laws as they relate to a paralegal’s role in representing clients. Gain quantifiable paralegal skills in the area of intellectual property law to assist clients with their intellectual property matters under an attorney’s supervision.
*Online section must be completed within two months of receiving course login information.
Sec. 005
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Tort Law
LAW X403 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Get an overview of negligence, personal injury, strict and products liability. Examine the intentional torts of battery, assault and false imprisonment. Analyze the distinctions between criminal and civil law, as well as liability, duty, breach of duty, causation and damages while applying the appropriate legal defenses.
*Online section must be completed within two months of receiving course login information.
Sec. 008
Larry Sager, J.D.
5 meetings
Tuesdays, 6–9 pm
Jan. 4–Feb. 8 (no meeting on Jan. 18)
San Francisco: San Francisco Campus • $795

Paralegal Contract Law
LAW X405 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn how to form effective legal contracts, how contracts are performed, and how to remedy for nonperformance or breach of contract. You can apply the contract drafting, analysis and litigation skills learned in this course to a wide variety of legal situations.
*Online section must be completed within two months of receiving course login information.
Sec. 010
Tod Zuckerman, J.D.,
Extension Honored Instructor
5 meetings
Mondays, 6–9 pm
Feb. 22–March 21
San Francisco: San Francisco Campus • $795

Sec. 008
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875
Certificate Program in Paralegal Studies

Designed by paralegals for paralegals and taught by practicing attorneys approved by the University of California, Berkeley, the Certificate Program in Paralegal Studies offers the skills and knowledge you need to become a practicing paralegal. In just six months, you can fulfill California’s education requirements for paralegals and take the next step in your career. Two convenient learning formats enable you to continue working while you complete the curriculum: Proceed at your own pace with an online curriculum that you can begin anytime, or choose the hybrid format that combines classroom and online study.

Curriculum Requirements
The curriculum for both hybrid and online formats comprises 2 required courses and 4 electives for a total of 8 semester units (360 hours of instruction).

Required Courses
- Essential Paralegal Studies Part I: Foundational Skills LAW X418 (offered this term)
- Essential Paralegal Studies Part II: Authority, Research and Writing LAW X419 (offered this term)

Electives
- Paralegal Business Law LAW X404 (offered this term)
- Paralegal California Procedures LAW X407 (offered this term)
- Paralegal Contract Law LAW X405 (offered this term)
- Paralegal Criminal Law LAW X406 (offered this term)
- Paralegal Family Law LAW X410 (offered this term)
- Paralegal Intellectual Property Law LAW X409 (offered this term)
- Paralegal Tort Law LAW X403 (offered this term)

Find the Quality You Want
- Meets California’s paralegal requirements
- Instructors approved by UC Berkeley
- Curriculum designed for paralegals by paralegals

Get the Flexibility You Need
- Complete the certificate in just six months
- Choose online or hybrid format
- Start online at any time

Statement Regarding California Regulatory Requirements
The UC Berkeley Extension online and hybrid Certificate Program in Paralegal Studies is in compliance with California Business & Professions Code 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This program meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 8 semester units of academic credit for the certificate.

Learn More and View the Brochure
extension.berkeley.edu/cert/paralegal.html
(510) 642-4231
extension-business@berkeley.edu
Leadership and Management

COURSE INFORMATION

(510) 642-4231 extension-business@berkeley.edu extension.berkeley.edu/business

ONLINE INFORMATION SESSION
Certificate Program in Leadership and Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 83. Visit extension.berkeley.edu/cert/mgt.html to register.

1 meeting
Friday, 12–12:45 pm
March 18
Online • FREE

Effective Leadership and Management: Understanding and Influencing the Dynamics of Organizations

BUS ADM X498.4 • 2 semester units in Business Administration

A requirement in the Certificate Program in Leadership and Management

Learn the concepts, application, practice and strategies involved in becoming a highly effective leader. As organizational expectations continue to increase with heavy workloads, fewer staff, increased complexity and reduced resources, you explore how leadership behaviors can increase organization and employee performance. Topics include managing talent, developing teams, resolving conflicts, making decisions, working with the multigenerational workforce, tackling work-family challenges, and addressing diversity and cultural dilemmas. Learn how to move from the tactical to the strategic as a leader, as well as how to address challenges systemically. Learn concrete skills to improve your ability to lead teams and achieve business goals.

Course requirements include taking an assessment test, offered at a rate of $75, to provide insight into your natural leadership strengths and how they can be applied most successfully in your current and future leadership roles.

Sec. 012
Barbara Miller, M.A.
10 meetings
Thursdays, 6–9 pm
Jan. 7–March 10
San Francisco: San Francisco Campus • $800

Organizational Communication Strategies for Managers

BUS ADM X498.9 • 2 semester units in Business Administration

A requirement in the Certificate Program in Leadership and Management

Learn to communicate effectively in a complex business environment. Understand how to be flexible so you can communicate both upstream and downstream, as well as with vendors, clients, stakeholders and other partner organizations from a variety of business cultures. Study communication theory, review case studies, discuss topical communication issues from the weekly news and practice communication strategies that you can apply right away in your current position or as preparation for career advancement.

Prerequisites: Business Communication: Writing and Speaking BUS ADM X404.7 or equivalent; you must possess basic business writing, speaking and communication skills.

Sec. 012
Karen B. Haley Allen, M.A.
5 meetings
Saturdays, 9 am–4 pm
Feb. 27–March 26
San Francisco: San Francisco Campus • $800

Business Negotiating

BUS ADM X451.3 • 2 semester units in Business Administration

A requirement in the Certificate Program in Leadership and Management; an elective in the Certificate Program in Project Management

A requirement in the Certificate Program in Leadership and Management

Don’t get mad. Don’t get even. Get what you want. Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements. In this highly interactive course, you learn successful negotiation skills through role play and real-world case studies, giving you the knowledge and experience to handle difficult conversations, communicate with people from different cultures, uncover hidden value, discover optimal job interview techniques and negotiate salary. Learn techniques to overcome obstacles that prevent you from reaching your goals.

Sec. 031
Elle W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
Jan. 9–Feb. 20 (no meetings on Jan. 16 and Feb. 13)
San Francisco: San Francisco Campus • $800

Power and Influence in Organizations

BUS ADM X499.3 • 2 semester units in Business Administration

(Formerly Leadership, Influence and Power in Organizations)

A requirement in the Certificate Program in Leadership and Management

Explore how leaders use power and influence to achieve organizational commitment and effectiveness. Discuss topics of organizational culture, appropriate types of power, influence with and without authority, business ethics, and effective goal setting and planning. Research materials and case studies about the global economy, Silicon Valley innovation and current events provide you with the tools to develop personal leadership skills and styles.

Prerequisite: Effective Leadership and Management: Understanding and Influencing the Dynamics of Organizations BUS ADM X498.4 or equivalent, or consent of instructor

Sec. 009
Elle W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
March 24–May 26
San Francisco: San Francisco Campus • $800

Managing Change and Ambiguity in the Workplace

BUS ADM X411.9 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Leadership and Management; an elective in the Professional Sequence in Agile Management

Learn valuable insights on how to foster goodwill and commitment during times of transition to create and maintain a high-performance organization. Discover how to design and manage change more effectively, gain an awareness of principles used to address people’s readiness and capability for change, and understand how to make people more receptive to and prepared for change. Bring an example of an organizational change in which you have been involved as your case study; this example could be an initiative that you have led, participated in or observed. Learn to apply the principles of change management to your specific case.

Prereading assignments are listed in the course reader.

Sec. 008
Mary Winby, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
Feb. 6 and 20
San Francisco: San Francisco Campus • $625

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Certificate Program in Leadership and Management

Become a more effective leader, manager or supervisor through practical, skill-based learning in the Certificate Program in Leadership and Management. Grounded in the practical aspects of day-to-day management, the curriculum develops knowledge and skills useful to a position of influence, even if you are not in a formal management role. Courses in how to build managerial excellence equip you to better understand the latest principles, strategic concepts, philosophies and advanced applications in management and leadership. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. The certificate prepares you to take on higher-level job responsibilities, improves your current managerial performance, helps you develop a big-picture view of management and enables you to communicate more effectively.

Curriculum Requirements
The curriculum comprises 5 required courses (9 units) and 4 units of electives (usually 2 courses) for a total of 13 semester units (195 hours of instruction).

Required Courses
- Effective Leadership and Management: Understanding and Influencing the Dynamics of Organizations BUS ADM X498.4 (offered this term)
- Business Negotiating BUS ADM X451.3 (offered this term)
- Managing Change and Ambiguity in the Workplace BUS ADM X411.9 (offered this term)
- Organizational Communication Strategies for Managers BUS ADM X498.9 (offered this term)
- Power and Influence in Organizations BUS ADM X499.3 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/mgt.html.

Gain the Skills You Want
- Effective communication
- Leadership capacity
- Ethical business practice

Get the Knowledge You Need
- Management
- Business communication
- The role of power and authority
- Business ethics and social responsibility

While her main intent was to sharpen her leadership skills with the Certificate Program in Entrepreneurship and Management, Lucy Basta finds that she loves education and learning. In fact, she has aspirations to apply to master’s degrees in the Bay Area. “Last semester, I took six classes while working full-time and I got all As,” she says. “I know I can do anything! I can handle a master’s program and working, I love what I’m learning and I’m interested in what I’m learning, so it’s just made me want to continue to do more school.”

She has plenty of advice for others who are interested in continuing their education and developing their leadership skills. Basta believes the greatest part of her studies here was the community of students and instructors. “You could tell that the instructors really cared,” Basta enthuses. “They were there because of something they felt had meaning, had purpose. So connect with them and don’t be afraid to ask questions.”
Professional Program in Women and Leadership

The Professional Program in Women and Leadership provides concrete skills for using power and influence successfully in everyday work situations. Designed for women seeking advancement to leadership positions, this three-course program encourages women to lead business teams with honesty, respect, courage and compassion.

Curriculum Requirements
The curriculum comprises 9 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
- Making Power Moves: Women and Leadership BUS ADM X474.8
- Moving on Up: Women and Leadership BUS ADM X474.1 (offered this term)
- Power and Influence: Women and Leadership BUS ADM X474.8

Learn More and View the Flyer
extension.berkeley.edu/spos/womenleaders.html
(510) 642-4231
extension-business@berkeley.edu

Essentials of Management
BUS ADM X475.4 • 2 semester units in Business Administration

An elective in the certificate programs in Business Administration and in Leadership and Management

In this hands-on business course, which is loaded with business case studies and guest speakers, you survey the history of the management field; explore the planning, organizing, leading and controlling dimensions of the manager’s job; learn key interpersonal and managerial skills; and analyze the transition that takes place as an individual professional takes on a management position. Develop a company culture and tools to measure the effectiveness of a company and its employees. Learn how to think as a leader and explore the importance of emotional intelligence. Discuss real-world examples from the instructor’s experience as well as examples from legendary leaders such as Steve Jobs, Elon Musk, Henry Ford, Bill Gates and many more.

Sec. 014
JP Novin, M.B.A.
10 meetings
Wednesdays, 6–9 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $800

Moving on Up: Women and Leadership
BUS ADM X474.1 • 2 semester units in Business Administration

A requirement in the Professional Program in Women and Leadership; an elective in the Certificate Program in Leadership and Management

Understand how internal barriers and institutional bias can hinder women’s advancement in the workplace. Gain skills to advance your career by learning how to create collaborative environments, be an effective coach and mentor, build teams, promote yourself with grace, engage men as allies for gender equity and use professional networking sites. Through lectures, discussions and interactive exercises, you learn strategies and techniques that help you excel and advance in today’s workplace while upholding high ethical standards and practicing compassionate leadership.

Sec. 003
Amy Levine, Ed.D.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 5–March 8
Berkeley: Golden Bear Center • $625

Organization Development and Change
BUS ADM X491.2 • 2 semester units in Business Administration

An elective in the certificate programs in Human Resource Management and in Leadership and Management

Learn the right way to bring about change in an organization—conventional wisdom does not always lead to good business decisions. Examine a number of change models, develop skills in analyzing the need for introducing change into an organization and learn techniques for implementation.

Sec. 004
Instructor to be announced
10 meetings
Mondays, 6–9 pm
March 21–May 23
San Francisco: San Francisco Campus • $800

Strategies in Innovation and Technology
BUS ADM 1143 • 0.7 ceu

Are important industries like energy, medicine, education, food production and space exploration being ignored as innovation trends shift toward short-term gains solving microproblems and developing commercial apps? In this course, you examine past, current and future trends in innovation and understand its effects on fund performances, policy initiatives and society. If you are an aspiring entrepreneur, investor, policy maker or member of the public who would like to learn about the latest trends in innovation, you can benefit from this course.

Sec. 001
Nima Shomali, M.B.A.
1 meeting
Friday, 9 am–5 pm
April 1
San Francisco: San Francisco Campus • $395

Business Communication: Writing and Speaking
BUS ADM X404.7 • 2 semester units in Business Administration

Learn to be more confident and effective when making written and oral presentations.

For course schedule, see p. 60.

Business Intelligence With SQL Server
EL ENG X404.8 • 2 semester units in Electrical Engineering

Learn to analyze and develop a Business Intelligence system, including programming examples using Microsoft SQL Server.

For course schedule, see p. 172.
NEW THIS TERM

**Effective Management: Leading With Vision**
BUS ADM 158 • 0.3 ceu
Explore effective management strategies and positive leadership techniques to cultivate a strong culture and instill leadership.
*For course schedule, see p. 63.*

**Handling Difficult Interactions With Skill and Confidence**
BUS ADM 1026 • 0.8 ceu
In this interactive, skills-based workshop, explore strategies for handling a difficult interaction and maintaining your composure and confidence no matter how the other person responds. Learn techniques to help you resolve future conflicts, improve relationships and make progress.
*For course schedule, see p. 62.*

**NEW THIS TERM**

**Leading With Authenticity**
BUS ADM 1179 • 1.2 ceu
Learn how to identify and capitalize on the unique values, skills, interests and personality traits that shape your approach to leadership.
*For course schedule, see p. 63.*

**Mindful Leadership in the Workplace**
BUS ADM 1105 • 0.7 ceu
Gain an understanding of the most-often-cited qualities of effective leaders, and discover exactly what you need to work on and how to get there.
*For course schedule, see p. 64.*

**Organization and Management**
BUS ADM X490.1 • 2 semester units in Business Administration
Study high-level leadership strategies, and gain skills in resolving disputes, managing diversity and building productive teams.
*For course schedule, see p. 56.*

**Principles of Management Accounting**
BUS ADM X421.5 • 3 semester units in Business Administration
Learn the basics of financial accounting, and examine how to use accounting information for effective management.
*For course schedule, see p. 56.*

**Women and Negotiation**
BUS ADM 1061 • 0.7 ceu
Get a self-assessment of your negotiating style in this interactive seminar.
*For course schedule, see p. 64.*

**Certificate Program in Project Management**
Acquire the skills to complete a high-quality project on task, on time and within budget. Most Extension project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute.
*See p. 97 for complete certificate details.*

**Certificate Program in Construction Management**
Get thorough, current preparation for effective leadership in the field, which includes light projects (residential and small office buildings) and heavy projects (large office buildings and facilities and infrastructures).
*See p. 109 for complete certificate details.*

**Professional Program in Leadership in Sustainability and Environmental Management**
Gain the skills and knowledge to take advantage of new opportunities in the emerging global green economy.
*See p. 115 for complete certificate details.*

**Marketing**

**COURSE INFORMATION**
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

**ONLINE COURSE INFORMATION**
(510) 643-1550
extension.berkeley.edu/online

**ONLINE INFORMATION SESSION**

**Certificate Program in Marketing**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 87. Visit extension.berkeley.edu/cert/market.html to register.

1 meeting
Wednesday, 12–12:45 pm
March 29
Online  •  FREE

**Introduction to Marketing**
BUS ADM X460.1 • 2 semester units in Business Administration
A requirement in the certificate programs in Business Administration and in Marketing; an elective in the Certificate Program in Leadership and Management and in the Specialized Program in Professional Writing
Learn marketing concepts, terminology and practices; examine strategies to apply them to contemporary marketing situations; and gain an understanding of how they affect your organization's profitability. (These strategies also apply to nonprofits.) Study consumer and business marketing, marketing research, product planning, distribution, pricing and promotion. Learn how marketing integrates with other business disciplines, including social media.

**Sec. 048**
James Prost, M.B.A.,
Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
Jan. 12–March 15
San Francisco: San Francisco Campus  •  $800

**Sec. 049**
Warren Brown, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
Berkeley: Golden Bear Center  •  $800

**Sec. 047**
Woody Alexander, M.B.A.
Jan. 26–April 19
Online  •  $800

**Sec. 050**
William Hess, M.A., Ph.D.,
Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
March 16–May 18
Belmont: Belmont Center  •  $800
Marketing Research: Concepts and Techniques
BUS ADM X460.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing

Explore the entire cycle of market research, from identifying objectives and planning, choosing methodology, designing questionnaires and focus group guides; collecting, analyzing and interpreting data; and presenting findings. You place special emphasis on using market research to develop and support decision-making processes to minimize risk and direct resource investment. Curriculum does not focus on statistics and numerical analysis, but rather on each of the steps, separately and together, that make up a real-world research process.

Sec. 024
Michael Kayhan, M.S.
10 meetings
Saturdays, 9 am–12 pm
Feb. 6–April 16 (no meeting on Feb. 13)
Belmont: Belmont Center • $800

Sec. 027
Scott Worthge, B.S.
10 meetings
Mondays, 6–9 pm
Feb. 8–April 18 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $800

Sec. 028
Peter Young, M.A.
Feb. 9–April 19
Online • $800

Marketing Strategy
BUS ADM X415 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing

Learn strategic challenges and opportunities created by the dynamic nature of markets. Study marketing strategies, and determine which ones are relevant and feasible for your organization and which ones can maximize the bottom line. Learn how corporate responsibilities (including green and social) can serve to energize the organization and foster internal cooperation and communication. Study customer value propositions; assets and competencies; and structured strategic analysis, including detailed customer, competitor, market, environmental and internal analysis.

Sec. 024
Suzanne Powers, M.B.A.
Jan. 19–April 12
Online • $800

Sec. 025
James Prost, M.B.A.,
Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
March 24–May 26
San Francisco: San Francisco Campus • $800

Copywriting Seminar: Putting Your Words to Work
BUS ADM X416.2 • 1 semester unit in Business Administration
An elective in the Certificate Program in Marketing

Study copywriting basics, and begin to create a professional writing portfolio. Combine your writing skills, creativity, interest in advertising, and love of brands and trends into a new career. Learn how to create punchy, inspired copy for traditional and nontraditional media, and practice conceptual thinking.

Sec. 008
J. Cafesin
5 meetings
Wednesdays, 6–9 pm
Feb. 17–March 16
San Francisco: San Francisco Campus • $495

NEW THIS TERM
Exploratory Research for International Market Development
BUS ADM X447.9 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing

International market research is critical to global marketing campaigns and product development. Discover the latest experimental qualitative and quantitative research tools, made accessible to anyone through a simplified framework. Learn how to conduct cross-cultural consumer research in a hands-on environment. Explore consumer behavior and responses to generate deeper insights into consumer psychology and market opportunities overseas.

Sec. 001
Chong-Jin Lee, Ph.D.
5 meetings
Saturdays, 9 am–4 pm
April 16–May 14
Berkeley: Golden Bear Center • $800

Introduction to High-Tech Product Management and Marketing
BUS ADM X448 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing

Gain the knowledge to become a product manager or product marketing manager as you define your product, determine product requirements, explore development methods, conduct competitive analyzes and identify market opportunities. By discovering the components of a successful product launch, including demand generation and search engine optimization and marketing, you can better understand consumer buyer behavior and customer retention strategies. Explore additional topics, including technology adoption, disruptive innovation, positioning, business cases, pricing strategy, go-to-market, personas, marketing programs, ROI, sales enablement, value-based pricing and portfolio management.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent

Sec. 008
Alan Wortman, M.B.A.
10 meetings
Thursdays, 6–9 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $800
Certificate Program in Marketing

With the Certificate Program in Marketing, you gain crucial skills and a credential to advance your career. You're ready to contribute more to your organization or take on a new professional role. You're also equipped with in-depth knowledge of the latest marketing concepts and techniques in less time and at less cost than a master's degree requires. Get an overview with courses on marketing research and planning, strategic marketing, analytics and metrics, and emerging trends in social media and other innovative technologies. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. Learn from some of the best in the business—leading professionals with the marketing acumen and teaching experience to provide both a theoretical foundation and practical training.

Curriculum Requirements
The curriculum comprises 4 required courses (8 units) and 4 semester units of electives (usually 2 courses) for a total of 12 semester units (180 hours of instruction).

Required Courses
- Introduction to Marketing BUS ADM X460.1 (offered this term)
- Marketing Research: Concepts and Techniques BUS ADM X460.6 (offered this term)
- Social Media Marketing Strategies BUS ADM X432.5 (offered this term)
- Marketing Strategy BUS ADM X415 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/market.html.

Certificate Program in Marketing graduate Hugo Naritomi knows that he needs to develop his skill set to successfully launch his product design business. Looking for the biggest school in the most interesting place he could imagine, Naritomi’s decision to study with UC Berkeley Extension brings him one step closer to starting his new venture. Naritomi cites the Marketing Strategies for Entrepreneurs and Small Business Owners course in giving him a complete view of starting his business; specifically, incorporating online and more traditional marketing to supplement his business plan.

Learn More and View the Brochure
extension.berkeley.edu/cert/market.html (510) 642-4231
extension-business@berkeley.edu
Professional Sequence in Marketing Metrics and ROI

The Professional Sequence in Marketing Metrics and ROI is a project-driven and case-study-based curriculum focusing on quantitative methods for more effective decision making. You learn about different approaches to analytics-based marketing, ways to integrate principles and strategic concepts, and computer-based models and metrics to improve marketing decisions and return on marketing investment (ROMI). Together, the models and metrics introduced in the program can have a significant impact on increasing revenue and driving ROI of marketing campaigns. The sequence aims to provide you with a comprehensive, hands-on, practical approach to understanding the benefits and objectives of qualitative marketing.

Prerequisite
Introduction to Marketing BUS ADM X460.1 (offered this term) or equivalent

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 6 semester units (90 semester hours of instruction).

Required Courses
- Marketing Analytics I
  BUS ADM X466.3 (offered this term)
- Marketing Analytics II
  BUS ADM X466.4 (offered this term)
- Digital Marketing
  BUS ADM X464.4 (offered this term)
- Marketing Intelligence
  BUS ADM X465.5 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/spos/metrics.html
(extension-business@berkeley.edu)

Introduction to Neurobranding
BUS ADM X442.1 • 1 semester unit in Business Administration

An elective in the Certificate Program in Marketing

Every consumer has a buy button deep in his or her brain, and neuroscience has helped find ways to stimulate the triggers that can push that subconscious button. Explore the findings in neuroscience that provide insights into consumer thinking and habitual and considered buying behavior. Improve branding and the effectiveness of marketing communications efforts by creating on-code messaging that stimulates the inner buy button and makes a lasting impact on the audience.

Sec. 006
Reginald Duhe, M.A.
5 meetings
Tuesdays, 6–9 pm
April 26–May 24
San Francisco: San Francisco Campus • $595

Marketing and Communications Writing for Professionals
BUS ADM X416.3 • 1 semester unit in Business Administration

An elective in the Certificate Program in Marketing

Learn effective writing techniques to improve short- and long-form marketing and communications documents, including articles, case studies, data sheets, brochures, Web copy and email deployments. Learn to evaluate and teach yourself as you review effective and ineffective documents and develop evaluation criteria. Conceptualize, create and revise a three-document campaign; investigate and present on various marketing and communications document types; present your work; and begin creating a professional portfolio.

Sec. 009
Patricia Smith, M.J.
5 meetings
Mondays, 6–9 pm
April 25–May 23
San Francisco: San Francisco Campus • $525

New Product Development
BUS ADM X405.8 • 2 semester units in Business Administration

An elective in the certificate programs in Marketing and in Entrepreneurship and Small Business Management

Explore the entire product-development process, from identifying customer needs and generating concepts to designing prototypes and launching the product. Learn how to build business cases to gain venture capital or angel funding, as well as how to protect your inventions with patents and trademarks. Use the same book and many of the same techniques used in similar courses offered at Stanford and MIT. Learn best practices from the industry using case studies, and apply your knowledge in a team project. If you are aspiring to become a successful product manager, this course is ideal. Course content examples are available at www.Stephansorger.com.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor

Sec. 008
Stephan Sorger, M.B.A., M.S., PE,
Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
April 23–May 21
San Francisco: San Francisco Campus • $800

Product and Lean Startup Launch Methodologies
BUS ADM X419.4 • 2 semester units in Business Administration

(Formerly Marketing Tools for Startups)

Do you have an app, product or service to sell that you eventually want to turn into a company? Learn how to develop a face and voice for your startup; assess benefits to define target markets; and use visual design, copywriting and content creation in combination with social networking strategies to launch your new venture. In this practical, hands-on class, learn how to define your product or service; find your target audience; assess your competition; and then develop and produce a company identity, website and collateral marketing tools to sell your ideas to the marketplace or to venture capital investors.

Sec. 005
J. Cafesin
10 meetings
Wednesdays, 6–9 pm
March 23–May 25
San Francisco: San Francisco Campus • $800
Implementing a Brand Vision  
**BUS ADM 1113 • 1.2 CEU**

Gain an understanding of the branding process from the ground up. Learn how to create a strong, adaptable brand vision that reflects and supports a company’s business strategy, differentiates it from competitors, resonates with customers, and inspires employees and partners. Research and create a brand roadmap using techniques that define core brand values, message, personality and iconography.

**Sec. 002**
Tom Gehrig, M.F.A.  
4 meetings  
Wednesdays, 6–9 pm  
Jan. 20–Feb. 10  
San Francisco: San Francisco Campus • $550

Analytics and Social Media  
**Marketing Analytics I**

**BUS ADM X466.3 • 2 semester units in Business Administration**

A requirement in the Professional Sequence in Marketing Metrics and ROI; an elective in the Certificate Program in Marketing  

Familiarize yourself with the principles and strategic concepts of marketing analytics, a high-growth area that uses computer-based models and metrics to improve marketing decisions and return on marketing investment (ROM). Curriculum topics include determining market share and sizing; forecasting and positioning; developing and interpreting surveys; understanding predictive analytics; grasping total, fixed and variable cost concepts; and assessing the lifetime value of the customer. In a world where senior management demands marketing accountability in measuring the effectiveness of dollars spent, you can benefit from this big-picture overview to understand the advantages and objectives of quantitative marketing.

**Prerequisites:** Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor; proficiency using Excel spreadsheets

**Sec. 011**
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor  
5 meetings  
Saturdays, 9 am–4 pm  
Feb. 6–March 12 (no meeting on Feb. 13)  
San Francisco: San Francisco Campus • $800

**Sec. 012**
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor  
Feb. 18–April 28  
Online • $800

Jason Miller doesn’t have a moment to spare. As LinkedIn’s group manager for content marketing and social media, and the recent author of Welcome to the Funnel: Proven Tactics to Turn Your Social Media and Content Marketing up to 11, Miller is making waves. And when he made the transition from marketing in the music industry to more digital-intensive companies, time was of the essence. “I went back to school to get my master’s degree, but it was taking too long,” Miller says. “I was learning a bunch of stuff that wasn’t relevant. And so a little bit of research online, I found the UC Berkeley Extension certificate and enrolled in the digital marketing course. I had to get something on my résumé that showed that I was qualified and this was the only option that would move as quickly as this industry does. By the time I completed the courses, I got my foot in the door at a startup in the Bay Area. I then worked at Marketo for two years. Then LinkedIn called. If it weren’t for those digital certificates on my profile, I wouldn’t be here today.”

**NEW THIS TERM**

**Strategic Branding: Your Brand From Positioning to Execution**  
**BUS ADM X458.9 • 1 semester unit in Business Administration**

An elective in the certificate programs in Marketing, in Entrepreneurship and Small Business Management and in Business Administration  

Develop your company or personal brand strategy through this accelerated practical application course. Learn to leverage a full assessment of your brand’s 3Cs (Competition, Company, Customer) while crafting a strategic brand position that differentiates against competition. Take your brand to execution by building a 4Ps plan (Product, Pricing, Placement, Promotions) for implementation where you will produce a blueprint that includes budgets, timeline and resources required. With the help of your instructor and peers, fine-tune and polish your strategy, positioning and execution plan so you can implement immediately after course completion.

**Sec. 001**
Vivian Shin, M.B.A.  
5 meetings  
Thursdays, 6–9 pm  
March 24–April 21  
San Francisco: San Francisco Campus • $595

**Strategic Marketing Planning**  
**BUS ADM X411.3 • 2 semester units in Business Administration**

An elective in the Certificate Program in Marketing  

Learn how to develop and write a comprehensive marketing plan. Examine how marketing plans change with the life cycle or market conditions of a product or service. Develop a model marketing plan that includes an analysis of competition, pricing, promotion, distribution and the value proposition. Special emphasis is placed on adopting and maintaining a customer focus when creating marketing plans.

**Prerequisite:** Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor

**Sec. 013**
Instructor to be announced  
10 meetings  
Tuesdays, 6:30–9:30 pm  
Feb. 16–April 19  
San Francisco: San Francisco Campus • $800

See Web for updated section number

Woody Alexander, M.B.A.

Enroll anytime

Online • Proctored final exam • $800
Professional Sequence in Managing Marketing Communications

In today’s competitive business environment, organizations must deploy a wide range of interdependent marketing and promotional tools for reaching and influencing customers—especially through social media. An effective marketing campaign must coordinate the advertising, direct marketing, public relations and personal selling elements of the marketing mix, as well as communicate and present a consistent image to target markets. The Professional Sequence in Managing Marketing Communications helps you develop the expertise to use these tools and produce successful results to maximize marketing effectiveness.

Curriculum Requirements
The curriculum comprises 6 required courses for a total of 7 semester units (105 hours of instruction).

Required Courses
- Managing Marketing Communications
  BUS ADM X466.1 (offered this term)
- Advertising and Social Marketing
  BUS ADM X464.7 (offered this term)
- Digital Marketing
  BUS ADM X464.4 (offered this term)
- Direct Marketing in a Social Media Landscape
  BUS ADM X461.6
- Marketing Public Relations
  BUS ADM X464.8
- Marketing Communications Tactical Planning
  BUS ADM X467.9

Learn More and View the Flyer
extension.berkeley.edu/spos/mmcm.html
(510) 642-4231
extension-business@berkeley.edu

Marketing Analytics II
BUS ADM X466.4 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Marketing Metrics and ROI; an elective in the Certificate Program in Marketing

Build on the knowledge and skills gained in Marketing Analytics I BUS ADM X466.3 to explore powerful, advanced marketing analytics models and metrics. Learn about segmentation, regression, competitive analysis, conjoint analysis, decision trees, portfolio resource allocation, distribution channel analytics, and sales analytics and metrics. Apply models and metrics to hands-on case studies to increase revenue and drive ROI of marketing campaigns.

Prerequisite: Marketing Analytics I BUS ADM X466.3 or equivalent, or consent of instructor

Sec. 010
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor
Feb. 18–April 28
Online • $800

Sec. 009
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
March 19–April 16
San Francisco: San Francisco Campus • $800

Digital Marketing
BUS ADM X464.4 • 1 semester unit in Business Administration

A requirement in the professional sequences in Managing Marketing Communications and in Marketing Metrics and ROI; an elective in the Certificate Program in Marketing

Whether you are responsible for e-commerce or lead generation for your business, learning to use the Internet as an advertising channel can help attract new customers and retain current customers who are moving online. In this course, intended for small business owners and Internet professionals, explore how businesses of all sizes can target customers with exceptional precision and measure the return on their advertising dollars. Note: As part of the course project, you must spend $50 to set up an account to run an online ad campaign.

For classroom sections, please bring a laptop to class. You need access to Google Analytics and Webmaster Tools for a live website.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor

Sec. 011
Massimo Paolini, B.A., and Alyson Harrold, B.A.
5 meetings
Tuesdays, 6–9 pm
Feb. 16–March 15
San Francisco: San Francisco Campus • $645

Sec. 012
Instructor to be announced
March 15–April 26
Online • $645

Marketing Intelligence
BUS ADM X465.5 • 1 semester unit in Business Administration

A requirement in the Professional Sequence in Marketing Metrics and ROI; an elective in the Certificate Program in Marketing

Learn to use data visualization and business intelligence to support marketing decision making in a variety of enterprises. Examine strategies to turn big data into market insights. Gain proficiency in visualizing and presenting data. Understand how to tell a story using data to inform senior management’s marketing decisions in driving revenue and growth. Tie in the content learned in Marketing Analytics I BUS ADM X466.3 and Marketing Analytics II BUS ADM X466.4 to efficiently build data and analytics-driven presentations.

Prerequisites: Marketing Analytics I BUS ADM X466.3 and Marketing Analytics II BUS ADM X466.4 or equivalent, or consent of instructor

Sec. 008
Kerem Tomak, M.A., Ph.D.
5 meetings
Mondays, 6–9 pm
April 25–May 23
San Francisco: San Francisco Campus • $625

SEO Fundamentals and Business Applications
BUS ADM X418.2 • 1 semester unit in Business Administration

An elective in the Certificate Program in Marketing

People conduct millions of search questions on Google and other search engines every day. Learn about the art and science of making your website visible to prospective buyers through search engine optimization (SEO). Unlike search engine marketing, which relies upon paid advertising, SEO is an organic process that relies upon well-constructed and purposeful website content. Explore best practices and advanced SEO techniques you can implement directly, such as how to conduct and apply keyword research into a website’s content and how to measure effectiveness to attract and convert potential customers.

Learn how to translate SEO geek-speak into plain English and discover how SEO fits into an overall marketing strategy to drive online leads.

You are strongly encouraged to bring a laptop to class.

To complete this course, you need access to Google Analytics, Webmaster Tools for a live website, a free Google AdWords account and a free Moz trial account (link provided in class).

Prerequisite: Familiarity with search engines

Sec. 001
Massimo Paolini, B.A., and Alyson Harrold, B.A.
5 meetings
Tuesdays, 6–9 pm
March 22–April 19
San Francisco: San Francisco Campus • $650
Social Media
Marketing Strategies
BUS ADM X432.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing

Explore social media strategies facilitated by Internet, digital, and mobile technologies and platforms. Learn how to establish realistic business and performance goals; integrate new communications platforms and technologies into existing marketing plans; systematically evaluate new technologies and delivery platforms to determine an optimal marketing mix, given objectives and available resources; and evaluate in-market results. You walk away from this course with a greatly expanded ability to plan and execute a cost-effective, strategic marketing program that includes new media integrated with conventional marketing approaches to make brands and companies go viral and increase lead-to-sales conversion rates.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor
Sec. 023
Susan G. Gaide, M.B.A.
Feb. 18–April 28
Online • $800

Sec. 024
Tracy Sestili, B.A.
10 meetings
Wednesdays, 6–9 pm
March 23–May 25
San Francisco: San Francisco Campus • $800

NEW THIS TERM
Getting Started With Content Marketing
BUS ADM 1180 • 0.7 ceu

Become well-versed in the latest best practices, tactics and strategies of content marketing to better compete in the dynamic digital marketing space. Explore the role of content marketing in providing the underlying foundation for a successful integrated marketing plan. Learn how to raise brand awareness, build trust and establish credibility to drive revenue in an effective strategy. Deliver real-time results using real-world examples with actionable takeaways to implement immediately.

Sec. 001
Jason Miller, B.S.
1 meeting
Saturday, 9 am–5 pm
May 14
San Francisco: San Francisco Campus • $395

Personal Branding
BUS ADM 1112 • 0.6 ceu

Learn how to use low-cost and often no-cost tools such as LinkedIn, blogs, Facebook, Twitter, Instagram and websites to communicate expertise; establish credibility; and influence recruiters, management, clients and peers. Learn how to develop, optimize and manage a personal brand including identifying your position, managing your online and offline identity, developing a strategy and maintaining professional style. Gain an understanding of how to put the power of personal branding to work to achieve the growth you desire.

Sec. 002
Lorrie Thomas Ross, M.A.O.M.
1 meeting
Saturday, 9 am–4 pm
April 9
San Francisco: San Francisco Campus • $295

Search Engine Marketing
BUS ADM 1041 • 0.8 ceu

With more than 90 percent of Internet users finding products, services and information through search engines, search engine marketing (SEM) remains a critical medium to create brand awareness and gain new customers. Learn SEM techniques and tools to effectively incorporate SEM into your marketing efforts and enhance your career prospects.

Sec. 009
Lorrie Thomas Ross, M.A.O.M.
1 meeting
Saturday, 8:30 am–5 pm
April 2
San Francisco: San Francisco Campus • $425

Social Media Marketing
BUS ADM 1042 • 0.8 ceu

Learn to use social media as a low-cost marketing tool, and develop competitive strategies to make your business or product stand out from the crowd. Whether it’s a blog, Facebook, LinkedIn or Twitter, social platforms are driving purchasing decisions in the online and offline worlds. Enroll in this exciting workshop, and learn how to create a powerful voice in this “influence economy,” where anyone with an opinion can effect great change.

Sec. 009
Lorrie Thomas Ross, M.A.O.M.
1 meeting
Friday, 8:30 am–5 pm
April 8
San Francisco: San Francisco Campus • $325

Managing Marketing Communications
BUS ADM X466.1 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Managing Marketing Communications; an elective in the Certificate Program in Marketing

Successful marketers maximize their sales opportunities by using integrated marketing communications, which include advertising, personal selling, promotion, direct marketing, public relations, customer relationship management and electronic media. Prepare an integrated marketing communications plan as part of the course’s curriculum.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor
Sec. 009
Joshua Kelly, M.S.
10 meetings
Thursdays, 6–9 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $800

Advertising and Social Marketing
BUS ADM X464.7 • 1 semester unit in Business Administration
A requirement in the Professional Sequence in Managing Marketing Communications; an elective in the Certificate Program in Marketing

Gain an understanding of the essential methods, strategies and terms to succeed in the modern advertising world. Learn the role of advertising in marketing; buyer behavior; the interplay of advertising options, including traditional, digital, social and mobile; media planning; measuring effectiveness; and relations between the client and the agency. Analyze real-world examples from business-to-business, consumer and nonprofit sectors to build on concepts you study in class.

Prerequisite: Managing Marketing Communications BUS ADM X466.1 or equivalent, or consent of instructor
Sec. 009
Deborah Doyle, B.A.
5 meetings
Mondays, 6–9 pm
Feb. 8–March 14 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $625

Marketing Strategies for Entrepreneurs and Small Business Owners
BUS ADM X475.5 • 2 semester units in Business Administration

Learn practical ways to plan and execute cost-effective and innovative marketing strategies for entrepreneurs and small business owners.

For course schedule, see p. 66.
Personal Financial Planning

COURSE INFORMATION
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

ONLINE COURSE INFORMATION
(510) 643-1550
tuition@berkeley.edu
extension.berkeley.edu/online

CFP EXAM PREPARATION
Information about the Certified Financial Planner™ (CFP®) examination is available on the CFP Board’s website at www.cfp.net.

FREE INFORMATION SESSION
Certificate Program in Personal Financial Planning
UNEX 1071
Meet UC Berkeley Extension instructors and staff members, and find out more about the curriculum and direction of this certificate. An opening presentation is followed by a Q&A session. For certificate details, see p. 93 or visit extension.berkeley.edu/cert/pfp.html.

Sec. 008
1 meeting
Wednesday, 5:30–6:30 pm
May 18
San Francisco: San Francisco Campus • FREE

Basic Financial Mathematics and Financial Calculators
BUS ADM 1002 • 0.6 ceu
Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel. In-class examples and problems include bank accounts, mutual fund returns and home mortgages.

Sec. 013
Martin Brook, M.B.A., CFP, Extension Honored Instructor
1 meeting
Saturday, 9 am–4 pm
Jan. 9
San Francisco: San Francisco Campus • $350

Sec. 014
Martin Brook, M.B.A., CFP, Extension Honored Instructor
1 meeting
Saturday, 9 am–4 pm
March 26
Berkeley: Golden Bear Center • $350

Survey of Personal Financial Planning
BUS ADM X433 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Learn to prepare a comprehensive financial plan for an individual client. Master the technical skills required in areas such as income tax, investments, insurance, employment benefits, estate planning and mathematical analysis. Learn how to provide comprehensive service and create an optimum client-practitioner relationship. Individuals who wish to learn about financial planning fundamentals for themselves can also benefit from this course, though it is geared toward those who are pursuing professional certification.

Prerequisite: Introduction to Financial Accounting UGBA XBW 102A; access to Microsoft Excel and basic Excel skills

Sec. 016
Catherine Bradford, M.S., CFP, ChFC
10 meetings
Mondays, 6–9 pm
Jan. 25–April 4 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $800

Sec. 017
Mohsin Hafeez, M.B.A., CFP®
5 meetings
Sundays, 10 am–5 pm
April 10–May 8
Berkeley: Golden Bear Center • $800

Income Taxes and Personal Financial Planning
BUS ADM X433.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Focus on the interrelation of income tax rules and regulations and on financial planning techniques applicable to individuals, partnerships and corporations. Topics include income, deductions, rates and credits; sales and exchanges; real estate; tax shelters; corporations and planning vis-à-vis the individual shareholder and employees; partnerships and subchapter S corporations; retirement plans; and overall coordination of various planning techniques. Practical problems are analyzed in light of current and proposed tax laws.

Sec. 009
Heather C. Liston, M.S.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–March 15
San Francisco: San Francisco Campus • $800

Insurance in Personal Financial Planning
BUS ADM X433.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Survey risk management in the areas of life and health insurance; annuities; and property, casualty and liability coverage. Learn how to determine insurance needs, evaluate various insurance plans and evaluate contract selection criteria from a cost-benefit standpoint.

Sec. 008
David Winkler
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–March 16
San Francisco: San Francisco Campus • $800

Investments in Personal Financial Planning: General Principles and Methods
BUS ADM X433.3 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Study topics basic to understanding securities markets and applying investment theory to individual portfolio management. Review the organization and structure of securities markets and common sources of information about them. Learn to analyze stocks and bonds, focusing on pricing, quality, liquidity, risk and reward.

Sec. 010
Kurt Carrasquilla, M.B.A., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $800

Employment Benefits and Personal Financial Planning
BUS ADM X433.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Examine retirement and other investment-oriented employment benefits available to business clients and their employees, planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of each alternative. Topics include stock options, capital accumulation devices and taxation of benefits. Enrollment is limited.

Sec. 010
Ed Wong, B.S.
10 meetings
Thursdays, 6:30–9:30 pm
March 24–May 26
San Francisco: San Francisco Campus • $800
Certificate Program in Personal Financial Planning

Follow an academic path to the financial planning profession. Through this certificate, you learn to analyze and advise in all core areas of personal financial planning. Students who register for and complete this certificate are eligible to take the CERTIFIED FINANCIAL PLANNER™ (CFP®) Certification Examination. The curriculum is overseen by an advisory board of investment, financial planning and education leaders and taught by working professionals with many years of practical experience in financial services.

Curriculum Requirements
The curriculum comprises 8 required courses and 1 elective for a total of 18 semester units (270 hours of instruction).

Required Courses
- Survey of Personal Financial Planning
  BUS ADM X433 (offered this term)
- Employment Benefits and Personal Financial Planning
  BUS ADM X433.6 (offered this term)
- Estate Planning
  BUS ADM X433.2 (offered this term)
- Income Taxes and Personal Financial Planning
  BUS ADM X433.1 (offered this term)
- Insurance in Personal Financial Planning
  BUS ADM X433.8 (offered this term)
- Investments in Personal Financial Planning: General Principles and Methods
  BUS ADM X433.3 (offered this term)
- Behavioral Finance
  BUS ADM X436.7 (offered this term)
- Personal Financial Planning Capstone
  BUS ADM X433.7 (offered this term)

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(510) 642-4231
extension-business@berkeley.edu
Estate Planning
BUS ADM X433.2  2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Study the tax-oriented decisions and personal considerations that constitute an effective estate plan. Topics include the federal estate gift tax structure and application; basic documents in estate planning; gifts to reduce income and estate taxes; charitable giving; and specialized planning for the executive, the business entrepreneur and the wealthy investor.

Sec. 009
Carolyn Collins, B.A., J.D.
10 meetings
San Francisco: San Francisco Campus  $800

Behavioral Finance
BUS ADM X436.7  2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning; an elective in the certificate programs in Business Administration and in Finance
Look at the financial industry and practice within the context of behavioral theory to understand the individuals’ psychological aspects and reactions to financial markets and economic conditions. More than three decades of academic research on how human behavior and psychology affect financial decisions and markets is beginning to enter the public domain. Learn how this new approach either supports or refutes conventional wisdom.

Sec. 013
Richard Lehman, M.B.A.
Jan. 19–April 12
Online  $800

Sec. 014
Richard Lehman, M.B.A.
10 meetings
San Francisco: San Francisco Campus  $800

Personal Financial Planning Capstone
BUS ADM X433.7  3 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Apply the substantive knowledge gained in prior courses to prepare and present a complete financial plan in an environment of nonliability. Considerable role playing is involved, and you receive feedback on written work. Enrollment is limited.

Sec. 009
George Noceti, M.A., M.B.A., CRPSR
10 meetings
San Francisco: San Francisco Campus  $900

Retirement Income Planning
BUS ADM X416.8  1 semester unit in Business Administration
An elective in the Certificate Program in Personal Financial Planning
Understand how financial planning practitioners bridge the gap between their clients’ wealth preservation and their extended income needs during retirement. Assess retiree financial situations and longevity probabilities, and develop risk-mitigation strategies. Learn to develop income models that aim to replace the stability of a regular monthly paycheck. Other learning objectives include applying income-planning research and stochastic modeling techniques, understanding the tax implications and restrictions on distributions from qualified plans, applying Social Security planning techniques to individuals and married couples, discerning the advantages and disadvantages of insured solutions and reverse mortgages, and integrating these techniques using real-world cases.

Sec. 005
Eric Hon, B.A.
5 meetings
San Francisco: San Francisco Campus  $645

Real Estate Investments for Financial Planners
BUS ADM X433.5  1 semester unit in Business Administration
An elective in the Certificate Program in Personal Financial Planning
Get the tools you need to make informed decisions about real estate investments. Topics include investment analysis methodology; using discounted cash-flow techniques and traditional analytical methods; and understanding the impact of financing and leverage on financial returns, valuation methods, acquisition, operation and disposition under current tax law, including the impact of exchanges and installment sales.

Sec. 007
Rich Arzaga, B.S., CCIM, CFP
5 meetings
San Francisco: San Francisco Campus  $645

Savvy Social Security Planning
BUS ADM 1040  0.3 ceu
Learn the basics of Social Security, and understand strategies to maximize your benefits. The decisions you make now can have a tremendous impact on the total amount of benefits you stand to receive over your lifetime. Examine the five factors to consider when deciding when to apply for benefits. Research when it makes sense to delay benefits and when it does not. Know why you should always check your earnings record for accuracy. Learn how to estimate your benefits, coordinate them with your spouse, minimize taxes and coordinate Social Security with your other sources of retirement income.

Sec. 006
George Noceti, M.A., M.B.A., CRPSR
1 meeting
San Francisco: San Francisco Campus  $95

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Project Management

COURSE INFORMATION
(510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

ONLINE COURSE INFORMATION
(510) 643-6375
extension.berkeley.edu/online

FREE INFORMATION SESSION
Certificate Program in Project Management
UNEX 1048
Discover how you can excel in the expanding field of project management with a UC Berkeley Extension certificate that meets the high professional standards of the Project Management Institute. For information about the certificate, see p. 97 or visit extension.berkeley.edu/cert/project.html.

Sec. 011
1 meeting
Thursday, 7:30–8:30 pm
Jan. 7
Berkeley: Golden Bear Center • FREE

ONLINE INFORMATION SESSION
Certificate Program in Project Management
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For information about the certificate, see p. 97 or visit extension.berkeley.edu/cert/project.html to register.

Wednesday, 12–12:45 pm
Dec. 16
Online • FREE

Project Management
BUS ADM X470 • 2 semester units in Business Administration • 30 pdus: PMI® provider 1773
A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management
Proper management plays a crucial role in executing and completing projects efficiently. Get a step-by-step introduction to the project management process, and review the differences between theory and practice. Use the tools and knowledge acquired to create your own project plan.

This course is a prerequisite for most other UC Berkeley Extension project management courses.

Sec. 162
Edmond Matevosian, B.S., PE, PMP
Jan. 5–March 1
Online • $800

Sec. 163
Madeleine Bronstone, MLHR, PMP
Jan. 5–March 1
Online • $800

Sec. 164
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
Jan. 5–March 1
Online • $800

Sec. 180
Helena Weiss-Duman, M.A., PMP
6 meetings
Tuesdays, 3–8 pm
Jan. 5–Feb. 9
San Francisco: San Francisco Campus • $800

Sec. 165
Joseph Mudd, B.S., PMP
5 meetings
Saturdays, 9 am–4 pm
Jan. 9–Feb. 20 (no meetings on Jan. 16 and Feb. 13)
Belmont: Belmont Center • $800

Sec. 171
Gail Ferreira, M.S., D.M., CSM, CSPO, PMP, SAFe-SPC
5 meetings
Saturdays, 9 am–4 pm
Jan. 9–Feb. 20 (no meetings on Jan. 16 and Feb. 13)
San Francisco: San Francisco Campus • $800

Sec. 172
Roger Warren, M.B.A., PMP
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
Berkeley: Golden Bear Center • $800

Sec. 166
Mark Angel, M.B.A., B.S., PMP
Jan. 19–April 12
Online • $800

Sec. 173
William Teiser, M.Ch.E.
5 meetings
Saturdays, 9 am–4 pm
Jan. 23–Feb. 27 (no meeting on Feb. 13)
Belkeley: Golden Bear Center • $800

Sec. 174
Robert Judd, M.S., PE, PMP
10 meetings
Mondays, 6:30–9:30 pm
Feb. 1–April 11 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $800

Sec. 167
Ali Ayed, Ph.D., PMP
Feb. 2–April 26
Online • $800

Sec. 175
Anoop Grover, B.S., M.B.A.
6 meetings
Saturdays, 12–5 pm
Feb. 6–March 19 (no meeting on Feb. 13)
Belmont: Belmont Center • $800

Sec. 176
Loy Duane Kirkpatrick, B.S., M.B.A., PMP
10 meetings
Thursdays, 6:30–9:30 pm
Feb. 18–April 21
San Francisco: San Francisco Campus • $800

Sec. 177
Ronald Gerola, B.S., Ed D., M.S., PMP
10 meetings
Tuesdays, 6:30–9:30 pm
March 1–May 3
Belmont: Belmont Center • $800

Sec. 168
Cheryl Allen, M.S., PMP, Extension Honored Instructor
March 3–April 28
Online • $800

Sec. 179
Mohammed Fennich, M.S., Ph.D., CSM, ITIL, PMP
5 meetings
Saturdays, 9 am–4 pm
April 2–30
Belmont: Belmont Center • $800
Project Scope and Quality Management
BUS ADM X470.9 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173
A primary elective in the Certificate Program in Project Management
Get a comprehensive overview of quality management. Understand the philosophies and strategies of prominent quality authorities, and explore ways to implement a management-improvement program effectively.
Prerequisite: Project Management BUS ADM X470
Sec. 056
Murray Millet, M.B.A., M.S.
Jan. 5–March 1
Online • $800

Sec. 057
Timothy Donahue-Bombosch, Ph.D.,
Extension Honored Instructor
Jan. 5–March 1
Online • $800

Sec. 058
Mark Angel, M.B.A., B.S., PMP
March 3–April 28
Online • $800

Sec. 059
Catherine Pinkas, M.B.A., PMP
5 meetings
Sundays, 9 am–4 pm
April 24–May 22
Berkeley: Golden Bear Center • $800

LOCATION GUIDE
Belmont: Belmont Center 1301 Shoreway Rd., Suite 400, Belmont
Berkeley Campus See campus map, p. 237. If no building location is given, visit extension.berkeley.edu.
Berkeley: Golden Bear Center 1995 University Ave., Berkeley
San Francisco: San Francisco Campus 160 Spear St., Floors 5, 6 and 7, San Francisco
Online Internet and email access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete (unless otherwise noted on course description).
Other Classes that are not located at Extension centers or on the UC Berkeley campus have the classroom address provided with the course information.
Certificate Program in Project Management

Demand for project management expertise in organizations continues to grow, and the UC Berkeley Extension Certificate Program in Project Management is a great way to build the skills to keep your projects on track, on time and on budget. In this highly interactive curriculum—delivered online or in class—you learn how to apply project management practices to achieve success in a wide variety of fields, including high tech, marketing, financial services, information technology, international trade, life science industries, government, construction and more. You learn from highly qualified instructors with extensive project management experience and work in teams with classmates to develop hands-on problem-solving techniques. On completion, you earn a highly regarded credential approved by the University of California, Berkeley, Haas School of Business and an advisory board of business and education leaders. Moreover, all of our project management courses apply toward professional development units (PDUs) for the Project Management Institute (PMI®).

Curriculum Requirements
The curriculum comprises 3 required courses and 8 additional semester units of electives for a total of 14 semester units (210 hours of instruction).

Required Courses
We recommend taking these courses in the following sequence:
- Project Management BUS ADM X470 (offered this term)
- Project Leadership and Building High-Performance Teams BUS ADM X469.2 (offered this term)
- Project Execution and Control BUS ADM X471.9 (offered this term)

Primary Electives
You must take at least two of the following three courses:
- Project Scope and Quality Management BUS ADM X470.9 (offered this term)
- Project Schedule and Risk Management BUS ADM X440.4 (offered this term)
- Project Cost and Procurement Management BUS ADM X474.3 (offered this term)

Additional Electives
Find additional electives to complete 14 semester units at extension.berkeley.edu/cert/project.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/project.html
(510) 642-4231
extension-business@berkeley.edu
Project Leadership and Building High-Performance Teams

BUS ADM X469.2 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173
A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management

Gain the leadership and communication skills to support successful projects in your organization. Through team-based activities and projects, master the most difficult aspects of team management. Discover how to build and maintain a high-performing, motivated project team using techniques such as teamwork and employee empowerment. Learn how to work together with your project team to avoid and resolve conflicts, make collaborative decisions, and build the foundation of trust and interpersonal relationships required for cohesive teamwork and successful project results.

Prerequisite: Project Management BUS ADM X470

Sec. 064
Alex Brown, IPMA-C, PMP
Jan. 5–March 1
Online • $800

Sec. 068
Daryl Mullins, B.S.E.E., M.B.A., CSM, PMP
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
San Francisco: San Francisco Campus • $800

Sec. 065
Catherine McKnight, M.A.
Jan. 26–April 19
Online • $800

Sec. 072
Zachary Wong, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 10 am–5 pm
Jan. 30–March 5 (no meeting on Feb. 13)
Berkeley: Golden Bear Center • $800

Sec. 066
Ali Aiyed, Ph.D., PMP
Feb. 2–April 26
Online • $800

Sec. 069
Mohammed Fennich, M.S., Ph.D., CSM, ITIL, PMP
5 meetings
Saturdays, 9 am–4 pm
Feb. 20–March 19
Belmont: Belmont Center • $800

Sec. 067
Lisa Bausell, M.B.A., PMP
March 3–April 28
Online • $800

Sec. 070
Jim O’Donnell, M.B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: San Francisco Campus • $800

Sec. 071
Alan Tsuda, M.B.A.
5 meetings
Saturdays, 9 am–4 pm
April 2–30
Berkeley: Golden Bear Center • $800

If you’re especially interested in learning how to effectively manage a project team, the three-course Professional Sequence in Project Human Resource Management provides exactly what you need. It begins with an overview of project management and includes intermediate and advanced courses that strengthen your communication skills and your ability to lead, motivate, coach and influence others to complete projects successfully.

Curriculum Requirements
The curriculum comprises 3 required courses for a total of 6–7 semester units (90–105 hours of instruction).

Required Courses
• Project Management
  BUS ADM X470 (offered this term)
• Project Leadership and Building High-Performance Teams
  BUS ADM X479.8 (offered this term)
• Advanced Human Factors: Improving Personal Effectiveness and Influence
  BUS ADM X496.6 (offered this term)

Learn More
extension.berkeley.edu/spos/
projecthrm.html
(510) 642-4231
extension-business@berkeley.edu
Prerequisite: Project Management BUS ADM X470

A primary elective in the Certificate Program in Project Management

Projects today are more time constrained, pose greater technical challenges and are less likely to have adequate resources than in the past. However, specific techniques can help you deal with project risk and recognize and manage potential problems. Learn practical methods for completing difficult projects, and explore how to apply these methods to your own projects.

Exam Preparation

Intensive PMP®/CAPM® Exam Preparation

BUS ADM X474.9 • 2 semester units in Business Administration • 35 pd: PMI® provider 1173

An elective in the Certificate Program in Project Management

This 35-hour course prepares you to take the Project Management Institute (PMP®) Project Management Professional (PMP®) or Certified Associate Project Manager (CAPM®) examination. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, procurement and stakeholder management. The course also covers ethics and professional responsibility. In addition to in-depth coverage of the Project Management Institute A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th Edition (Project Management Institute Inc., 2013), you analyze sample exam questions and learn tips and tricks to help you pass each exam. Chat room interaction, teleconferences with the instructor, virtual desktop sharing (with audio) and threaded discussions allow you to experience the full multimedia of this course.

Sec. 037
Edmond Matevosian, B.S., PE, PMP
Jan. 5–March 1
Online • $1,650

Sec. 040
Elie W. Asmar, M.S.E., CKM, PMP, Extension Honored Instructor
8 classroom meetings for a total of 24 hours, plus 11 online hours
Wednesdays, 6:30–9:30 pm
Jan. 13–March 2
San Francisco: San Francisco Campus • $1,650
Advanced Project Management

Project Stakeholder Management

BUS ADM X497.1 • 1 semester unit in Business Administration
An elective in the Certificate Program in Project Management
Managing stakeholder expectations was broken out as a new knowledge area in the PMBOK Guide Fifth Edition (2012), but savvy project managers have always understood the need to focus on stakeholder interest. Understand how to manage stakeholder expectations, and learn tips and techniques that can help your projects run more smoothly.

Prerequisite: Project Management BUS ADM X470

Sec. 009
Nathaniel Pleasant Crews, M.B.A., CBAP, PMP
2 meetings
Friday and Saturday, 9 am–5 pm
March 18–19
San Francisco: San Francisco Campus • $595

Advanced Human Factors: Improving Personal Effectiveness and Influence

BUS ADM X496.6 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Project Human Resource Management; an elective in the Certificate Program in Project Management
Human factors are the underlying elements of human behavior that motivate people and organizational performance. This advanced course strengthens your ability to lead, motivate, coach and influence others. Gain more self-confidence and self-direction in your business career, and be more skillful in managing interpersonal conflicts and relationships. This course is applicable to a wide range of fields, such as project management, marketing, engineering, computer technology, manufacturing, architecture, construction, service, government and biotechnology.

Prerequisites: Project Management BUS ADM X470 and Project Leadership and Building High-Performance Teams BUS ADM X469.2

Sec. 009
Zachary Wong, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 10 am–5 pm
April 2–30
Berkeley: Golden Bear Center • $800

Creating a Successful Project Management Office

BUS ADM X412.7 • 1 semester unit in Business Administration
Organizations taking on complex, modern projects are using the Project Management Office (PMO) to meet economic, technical and leadership challenges. Learn how to set up a PMO to achieve business success. You learn to define, implement and manage an effective project management support function for your organization. Explore the use of innovative decision matrices and checklists to best implement a strategic PMO by design, not default. Course curriculum focuses on critical success factors, staffing, PMP activities and the organizational infrastructure for your PMO.

Sec. 002
Nathaniel Pleasant Crews, M.B.A., CBAP, PMP
2 meetings
Friday and Saturday, 9 am–5 pm
Feb. 5–6
San Francisco: San Francisco Campus • $595

Special Events Project Planning

BUS ADM X415.3 • 1 semester unit in Business Administration
An elective in the Certificate Program in Project Management
Learn how to produce special events of varying sizes for either public relations or fund-raising outcomes. Understand how strategically planned special events can gain favorable media attention; convey a specific message or secure recognition; and significantly contribute to the image and reputation of a company, organization, product or program. Master basic event-planning tools and concepts critical to successful event coordination. Topics include strategic event design; evaluation methods; fund-raising strategies; site selection and inspection; and promotional websites, printed materials and social media.

Sec. 005
Helena Weiss-Duman, M.A., PMP
2 meetings
Saturdays, 9 am–5 pm
Feb. 20 and 27
San Francisco: San Francisco Campus • $595

Program Management

BUS ADM X470.5 • 2 semester units in Business Administration
Even though programs are just complex collections of projects, applying standard project management techniques to them is not enough. Program managers must effectively manage the complexity of what they are delivering, mastering how they are doing the work and who they are engaging to do it. Develop the skills to logically dissect a complex deliverable into parts that are functionally independent, learn best practices for developing coherent plans for component projects, understand how to manage interfaces and interproject dependencies, and organize program staff and project leaders into a high-performing program team.

Prerequisite: Project Management BUS ADM X470

Sec. 004
Elie W. Asmar, M.S.E., CKM, PMP, Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
April 23–May 21
Berkeley: Golden Bear Center • $800
Project Portfolio Management/Leadership

BUS ADM X438.3 • 1 semester unit in Business Administration
An elective in the Certificate Program in Project Management
Examine proven portfolio-governance processes to learn to evaluate, select and track individual projects and to consistently achieve a high degree of project success. Learn strategies to avoid over-committing scarce resources. Understand ways to make informed decisions to approve the right projects or efficiently shut down troubled projects.

Sec. 012
Gopal Kapur, B.S.
2 meetings
Wednesdays, 9 am–5 pm
Jan. 20 and 27
San Francisco: San Francisco Campus • $500

Sec. 013
Gopal Kapur, B.S.
2 meetings
Wednesdays, 9 am–5 pm
April 27 and May 4
Berkeley: Golden Bear Center • $500

Certificate Program in Construction Management
Get thorough, current preparation for effective leadership in the field, which includes light projects (residential and small office buildings) and heavy projects (large office buildings and facilities and infrastructures).
See p. 109 for complete certificate details.

Certificate Program in Facilities Management
Get the knowledge, tools and skills needed to be a successful facilities manager, along with a thorough understanding of and practical experience in that role’s critical business decision-making process.
See p. 113 for complete certificate details.

5 WAYS TO ENROLL
1. Online:  extension.berkeley.edu
2. Phone: (510) 642-4111
4. Purchase Order:  (510) 642-3910
5. In Person: At Golden Bear Center 1995 University Ave. Berkeley

LOCATION GUIDE
Belmont: Belmont Center 1301 Shoreway Rd., Suite 400, Belmont
Berkeley Campus See campus map, p. 237. If no building location is given, visit extension.berkeley.edu.
Berkeley: Golden Bear Center 1995 University Ave., Berkeley
San Francisco: San Francisco Campus 160 Spear St., Floors 5, 6 and 7, San Francisco
Online Internet and email access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete (unless otherwise noted on course description).
Other Classes that are not located at Extension centers or on the UC Berkeley campus have the classroom address provided with the course information.
Glen Lally is the senior director of sales education at NetApp. His experience taking courses on negotiation influenced his decision to choose UC Berkeley Extension to create a professional development program for NetApp’s global account managers that encompassed twelve competencies they had identified as core to their continued success in the field.

“What was unique about UC Berkeley Extension in terms of the resources they brought to the table was really the combination of experts in domains such as human psychology and behavioral science, but also the ability to complement that with industry experts who are ex-CIOs or currently sitting CIOs. No other potential partner could bring those two things together in order to deliver this program,” Lally cites.

The ultimate goal was to change behaviors, to create lasting changes in the days, months and years after the training has ended. Lally is seeing those results.

“When I think about all the conversations I’ve had with the global account managers over the last couple of months, and I’ve asked them how they changed or improved, one of our top global account managers on our No. 1 customer told me that the UC Berkeley Extension program was the most thought-provoking training he’s ever had in his 37-year career,” Lally remembers.
The cornerstone of any successful business is a workforce of well-trained, efficient employees. Busy professionals benefit from in-depth training to hone their current skills and become fluent in emerging trends and technologies, without a substantial time investment. UC Berkeley Extension’s Corporate and Professional Programs are designed to create engaged, productive employees in a format that meets your company’s needs, time frame and budget—giving you a competitive industry advantage.

Take advantage of three types of programming that can give you and your employees the relevant training you need.

**Accelerated, In-Depth Intensives**
Designed for managers and team leaders, these intensive workshops teach busy professionals new skills and current business trends that can be directly applied on the job—without a significant time investment.

**Customized, On-Site Training**
Designed to fit your needs, time frame, location and budget, our on-site training aims to increase employee performance and retention without losing precious work time. We help you translate your requirements into focused, effective courses or a specific training program delivered by our experienced instructors.

**Tuition-Reimbursement Programs**
If your employees are interested in enrolling in courses at UC Berkeley Extension, take advantage of our tuition-reimbursement programs. We make it easy for your employees to take courses that will improve their job performance. You gain employees with valuable knowledge and practical job skills that contribute to loyalty and retention. Our clients include Kaiser Permanente, Boeing, San Francisco International Airport, PG&E, BART, Federal Reserve Bank and others.

**Online Courses for Managers**
Flexible online courses allow busy managers to accelerate and build new skills through real-time streaming or recorded lectures. Learning assignments are based in the workplace.

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Director of Corporate and Professional Programs
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corporate.berkeley.edu
Fundamentals of Management  
BUS ADM 1081 • 1.4 ceu  
This two-day intensive workshop provides the foundation that new managers need to be successful and effective in leading others. Often rising from individual contributors to team leaders, new managers need to know how to motivate and develop employees, build high-performing teams, communicate effectively, and provide critical feedback.

Instructor  
Nancy Friedman, M.B.A., is founder and president of Next Step Coaching and Consulting, which focuses on working with leaders and their teams to maximize their effectiveness and productivity. Previously, she has worked at Visa, Levi Strauss & Co. and Dreyer’s Ice Cream in marketing strategy and advertising roles. She has taught change management to companies ranging from high-tech firms and startups to nonprofits and health care organizations. Friedman is highly rated for her interactive and relevant training style.

Sec. 005  
2 meetings  
Tuesday and Wednesday, 9 am–5 pm  
March 15–16  
Berkeley: Golden Bear Center • $1,599

Program Management  
BUS ADM 1075 • 2.1 ceu  
Program management involves simultaneously managing multiple interrelated projects. In this three-day intensive workshop, you learn practical skills and strategies to decompose a complex deliverable into manageable pieces, and to identify and develop coherent plans for managing interproject dependencies. You also gain insight into providing effective project-level guidance when leading a high-performing, global program team. Upon successful completion of this intensive workshop, you receive a certificate of participation.

Guest Lecturer  
Tom Kendrick, M.B.A., M.S.E.E., PMP

Instructor  
Elie Asmar, M.S.E., CKM, PMP, Extension Honored Instructor; is co-founder and president of Interpro.com, a project knowledge management corporation. He leads teams in developing and implementing strategic initiatives for global organizations in the semiconductor, information technology and biotechnology industries. Asmar has experience in executive and engineering management training.

Sec. 006  
3 meetings  
Tuesday, Wednesday and Thursday, 9 am–5 pm  
March 22–24  
Berkeley: Golden Bear Center • $2,499

Change Management  
BUS ADM 1080 • 1.8 ceu  
Effective leaders understand how to manage change, an essential skill when working in a rapidly changing business environment. In this two-day intensive workshop, you identify the external and internal forces that cause change, such as leading a new initiative or project, working to change the culture of the organization, launching new products or entering new markets. You gain the skills to understand how others react to change and how to effectively lead them through that time. Participants should be leading change initiatives or projects in their organization or working to change an organization’s culture. Bring an example of an organizational change in which you have been involved as your case study; this example could be an initiative that you have led, participated in or observed. You learn to apply the principles of change management to your specific case.

Instructors  
Anna Ewins, Ph.D., co-founder of Ewins & Winby, has led strategic organizational change and transformation initiatives for 20 years. Previously, she held organizational and management positions in the United Kingdom and United States, served as an executive in Ernst & Young’s health care practice and was partner with Global Accelerator, an international consulting and investment firm supporting high-tech startups. She now focuses on executive coaching with high potential and seasoned leaders.

Mary Winby, Ph.D., is co-founder of Ewins & Winby, an organizational consulting firm. She worked at HP for 16 years as a trainer, coach and change management consultant. Previously, she was associate director of research at Stanford’s School of Education, coordinating federally funded projects. She has worked at the Stanford Graduate School of Business (GBS) with M.B.A. students, developing their interpersonal and leadership skills. She is currently working at the GBS as a facilitator supporting Women in Management.

Sec. 004  
3 meetings  
Tuesday and Wednesday, 9 am–5 pm  
April 5–6 (also Thursday, April 7, 9 am–1 pm)  
Berkeley: Golden Bear Center • $1,999

Principles of Effective Leadership  
BUS ADM 1082 • 1.4 ceu  
As a team’s productivity and morale are highly correlated to a leader’s effectiveness, experienced managers seek additional techniques and skills to improve their ability in leading teams and increasing work productivity. In this two-day intensive workshop, you learn how to maximize a team’s performance and output by understanding effective communication skills, managing conflict and negotiations, and driving results. Upon successful completion of this intensive workshop, you receive a certificate of participation. This intensive workshop can be delivered on site for a group of managers or you can send your employees to our classrooms.

Instructor  
Nancy Friedman, M.B.A., is founder and president of Next Step Coaching and Consulting, which focuses on working with leaders and their teams to maximize their effectiveness and productivity. Previously, she has worked at Visa, Levi Strauss & Co. and Dreyer’s Ice Cream in marketing strategy and advertising roles. She has taught change management to companies ranging from high-tech firms and startups to nonprofits and health care organizations. Friedman is highly rated for her interactive and relevant training style.

Sec. 004  
2 meetings  
Tuesday and Wednesday, 9 am–5 pm  
Jan. 26–27  
Berkeley: Golden Bear Center • $1,599
Coaching and Mentoring for Leaders: The Secret to Increasing Motivation and Productivity
BUS ADM 1093 • 0.7 ceu
Gain the coaching and mentoring skills necessary to increase your team’s productivity and motivation. In this one-day intensive workshop, you learn what it means to be an effective coach and mentor by employing proven methods that outstanding leaders use to advance their careers and those they manage.

Instructor
Frank C. Schultz, Ph.D., is a faculty member in UC Berkeley Haas School of Business’s Management of Organizations Program and in the Economic Analysis & Policy Group, where he specializes in the areas of leadership and strategic management. Schultz’s research focuses on deliberate practice—how individuals and organizations gain competitive advantage through the development of world-class experts—and he is writing a book on the subject. Schultz has previous business experience working with IBM, Chevron and Pillsbury.

Sec. 004
1 meeting
Wednesday, 9 am–5 pm
April 13
Berkeley: Golden Bear Center • $799

Communicating Effectively in a Diverse Workplace
BUS ADM 1077 • 1.4 ceu
Meet the demand for business communication skills that successfully bridge the gap between distinct generations and cultures. In this two-day intensive workshop, you learn how to communicate across diverse environments to enhance individual and group effectiveness in the workplace. Upon completion of this intensive workshop, you receive a certificate of participation.

Instructor
Dan Clurman, M.A., of Communication Options, is a coach, trainer and organizational consultant. He has delivered communication training and coaching to business, government and nonprofit organizations since 1982. Clurman also teaches at Golden Gate University’s Ageno School of Business. He is the co-author of Money Disagreements: How to Talk About Them (Communications Options, 1996) and Conversations With Critical Thinkers (The Whitman Institute, 1993).

Sec. 005
2 meetings
Tuesday and Wednesday, 9 am–5 pm
April 26–27
Berkeley: Golden Bear Center • $1,599

Managerial Accounting for Nonfinancial Managers
BUS ADM 1083 • 1.4 ceu
Nonfinancial managers increasingly need to understand how finance and accounting affect their business decisions. In this one-day intensive workshop, you focus on how to use accounting information to make better decisions as a manager. Gain fundamental understanding of your company’s assets, liabilities, capital needs, cash flows and profitability.

On successful completion of this intensive workshop, you receive a certificate of participation.

Instructor
Stephen Jacobson, M.B.A., has more than 30 years of experience in finance, accounting and general management. He most recently served as senior VP and CFO for an international electronic test-equipment company in the Silicon Valley, where he raised $850 million of financing and closed 40-plus transactions. Previous positions include controller and treasurer for a group of closely held companies with international operations in the automotive industry, as well as CPA for Deloitte.

Sec. 005
1 meeting
Thursday, 9 am–5 pm
March 17
Berkeley: Golden Bear Center • $750

Using Emotional Intelligence to Improve Communication
BUS ADM 1102 • 1.4 ceu
Learn to use emotional intelligence (EQ) to communicate more effectively and improve your interactions with co-workers and management. By working through case studies, examples, scenario role playing, interactive group discussion and self-reflection, you gain exposure and practice using EQ to successfully navigate various social and professional situations and settings. This intensive workshop is taught in lecture format with slides, videos and training scenarios that present examples of situational management. Upon completion of this intensive workshop, you receive a certificate of participation.

Instructor
Danielle Harlan, M.A., Ph.D., is the founder and CEO of the Center for Advancing Leadership and Human Potential. She was previously the chief of operations for the Carnegie Foundation. Harlan teaches and speaks extensively on exceptional leaders, including presentations at TEDx events. She is a member of the International Leadership Association, the Association for Practical and Professional Ethics and the National Association for Female Executives.

Sec. 004
2 meetings
Tuesday and Wednesday, 9 am–5 pm
April 19–20
Berkeley: Golden Bear Center • $1,599
Despite demanding 12-hour days as a construction project engineer, Ana Lazo is determined to complete the Certificate Program in Construction Management with distinction. Working toward a management position at Herrero Builders, Lazo brings skills learned in class to solve problems on site.

“I took Construction Project Scheduling and Control and was working on a smaller project at work,” Lazo says. “The material was so related that it made the content clear. It helps when you’re in the work environment and you can put the coursework into practice.”

With new skills in hand, Lazo is ready to add her prior experience as a landscape designer to a construction management position. She is considering additional Extension courses to further solidify her skill set. “I want to learn about BIM, building information modeling, which lets you design in 3-D,” she says.
UC Berkeley Extension’s construction and environmental management offerings are ideal for established professionals and practitioners as well as career changers seeking job-enhancing knowledge. Learn the latest developments in sustainability awareness, policy and regulatory compliance, urban planning, environmental engineering and site remediation, civil engineering, construction management, HVAC and mechanical systems, LEED, natural resources and energy options, facilities management, and safety.

Courses are offered in Berkeley, San Francisco, Belmont, online and on site by request. Request a one-on-one academic advising session with the department to learn more.

NEW COURSES
California Environmental Protection and Leadership, see p. 115
Facilities Management: Commercial Real Estate, see p. 114
Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

Certificate Program in Construction Management

Thursday, Dec. 10, 12–1 pm
Online
Tuesday, March 15, 12–12:45 pm
Online

Certificate Program in Facilities Management

Thursday, March 17, 12–12:45 pm
Online

Certificate Program in HVAC

Tuesday, Dec. 8, 12–1 pm
Online
Wednesday, March 16, 12–12:45 pm
Online

Professional Program in Leadership in Sustainability and Environmental Management

Thursday, Feb. 25, 12–12:45 pm
Online

Construction Management

COURSE INFORMATION

(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

ONLINE INFORMATION SESSIONS

Certificate Program in Construction Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 109. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Thursday, 12–1 pm
Dec. 10
Online + FREE

Management in the Construction Industry

CIV ENG X464 • 2 semester units in Civil and Environmental Engineering

A Core Course in the Certificate Program in Construction Management

Managing a small-, medium- or large-scale construction project is a complex process from beginning to end. An error can lead to budget overruns and costly delays, but good management can bring projects in line with the cost estimates and on time. This course provides a practical, in-depth introduction to construction management and preconstruction services. Multimedia presentations by industry experts introduce you to common management techniques. Both individually and with a group, you cover preparing a request for proposal (RFP), including an estimate with the accompanying qualifications and assumptions; conducting constructibility reviews and value engineering analyses; creating construction schedules; and developing staffing and general conditions costs for projects from the preconstruction stage through construction completion. Enrollment is limited.

Sec. 006
Henry Tooryani, M.S.,
Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 5–March 8
Berkeley: Golden Bear Center • $795

Introduction to BIM: Virtual Design and Construction Technology

CIV ENG X494 • 2 semester units in Civil and Environmental Engineering

A Core Course in the Certificate Program in Construction Management; an elective in the Certificate Program in HVAC

Building information modeling (BIM) is the state-of-the-art approach to facility design and construction using object-based 3-D models. Learn how to employ BIM technologies for analytical purposes such as visualization, quality takeoff, cost estimating, scheduling, coordination and facility management. Study current technologies that enable the BIM process, including tools such as Autodesk Revit Architecture. Gain practical knowledge to work with architectural, structural, mechanical, electrical and plumbing models, and learn to quickly and effectively identify potential conflicts among them. Create 4-D animations using Autodesk AutoCAD NavisWorks and 3-D models created in Revit Architecture. Examine the technical logistics to set up successful projects using BIM technologies. You also gain exposure to real-world BIM industry applications and practices.

Sec. 003
Kaushal Diwan
5 meetings
Saturdays, 9 am–4 pm
Feb. 6–March 12
Berkeley: Golden Bear Center • $825

Management and Supervision: Systems, People and Performance

CIV ENG X479.1 • 2 semester units in Civil and Environmental Engineering

A Core Course in the Certificate Program in Construction Management; an elective in the certificate programs in Facilities Management and in HVAC

Improve your management and leadership skills. Review the traditional body of knowledge for construction supervision, and understand how people behave within common organizational systems. Learn effective strategies for leading, planning, organizing and controlling work. Examine strategies to foster innovation and encourage multigenerational cooperation. Gain a basic understanding of culture, climate and leadership; management principles; processes and procedures; metrics and drivers of organizational behavior; human error and its performance implications; and the tradeoff between production and protection. Learn to manage change, deal with resistance, and negotiate and communicate effectively.

Sec. 003
Peter Furst, M.B.A., CSP, REA,
Extension Honored Instructor
9 meetings
Mondays, 6:15–9:35 pm
March 28–May 23
San Francisco: Downtown Center • $795
The Certificate Program in Construction Management provides thorough, current preparation for effective leadership in the field, which includes major projects (large office buildings and facilities, infrastructures) and smaller-scale projects (residential and small office buildings). Learn the regulatory, insurance, management, safety, estimating and environmental aspects of construction management necessary for overall planning and control of a project. Gain problem-solving skills to determine costs, establish schedules and apply time-value-of-money concepts to effectively evaluate alternatives. In addition to interpreting construction-material properties and standards, you acquire perspectives on emerging issues in construction management. With a curriculum overseen by an advisory board of industry and education leaders and approved by the University of California, Berkeley, College of Engineering, you are assured of a relevant, up-to-date education. Courses are taught by working professionals with many years of practical experience.

Curriculum Requirements
The curriculum comprises 5 Core Courses and 60 hours of electives (usually 2 courses) for a total of 14 semester units (210 hours of instruction).

Core Courses
Choose 5 of the 8 Core Courses listed.

• Construction Project Scheduling and Control CIV ENG X463
• Fundamentals of Construction Law IDS X440
• Management in the Construction Industry CIV ENG X464 (offered this term)
• Managing Performance, Risk and Safety in Construction Projects CIV ENG X452
• Preconstruction Estimating: From the Design Development Stage to the Final Bid Process CIV ENG X451
• Introduction to BIM: Virtual Design and Construction Technology CIV ENG X494 (offered this term)
• Management and Supervision: Systems, People and Performance CIV ENG X479.1 (offered this term)
• Sustainable Construction Management and Field Practices CIV ENG X490

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/const.html. Additional Core Courses beyond the required five may be used as electives.

Learn More and View the Flyer
extension.berkeley.edu/cert/const.html
(510) 642-4151
e xtension-techeng@berkeley.edu
CONSTRUCTION AND ENVIRONMENTAL MANAGEMENT

Introduction to LEED v4: Concepts of Green Building and Design
CIV ENG X495  •  1 semester unit in Civil and Environmental Engineering
An elective in the certificate programs in Construction Management, in HVAC and in Facilities Management
Whether you are a design, construction or real estate professional; a building owner; or someone who wants to learn the fundamental concepts of green building, explore key concepts of the latest version of the LEED Green Associate credential from the Green Building Certification Institute (GBCI). Examine case studies of LEED-certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Construction and Facilities Project Management
ARCH X420.2  •  2 semester units in Architecture
Understand the key roles that owners, designers and builders play in the project delivery process.

HVAC Ductwork and Piping Systems
MEC ENG X470  •  2 semester units in Mechanical Engineering
A requirement in the Certificate Program in HVAC
Learn the engineering fundamentals and practical considerations for the design of components and layout of HVAC systems and equipment. Lectures cover the selection and specification of components such as fans, coils, filters, pumps, chillers, cooling towers, boilers, water heaters, terminal devices and air outlets. Study the design of air and water distribution systems with consideration for first cost, energy costs and other practical matters such as space and maintenance. Energy conservation measures are highlighted throughout the course and presented with consideration for energy codes, utility rebate programs and economic evaluation. The emphasis is on commercial applications in the greater Bay Area. Enrollment is limited.

FREE PUBLIC LECTURE
Getting Federal and State of California Certified as a Small, Minority or Disadvantaged Business: What’s in It for Me?
UNEX 1295
If you are seeking to learn more about getting certified with the federal government and the State of California, join us in this fast-paced workshop. Due to limited space availability, only representatives of small, minority or disadvantaged businesses should register and attend.

For course details, see p. 66.

For course and schedule information, visit extension.berkeley.edu/catalog
The field of heating, ventilation and air conditioning (HVAC) is the science and practice of controlling indoor climate to provide healthy and comfortable interior conditions for occupants in a well-designed, energy-efficient and low-emissions manner. The Certificate Program in HVAC provides a structured approach to learning the in-depth technical principles and applications you need to design new and retrofit existing HVAC systems. Upon completion of UC Berkeley Extension’s certificate, you may receive a certificate of accomplishment from the Golden Gate Chapter of the American Society for Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), the industry’s leading professional organization. The curriculum is overseen by an advisory board of industry and education leaders and approved by the University of California, Berkeley, College of Engineering, ensuring your education is relevant and up to date. Courses are taught by working professionals with many years of practical experience.

Curriculum Requirements

This curriculum comprises 4 required courses and 45 hours of electives (usually 2 or 3 courses) for a total of 11 semester units (165 hours of instruction).

Required Courses

- HVAC Control and Energy Management Systems MEC ENG X473 (offered this term)
- HVAC Ductwork and Piping Systems MEC ENG X470 (offered this term)
- HVAC System Design Considerations MEC ENG X472
- HVAC System Load Calculations and Psychrometry MEC ENG X469

Electives

For a list of electives available this term, visit extension.berkeley.edu/cert/hvac.html.

Get the Knowledge You Need

- Control and energy management
- Ductwork and piping systems
- Indoor air quality and green building
- Building commissioning for LEED
- Load calculations
- Energy audits
- System design
- Air conditioning systems
- Project management
- Building Information Modeling (BIM)

Learn More and View the Flyer

extension.berkeley.edu/cert/hvac.html
(510) 642-4151
extension-techeng@berkeley.edu
HVAC Control and Energy Management Systems

MEC ENG X473 • 2 semester units in Mechanical Engineering

A requirement in the Certificate Program in HVAC; an elective in the Certificate Program in Facilities Management

This course provides the practicing engineer, designer and building operation engineer with a working knowledge of the principles involved in the selection and design of temperature controls for HVAC systems. Topics include controls theory and fundamentals; pneumatic, electric, electronic and computer-based hardware; control application for zones; air handlers; and chilled-water and hot-water systems. On completing the course, you should be able to specify and design control systems for normal applications. Enrollment is limited.

Sec. 003
Mark Hydeman
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: Downtown Center • $795

Building Commissioning for LEED

CIV ENG X493.1 • 1 semester unit in Civil and Environmental Engineering

An elective in the certificate programs in Construction Management and in HVAC

As demand for energy efficiency and LEED-certified building increases, knowledge of professional building commissioning is critical, as all buildings must undergo commissioning before they can obtain LEED certification. Learn in detail the full building-commissioning process through a practical, hands-on approach. You systematically develop a complete set of documents and deliverables that meet the requirements of a professional-grade commissioning report. The emphasis is on learning by doing, including measurement and verification (M&V) performed on actual building systems.

Sec. 004
Kelly S. Gearhart, B.A., LEED AP
5 meetings
Tuesdays, 6:30–9:30 pm
March 22–April 19
Berkeley: Golden Bear Center • $795

Introduction to BIM: Virtual Design and Construction Technology

CIV ENG X494 • 2 semester units in Civil and Environmental Engineering

Learn how to employ BIM technologies for analytical purposes such as visualization, quality takeoff, cost estimating, scheduling, coordination and facility management.

For course details, see p. 108.

Management and Supervision: Systems, People and Performance

CIV ENG X479.1 • 2 semester units in Civil and Environmental Engineering

Review the traditional body of knowledge for construction supervision, and understand how people behave within common organizational systems.

For course details, see p. 108.

Construction and Facilities Project Management

ARCH X420.2 • 2 semester units in Architecture

Understand the key roles that owners, designers and builders play in the project delivery process.

For course details, see p. 114.

Introduction to LEED v4: Concepts of Green Building and Design

CIV ENG X495 • 1 semester unit in Civil and Environmental Engineering

Explore key concepts of the latest version of the LEED Green Associate credential from the Green Building Certification Institute (GBCI).

For course details, see p. 110.

Facilities

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

ONLINE INFORMATION SESSION
Certificate Program in Facilities Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 113. Visit extension.berkeley.edu/cert/facilities.html to register.

1 meeting
Thursday, 12–12:45 pm
March 17
Online • FREE

Introduction to Facilities Management

ARCH X420 • 2 semester units in Architecture

A Core Course in the Certificate Program in Facilities Management

Gain the knowledge and skills needed for the constantly evolving role of the facilities manager. Understand the decision-making processes and functions of a facilities manager within the total organization. Explore topics of planning, project management, finance and budgeting, real estate, maintenance, operations and technology.

Sec. 005
Markus Hayes
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 6–March 9
San Francisco: Downtown Center • $745
Certificate Program in Facilities Management

The Certificate Program in Facilities Management gives you the knowledge, tools and skills needed for successful facilities management, along with a thorough understanding of the critical business decision-making process of the facility manager. The program includes comprehensive coursework in the industry with topics that include commercial real estate, strategic planning, operations and maintenance, project management, space planning, and construction management. With flexible core course offerings and customizable electives, the certificate caters to the individual career and educational needs of facilities practitioners working in any sector. With a curriculum overseen by an advisory board of industry and education leaders and approved by the University of California, Berkeley, Department of Architecture, you are assured of a relevant, up-to-date education. Our program also includes content that addresses all eleven competency areas recognized by the International Facilities Management Association (IFMA).

Curriculum Requirements
The curriculum comprises 4 required courses (8 semester units) and 75 hours of electives (5 semester units or any combination of a maximum of 3.9 CEUs and a minimum of 3 semester units) for a total of 195 hours of instruction.

Core Courses
You must take 4 courses from this list:
- Introduction to Facilities Management ARCH X420 (offered this term)
- Construction and Facilities Project Management ARCH X420.2 (offered this term)
- Facilities Management: Commercial Real Estate ARCH X461 (offered this term)
- Facilities Management: Operations and Maintenance ARCH X420.1 (offered this term)
- Facilities Management: Strategic Planning Leadership and the Organization ARCH X420.3
- Facilities Management: Risk and Business Continuity ARCH X462
- Facilities Management: Commercial Real Estate ARCH X461

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/facilities.html.

Get the Knowledge You Need
- Strategic planning
- Operations and maintenance
- Project management
- Risk and business continuity
- Commercial real estate
- Construction management
- Space planning
- LEED version 4
- Building Information Modeling (BIM)
- Business communications

Learn More and View the Flyer
extension.berkeley.edu/cert/facilities.html
(510) 642-4151
extension-techeng@berkeley.edu
Facilities Management: Operations and Maintenance
ARCH X420.1 • 2 semester units in Architecture
A Core Course in the Certificate Program in Facilities Management
Facilities managers must understand how a facility and its equipment operate and are serviced and maintained to serve its occupants. This course provides an overview of the skills and methods facilities managers use in areas such as budgeting, staffing, alterations, and building-systems operations.
Sec. 004
Steven Greenwood, M.B.A., CFM
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
Berkeley: Golden Bear Center • $745

Introduction to BIM: Virtual Design and Construction Technology
CIV ENG X494 • 2 semester units in Civil and Environmental Engineering
Learn how to employ BIM technologies for analytical purposes such as visualization, quality takeoff, cost estimating, scheduling, coordination and facility management.
For course details, see p. 108.

Building Commissioning for LEED
CIV ENG X493.1 • 1 semester unit in LEED
Learn in detail the full building-commissioning process through a practical, hands-on approach.
For course details, see p. 112.
Environmental Management

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

ONLINE INFORMATION SESSION
Professional Program in Leadership in Sustainability and Environmental Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see this page. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Thursday, 12–12:45 pm
Feb. 25
Online • FREE

Introduction to Climate Change, Environment and Sustainability

NAT RES X444 • 2 semester units in Natural Resources

A requirement in the Professional Program in Leadership in Sustainability and Environmental Management

Study a broad spectrum of interrelated global environmental issues through hands-on case studies to develop your planning skills and prepare for jobs in the sustainability industry. Review scientific evidence, and examine issues related to natural cycles of the biosphere, biodiversity, ecological restoration and environmental management. Contemporary global issues and real-world case studies include topics such as the biochemical cycle, ecosystem management and toxicology.

Sec. 004
William Coleman, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 5–March 8
San Francisco: Downtown Center • $695

Environmental Management Systems: ISO 14000

NAT RES X422 • 2 semester units in Natural Resources

A requirement in the Professional Program in Leadership in Sustainability and Environmental Management

An Environmental Management System (EMS) provides private- and public-sector organizations with a systematic approach to environmental improvement. Learn to use the international EMS standard ISO 14000 as the framework for environmental improvement, sustainability programs, carbon-reduction strategies, environmental compliance and operational efficiencies.

Sec. 005
Mark Posson, M.A., and Thomas Kato
5 meetings
Fridays, 9 am–4 pm
Jan. 22–Feb. 19
Berkeley: Golden Bear Center • $695

NEW THIS TERM
California Environmental Protection and Leadership

NAT RES X445 • 2 semester units in Natural Resources

An elective in the Professional Program in Leadership in Sustainability and Environmental Management

Learn the fundamentals, strategies and techniques for implementing and managing environmental protection measures and related regulatory compliance issues. Explore methods for effective implementation and compliance with California and federal environmental regulations regarding air quality, water quality, greenhouse gas accounting and overall sustainability efforts. Acquire the techniques and critical skills necessary to articulate and advocate the costs and benefits of proposed programs to a multitude of stakeholders.

Sec. 003
Barbara Toole O’Neil, M.S., CHMM, QEP
5 meetings
Wednesdays, 6:30–9:30 pm
March 2–30
Berkeley: Golden Bear Center • $695

Professional Program in Leadership in Sustainability and Environmental Management

Take advantage of new opportunities in the emerging global green economy with a structured selection of courses on sustainability leadership and change management, environmental law and policy, compliance management systems, and climate-change risk-mitigation strategies. In addition to learning how to implement sustainability practices in cost-effective ways in public and private sectors worldwide, you acquire a set of management tools based on sustainability leadership principles. On successful completion of the program, you are proficient in the language of the industry and able to understand, research, analyze and articulate the industry’s viewpoints in a professional manner.

Curriculum Requirements
The program comprises 4 required courses and 1 elective course for a total of 8 semester units (120 hours of instruction).

Required Courses
• Environmental Law CIV ENG X440
• Environmental Management Systems: ISO 14000 NAT RES X422 (offered this term)
• Introduction to Climate Change, Environment and Sustainability NAT RES X444 (offered this term)
• Sustainability Leadership: Strategies and Paradigms NAT RES X419

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/sustman.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/sustman.html
(510) 642-4151
extension-techeng@berkeley.edu
Professional Series in Smart Grid Technology

This entry-level program provides a solid foundation in smart grid technology (SGT), including a technical overview of networking, electrical engineering, and power transmission and distribution. In addition to the wide range of smart grid theory, you study deployment issues, vendors, demand shaping, and statutory and regulatory requirements—instruction that prepares you to seize new opportunities in the emerging field of networked power.

If you are a sustainability professional looking for additional technical knowledge or a technology worker interested in migrating to SGT, this program provides the knowledge you need. The program is also an excellent fit if you are an urban planner, home developer, real estate professional or policy maker looking for new or advanced opportunities in public utilities, renewable energy, commercial construction or electric transportation.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 4 semester units (60 hours of instruction).

Required Courses
Choose any 4 of the 7 required courses.
- Smart Grids: Introduction EL ENG X423 (offered this term)
- Smart Grids: Command and Control EL ENG X423.2
- Smart Grids: Energy-Efficient Buildings EL ENG X423.6
- Smart Grids: Energy-Efficient Transmission EL ENG X423.1 (offered this term)
- Smart Grids: Internet of Things EL ENG X423.4
- Smart Grids: Metering and Home Area Networks EL ENG X423.3 (offered this term)
- Smart Grids: Microgrids EL ENG X423.5

Learn More and View the Flyer
extension.berkeley.edu/sp/ps/smartgrid.html
(510) 642-4151
extension-techeng@berkeley.edu

Energy

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

Smart Grid Technology

Smart Grids: Introduction
EL ENG X423 • 1 semester unit in Electrical Engineering
A requirement in the Professional Series in Smart Grid Technology
Learn about the intelligent energy grid that supports today’s green-energy initiatives. Study real-world value propositions, business perspectives and solution scenarios from business economics and technical practicalities points of view. Discover the evolution of today’s power-distribution grid and the potential benefits from dynamically applying intelligence for improved efficiencies. This course lays a solid technical foundation for business professionals and a contemporary overview for technical staff; it is ideal for proposal staff, product developers, system managers and urban planners.

Sec. 008
YanPei Chao, M.B.A., M.S.
3 meetings
Saturdays, 9:30 am–3:30 pm
Jan. 5–Feb. 2
San Francisco: San Francisco Campus • $525

Smart Grids: Energy-Efficient Transmission
EL ENG X423.1 • 1 semester unit in Electrical Engineering
A requirement in the Professional Series in Smart Grid Technology
From long-distance, high-voltage transmission lines through neighborhood dwelling to the smart meter in the residential dwelling, this survey course covers the technical, economic and environmental issues surrounding energy transmission. Learn about the challenges of high-power interconnections, and review quality considerations. Advance to the intricacies of outage management systems, reliability benefits of substation automation, economics of capital deferral, energy-loss mitigation using DC transmission, interfacing with demand control systems and infrastructure security. This course lays a solid technical foundation for proposal staff, product developers, system managers, urban planners and business professionals, as well as a contemporary overview for technical staff.

Sec. 005
Michael Hsieh, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
Feb. 20 and March 5
Belmont: Belmont Center • $525

Smart Grids: Metering and Home Area Networks
EL ENG X423.3 • 1 semester unit in Electrical Engineering
A requirement in the Professional Series in Smart Grid Technology
Today’s utility industry delivers greener power at impressive efficiencies by tapping into the smart grid business model using consumer portals, automatic sensors, home networking and advanced metering infrastructure. Gain a solid technical foundation for understanding smart meters and home power networking, including OpenHAN system requirements, modern wireless sensor networks, home automation and ZigBee Smart Energy. This course is ideal for proposal staff, product developers, system managers, urban planners and business professionals, as well as a contemporary overview for technical staff.

Sec. 005
Michael Hsieh, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
Feb. 20 and March 5
Belmont: Belmont Center • $525
Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about programs. Get to know instructors. Meet your fellow students. Ask questions.

ART AND DESIGN
Certificate Program in Interior Design and Interior Architecture (p. 18)
Certificate Program in Landscape Architecture (p. 24)
Professional Sequence in Graphic Design (p. 15)

BEHAVIORAL HEALTH SCIENCES
Certificate Program in Alcohol and Drug Abuse Studies (p. 41)
CEU Workshops for Licensed Mental Health Clinicians (p. 30)
Post-Baccalaureate Program for Counseling and Psychology Professions (p. 39)
Professional Program in Health Advocacy (p. 45)

BUSINESS
Certificate Program in Accounting (p. 50)
Certificate Program in Business Administration (p. 56)
Certificate Program in Entrepreneurship and Small Business Management (p. 65)
Certificate Program in Finance (p. 68)
Certificate Program in Financial Planning and Analysis (p. 70)
Certificate Program in Human Resource Management (p. 74)
Certificate Program in Leadership and Management (p. 82)
Certificate Program in Marketing (p. 85)
Certificate Program in Paralegal Studies (p. 79)
Certificate Program in Personal Financial Planning (p. 92)
Certificate Program in Project Management (p. 95)
Professional Sequence in Agile Management (p. 54)
Program in Professional Communication (p. 60)

CONSTRUCTION AND ENVIRONMENTAL MANAGEMENT
Certificate Program in Construction Management (p. 108)
Certificate Program in Facilities Management (p. 112)
Certificate Program in HVAC (p. 110)
Professional Program in Leadership in Sustainability and Environmental Management (p. 115)

EDUCATION
Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling (p. 122)
Certificate Program in Student Affairs and Higher-Education Administration (p. 120)
Certificate Program in Teaching English as a Second Language (p. 124)
Designated Subjects Adult Education and Career Technical Education Teaching Credentials (p. 127)

SCIENCES, MATHEMATICS AND BIOTECHNOLOGY
Post-Baccalaureate Health Professions Program (p. 144)

TECHNOLOGY AND INFORMATION MANAGEMENT
Certificate Program in Software Development and Programming (p. 174)
Professional Program in Data Analysis (p. 177)

WRITING, EDITING AND TECHNICAL COMMUNICATION
Post-Baccalaureate Certificate Program in Writing and Specialized Program in Professional Writing (p. 187)
Professional Sequence in Technical Communication (p. 186)

What was your experience going through the certificate?

It was great! I feel competent and educated in the field and have a lot to offer people. Teaching English as a second language is such a fascinating topic because I struggled with a foreign language when I moved to France. I can empathize with professionals who want to do business on a global level.

What is your English With Nora business?

I teach business English using Skype or one-on-one. I’m currently working with Japanese professionals and about to launch a website, EnglishwithNora.com. I’m now working with a gentleman in Tokyo, as well as with Japanese professionals one-on-one in Silicon Valley. I did an intonation and rhythm class for a student and had to pull out an old textbook to get refreshed.

Where do you see yourself in five years?

My ideal would be to teach locally during the school year and then teach abroad in chunks of time—spend a couple months in Vietnam, Japan or Prague. I’d like to teach at a community college, but I need a master’s degree first. The certificate gets me there part of the way. The master’s will be Act 3.2!
Whether you’re already a teacher or want a career in education, UC Berkeley Extension can prepare you for your next step. Fulfill requirements for a California teaching credential in adult education or career technical education. Take a class for professional growth, or complete a certificate enabling you to teach English as a second or foreign language (ESL/EFL) or to become a college admissions adviser. Enhance your teaching skills with courses on successful reading techniques, inclusion of students with special needs, strategies for teaching health concepts, integrating technology into the classroom and other essential topics. Courses are held in Berkeley, San Francisco, Belmont and online.

NEW COURSES

- Collegiate Recruiting and Advising the High School Athlete, see p. 124
- Multicultural Practice for Student Services, see p. 120
- Student Development in College: Theory to Practice, see p. 120

Student Affairs and Higher-Education Administration 120
College Admissions and Career Planning 122
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Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

Thursday, Feb. 18, 12:15–1 pm
Online

Certificate Program in Student Affairs and Higher-Education Administration

Wednesday, Jan. 20, 4–5 pm
Online

Certificate Program in Teaching English as a Second Language

Thursday, Jan. 28 5:30–7:30 pm
Berkeley: Berkeley Campus

Student Affairs and Higher-Education Administration

COURSE INFORMATION
(510) 642-1172
extension-education@berkeley.edu
extension.berkeley.edu/education

ONLINE INFORMATION SESSION
Certificate Program in Student Affairs and Higher-Education Administration

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 121. Visit extension.berkeley.edu/cert/student-affairs.html to register.

1 meeting
Wednesday, 4–5 pm
Jan. 20
Online • FREE

NEW THIS TERM

Multicultural Practice for Student Services

EDUC X340 • 3 semester units in Education
An elective in the Certificate Program in Student Affairs and Higher-Education Administration

In this course, critically analyze and integrate multicultural practice and social justice advocacy in student affairs and higher education counseling practice. Build a community among your peers and with the instructor to empower all participants to discuss and analyze multicultural dilemmas and experiences as it relates to college campus environments and the tenets of student affairs practice and counseling approaches.

If you are a student affairs practitioner or a student, gain knowledge and skills necessary to lead positive social change within your campus and local community; while attending to the needs and interests of students identifying with various intersections of social identities—particularly those pertaining to gender, race, ethnicity, sexuality, ability, religion, veteran status and social class.

Sec. 001
Jamie R. Riley, Ph.D.
15 meetings
Tuesdays, 6–9 pm
Feb. 2–May 10
Berkeley Campus: 106 Wheeler Hall • $795

NEW THIS TERM

Student Development in College: Theory to Practice

EDUC X362 • 3 semester units in Education
A requirement in the Certificate Program in Student Affairs and Higher-Education Administration

Learn theories about student development in college and how to apply such theories to programs, services and behavioral interventions. Explore the contexts of student development and focus on practical applications within the higher education setting. You study four primary theoretical areas in student development, including psychosocial and identity development theories, cognitive-structural theories, environmental theories and typological theories. Additionally, you consider the constructive-developmental concept of self-authorship in student development.

Sec. 001
Stephen C. Sutton, Ph.D.
15 meetings
Thursdays, 6–9 pm
Jan. 28–May 12 (no meeting on March 3)
Berkeley Campus: 106 Wheeler Hall • $795

NEW THIS TERM

Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

Thursday, Feb. 18, 12:15–1 pm
Online

Certificate Program in Student Affairs and Higher-Education Administration

Wednesday, Jan. 20, 4–5 pm
Online

Certificate Program in Teaching English as a Second Language

Thursday, Jan. 28 5:30–7:30 pm
Berkeley: Berkeley Campus

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.
Certificate Program in Student Affairs and Higher-Education Administration

Student affairs professionals are increasingly in demand at higher-education institutions across the United States. Learn how you can start or advance a career in this burgeoning field with the Certificate Program in Student Affairs and Higher-Education Administration. You gain the tools to work with diverse student bodies, foster leadership and engagement, and deepen your understanding of the higher-education landscape. Gain professional instruction in topics such as student-development theory and leadership development, as well as in creating an inclusive atmosphere, navigating administration and policy, and understanding sociocultural effects on students. You learn how to collaborate with the academic community and other higher-education departments to fully support the student population by developing programs, services and curricula. Discover how you can better serve students as they make their way through the higher-education experience and prepare for graduation and beyond.

Curriculum Requirements
The curriculum comprises 3 required courses and one elective for a total of 12 semester units (180 hours of instruction).

Required Courses
- Academic and Student Affairs Organizations EDUC X381.3
- History of American Higher Education EDUC X369.7
- Student Development in College: Theory to Practice EDUC X362 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/student-affairs.html.

Learn More and View the Flyer
extension.berkeley.edu/cert/student-affairs.html
(510) 642-1172
extension-education@berkeley.edu
College Admissions and Career Planning

COURSE INFORMATION
(510) 642-1172
extension-education@berkeley.edu
extension.berkeley.edu/education

ONLINE INFORMATION SESSION
Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 124. Visit extension.berkeley.edu/spos/cert/college.html to register. For program details, visit extension.berkeley.edu/spos/admission.html to register.

1 meeting
Thursday, 12:15–1 pm
Feb. 18
Online • FREE

Career Planning for College Admissions
EDUC X369.5 • 4 semester units in Education
A requirement in the Certificate Program in College Admissions and Career Planning
Choosing a college major and exploring career options is of critical importance for high school students who face a changing workforce after graduation. Understand how career assessments and internship/job search tools (including professional and social networking) can help students and clients of all ages explore and choose college majors and career options.

Sec. 014
Steven Pantell, Ph.D.
8 meetings
Saturdays, 9 am–5:30 pm
Feb. 27–April 23 (no meeting on March 26)
Berkeley: Golden Bear Center • $985

Sec. 015
Judith Garcia, B.S.
8 meetings
Saturdays, 9 am–5:30 pm
March 5–April 30 (no meeting on March 26)
Belmont: Belmont Center • $985

College Admissions Advising A
EDUC X369.3 • 4 semester units in Education
A requirement in the Certificate Program in College Admissions and Career Planning and in the Professional Program in College Admission Counseling
Get an introduction to the critical components of college admissions advising, including needs assessment, financial planning and researching higher-education options.

Sec. 006
Catherine Murphy, M.A., and Peggy Hock-McCalley, Ph.D.
11 meetings
Saturdays, 9 am–5:30 pm
April 16–May 21 (also Tuesdays, April 19–May 17, 6–9 pm)
Berkeley: Golden Bear Center • $995

College Admissions Advising B
EDUC X369.4 • 4 semester units in Education
A requirement in the Certificate Program in College Admissions and Career Planning and in the Professional Program in College Admission Counseling
This continuation of College Admissions Advising A EDUC X369.3 provides comprehensive information on the college selection process, admissions testing, the college application and essay, financial aid and admissions considerations for special needs populations, including athletes, disabled, re-entry, foreign and underrepresented students.

Prerequisite: College Admissions Advising A EDUC X369.3

Sec. 006
Catherine Murphy, M.A., and Peggy Hock-McCalley, Ph.D.
11 meetings
Saturdays, 9 am–5 pm
Jan. 9–Feb. 27 (also Tuesdays, Jan. 12–Feb. 9, 6–9 pm; no meetings on Jan. 16, Feb. 13, Feb. 16 and Feb. 23)
Belmont: Belmont Center • $995

Counseling Techniques for Educators
EDUC X365.6 • 2 semester units in Education
A requirement in the Certificate Program in College Admissions and Career Planning
Gain familiarity with counseling approaches that counselors, teachers, administrators and others can use in K–12 and university settings. Learn and practice the basic tenets of Robert Carkhuff’s Human Resource Development (HRD) Model in order to gain competence in the application of basic counseling skills.

Sec. 018
Aubrey Uresti, M.A., PPS, and Suzy Thomas, M.A., Ph.D., PPS
4 meetings
Sundays, 9 am–5:30 pm
Jan. 24–Feb. 21 (no meeting on Feb. 14)
Berkeley: Golden Bear Center • $485

Sec. 019
Maureen Casey, M.A.
4 meetings
Saturdays, 9 am–5:30 pm
May 7–June 4 (no meeting on May 28)
Belmont: Belmont Center • $485

Practicum in College Admission Advising
EDUC X361.9 • 1 semester unit in Education
A requirement in the Certificate Program in College Admissions and Career Planning
Deepen your knowledge and skills by completing 40 hours of involvement at a high school or nonprofit organization, working with high school students who are exploring the transition to college. Fieldwork is accompanied by classroom guidance and collaboration with fellow students and the instructor. Before the course begins, you are responsible for working with the program administration to find a mentor adviser in a school or nonprofit setting who serves as a guide through the completion of the required hours. Email the Education department if you already have a mentor opportunity in mind or if you would like guidance in finding an appropriate one. Contact the department upon enrollment to receive related practicum documents.

Prerequisites: Completion of coursework for the Certificate Program in College Admissions and Career Planning

Sec. 009
Mark van Warmerdam, M.S., PPS
3 meetings
Thursday, 6–9 pm
Jan. 21, March 10 and May 19
Berkeley: Golden Bear Center • $395

Sec. 010
Mark van Warmerdam, M.S., PPS
3 meetings
Thursdays, 6–9 pm
Feb. 4, March 31 and May 26
Belmont: Belmont Center • $395
Certificate Program in College Admissions and Career Planning

As the need for advisers to meet the diverse needs of today’s students continues to grow, the Certificate Program in College Admissions and Career Planning provides the in-depth knowledge and technical skills necessary to help students transition from high school to college or from college to a professional career. Experienced instructors offer insight to all areas, including admissions requirements for public, private, local, national and international institutions; financial aid options and planning; techniques to advise special populations; counseling skills; self-appraisal instruments and interpretation; planning for college admissions tests, essays and recommendation letters; and uses of technology in college and career planning. The curriculum—overseen by an advisory board and approved by the University of California, Berkeley, Graduate School of Education—gives special attention to training in the college admissions process while emphasizing the connection to the working world, including field site observations and a comprehensive practicum. With training from Extension, you are prepared to help others while advancing your own career in advising.

Curriculum Requirements
The curriculum comprises 5 required courses for a total of 15 semester units (216 hours of instruction).

Required Courses
- Career Planning for College Admissions
  EDUC X369.5 (offered this term)
- College Admissions Advising A
  EDUC X369.3 (offered this term)
- College Admissions Advising B
  EDUC X369.4 (offered this term)
- Counseling Techniques for Educators
  EDUC X365.6 (offered this term)
- Practicum in College Admission Advising
  EDUC X361.9 (offered this term)

Find the Quality You Want
- Undertake a curriculum designed according to the National Association for College Admission Counseling (NACAC) principles of good practice
- Qualify for Associate-level membership with the Independent Education Consultants Association

Get the Knowledge You Need
- Admission requirements
- Financial aid
- Specialized populations
- Counseling skills
- Professional and ethical issues
- Field experience

Learn More and View the Brochure
extension.berkeley.edu/cert/college.html
(510) 642-1172
extension-education@berkeley.edu
Teaching English as a Second or Foreign Language (TESL/TEFL)

COURSE INFORMATION
(510) 642-1172
extension-tesol@berkeley.edu
extension.berkeley.edu/education

FREE INFORMATION SESSION
Certificate Program in Teaching English as a Second Language
UNEX 1049
Learn how UC Berkeley Extension’s certificate can prepare you for diverse job opportunities—in education, business, travel and more—both in the United States and around the world. For certificate details, see p. 125 or visit extension.berkeley.edu/cert/tesl.html.

Sec. 007
1 meeting
Thursday, 5:30–7:30 pm
Jan. 28
Berkeley: Golden Bear Center • FREE

Fundamentals of Linguistics for ESL Teachers
LINGUIS X416 • 3 semester units in Linguistics
A requirement in the Certificate Program in Teaching English as a Second Language
Get an introduction to the concepts in linguistics and sociolinguistics relevant to the teaching of English as a second language.

Sec. 014
Steven West, Ph.D.
8 meetings
Tuesdays, 6–9 pm
Feb. 23–May 31
Berkeley: Golden Bear Center • $575

Sec. 013
Carol Lethaby, M.A. in TESOL, Extension Honored Instructor
8 meetings
Saturdays, 10 am–4:30 pm
Jan. 30–March 19 (also Wednesday, Feb. 10, 6–9 pm; no meeting on Feb. 13)
San Francisco: San Francisco Campus • $575
Certificate Program in Teaching English as a Second Language

The increasing use of English throughout the world means career opportunities for teachers of English as a second language (ESL) in education, as well as for professionals in fields such as business, hospitality, entertainment and more. But teaching ESL well requires more than fluency in English and a lesson plan. UC Berkeley Extension’s Certificate Program in Teaching English as a Second Language provides a foundation in linguistics and second-language acquisition—along with classroom methodologies and curriculum-design skills—so that you can be an effective teacher in a variety of environments. You receive training in language pedagogy, materials development, assessment and evaluation, and cross-cultural communication. The certificate curriculum is overseen by an advisory board of TESL and education leaders and approved by the University of California, Berkeley, Graduate School of Education, ensuring your education is relevant and up to date. This certificate does not award a California teaching credential, but all courses in the curriculum apply toward a master’s degree at the University of San Francisco.

Curriculum Requirements
The curriculum comprises 7 required courses for a total of 17 semester units (255 hours of instruction).

Required Courses
- Cross-Cultural Communication EDUC X339.4 (offered this term)
- Fundamentals of Linguistics for ESL Teachers LINGUIS X416 (offered this term)
- Grammar Fundamentals for ESL Teachers EDUC X338 (offered this term)
- Methods and Materials for Teaching English as a Second Language EDUC X339.1A (offered this term)
- Second-Language Acquisition EDUC X334 (offered this term)
- Teaching Pronunciation as a Communicative Skill EDUC X339.7 (offered this term)
- Practicum in Course Design for ESL/EFL Teachers EDUC X327.1 (offered this term)

Derek Merrill thinks back to when he was teaching at the Georgia Institute of Technology’s School of Literature, Communication and Culture (Atlanta) as a defining point in pursuing a career in teaching English as a second language. “I had a lot of students from India and Korea, and I didn’t know how to help them,” he says. “They were really well-meaning and bright students, but they came in with such weak writing and speaking skills.” Now an instructor in the University of California, Merced’s Merritt Writing Program, Merrill’s career aspirations are that much stronger. With a class of 20 students, only six of whom are native English speakers, Merrill turns to the Certificate Program in Teaching English as a Second Language to hone his craft.
Cross-Cultural Communication  
EDUC X339.4 • 2 semester units in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
Examine the values, customs, mores and communication styles of cultural groups, with an emphasis on their implications for teaching. Learn to interpret the communicative behavior of students and to explain how conversational and classroom behavior differs from culture to culture.  
Sec. 010  
Sue Bae, Ed.D.  
10 meetings  
Tuesdays, 6–9 pm  
Feb. 16–April 26 (no meeting on March 15)  
San Francisco: San Francisco Campus • $550  

Sec. 011  
Brian Ng, M.A.  
10 meetings  
Thursdays, 6–9 pm  
March 3–May 5  
Berkeley: Golden Bear Center • $550  

Grammar Fundamentals for ESL Teachers  
EDUC X338 • 2 semester units in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
Get an in-depth review of basic grammar topics that have particular importance in the ESL classroom. You also gain an understanding of the special difficulties that arise in learning a second language and the reasons that these problems occur.  
Sec. 016  
Angela Blackwell, M.A.  
4 meetings  
Saturdays, 9 am–5 pm  
Jan. 30–Feb. 27 (no meeting on Feb. 13)  
San Francisco: San Francisco Campus • $550  

Sec. 015  
Patti Weissman, M.A.  
7 meetings  
Sundays, 9:30 am–2 pm  
March 13–April 24 (no meeting on March 27)  
Berkeley: Golden Bear Center • $550  

Teaching Pronunciation as a Communicative Skill  
EDUC X339.7 • 1 semester unit in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
Compare different teaching solutions to specific pronunciation problems, and learn practical techniques for creating lively and effective pronunciation lessons. Examine American English pronunciation, including stress, rhythm, intonation, consonants and vowels. You also explore the linguistic and psychological factors affecting communicative clarity.  
Sec. 015  
Shoshana Bianchi-McElwee, M.A.  
5 meetings  
Wednesdays, 6–9 pm  
April 20–May 18  
Berkeley: Golden Bear Center • $395  

Sec. 016  
Angela Blackwell, M.A.  
3 meetings  
Saturdays, 9 am–2 pm  
May 7–21  
San Francisco: San Francisco Campus • $395  

Second-Language Acquisition  
EDUC X334 • 3 semester units in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
Review theories of first- and second-language acquisition, comparing and contrasting issues involved in both. Focus on language structure, use and development, and build skills in contrasting languages and linguistic errors. Extend your understanding of broad sociocultural theory.  
Prerequisite: Fundamentals of Linguistics for ESL Teachers LINGUIS X416  
Sec. 009  
Sedique Popal, Ed.D.  
Extension Honored Instructor  
13 meetings  
Mondays, 6–9:30 pm  
Feb. 1–May 2 (no meeting on Feb. 15)  
Berkeley: Golden Bear Center • $575  

Methods and Materials for Teaching English as a Second Language  
EDUC X339.1A • 3 semester units in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
In this practical introduction to the field, you learn traditional and innovative classroom techniques to teach listening, speaking, reading and writing skills to speakers of English as a second language.  
Sec. 017  
Carol Lethaby, M.A. in TESOL, Extension Honored Instructor  
14 meetings  
Mondays and Wednesdays, 6–9:15 pm  
Feb. 1–March 23 (no meetings on Feb. 10 and Feb. 15)  
San Francisco: San Francisco Campus • $575  

Sec. 018  
Samantha Birkett, M.A., Delta  
15 meetings  
Wednesdays, 6:30–9:30 pm  
Feb. 3–May 11  
Berkeley: Golden Bear Center • $575  

Practicum in Course Design for ESL/EFL Teachers  
EDUC X327.1 • 3 semester units in Education  
A requirement in the Certificate Program in Teaching English as a Second Language  
Build on prior coursework in methodology, second-language acquisition, linguistics and cross-cultural communication, and gain project-based practical experience in the fundamentals of course design. Move through the curriculum cycle and needs assessment, objective writing, lesson and material development, and evaluation. Embedded in the course are exercises in teaching techniques, classroom management, and testing and assessment.  
Before the course begins, you are responsible for working with the program administration to find a mentor ESL teacher whom you will observe in class over a minimum of five one-hour visits. You then teach four one-hour lessons for this class under the guidance of your mentor teacher. Email the Education department if you already have a mentor teacher in mind or if you would like guidance in finding an appropriate one. Locations include nonprofits, community colleges, adult schools and private language schools. K–12 schools may be appropriate if you can observe a dedicated ESL class. Contact the department on your enrollment to receive related practicum documents.  
Prerequisites: Completion of all previous courses in the Certificate Program in Teaching English as a Second Language  
Sec. 011  
Curt Sanford, M.A., Ed.D.  
15 meetings  
Tuesdays, 6–9 pm  
Feb. 16–May 24  
Berkeley: Golden Bear Center • $990
Teaching Credential Programs

Designated Subjects Adult Education and Career Technical Education

UC Berkeley Extension’s Designated Subjects Adult Education and Career Technical Education teaching credentials open classroom doors in a range of academic and career technical subject areas, whether you already hold a teaching position or desire to enter the field. To learn more or to begin a credential program, call the Education department at (510) 642-1171 or email extension-education@berkeley.edu.

UC Berkeley Extension’s teaching credential programs are accredited by the California Commission on Teacher Credentialing (CTC) as meeting the requirements for teacher training.

ONLINE INFORMATION SESSION

Designated Subjects Adult Education and Career Technical Education Teaching Credentials

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. Find out how to succeed in a career teaching adults with diverse needs. Our classroom-based professional programs enable you to teach in adult education or career technical education, with or without a California Designated Subjects teaching credential. For certificate details, see p. 123. Visit extension.berkeley.edu/ctcert/certificate.html to register. For program details, see p. 124. Visit extension.berkeley.edu/spos/admission.html to register.

1 meeting
Thursday, 12:15–1 pm
Feb. 4
Online • FREE

Early Orientation
EDUC X366.13 • 1 semester unit in Education
A requirement in the Designated Subjects Adult Education and Designated Subjects Career Technical Education teaching credentials

Get the theoretical background and skills essential for success as a beginning career technical or adult educator. You receive an overview of teaching methods, learning styles, lesson planning, equity and diversity in the classroom, mandated reporting, and legal and ethical issues. You further study these competencies in later coursework.

Prerequisite: Advising session or consent of instructor and program director

Sec. 025
Glen Sparks, M.A.
Jan. 19–Feb. 9
Online • $315

Sec. 026
Carlos Turner Cortez, Ph.D.
2 meetings
Saturdays, 9 am–5:30 pm
March 12–19
Berkeley: Golden Bear Center • $315

Instructional Strategies
EDUC X366.14 • 2 semester units in Education
A requirement in the Designated Subjects Adult Education and Designated Subjects Career Technical Education teaching credentials

Study instructional strategies that are consistent with theories of pedagogy, andragogy and learning, including activities and materials appropriate for learners with diverse needs, skills and abilities. Learn how to plan and present instruction clearly, as well as how to maintain an effective educational classroom climate. Cover basic principles of language acquisition, approaches to teaching students whose primary language is not English, and techniques and materials to assist students with limited English proficiency. Additional topics include learning strategies to encourage interaction between different language groups and incorporating assessment data into instructional planning.

Prerequisite: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 010
James Iler, M.A., Extension Honored Instructor
4 meetings
Saturdays, 9 am–5:30 pm
April 2–23
Berkeley: Golden Bear Center • $515

Integrating Technology Into Education
EDUC X366.15 • 1 semester unit in Education
A requirement in the Designated Subjects Adult Education and Designated Subjects Career Technical Education teaching credentials

Learn to integrate computers and related technologies into your curriculum in ways that enhance learning for adolescents and adults with diverse needs and learning styles. The education gap is only going to increase for lower social economic students, students requiring special services and English Language Learners. Focus on best practices using technology to provide differentiated instruction, assessment of student learning and creation of blended learning environments that support teacher instruction and online learning. You acquire resources to provide ongoing professional development with particular focus on emerging technology that helps all students become digital learners.

Prerequisite: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 008
Vicki Pontius, Ed.D.
2 meetings
Sundays, 9 am–5:30 pm
May 1–8
Berkeley: Golden Bear Center • $315

Curriculum Design and Assessment
EDUC X366.16 • 2 semester units in Education
A requirement in the Designated Subjects Adult Education and Designated Subjects Career Technical Education teaching credentials

Study curriculum and instructional planning and the role of integrated academic and career technical education curricula. Topics include the development and coordination of instructional objectives, strategies, activities, safety considerations, materials and student-assessment instruments in the preparation of unit and lesson plans.

Prerequisite: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 010
Daniene Marciano, Ed.D.
4 meetings
Sundays, 9 am–5:30 pm
Feb. 28–March 20
Berkeley: Golden Bear Center • $515
Designated Subjects Adult Education
Teaching Credential

UC Berkeley Extension’s three-year Designated Subjects Adult Education Teaching Credential (DSAE)—approved by the California Commission on Teacher Credentialing (CTC)—opens classroom doors in a range of academic subject areas, whether you already hold a teaching position or desire to enter the field. Learn from industry professionals, and get up-to-date training in education technology, curriculum development and student evaluation. Understand instructional strategies, activities and materials appropriate for adult learners with diverse needs. Develop methods to increase student motivation and retention. The credential program maximizes your previous life experience to improve your teaching skills or start a new career in the classroom.

Required Courses
- Early Orientation EDUC X366.13 (offered this term)
- Instructional Strategies EDUC X366.14 (offered this term)
- Integrating Technology Into Education EDUC X366.15 (offered this term)
- Curriculum Design and Assessment EDUC X366.16 (offered this term)
- Fostering Wellness EDUC X345.4 (offered this term)
- Foundations of Adult Education EDUC X366.22 (offered this term)
- Adult Education Instructor Practicum EDUC X366.21 (offered this term)

Curriculum Requirements
The curriculum comprises 6 required courses for a total of 9 semester units (135 hours of instruction).

Learn More and View the Brochure
extension.berkeley.edu/spos/dsae.html
(510) 642-1171
extension-education@berkeley.edu

Contact the Education department for registration information.

Foundations of Adult Education
EDUC X366.22 • 2 semester units in Education
A requirement in the Designated Subjects Adult Education Teaching Credential
Identify relationships of historical, legal, social, political and economic perspectives of adult education to education and society. Understand the relationship between adult learning theories and diverse adult learner needs. Review the role of teachers in promoting adult education in the community, and learn strategies to maintain positive relationships with adult education stakeholders. Develop an awareness of student assessment, placement and guidance services, and learn how students can benefit from them. Learn how to access services from appropriate schools, community organizations and agencies to reduce barriers and improve student achievement and remediation needs of the underprepared adult.

Prerequisite:
EDUC X366.13 or consent of instructor and program director

Sec. 008
Vicki Pontius, Ed.D.
4 meetings
Sundays, 9 am–5:30 pm
Jan. 24–Feb. 21 (no meeting on Feb. 14)
Berkeley: Golden Bear Center • $515

Adult Education Instructor Practicum
EDUC X366.21 • 1 semester unit in Education
A requirement in the Designated Subjects Adult Education Teaching Credential
Learn to apply adult-learning theory, concepts and skills to your curriculum planning and classroom instruction. Learn to apply effective teaching strategies to multiple domains of instruction. Examine best practices for implementing a variety of standards-based andragogical strategies and instruction planning.

Prerequisites:

Sec. 005
Kathy Farwell, M.A.
3 meetings
Saturday, 9 am–2:30 pm
Jan. 30, March 5 and May 21
Berkeley: Golden Bear Center • $315

SDAIE/Special Needs for Career Technical Education
EDUC X366.17 • 2 semester units in Education
A requirement in the Designated Subjects Career Technical Education Teaching Credential
Explore current research-based theories of second-language acquisition and the differences between first- and second-language acquisition and literacy development. Topics include cognitive and linguistic factors that affect language learning in children of diverse backgrounds. You also learn to use the California English Language Development standards and the California English Language Development Test (CELDT) in instructional planning, which promotes both language development and academic achievement.

Prerequisite:
EDUC X366.13 or consent of instructor and program director

Sec. 008
Nina Ghiselli, Psy.D.
4 meetings
Sundays, 9 am–5:30 pm
Feb. 27–March 19
Berkeley: Golden Bear Center • $515

Career Technical Education Foundations
EDUC X366.18 • 2 semester units in Education
A requirement in the Designated Subjects Career Technical Education Teaching Credential
Develop the theoretical background and skills essential for success as a beginning career technical educator. You receive an overview of teaching methods, learning styles, lesson planning, equity and diversity in the classroom, mandated reporting, and legal and ethical issues. You further study these competencies in later coursework.

Prerequisite:
EDUC X366.13 or consent of instructor and program director

Sec. 011
Susan Benz, M.A.
4 meetings
Sundays, 9 am–5:30 pm
Jan. 24–Feb. 21
Berkeley: Golden Bear Center • $515

Sec. 010
Irene Fujii, Ed.D.
March 15–April 19
Online • $515
Advanced Preparation Portfolio for Career Technical Education
EDUC X366.23 • 4 semester units in Education

A requirement in the Designated Subjects Career Technical Education Teaching Credential

Get an opportunity through classroom discussion, lesson plan demonstration/presentation and classroom/site observation to affirm your mastery of Designated Subjects Career Technical Education (DSCTE) California Standards for the Teaching Profession (CSTP). Before the course begins, you are responsible for working with the program administration to find a mentor teacher whom you observe and who observes you. At the end of the portfolio course, you demonstrate your teaching to an Extension instructor.

Email the Education department at extension-education@berkeley.edu if you already have a mentor teacher or if you would like guidance in finding one and to receive practicum documents.


Sec. 006
Vicki Pontius, Ed.D., and Daniene Marciano, Ed.D.
8 meetings
Sundays, 9 am–5:30 pm
April 3–May 22
Berkeley: Golden Bear Center • $998

Credential Fulfillment

CLAD Through CTEL
CTEL O: Orientation: CLAD Through CTEL
EDUC 804.1 • 0.2 ceu
A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy
Gain a clear understanding of the CLAD Through CTEL program, including its scope and goals, requirements, standards, the procedures that affect competencies and field experience.
Sec. 019
John Carr, Ph.D., Donna Altes, B.A., and Deb Reeves-Gutierrez, Ed.D
1 meeting
Thursday, 5:30–7:30 pm
Jan. 14
Berkeley: Golden Bear Center • $40

Designated Subjects Career Technical Education Teaching Credential

UC Berkeley Extension’s Designated Subjects Career Technical Education (DSCTE) Teaching Credential, accredited by the California Commission on Teaching Credentialing (CTC), opens classroom doors in a range of career technical subject areas by enabling you to teach what you know best. Learn from industry professionals, and get up-to-date training in education technology, curriculum development and student evaluation. Understand instructional strategies, activities and materials appropriate for adult and youth learners with diverse needs. Develop methods to increase student motivation and retention.

Required Courses
• Early Orientation EDUC X366.13 (offered this term)
• Instructional Strategies EDUC X366.14 (offered this term)
• Integrating Technology Into Education EDUC X366.15 (offered this term)
• Curriculum Design and Assessment EDUC X366.16 (offered this term)
• Fostering Wellness EDUC X345.4 (offered this term)
• SDAIE/Special Needs for Career Technical Education EDUC X366.17 (offered this term)
• Career Technical Education Foundations EDUC X366.18 (offered this term)
• Advanced Preparation Portfolio for Career Technical Education EDUC X366.23 (offered this term)

Curriculum Requirements
The curriculum comprises 7 required courses for a total of 14 semester units (210 hours of instruction).

Learn More and View the Brochure
extension.berkeley.edu/spos/dscte.html
(510) 642-1171
extension-education@berkeley.edu

Contact the Education department for registration information.
Gain effective skills and knowledge to teach English learners, or students whose native language is not English. Accredited by the California Commission on Teacher Credentialing (CTC), the CLAD Through CTEL program meets the updated competencies required for CLAD certification of K–12 teachers. Teachers who take this classroom-based curriculum do not need to take the CTEL exam. In this program, you gain a clear understanding of language systems, how children of diverse backgrounds acquire language, and standards-based assessments and instruction for English learners.

Prerequisites
A CLAD Through CTEL program application and a valid California teaching credential

Required Courses
- CTEL O: Orientation: CLAD Through CTEL EDUC 804.1 (offered this term)
- CTEL 1: Culture and Inclusion EDUC X374.A
- CTEL 2: Language and Language Development EDUC X374.B
- CTEL 3: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE EDUC X374 (offered this term)
- CTEL 4: Assessment of English Learners EDUC X374.C (offered this term)
- CTEL P: Portfolio EDUC X374.P (offered this term)

Curriculum Requirements
The curriculum comprises an orientation and 5 required courses for a total of 13 semester units (195 hours of instruction). You may take individual courses in this program for academic credit; however, you must complete the entire curriculum to satisfy requirements for the CLAD Through CTEL program.

Learn More
extension.berkeley.edu/spos/clad.html
extension-education@berkeley.edu

Contact the Education department at (510) 642-1171 for registration information and individualized guidance through the certification process.

The Professional Program in English Learner Pedagogy gives you the teaching skills and knowledge needed to work successfully in any educational environment with English learners, or students whose native language is not English. You learn from outstanding professionals in the field and gain the latest in language acquisition, the foundations and methods of English-language instruction, and the assessment of English learners.

Required Courses
- CTEL O: Orientation: CLAD Through CTEL EDUC 804.1 (offered this term)
- CTEL 1: Culture and Inclusion EDUC X374.A
- CTEL 2: Language and Language Development EDUC X374.B
- CTEL 3: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE EDUC X374.D (offered this term)
- CTEL 4: Assessment of English Learners EDUC X374.C (offered this term)

Curriculum Requirements
The curriculum comprises an orientation and 4 required courses for a total of 12 semester units and 0.2 ceu (182 hours of instruction).

Learn More
extension.berkeley.edu/spos/pedagogy.html
(510) 642-1171
extension-education@berkeley.edu

Professional Program in English Learner Pedagogy

CTEL 3: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE
EDUC X374.D • 4 semester units in Education
(Formerly CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE)

A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy

Explore current research-based theories of second-language acquisition and the differences between the first and second language and literacy development. Topics include cognitive, linguistic, sociocultural and affective factors that affect language learning in children of diverse backgrounds. You also learn the use of the California English Language Development standards and the California English Language Development Test (CELDT) in instructional planning that promotes language development and academic achievement. Other topics include research-based approaches and methods for English-language development in the areas of listening, speaking, reading and writing as they relate to communicative competence.

Sec. 006
Donna Altes, B.A.
8 meetings
Saturdays, 9 am–5:30 pm
Jan. 23–March 19 (no meeting on Feb. 13)
Berkeley: Golden Bear Center • $619

CTEL 4: Assessment of English Learners
EDUC X374.C • 2 semester units in Education
(Formerly CTEL 3: Assessment of English Learners)

A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy

Learn the principles and design of standards-based assessments and instruction for English-language learners and the relationship to identifying students' strengths and needs in English language and literacy development and academic achievement.

Sec. 006
Deb Reeves-Gutierrez, Ed.D.
4 meetings
Saturdays, 9 am–5:30 pm
April 2–23
Berkeley: Golden Bear Center • $495
CTEL P: Portfolio
EDUC X374.P • 1 semester unit in Education
A requirement in the CLAD Through CTEL program
Consolidate the information and field experience from previous CLAD Through CTEL courses and connect them in a cohesive manner. Complete a CTEL portfolio that documents your experiences, including organized reflections and evidence of knowledge, skills and abilities.
Prerequisites: Completion of coursework for the CLAD Through CTEL program.
Sec. 012
Deb Reeves-Gutierrez, Ed.D.
2 meetings
Saturday and Sunday, 9 am–5:30 pm
April 30–May 1
Berkeley: Golden Bear Center • $340

CTC-Approved Course
Fostering Wellness
EDUC X345.4 • 1 semester unit in Education
Fulfills the Health Education requirement for California teaching credentials
A requirement in the Designated Subjects Career Technical Education and in the Designated Subjects Adult Education teaching credentials
Part of the educational process at all grade levels is helping students learn to care for their bodies and make healthy emotional adjustments to the demands and pressures of a fast-paced society. Learn effective strategies for teaching health concepts in elementary, secondary and adult classes. Topics include fitness and nutrition, stress and depression, sexuality, and use and abuse of drugs and alcohol.
Sec. 013
Irene Fujii, Ed.D.
Feb. 18–March 10
Online • $375
Sec. 012
Donna Wyatt, M.S., RN
2 meetings
Saturdays, 9 am–5:30 pm
May 14–21
Berkeley: Golden Bear Center • $375

Professional Development for Educators
COURSE INFORMATION
(510) 642-1171
extension-education@berkeley.edu
extension.berkeley.edu/education

Classroom Management: Systems and Strategies
EDUC X363 • 1 semester unit in Education
Effective classroom management leads to student academic achievement and teacher job satisfaction. Master the skills needed to implement a three-level decision-making model that includes the use of prevention and instructional strategies, reinforcement and punishment techniques, and functional behavior assessment and behavior support plans. Investigate models of collaborative practices that lead to critical partnerships with students, families, educators and agencies through skill development and self-analysis. Develop positive behavior support and self-management outcomes for your students.
Sec. 004
Peter Alter, Ph.D.
2 meetings
Saturdays, 9 am–5:30 pm
March 12–19
Berkeley: Golden Bear Center • $305

Teaching English Learners and Students With Learning Difficulties in an Inclusive Classroom
EDUC 1011 • 0.8 ceu
Learn to implement a highly practical combination of research-based instructional strategies for English learners, students with higher-functioning learning disabilities and dual-status students in inclusive classrooms and schools. This one-day interactive professional development course is particularly suited for regular and special education teachers and school administrators.
Sec. 003
John Carr, Ph.D.
1 meeting
Sunday, 9 am–5:30 pm
Feb. 7
Berkeley: Golden Bear Center • $215

How to Get Reluctant Readers to Read
EDUC 1014 • 0.8 ceu
In this daylong workshop, study research-based methods for helping reluctant readers, your own children or students, to read without dependence on stickers, prizes or other extrinsic rewards.
Sec. 002
Eugenia Kaw, M.A., Ph.D.
1 meeting
Saturdays, 9 am–5:30 pm
April 16
Berkeley: Golden Bear Center • $215

Developing Vocabulary and Comprehension Skills for Reading
EDUC 1012 • 1.6 ceu
In this two-day workshop, examine research-based methods for developing reading comprehension skills, including cognitive strategies and vocabulary development. Learn to assist your child or student, K–12 and above, who may decode or pronounce words somewhat satisfactorily and may even read fluently, but struggle to understand what they have read.
Sec. 002
Eugenia Kaw, M.A., Ph.D.
2 meetings
Saturdays, 9 am–5:30 pm
Feb. 27 and March 5
Berkeley: Golden Bear Center • $315

Teaching Phonics, Phonemic Awareness and Word Recognition Skills
EDUC 1013 • 0.8 ceu
In this daylong workshop, study research-based methods for teaching phonics, phonemic awareness and word recognition skills to your child or student of any age, both native speakers and English language learners. Understand how you can teach these skills effectively without a dependence on pronunciation drills, sound-spelling cards, flashcards and rote memorization. Examine ways to create engaging, contextualized and meaningful instructional contexts for teaching the basics of reading (recognition of letter-sound relationships, awareness of the smallest units of sound in the language and recognition of sight words and patterned words). Ultimately, you learn successful strategies to get readers to decode automatically and read fluently.
Sec. 002
Eugenia Kaw, M.A., Ph.D.
1 meeting
Saturday, 9 am–5:30 pm
April 30
Berkeley: Golden Bear Center • $215

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
For teachers, the key to engaging the minds of children is to expand on the information already included in the required textbooks. With that in mind, middle-school teacher **Liz Bodle** seeks new ideas to bring to her students. Each term, Bodle and her husband (also a teacher) scan UC Berkeley Extension’s catalog to find courses that will give them extra nuggets of information to bestow upon their classes.

“You need to know the latest research and findings in ancient history to keep the kids in the know—textbooks cannot stay current,” Bodle says. “But if you only read the sixth-grade book, they can see right through that. It’s getting that extra piece for the kids, to go a little bit higher.”

To keep her edge, Bodle enrolls in Humanities courses, enjoying the evening and weekend classes that fit her tight schedule. And being in a classroom with adults also has its perks. “You could just read the book, but then you don’t have the ability to sit with someone and discuss it,” she says. “It’s always fun to keep learning. With education changing so much, the demands of what you need to know have risen. Teachers need to stay current.”
Broaden your intellectual perspective with UC Berkeley Extension, and change the way you view the world. Courses in history, literature, philosophy, culture, cuisine and personal development provide options to suit your interests. Explore the historical context of the classics, gain a greater appreciation of diverse religions, or develop your communication skills.

You can also study a language to enrich your social, cultural and professional experiences. Whether you want to brush up on conversational French or learn Mandarin for your next business trip to China, UC Berkeley Extension has the right course for you.

Extension courses offer the academic excellence you expect from a world-class university—and the opportunity to learn from both knowledgeable instructors and fellow students who share your passion for ideas.

NEW COURSES
Arabic II, see p. 136
Introduction to Spanish Interpretation, see p. 139
Mandarin: Beginner, see p. 136
Portuguese I, see p. 138
Spanish: Advanced, see p. 138
Spanish: Beginner, see p. 138
Spanish Business Communication, see p. 139

NEW PROGRAMS
Mandarin Language, see p. 137
Spanish Language, see p. 138
Humanities

COURSE INFORMATION
(510) 643-1110 extension-humanities@berkeley.edu
extension.berkeley.edu/humanities

ONLINE COURSE INFORMATION
(510) 643-4957 extension.berkeley.edu/online

History and Culture

Presidential Elections of the Past 50 Years

HISTORY X431 • 1 semester unit in History
Explore how presidential candidates win the nomination; the hoops and hurdles they must overcome to compete; and the actual process by which parties choose nominees in a mix of caucuses, primaries and debates. Discuss the effect of endorsements, the perception trap, and, most of all, the money race. Through close study of past and present elections, you examine government policies, the influence of technology on political campaigns and major electoral alignments leading up to the Obama-Biden victory of 2008. Finally, understand and discuss how the Electoral College elects the president as you cultivate a well-rounded understanding of the intricate election process in the United States.

Sec. 002
Gaius Stern, Ph.D.
6 meetings
Tuesdays, 6:30–9:30 pm
March 29–May 3
Berkeley Campus: 221 Wheeler • $395

Ancient Egyptian Hieroglyphs

ANTHRO X402 • 2 semester units in Anthropology
Gain familiarity with the most common hieroglyphic signs and their elementary grammar using a textbook based on “The Shipwrecked Sailor,” a 4,000-year-old tale of adventure and magic. You relate these language exercises to Egyptian history and religion. Get an introduction to royal and divine names frequently encountered by travelers and museum visitors. Study the simple formulae likely to be seen on funerary objects on exhibit. Each class session includes discussion and recitation, and concludes with a brief slide lecture highlighting some aspect of writing and literature in ancient Egypt.

Sec. 002
Teresa Moore, Ph.D.
10 meetings
Saturdays, 10 am–1 pm
Feb. 20–April 30 (no meeting on April 16)
Berkeley Campus: 24 Wheeler Hall • $575

The Future of Europe: Migration, Race Relations and Ethnic Conflict

HISTORY X433 • 1 semester unit in History
Europe is currently faced with hundreds of thousands of refugees and migrants from war-torn countries in the Middle East and Africa. This is the largest movement of populations since World War II. After the European nations deal with this humanitarian crisis, these already diverse countries face the challenging task of integrating the newcomers into their societies. Explore issues of migration, race and ethnic relations in Europe from both historical and contemporary perspectives. Study the current cultural and economic issues related to ethnic diversity in Europe, focusing specifically on England, France, Germany, Spain and Italy, with reference to other countries such as Ireland, Denmark and Norway. Examine the political and cultural discourses on nationalism, citizenship, race relations and immigration, with special attention to the national and colonial histories that have shaped, and are shaping, European cultural identities.

Sec. 003
Gisele Bousquet, Ph.D.
6 meetings
Wednesdays, 6:30–9:30 pm
April 6–May 11
Berkeley Campus: 224 Wheeler Hall • $395

Introduction to the History of the United States: From Colonial Settlement to the Civil War

HISTORY XBW7A • 4 semester units in History
Sharpen your understanding of the people, institutions and ideologies that shaped the formation of the United States. Topics include exploration, settlement, colonial culture, the winning of independence, the Constitution, the new democracy, early American technology, expansionism, sectional conflict, the Civil War and reconstruction. Gain practice in analytical methods that historians use to research facts and develop interpretations of events.

Sec. 003
Arthur Kane Scott, M.A.
Enroll anytime
Online • Proctored final exam • $795

Introduction to American Politics

POL SCI XBW1 • 4 semester units in Political Science
Explore the theoretical implications of democracy and justice in this in-depth look at the structure of the U.S. political system. Analyze the basic workings of the Constitution and the institutions of the federal government, including Congress, the presidency, the judiciary and governmental bureaucracy. Examine the system of electoral politics—including parties, interest groups, social movements, public opinion and participation—as well as several areas of public policy: defense, foreign policy, civil rights and liberties, and social spending.

Sec. 004
Nina Clark, Ph.D.
Enroll anytime
Online • Proctored final exam • $795
American Environmental and Cultural History
ESPM XBW160AC • 4 semester units in Environmental Science, Policy and Management
Explore the ways cultural groups have perceived, managed and conserved the American environment from colonial times to the present. Investigate how attitudes toward resource development and nature have shaped the environmental movement. This course satisfies the American Cultures breadth requirement for the UC Berkeley campus. For more information regarding the breadth requirement, visit americancultures.berkeley.edu.

Sec. 005
Douglas Greenberg, Ph.D.
Enroll anytime
Online • Proctored final exam • $795

The Art of Film
FILM X20 • 3 semester units in Film Studies
Learn the techniques of evaluating and appreciating films.

For course schedule, see p. 12.

Literature

Great Novels You Always Meant to Read
ENGLISH X467 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Read some of the most influential novels in the Western canon while examining their rich social, historical and literary contexts. Appropriate for both first-time and repeat readers, this course lets you take part in lively group discussions of classic books. The instructor provides specific historical, biographical and critical backgrounds on each text and author.

Sec. 005
Instructor to be announced
10 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–March 23
San Francisco: San Francisco Campus • $575

Children’s Literature:
The Golden Age
ENGLISH X466 • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
During the late-19th and early 20th centuries, many of the major works of children’s literature were published, among them Alice in Wonderland, The Wind in the Willows, Peter Pan, Treasure Island and The Wizard of Oz. Examine these and other classics of children’s literature to discover what visions they present of childhood, of the social world and of the self. You pay particular attention to how these books address the two audiences of children’s literature: the child and the adult.

Sec. 008
Celeste Davidson, M.A., M.B.A.
Feb. 2–April 26
Online • $695

The English Novel
ENGLISH X125 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the English novel by reading authors such as E.M. Forster, Anthony Trollope, Charles Dickens, Charlotte Brontë, George Eliot, Oscar Wilde, Thomas Hardy and Robert Louis Stevenson. Gain perspective on this literary form with an emphasis on how moral, social, psychological, political and philosophical problems were perceived during the Victorian and Edwardian periods.

Sec. 004
Kathryn Kleypas, Ph.D.
Enroll anytime
Online • Proctored final exam • $795

American Fiction
ENGLISH X135A • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the major American novelists and short-story writers of the 19th and early 20th centuries, including Mark Twain, Edgar Allen Poe, Stephen Crane, Herman Melville, Edith Wharton, Nathaniel Hawthorne and Jack London. Learn about various literary movements—such as romanticism, realism and naturalism—and consider questions of aesthetics, morality, poverty, racism, gender and power.

Sec. 005
Joseph S. Walker, Ph.D.
Enroll anytime
Online • Proctored final exam • $695

Mystery Fiction
ENGLISH X103.9 • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey mystery fiction and its conventions, from the genre’s 19th-century origins to the classic Golden Age puzzle to its many postmodern manifestations. Writers to be studied will include Edgar Allan Poe, Arthur Conan Doyle, Raymond Chandler, Dashiell Hammett, Jorge Luis Borges and others. Understand the mystery novel’s status as a significant form of modern fiction, one that explores how human consciousness makes sense out of what might otherwise be viewed as random experience and meaningless violence.

Sec. 005
Alison Heney, Ph.D.
Enroll anytime
Online • Proctored final exam • $695

Shakespeare
ENGLISH XBW17 • 4 semester units in English
Study five of William Shakespeare’s plays—The Taming of the Shrew, Richard III, Othello, Macbeth and The Tempest—recognized as literature of immense cultural importance and popular entertainment. Gain an understanding and appreciation of Shakespearean language and literary forms, as well as a critical awareness of the continuing reinterpretation of Shakespeare’s plots and characters.

Sec. 003
Maggie Trapp, Ph.D.
Enroll anytime
Online • Proctored final exam • $795

The Craft of Reading
ENGLISH X429 • 2 semester units in English
Develop an understanding of what makes great literature work.

For course schedule, see p. 187.
Philosophy and Religion

Thinking the Crisis of Western Civilization: Nietzsche, Heidegger, Foucault, Derrida, Deleuze and Badiou

HISTORY X126.5 • 2 semester units in History

At the onset of the 20th century, Friedrich Nietzsche prophesied an age of war and conflict through his analysis of nihilism in the European consciousness and culture. His analysis inspired a host of 20th-century European thinkers to follow in his wake. Examine Martin Heidegger’s reading of the end of metaphysics and the emergence of technological calculation, Michel Foucault’s examination of the carceral archipelago of modern rationality, and Jacques Derrida’s deconstruction of logocentric thinking. As the most recent ramifications of Nietzsche’s concerns, discuss Gilles Deleuze’s attempts to form a new concept of the anarcho-desiring subject and Alain Badiou’s explorations into the “immanent conceptualization of the multiple.”

Sec. 004
Eric Boynton, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $695

Views of the Absolute in World Religions

RELIGST X10 • 3 semester units in Religious Studies

Explore several important world religions, focusing on their definitions of the absolute (for example, God, tao, the void) and how the individual relates to it. Diverse religions are covered, including Islam, Judaism, Christianity, Hinduism, Taoism, Buddhism and Native American traditions.

Sec. 005
Instructor to be announced.
Enroll anytime
Online • Proctored final exam • $695

Political Theology: Christian, Islamic, Jewish and Radical Perspectives

PHILOS X482 • 1 semester unit in Philosophy

Who may legitimately rule over others, with what means, for which purposes and with which limitations? The modern era has tended to offer secular answers, such as the democratically elected nation-state to this question of political authority. Since the rise of Evangelicalism in the 1980s and Islamism in the 1990s, there have been attempts to answer this question in theological terms, breathing new life into the premodern discourse of political theology, and critiquing the claims of secular politics. Get an introduction to political theology by examining how Islamic, Christian, Jewish and contemporary radical traditions have tried to answer the question of political authority in various contexts of modernity.

Sec. 002
Admir Skodo, M.A., Ph.D.
6 meetings
Thursdays, 6–9 pm
April 7–May 12
Berkeley Campus: 100 Wheeler Hall • $395

Comparative Philosophy

PHILOS X11 • 3 semester units in Philosophy

Get an introduction to basic themes in ethics, epistemology, and political and social philosophy. Examine some fundamental philosophical questions from a variety of perspectives, including classical Western philosophy; Eastern and Western religious traditions; and specific cultural viewpoints, including feminist, Native American and African thought.

Sec. 004
Admir Skodo, M.A., Ph.D.
Enroll anytime
Berkeley Campus: 100 Wheeler Hall • $395

Languages

Arabic

NEW THIS TERM

Arabic II

NE STUD X400.1 • 2 semester units in Near Eastern Studies

In this continuation of Arabic I, continue to develop your Arabic skills in listening, speaking, reading and writing. Improve your comprehension and fluency through interactive activities and authentic audio, video and reading materials. By the end of the course, you should be able to express yourself orally and in writing in the present and past tenses; describe daily routines, places and simple events. You should understand basic cultural norms of the Arab world and short printed and audio/video texts on familiar topics. You are encouraged to be creative with the language in and out of the class; and, especially, in the final project group presentations.

Sec. 001
Soufiane Chami, M.A.
10 meetings
Mondays, 6:30–9:30 pm
Feb. 22–April 25
Berkeley Campus: 109 Wheeler Hall • $495

Chinese

NEW THIS TERM

Mandarin: Beginner

EA LANG X407 • 2 semester units in East Asian Languages and Cultures

A Core Course in the Professional Program in Mandarin Language

Acquire the ability to use Mandarin Chinese in linguistically and culturally appropriate ways at the beginning level. Develop four language skills including listening, speaking, reading and writing to gain communicative competence in Mandarin and connect Chinese culture with language. Learn through lectures, student-centered activities and small group tasks.

Sec. 001
I-Hsuan Chen, Ph.D.
10 meetings
Saturdays, 10 am–1 pm
March 5–May 7
Berkeley Campus: 109 Wheeler Hall • $495
French II
FRENCH X402 • 2 semester units in French
Learn the language of romance by acquiring basic skills in the French language and exploring Francophone culture. You develop writing, reading, listening and speaking skills in a variety of contexts through communicative activities and creative exercises. On successful completion of this course, you should be able to participate in simple conversations and exchange meaningful information about yourself and your activities, as well as narrate past events and experiences. You should be able to read short authentic texts on familiar topics and write short narratives such as emails, letters or brief anecdotes. This course is conducted entirely in French.
Sec. 002
Ariel Shannon, M.A.
15 meetings
Tuesdays and Thursdays, 7–9 pm
Jan. 26–March 10
Berkeley Campus: 206 Wheeler Hall • $495

French III
FRENCH X403 • 2 semester units in French
Develop listening, speaking, reading and writing skills in French and deepen your knowledge of Francophone culture. On successful completion of this third course, you should be able to share thoughts and articulate opinions on a number of topics ranging from personal experience to political and social concerns. This course is conducted entirely in French, and you are engaged from the moment you enter the classroom in structured dialog, both with the instructor and your classmates. As much as possible, authentic material is used to put grammar in context and to expand your knowledge of French culture.
Sec. 002
Ariel Shannon, M.A.
15 meetings
Tuesdays and Thursdays, 7–9 pm
March 22–May 10
Berkeley Campus: 206 Wheeler Hall • $495

Italian II
ITALIAN X403 • 2 semester units in Italian Studies
Refine your basic speaking, writing, listening and reading proficiency through communicative activities and study in the Italian language. On successful completion of this course, you should be able to communicate information about yourself and participate in simple conversations, understand somewhat complex oral and written material, and write more sophisticated texts such as personal letters and descriptive paragraphs. This course is conducted in Italian using a combination of in-class communicative activities, multimedia component, and authentic examples of Italian culture.
Sec. 003
Brandon Schneider, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–8:30 pm
Jan. 25–March 16 (no meeting on Feb. 15)
Berkeley Campus: 174 Barrows Hall • $495

Italian III
ITALIAN X403.1 • 2 semester units in Italian Studies
Acquire command of authentic written and spoken Italian by discussing important aspects of Italian culture—its history, customs, art and food. On completion of this course, you should be able to communicate information about yourself and participate in conversations in a somewhat sophisticated manner with native Italian speakers, and write clear communications that accurately express somewhat sophisticated sentiments and narratives. This course is conducted in Italian using in-class communicative activities and authentic examples of Italian culture such as novels, films and works of art.
Sec. 001
Brandon Schneider, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–8:30 pm
March 28–May 16
Berkeley Campus: 174 Barrows Hall • $495

Italian Studies
FRENCH X403 • 2 semester units in French
Learn the language of romance by acquiring basic skills in the French language and exploring Francophone culture. You develop writing, reading, listening and speaking skills in a variety of contexts through communicative activities and creative exercises. On successful completion of this course, you should be able to participate in simple conversations and exchange meaningful information about yourself and your activities, as well as narrate past events and experiences. You should be able to read short authentic texts on familiar topics and write short narratives such as emails, letters or brief anecdotes. This course is conducted entirely in French.
Sec. 002
Ariel Shannon, M.A.
15 meetings
Tuesdays and Thursdays, 7–9 pm
Jan. 26–March 10
Berkeley Campus: 206 Wheeler Hall • $495

Italian Studies
ITALIAN X403 • 2 semester units in Italian Studies
Refine your basic speaking, writing, listening and reading proficiency through communicative activities and study in the Italian language. On successful completion of this course, you should be able to communicate information about yourself and participate in simple conversations, understand somewhat complex oral and written material, and write more sophisticated texts such as personal letters and descriptive paragraphs. This course is conducted in Italian using a combination of in-class communicative activities, multimedia component, and authentic examples of Italian culture.
Sec. 003
Brandon Schneider, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–8:30 pm
Jan. 25–March 16 (no meeting on Feb. 15)
Berkeley Campus: 174 Barrows Hall • $495

Italian Studies
ITALIAN X403.1 • 2 semester units in Italian Studies
Acquire command of authentic written and spoken Italian by discussing important aspects of Italian culture—its history, customs, art and food. On completion of this course, you should be able to communicate information about yourself and participate in conversations in a somewhat sophisticated manner with native Italian speakers, and write clear communications that accurately express somewhat sophisticated sentiments and narratives. This course is conducted in Italian using in-class communicative activities and authentic examples of Italian culture such as novels, films and works of art.
Sec. 001
Brandon Schneider, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–8:30 pm
March 28–May 16
Berkeley Campus: 174 Barrows Hall • $495

Mandarin Language
In 2014, employers in the Bay Area advertised more than 2,000 distinct job opportunities for individuals with skills in Mandarin. Whether it’s in business, government, health care, education or other industries, employers are increasingly in need of professionals who can speak Mandarin to better engage with clients and take advantage of global business opportunities. The Professional Program in Mandarin Language offers a structured set of courses that help you reach intermediate to beginning-advanced proficiency in Mandarin and enhances your understanding of Mandarin-speaking cultures. Electives give you the option to practice your Mandarin in a professional context such as business, medicine or the arts.

Curriculum Requirements
The curriculum comprises 3 core courses and two units of electives for a total of 8 semester units (120 hours).

Core Courses
Choose any three courses from this list.
• Mandarin: Beginner EA LANG X407
• Mandarin: Intermediate I EA LANG X408
• Mandarin: Intermediate II EA LANG X409
• Mandarin: Advanced I EA LANG X410
• Mandarin: Advanced II EA LANG X411

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/mandarin.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/mandarin.html
(510) 643-1110
extension-humanities@berkeley.edu
Japanese

Japanese II
JAPAN X401 • 2 semester units in Japanese
In this continuation of Japanese I, further improve your speaking and listening skills, develop reading and writing skills, and increase your understanding of some basic cultural aspects related to language use. In addition to hiragana characters learned in Japanese I, get an introduction to katakana characters. Acquire new vocabulary and grammatical patterns using action verbs that take a grammatical object, giving and receiving verbs, and adjectives. Study invitation and suggestion forms. Learn using a communicative, integrated approach with close interaction with instructors and students, structured drills and engaging activities.

Sec. 002
Hiromi Rustigan, M.A.
10 meetings
Thursdays, 6–9 pm
Feb. 11–April 14
San Francisco: San Francisco Campus • $495

Latin

Latin: Reading Vergil’s Aeneid
UNEX 1108
Gain an appreciation for Vergil’s Aeneid Book 2 in Latin through translation, and discuss the subtleties and Homeric references that appear throughout the book. Early lessons begin with a very short series of grammar exercises in Latin for review. Your goal in translating is to achieve a better understanding of the Latin language, Roman culture in 19 BC, and the epic tradition Vergil helped expand.

Prerequisite: Latin II CLASSIC X406 or equivalent
Sec. 002
Gaius Stern, Ph.D.
6 meetings
Tuesdays, 6:30–9:30 pm
Feb. 2–March 8
Berkeley Campus: 221 Wheeler Hall • $315

Korean

Korean II
EA LANG X402 • 2 semester units in East Asian Languages and Cultures
Improve integrated skills of speaking, listening, reading and writing, and gain fluency in common conversation. On successful completion of this course, you should be able to discuss familiar topics; seek and give information in written and spoken format; and communicate in present, past and future tense. You should also be able to read short authentic texts, write about plans and activities, and be familiar with various aspects of Korean culture. The class uses communicative methods including group activities, cultural readings, songs, games and multimedia materials.

Sec. 004
Hyeok Oh, M.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Feb. 16–April 19
Berkeley Campus: 101 Wheeler Hall • $495

Portuguese

NEW THIS TERM

Portuguese I
PORTUG X400 • 2 semester units in Portuguese
Get an introduction to Portuguese and understand its basic linguistic structures and vocabulary. The immersive language method allows you to achieve basic listening, speaking, writing and reading skills without any previous exposure to the language.

Sec. 001
Mirian Lee Hong, Ph.D.
15 meetings
Tuesdays, 6–9 pm
March 1–May 3
Berkeley Campus: 24 Wheeler Hall • $495
**Spanish**

**NEW THIS TERM**

**Spanish: Beginner**

SPANISH X416 • 2 semester units in Spanish
*A Core Course in the Professional Program in Spanish Language*

In this introductory course, you learn to use modern Spanish for practical communication. Lively, interactive activities emphasize listening and speaking skills, and a relaxed atmosphere helps your reading and writing skills. Study major grammatical structures, including present, simple future and present progressive tenses of regular, irregular and reflexive verbs. This course is taught mostly in Spanish. *Enrollment is limited.*

Sec. 001
Pamela Lim-McAlister, M.A., Extension Honored Instructor

10 meetings
Tuesdays, 6:30–9:30 pm
March 20–May 24 (no meeting on April 12)
Berkeley: Golden Bear Center • $495

**Spanish II**

SPANISH X16 • 3 semester units in Spanish

In this continuation of Spanish I, you further develop your use of modern Spanish for practical communication. Hone listening and speaking skills through interactive activities, and strengthen reading and writing skills in a supportive, lively atmosphere. Major language topics include uses of the preterite and past tenses, pronouns, and the present perfect tense. The course is conducted mostly in Spanish.

Sec. 005
Jilynnette Centeno-Millan, M.A.

15 meetings
Mondays, 6–9 pm
Feb. 8–May 23 (no meeting on Feb. 15)
Berkeley Campus: 54 Barrows Hall • $545

**NEW THIS TERM**

**Spanish: Advanced I**

SPANISH X419 • 2 semester units in Spanish
*A Core Course in the Professional Program in Spanish Language*

This course offers a lively and interactive approach to students who have completed two college semesters of Spanish. You have opportunities to reinforce your knowledge of grammar, expand your vocabulary and increase your communicative skills. Major language structures covered include the contrast of the preterite and imperfect, formal and informal commands, the future and conditional tenses, and uses of the subjunctive. The course is conducted with maximum immersion in Spanish.

Sec. 001
Jilynnette Centeno-Millan, M.A.

10 meetings
Wednesdays, 6–9 pm
March 2–May 4
Berkeley Campus: 206 Wheeler Hall • $495

**Spanish IV**

SPANISH X18 • 3 semester units in Spanish

In this continuation of Spanish III, achieve a greater degree of accuracy, consistency and sophistication when communicating in Spanish. Reinforce your knowledge of grammar, and participate actively in lively discussions and group work involving cultural and literary topics in Spanish. Short stories and cultural materials (newspapers, magazines and other handouts) deepen your understanding of Hispanic cultures and stimulate class discussions that improve your reading comprehension and broaden your vocabulary and idiomatic expressions. *Enrollment is limited.*

Sec. 002
Jilynnette Centeno-Millan, M.A.

15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–May 18 (no meetings on Feb. 17, March 16 and April 13)
Berkeley Campus: 54 Barrows Hall • $545

**NEW THIS TERM**

**Spanish Business Communication**

SPANISH X425 • 2 semester units in Spanish

An elective in the Professional Program in Spanish Language

Practice the communication skills necessary for conducting business in Spanish. Hone your communication in emails, proposals, presentations, meetings, interviews and other business contexts. Discuss strategies for working with Spanish speakers in domestic and international settings involving customer service, sales, marketing and finance. Explore cultural differences and business protocol within Spanish-speaking countries.

**Prerequisite:** Spanish II SPANISH X16 or equivalent

Sec. 001
Instructor to be announced

10 meetings
Saturdays, 10 am–1 pm
Feb. 20–April 23
San Francisco: San Francisco Campus • $495

**Translation and Interpretation**

**NEW THIS TERM**

**Introduction to Spanish Interpretation**

IAS X401 • 2 semester units in International and Area Studies

If you are bilingual and have always wanted to use your Spanish skills professionally, take the first step toward a financially rewarding and personally gratifying career in interpretation. Discover the many opportunities available for Spanish interpreters in the legal, medical, educational, business and social service fields. Expand your vocabulary base and learn the basic interpreting skills and procedures required to turn your bilingual skills into a professional asset. You are provided with clear guidelines, vocabulary and resources to pursue professional interpretation, either as a full-time career or as a way to supplement your income. Learn through a variety of fun in-class exercises, hands-on practice, compelling media and feedback from an experienced practitioner in the field. This course is taught in English and Spanish and is designed for students with proficiency in both Spanish and English.

Sec. 001
David Sweet-Cordero

10 meetings
Mondays, 6–9 pm
Feb. 8–April 18 (no meeting on Feb. 15)
Berkeley: Golden Bear Center • $495

**Vietnamese**

**Vietnamese I**

VIETNMS X400 • 2 semester units in Vietnamese

Undertake a communicative, performance-based approach to learning Vietnamese that gives you ample opportunity to interact with the instructor and your peers through everyday conversations, interviews, show and tell, simple narratives of events, skits, and so on. You practice fluency with sufficient flow and accuracy for successful communication. You also learn to skim and scan various types of text for information, and build your writing skill through short essays about yourself and on a number of common topics. *Enrollment is limited.*

Sec. 002
Bac Hoai Tran, M.A.

10 meetings
Saturdays, 10 am–1 pm
Feb. 20–April 23
Berkeley Campus: 206 Wheeler Hall • $495
Which ESL Course Is Best for You?

Intermediate courses are for nonnative speakers who:

- can speak or write in sentences or short paragraphs about familiar topics but have difficulty expressing themselves in longer paragraphs,
- have studied grammar but have trouble using correct grammar within speaking or writing contexts, and
- sometimes have trouble finding the correct word or phrase to express their meaning.

High-intermediate to low-advanced courses are for nonnative speakers who:

- can speak and write with some ease in full paragraphs about a wide range of subjects and with a high degree of grammatical accuracy,
- need to improve their sensitivity to formal and informal language and the appropriateness of expressions in certain situations, and
- can express their meaning but need to improve use of vocabulary and idioms.

Advanced courses are for nonnative speakers who:

- can speak and write fluently but need more complex vocabulary and grammar;
- make occasional errors in grammar and vocabulary that do not interfere with comprehension; and
- can frequently, but not always, speak and write with appropriate tone and style.

You are welcome to attend the first class to consult the instructor about your English language level, but space in the class is not guaranteed. If you have questions prior to enrollment, contact the Education department at (510) 642-1172 or email questions to extension-tesol@berkeley.edu.

English as a Second Language (ESL)

COURSE INFORMATION

(510) 642-1172
extension-tesol@berkeley.edu
extension.berkeley.edu/humanities

Academic Writing for ESL

COURSE INFORMATION

COLWRIT X400.1 • 2 semester units in College Writing Program

Strengthen your writing by learning how to develop your voice, write for different purposes, produce drafts, revise your work and more. Structured exercises and instructor feedback teach you to assess your own writing and that of your peers. Upon completion, you have a deeper understanding of the writing process and see noticeable improvements in your writing.

This course is intended for intermediate to advanced English learners.

Sec. 006
Wayne Macedo, M.A.
10 meetings
Tuesdays, 6–9 pm
Feb. 9–April 12
Berkeley: Golden Bear Center • $500

Advanced Grammar Skills in ESL

COURSE INFORMATION

COLWRIT X402 • 2 semester units in College Writing Program

Designed for nonnative English speakers, this course helps perfect and polish your English grammar with the goal of increasing your effective-ness and confidence in the workplace. Review and practice advanced grammar points in the contexts of oral communication, reading and writing.

This course is intended for advanced English learners.

Sec. 009
Sepideh Hosseini, M.A.
10 meetings
Mondays, 6–9 pm
Feb. 22–April 25
Berkeley: Golden Bear Center • $550

Sec. 010
Steven West, Ph.D.
10 meetings
Wednesdays, 6–9 pm
March 23–May 25
Berkeley: Golden Bear Center • $550

Business English for ESL Students

COURSE INFORMATION

COLWRIT X411 • 2 semester units in College Writing Program

Develop the fluency, accuracy and communication skills you need to work confidently in the English-speaking business world. Focus on improving your English proficiency in core skill areas such as reading, writing, speaking and listening as you review key areas of business. You also learn how to effectively communicate in business meetings, give presentations, negotiate, and express yourself in a confident and assertive manner.

This course is intended for high-intermediate to advanced English learners.

Sec. 013
Wayne Macedo, M.A.
10 meetings
Thursdays, 6–9 pm
Feb. 9–April 12
Berkeley: Golden Bear Center • $550

Idiomatic English and Oral Communication Skills for ESL

COURSE INFORMATION

COLWRIT X407 • 2 semester units in College Writing Program

Learn to communicate more fluently and naturally in many everyday situations. Using a variety of fun and engaging classroom speaking activities, build your vocabulary and your ability to use idioms to communicate more accurately and to express yourself more effectively. Examine common American English idioms, expressions, slang and word combinations in popular movies, songs and texts. Learn in a lively, fun classroom environment, and build confidence in your English conversation skills.

This course is intended for intermediate to advanced English learners.

Sec. 010
Sepideh Hosseini, M.A.
10 meetings
Wednesdays, 6–9 pm
March 16–May 18
Berkeley: Golden Bear Center • $550

Sec. 009
Brian Ng, M.A.
10 meetings
Tuesdays, 6–9 pm
Feb. 16–April 19
Berkeley: Golden Bear Center • $550
Pronunciation Improvement for Effective Communication in ESL

COLWRIT X404 • 2 semester units in College Writing Program

Learn how to improve your intonation, rhythm and stress patterns to speak more clearly. Work closely with the instructor to correct individual errors, and learn strategies to help improve your accent. Become a better communicator in English through intensive classroom practice and structured activities. Develop awareness of your own pronunciation, and learn to monitor yourself for continued improvement.

This course is intended for intermediate to advanced English learners.

Sec. 013
Shoshana Bianchi-McElwee, M.A.
10 meetings
Wednesdays, 6–9 pm
Feb. 3–April 13 (no meeting on March 30)
Berkeley: Golden Bear Center • $500

5 WAYS TO ENROLL

1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave.
   Suite 110
   Berkeley, CA,
   94707-7000
4. Purchase Order: (510) 642-3910
5. In Person: At
   Golden Bear Center
   1995 University Ave.
   Berkeley

LOCATION GUIDE

Belmont: Belmont Center 1301 Shoreway Rd., Suite 400, Belmont

Berkeley Campus See campus map, p. 237. If no building location is given, visit extension.berkeley.edu.

Berkeley: Golden Bear Center 1995 University Ave., Berkeley

San Francisco: San Francisco Campus 160 Spear St., Floors 5, 6 and 7, San Francisco

Online Internet and email access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete (unless otherwise noted on course description).

Other Classes that are not located at Extension centers or on the UC Berkeley campus have the classroom address provided with the course information.
Vanessa Vun is enjoying a successful career as a clinical laboratory scientist (CLS) at the University of California, San Francisco, thanks in part to UC Berkeley Extension’s Immunology and Medical Microbiology courses. Needing those two courses to satisfy prerequisites for San Francisco State University’s (SFSU) Clinical Laboratory Science Program, Vun appreciates how easy it was to complete those courses in a timely fashion.

**Why did you choose UC Berkeley Extension?**

When I looked at other institutions that would provide these prerequisites, UC Berkeley Extension had the easiest way to enroll in the courses. With others, there are a lot of college students signing up for courses, so you don’t have priority. But with Extension, it’s open to anyone. That’s what I really liked about it: I could easily find a spot and sign up for the class. Also, a lot of my fellow students were taking these courses for a CLS program, and it was really nice to be around people who are at the same stage as I was.

**You completed your CLS training through SFSU. How did Extension’s courses prepare you?**

SFSU’s CLS program is very intensive. The courses I took at Extension provided a good base to what I was supposed to know coming into the CLS program.
Enhance your career in the sciences with UC Berkeley Extension. Stay competitive with training that reflects the latest thinking in various fields. Courses developed and taught by industry innovators and subject experts enable you to connect with medical professionals, business leaders and biotechnology pioneers.

Prepare for advanced programs in medicine, dentistry, veterinary medicine, nursing, pharmacy and other health professions. Meet the math and statistics requirements to enter the UC Berkeley Haas School of Business or other M.B.A. programs. Courses ranging from biology and physics to analytic geometry and calculus ensure that you find the appropriate education. For the specialized math and science knowledge that you need to take your career to the next level, come to UC Berkeley Extension.

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Free Information Sessions

Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.eduinfosessions.

Health Professions Preparation

COURSE INFORMATION
(510) 643-6901 extension-science@berkeley.edu extension.berkeley.edu/sciences

FREE INFORMATION SESSIONS
Post-Baccalaureate Health Professions Program
UNEX 1057
This specially designed program provides academic preparation in the sciences and advising to enhance your application for admission to medical, dental or veterinary school or to other advanced degree programs in the health professions. Discover how you can prepare for medical school and other advanced health care training programs with UC Berkeley Extension's top-flight science courses. For details, see this page or visit extension.berkeley.edu/spos/premed.html.

Sec. 023
1 meeting
Thursday, 6–7:30 pm
Jan. 28
Berkeley: Golden Bear Center • FREE

Sec. 024
1 meeting
Monday, 6–7:30 pm
March 28
San Francisco: San Francisco Campus • FREE

ONLINE INFORMATION SESSIONS
Post-Baccalaureate Health Professions Program

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see this page. Visit extension.berkeley.edu/spos/premed.html to register.

1 meeting
Friday, 12–1 pm
Dec. 4
Online • FREE

1 meeting
Friday, 12–1 pm
April 22
Online • FREE

1 meeting
Friday, 12–1 pm
May 20
Online • FREE

Post-Baccalaureate Health Professions Program

Get the science education required for advanced study in medicine and other health professions. The convenience of evening and weekend study makes it possible to continue working while you’re enrolled. Courses meeting the academic standards of UC Berkeley coupled with comprehensive advisement ensure that your education is of the highest quality. In-depth advising helps you tailor a course plan, identify the medical or health program that fits your needs, and prepare an application for further study. With the Post-Baccalaureate Health Professions Program, you’re ready to join others who have completed the program and gained admission to a wide range of health care programs.

Curriculum Requirements
The curriculum comprises 2 required courses and a varied number of electives (depending on specific courses needed) for a total of 24 semester units of electives and 1.9 ceu of required courses.

Required Courses
- Health Careers Seminar I UNEX 1074 (offered this term)
- Health Careers Seminar II UNEX 1075 (offered this term)

Electives
For a list of available electives, visit extension.berkeley.edu/spos/premed.html.

Learn More and View the Brochure
extension.berkeley.edu/spos/premed.html
(510) 643-6901
extension-science@berkeley.edu
Health Careers Seminar I
UNEX 1074 • 0.4 ceu
A requirement in the Post-Baccalaureate Health Professions Program
Get an orientation to the Post-Baccalaureate Health Professions Program and assistance in planning your course of study. Learn skills that can help support your success in the program, explore personal program goals and develop an achievement plan. Current and former students discuss their experiences and answer questions.
Prerequisite: You must be officially accepted into the Post-Baccalaureate Health Professions Program.
Sec. 010
Shoshana Katzman, Ph.D.
1 meeting
Sunday, 1–5 pm
Jan. 24
Berkeley: Golden Bear Center • $315

Health Careers Seminar II
UNEX 1075 • 1.5 ceu
A requirement in the Post-Baccalaureate Health Professions Program
This second installment of a two-course required sequence prepares you for the comprehensive application process to health-career professional programs. You further clarify your understanding of admission requirements, length of study and workforce issues. Plan your approach for the written application, learn to write personal statements and discuss interviews. You also learn strategies to finance your health care education. Classroom experience includes lectures, in-class interactive presentations, group work with fellow students, and opportunities for private and semi-private meetings with instructors.
Prerequisites: Health Careers Seminar I UNEX 1074. You must be officially accepted into the Post-Baccalaureate Health Professions Program.
Sec. 007
Juhn Verano, MS
Shoshana Katzman, Ph.D.
3 meetings
Sundays, 10 am–3 pm
Feb. 28–March 13
Berkeley: Golden Bear Center • $600

Biology

COURSE INFORMATION
(510) 643-6918
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 642-7345
extension-science-online@berkeley.edu
extension.berkeley.edu/online

Cell Biology
MCELLBI X116 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program
Understand cell biology from a molecular perspective. Learn how to study cells, and investigate current knowledge of cell membranes, organelles, cytoskeletons, cell growth and division, cell communication and the mechanism underlying cellular events.
Prerequisite: One year of college-level general biology for majors
Sec. 010
Ying Liu, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb. 15)
Berkeley: Golden Bear Center • $880

Developmental Biology
MCELLBI X138 • 3 semester units in Molecular and Cell Biology
A elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program
How does a single cell, the fertilized egg, give rise to a complex organism that contains many different cell types, tissues and organs? How do the organs develop to the right size and in the right place to give rise to a functional animal? Developmental biology seeks to answer these questions by studying cellular behavior and molecular pathways that control patterning in the developing embryo. Study different model organisms, with an emphasis on vertebrates, and cover the most recent advances and techniques in developmental biology.
Sec. 005
Aung Chein, M.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 26–May 3
San Francisco: San Francisco Campus • $880
SciEonices, Mathematics and Biotechnology

General Biology I
MCELLBI X15A • 3 semester units in Molecular and Cell Biology

An elective in the Post-Baccalaureate Health Professions Program

Gain an introduction to fundamental concepts in biology, including cell structure and function; prokaryotes; eukaryotes; metabolism; molecular and organismal genetics; classification; and animal development, form and function. Designed for biology majors and premedical and prehealth students, this course is also appropriate for returning students interested in a refresher biology class and professionals in other disciplines considering a career change to the biological sciences. This course is associated with General Biology Laboratory I MCELLBI X15.1A. The lecture may be taken without the laboratory.

Sec. 016
Nidhi Ahuja, Ph.D.
15 meetings
Tuesdays, 1–5 pm
Jan. 19–May 3 (no meeting on April 5)
Berkeley: Golden Bear Center • $980

Sec. 018
Katerina Athena Drouvalakis, Ph.D.
15 meetings
Tuesdays, 6–10 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $980

Sec. 017
Aung Chein, M.D.
15 meetings
Thursdays, 6–10 pm
Jan. 28–May 12 (no meeting on March 24)
San Francisco: San Francisco Campus • $980

General Biology Laboratory I
MCELLBI X15.1A • 2 semester units in Molecular and Cell Biology

An elective in the Post-Baccalaureate Health Professions Program

Get an introduction to fundamental concepts in biology, including cell structure and function; metabolism; molecular and organismal genetics; classification; and animal development, form and function. Designed for biology majors and premedical and prehealth students, this course is also appropriate for returning students interested in a refresher biology class and professionals in other disciplines considering a career change to the biological sciences. This course is associated with General Biology I MCELLBI X15A.

Sec. 016
Instructor to be announced
15 meetings
Saturdays, 10 am–2 pm
Jan. 23–May 14 (no meetings on Feb. 13 and April 2)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 16, Room 212 • $980

Sec. 015
Arja McCray, Ph.D.
15 meetings
Saturdays, 1–5 pm
Jan. 30–May 21 (no meetings on Feb. 13 and March 26)
Oakland: Merritt College, 12500 Campus Dr., Room S417 • $980

General Biology II
INTEGBI X15B • 3 semester units in Integrative Biology

An elective in the Post-Baccalaureate Health Professions Program

Learn fundamental concepts in biology, including prokaryotes; protists; fungi and plant development, form and function; population genetics; ecology; conservation; the origin of life; evolution; and classification. Designed for biology majors and premedical and prehealth students, this course is also appropriate for returning students interested in a refresher biology class and professionals in other disciplines considering a career change to the biological sciences. This course is associated with General Biology Laboratory II INTEGBI X15.1B. The lecture may be taken without the laboratory.

High school chemistry is recommended.

Sec. 017
Barry Thomson, M.Sc.
15 meetings
Tuesdays, 6–10 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $980

Sec. 016
Ying Liu, Ph.D.
15 meetings
Thursdays, 6–10 pm
Jan. 21–May 5 (no meeting on March 24)
Berkeley: Golden Bear Center • $980
Learn fundamental concepts in biology, including pros- teases; fungi and plant development, form and function; population genetics; ecology; conservation; the origin of life; evolution; and classification. Designed for biology majors and premedical and prehealth students, this course is also appropriate for returning students interested in a refresher biology class and professionals in other disciplines considering a career change to the biological sciences. Develop laboratory skills such as instrumentation, data analysis and observation.

Prerequisite: General Biology II INTEGBI X15B must be completed with a C or better or taken concurrently.

Introductory Biology With Lab, Part A
MCELLBI X19A • 5 semester units in Molecular and Cell Biology
How do cells convert nutrients into usable energy? What is the relationship among genes, chromosomes and DNA? Learn the answers to these and other questions while building a solid foundation in the fundamental concepts of molecular and cell biology, including cell structure and function, metabolism and genetics, as well as animal development, form and function. Put theory into practice with home wet lab and virtual experiments, and explore the relation between biological issues and current topics in experimental research, biotechnology and medicine.

Familiarity with basic chemistry is recommended but not required.

Sec. 004
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online • Proctored final exam • $875

Introductory Biology With Lab, Part B
MCELLBI X19B • 5 semester units in Molecular and Cell Biology
What are the mechanisms of evolution? How do plants perform basic biological functions? How do organisms interact with each other and their environment? Discover the answers to these and other questions while gaining a solid foundation in macroscopic biological issues, including organismal diversity. You pay particular attention to plants, evolution, evolutionary biology and ecology. Learn about biological diversity and ecological principles, including the effects of human activity on the environment. Put principles into action through home wet lab and virtual experiments.

Familiarity with basic chemistry is recommended.

Sec. 003
Susan Parkinson, Ph.D.
Enroll anytime
Online • Proctored final exam • $875

General Human Anatomy
INTEGBI X104 • 3 semester units in Integrative Biology
An elective in the Post-Baccalaureate Health Professions Program
Examine the correlations between the structures and functions of the body’s various systems in this intensive introductory course. Explore the functional anatomy of the human body through gross and microscopic examination. Topics include the cardiovascular, respiratory, gastrointestinal, nervous and musculoskeletal systems, with an introduction to biomechanical principles. Investigate disease pathologies affecting normal body function. The course is especially useful as an introduction to human anatomy for students interested in the medical profession.

Prerequisite: One year of college-level general biology for majors

Sec. 029
James Smiley, B.A., D.C.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–May 3 (no meeting on March 22)
Berkeley: Golden Bear Center • $880

Sec. 030
Sereen Al Khalili, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $880

Sec. 028
James Smiley, B.A., D.C.
15 meetings
Mondays, 2–5 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 22)
San Francisco: San Francisco Campus • $880
Human Nutrition
MCELLBi X444 • 3 semester units in Molecular and Cell Biology
An elective in the Post-Baccalaureate Health Professions Program and in the Advanced Biosciences Program
Understand the role that nutrition plays in human health and development through topics such as digestion and metabolism; variations in caloric and nutrient needs and calculations; recording of diet and evaluation of macro- and micronutrient content in relation to dietary reference intakes; phytochemicals and nutrients and their role in health and illness (especially in endocrine diseases such as type 2 diabetes, obesity, hypertension and cardiovascular disease); disorders related to nutrient deficiency and excess and medical nutrition therapy; and nutritional variations related to diet, food safety and food-borne illnesses.
Working knowledge of college-level chemistry, biology or physiology is strongly recommended.
Sec. 002
Peter Niloufari, M.D.
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–April 27 (no meeting on March 23)
Berkeley: Golden Bear Center • $880

Introduction to Human Physiology
MCELLBi XB32 • XBW32 for online sections
3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Understand the complexities of the cells, tissues, and major organs and systems of the human body. Study a different system each week, concentrating on basic mechanisms underlying human life processes and important diseases affecting normal human function.
Prerequisite: One year of high school or college chemistry
Sec. 015
Peter Niloufari, M.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 31–May 5 (no meeting on March 24)
San Francisco: San Francisco Campus • $880

Physeiology of the Cardiac and Respiratory Systems
MCELLBi X499.5 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program
Get an introduction to the human cardiovascular and respiratory systems, including normal physiology, exercise and pathophysiology. Examine current topics in diagnosis, control and prevention of disease through case studies and journal articles.
Prerequisites: One college-level course in general biology and one in physiology
Sec. 006
Michael Coronado
15 meetings
Mondays, 6:30–9:30 pm
Jan. 11–May 9 (no meetings on Jan. 18, Feb. 15 and April 4)
San Francisco: San Francisco Campus • $880

Principles of Molecular Biology
MCELLBi XI07A • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Study DNA structure and replication, RNA and protein synthesis, and the genetic code. Gain an understanding of the fundamental concepts and complexities of molecular biology, including both structures and processes common to most organisms. Critically evaluate current scientific literature, learn about important molecular biology tools and techniques, and investigate the experimental basis of molecular biology.
Sec. 004
Instructor to be announced
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–April 21
San Francisco: San Francisco Campus • $880

Human Physiology Laboratory
MCELLBi X406.1 • 1 semester unit in Molecular and Cell Biology
An elective in the Post-Baccalaureate Health Professions Program
Study fundamental concepts of human physiology—including reproductive, neural, muscular, cardiovascular, respiratory, renal, endocrine and sensory systems—using hands-on experiments and computer simulations. Measure and analyze student EKGs, blood pressure, respiratory volume and reflexes.
Prerequisite: Either Introduction to Human Physiology MCELLBi XB32 or Mammalian Systemic Physiology INTEGBi X109 must be completed with a C or better or taken concurrently.
Sec. 015
Peter Niloufari, M.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 26–May 10 (no meeting on March 22)
Hayward: Life Chiropractic College, 25001 Industrial Blvd., Room 164 • $880

Sec. 014
Miguel Angeles, M.D., M.P.H.
15 meetings
Saturdays, 9 am–12 pm
Jan. 30–May 21 (no meetings on Jan. 13 and March 26)
Oakland: Merritt College, 12500 Campus Dr., Room S210 • $880

Mammalian Systemic Physiology
INTEGBi X109 • 3 semester units in Integrative Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Study fundamental concepts of mammalian (primarily human) physiology, including neural, muscular, cardiovascular, respiratory, renal, endocrine, digestive and reproductive physiology. Explore in detail homeostasis, molecular and cellular physiology, and the functions of tissues, organs and organ systems. At the end of the course, you understand current topics and key concepts of experimental research. Biology majors, premedical and prehealth students, and those looking for a career change or to refresh their physiological knowledge can benefit greatly from this course.
Sec. 008
James Smiley, B.A., D.C.
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–April 20
San Francisco: San Francisco Campus • $880
Medical Microbiology
MCELLBI X134 • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program

Gain familiarity with important microbial pathogens, including bacteria, viruses, fungi and parasites. You then study their biological characteristics, epidemiology, mechanisms and routes of transmission, pathogenesis and immunity, host response, control and prevention.

Prerequisites: One year of college-level general biology for majors and chemistry

Sec. 034
Christina Morales, Ph.D.
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–April 20
Berkeley: Golden Bear Center • $880

Sec. 033
Rajeev Banerjee, M.S., Ph.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–April 28
Berkeley: Golden Bear Center • $880

Sec. 032
Nidhi Ahuja, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 28)
San Francisco: San Francisco Campus • $880

MCELLBI X136 • 1 semester unit in Molecular and Cell Biology

An elective in the Post-Baccalaureate Health Professions Program

Get an introduction to medical microbiology and general laboratory techniques in this course designed for students who have some background in biology and chemistry.

Prerequisites: General Microbiology or Medical Microbiology MCELLBI X134 lecture must be taken concurrently or previously.

Sec. 012
Edwin Ochong, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 28)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 16, Room 204 • $880

Sec. 011
Judith Owiti, Ph.D.
15 meetings
Saturdays, 9:30 am–12:30 pm
Jan. 30–May 21 (no meetings on Feb. 13 and March 26)
Oakland: Merritt College, 12500 Campus Dr., Room S403 • $880

Introductory Biochemistry
MCELLBI X105 • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program

Understand the basic chemistry and overall structure of the most important biological macromolecules presented in this no lab course. You study enzyme catalysis; cellular architecture; intermediary metabolism; and special processes such as photosynthesis, biological oxidation and energy production. Explore the various ways that biological systems react to their environment.

Prerequisites: College-level courses in elementary chemistry and biology required; one or two semesters of organic chemistry recommended.

Sec. 016
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Sec. 017
Nidhi Ahuja, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Biochemistry
MCELLBI X115A • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program

Study the common molecular processes and chemical reactions that underlie diverse life forms. Begin by examining the relationship between the 3-D structure of proteins and their biological activity. Next, look at the mechanism of enzyme action, how enzymes recognize their substrates and enhance reaction rates, and the control of enzymatic activity. Finally, develop an integrated picture of metabolism in the body by examining metabolic pathways and their regulation and control.

Prerequisites: One year of college-level general biology for majors and organic chemistry

Sec. 031
Geoffrey Sargent, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–April 19
San Francisco: San Francisco Campus • $880

Sec. 030
Nidhi Ahuja, Ph.D.
15 meetings
Thursdays, 1:45–4:45 pm
Jan. 21–May 5 (no meeting on April 7)
San Francisco: San Francisco Campus • $880

Sec. 032
Mary Alice Yund, Ph.D., Extension Honored Instructor
14 meetings
Thursdays, 6:30–9:45 pm
Jan. 21–April 21
Berkeley Campus: 123 Wheeler Hall • $880

Sec. 029
Louisa Weng Chi Man, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb. 15)
Berkeley: Belmont Center • $880
SCIENCE, MATHEMATICS AND BIOTECHNOLOGY

Genetics
MCCELLBI X143 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program

Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited. Study the molecular basis of gene function and mutation, Mendelian genetics, transmission systems, regulation of cellular processes, developmental genetics, cytoplasmic inheritance, population genetics and multifactorial inheritance. Learn about recent advances in biotechnology that have genetic implications, including the Human Genome Project and advances in genetic engineering technology.

Prerequisite: One year of college-level general biology for majors

Sec. 026
Mary Alice Yund, Ph.D., Extension Honored Instructor
14 meetings
Tuesdays, 6:30–9:45 pm
Jan. 19–April 19
Berkeley Campus: 130 Wheeler • $880

Immunology
MCCELLBI X110 • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program

The immune system plays the crucial role of battling infection and cancer in the body. As a defense system, it must recognize and distinguish between what is foreign and what is self. Examine the basic principles of immunology, and study the tissues and cells that make up the immune system. Understand the structure and function of immunoglobulins, and investigate the nature of their interactions with antigens. Learn to discuss biotherapeutics, cancer and AIDS from an informed standpoint.

Prerequisite: One year of college-level general biology for majors

Sec. 027
Amy Morgan, Ph.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–April 21
San Francisco: San Francisco Campus • $880

Sec. 028
Helen Kwan, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb. 15)
Berkeley: Golden Bear Center • $880

Molecular Endocrinology
MCCELLBI X125 • 3 semester units in Molecular and Cell Biology

An elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program

Study the molecular mechanisms of hormone and growth factor action. After a basic primer in general endocrinology, examine the various mechanisms of steroid and peptide hormone action, as well as the cross talk between the pathways and their role in cellular signaling. Then, focus your study on how these pathways are involved in human diseases such as diabetes, thyroid disorders and endocrine-related cancer.

Sec. 004
Reza Majlesi
15 meetings
Thursdays, 2–5 pm
Jan. 14–April 21
Berkeley: Golden Bear Center • $880

Introduction to Biostatistics
MCCELLBI X471 • 3 semester units in Molecular and Cell Biology

Gain the statistical skills to read scientific articles in your field, understand the statistical methods used and interpret the results on your own.

For course schedule, see p. 163.

Hematology
MCCELLBI X499.4 • 3 semester units in Molecular and Cell Biology

Study fundamental concepts of hematology.

For course schedule, see p. 152.

Pharmacology
MCCELLBI X410.1 • 3 semester units in Molecular and Cell Biology

Learn the general principles of pharmacology and mechanisms of drug action at the molecular level.

For course schedule, see p. 152.

Principles of Toxicology
MCCELLBI X419 • 3 semester units in Molecular and Cell Biology

Study the health effects of drugs, chemicals and natural substances on biological systems and the environment.

For course schedule, see p. 152.

Virology
MCCELLBI X126 • 3 semester units in Molecular and Cell Biology

Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis.

For course schedule, see p. 153.
Advanced Bioscience

COURSE INFORMATION
(510) 642-8108
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 642-7345
extension-science-online@berkeley.edu
extension.berkeley.edu/online

Current Topics in the Biosciences
MCELLBI X427 • 2 semester units in Molecular and Cell Biology
A requirement in the Advanced Biosciences Program; an elective in the Post-Baccalaureate Health Professions Program
Learn about recent scientific advances and emerging technologies in molecular and cell biology, neurobiology, genomics, immunology and infectious disease. Read current scientific literature, and learn how to analyze experimental data and critically evaluate the impact of research findings. Participate in classroom discussions and student presentations to enhance your ability to discuss some of the exciting scientific advances being published today. This course is intended for advanced science students with some previous knowledge of cell biology, molecular biology and genetics. Industry professionals and health professions students can also benefit from this course.

Sec. 014
Robin Ball, Ph.D.
10 meetings
Mondays, 6:30–9:30 pm
Jan. 25–April 4 (no meeting on Feb. 15)
San Francisco: San Francisco Campus • $605

Sec. 015
Monica Ranes-Goldberg, Ph.D.
Feb. 2–April 26
Online • $585

Biochemistry
MCELLBI X115A • 3 semester units in Molecular and Cell Biology
Understand molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 149.

Cell Biology
MCELLBI X116 • 3 semester units in Molecular and Cell Biology
Get an overview of the general principles of pharmacology and mechanisms of drug action at the molecular level.
For course schedule, see p. 145.

Developmental Biology
MCELLBI X138 • 3 semester units in Molecular and Cell Biology
Study different model organisms, with an emphasis on vertebrates, and cover the most recent advances and techniques in developmental biology.
For course schedule, see p. 145.

Genetics
MCELLBI X143 • 3 semester units in Molecular and Cell Biology
Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited.
For course schedule, see p. 149.

Hematology
MCELLBI X499.4 • 3 semester units in Molecular and Cell Biology
Study fundamental concepts of hematology—primarily human—including blood-forming organs and the origin and function of blood cells and plasma.
For course schedule, see p. 152.

Immunology
MCELLBI X110 • 3 semester units in Molecular and Cell Biology
Examine the basic principles of immunology, and study the tissues and cells that make up the immune system.
For course schedule, see p. 150.

Advance your career, start a new project or update your knowledge of current topics and emerging technologies with the Advanced Biosciences Program. The required course, Current Topics in the Biosciences, orients you to the program and gives you an overview of recent advances in modern biological research. You then tailor the remainder of the program to meet your specific needs. Whether you are returning to graduate school, retooling your career or learning new skills for your current employer, you can choose from a variety of elective courses in advanced biosciences, biology or chemistry. Online and classroom courses are available in the basic sciences, as well as in specialized topics such as stem cell biology, hematology and biostatistics. New courses are continually being developed to keep pace with this evolving field.

Curriculum Requirements
The curriculum comprises 1 required course and 8 semester units of electives for a total of 10 semester units (150 hours of instruction).

Required Course
• Current Topics in the Biosciences
  MCELLBI X427 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/advanced_biosciences.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/advanced_biosciences.html
(510) 642-8108
extension-science@berkeley.edu
Quantitative Analysis: Applications in Clinical Chemistry
CHEM X416 • 3 semester units in Chemistry
Explore the principles, techniques and instrumentation involved in quantitative analysis, with special emphasis on clinical applications.
For course schedule, see p. 153.

Virology
MCELLBI X126 • 3 semester units in Molecular and Cell Biology
Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis.
For course schedule, see p. 153.

Pharmacology
MCELLBI X410.1 • 3 semester units in Molecular and Cell Biology
Learn the general principles of pharmacology and mechanisms of drug action at the molecular level.
For course schedule, see p. 153.

Principles of Molecular Biology
MCELLBI X107A • 3 semester units in Molecular and Cell Biology
Study DNA structure and replication, RNA and protein synthesis, and the genetic code.
For course schedule, see p. 148.

Hematology
MCELLBI X499.4 • 3 semester units in Molecular and Cell Biology
A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program
Study fundamental concepts of hematology—primarily human—including blood-forming organs and the origin and function of blood cells and plasma. You also examine the theoretical and clinical aspects of normal and pathological conditions of erythrocytes, leukocytes, platelets, coagulation and blood group systems.
Prerequisite: One year of college-level general biology for majors
Sec. 025
Reza Majlesi
15 meetings
Wednesdays, 6:15–9:15 pm
Jan. 13–April 20
San Francisco: San Francisco Campus • $880

Sec. 024
Chuanyi Mark Lu
15 meetings
Saturdays, 10 am–1 pm
Jan. 23–May 14 (no meetings on Feb. 13 and April 16)
Berkeley Campus: 140 Barrows Hall • $880

COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring summer and fall. New courses start almost every month. Check extension.berkeley.edu for current course information and to enroll.
Pharmacology
MCELLBI X410 • 3 semester units in Molecular and Cell Biology
Learn the general principles of pharmacology and mechanisms of drug action at the molecular level. Study the different drug classes and their effects on the various systems of the human body. Explore current topics of pharmacogenomics and gene/protein therapy, as well as the regulatory (FDA) and industrial aspects of pharmacological science. This course is designed for those interested in becoming health care professionals in the fields of medicine, nursing and pharmacy, as well as those interested in basic scientific research and biotechnology. 
Prerequisite: College-level general biology for majors; molecular biology and biochemistry recommended
Sec. 003
Jennifer Johnston
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–April 20
San Francisco: San Francisco Campus • $880

Principles of Toxicology
MCELLBI X419 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Study the health effects of drugs, chemicals and natural substances on biological systems and the environment. Learn about the properties of toxic substances, the toxic mechanisms of chemicals, the fate and reactions of foreign chemicals in people's bodies, the identification and evaluation of toxicity, and health risk assessment methodologies.
Sec. 003
Rainbow Rubin, Ph.D.
15 meetings
Tuesdays, 2–5 pm
Jan. 12–April 19
Berkeley: Golden Bear Center • $880

Quantitative Analysis: Applications in Clinical Chemistry
CHEM X416 • 3 semester units in Chemistry
A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program
Explore the principles, techniques and instrumentation involved in quantitative analysis, with special emphasis on clinical applications. Learn the basic physiology, analytical procedures and clinical (normal and disease state) correlations to systems such as carbohydrates, proteins, lipids, enzymes, nonprotein nitrogen, acid-base metabolism, hormones, vitamins, electrolytes, body fluids and others. Study organ system function (normal and abnormal) and associated laboratory testing methods. Learn proper laboratory safety and regulations, statistical methods, and quality assurance and management. This course is especially useful for students looking to transition into a career in the clinical laboratory setting or other health-related fields.
Prerequisites: One year of college-level biology and one year of college-level chemistry
Sec. 011
Thomas Kampfrath, Ph.D., DABCC, and Daniel Biocini, B.S., CLS
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 13–April 20
Belmont: Belmont Center • $880

Sec. 012
Nichole Coleman
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 9 (no meeting on Feb. 15)
Berkeley: Golden Bear Center • $880

Virology
MCELLBI X126 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis, as well as diagnosis, control and prevention of infection.
Prerequisite: One year of college-level general biology for majors
Sec. 005
Rajeev Banerjee, M.S., Ph.D.
14 meetings
Saturdays, 10 am–1 pm
Jan. 23–April 30
Berkeley: Golden Bear Center • $880

Clinical Laboratory Scientist Preparatory Program

Clinical laboratory scientists are increasingly in demand as the need grows for professionals to perform sophisticated clinical diagnostic tests with a high degree of skill and knowledge. This specialized career offers exciting and rewarding job opportunities that combine advanced laboratory skills with front-line health care delivery. Clinical laboratory scientists work mainly in hospital laboratories but can apply their expertise to management, biotechnology, medical device sales and education. Enhance your background in the biological or chemical sciences with the Clinical Laboratory Scientist (CLS) Preparatory Program, and gain the required course credit needed to apply to certified CLS training programs. The CLS Preparatory Program offers all of the required coursework, as well as many electives, to strengthen your application to competitive CLS training programs.

Curriculum Requirements
The curriculum comprises 2 core courses (6 semester units) and 1–2 electives or an additional core course (3 semester units) for a total of 9 semester units (at least 135 hours of instruction).

Core Courses (choose 2)
• Biochemistry MCELLBI X115A (offered this term)
• Hematology MCELLBI X499.4 (offered this term)
• Immunology MCELLBI X110 (offered this term)
• Introductory Biochemistry MCELLBI X105 (offered this term)
• Medical Microbiology MCELLBI X134 (offered this term)
• Quantitative Analysis: Applications in Clinical Chemistry CHEM X416 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/clsprep.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/clsprep.html
(extension-science@berkeley.edu)
Biochemistry
MCELLBI X115A • 3 semester units in Molecular and Cell Biology
Understand molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 149.

Genetics
MCELLBI X143 • 3 semester units in Molecular and Cell Biology
Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited.
For course schedule, see p. 149.

Immunology
MCELLBI X110 • 3 semester units in Molecular and Cell Biology
Examine the basic principles of immunology, and study the tissues and cells that make up the immune system.
For course schedule, see p. 150.

Mammalian Systemic Physiology
INTEGBI X109 • 3 semester units in Integrative Biology
Study fundamental concepts of mammalian physiology (primarily human), including neural, muscular, cardiovascular, respiratory, renal, endocrine, digestive and reproductive physiology.
For course schedule, see p. 148.

Medical Microbiology
MCELLBI X134 • 3 semester units in Molecular and Cell Biology
Gain familiarity with important microbial pathogens, including bacteria, viruses, fungi and parasites.
For course schedule, see p. 148.

Cell Biology
MCELLBI X116 • 3 semester units in Molecular and Cell Biology
Get an overview of the general principles of pharmacology and mechanisms of drug action at the molecular level.
For course schedule, see p. 145.

Principles of Molecular Biology
MCELLBI X107A • 3 semester units in Molecular and Cell Biology
Study DNA structure and replication, RNA and protein synthesis, and the genetic code.
For course schedule, see p. 148.

Chemistry
COURSE INFORMATION
(510) 643-6901
extension-science@berkeley.edu
extension.berkeley.edu/sciences
ONLINE COURSE INFORMATION
(510) 642-7345
extension-science-online@berkeley.edu
extension.berkeley.edu/online

General Chemistry I
CHEM X19A • 3 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Get an introduction to the fundamental concepts of inorganic chemistry, including matter, atoms, molecules, solutions, thermochemistry, chemical bonding and intermolecular forces. This course is designed for biology, premedical and prehealth students. It is also appropriate for returning students interested in chemistry and for professionals in other disciplines considering a career change to the sciences. This course is associated with General Chemistry Laboratory I CHEM X19.1A.
The lecture may be taken without the laboratory. Algebra and high school chemistry recommended
Sec. 016
Michael Kelleher, Ph.D.
15 meetings
Wednesdays, 6:30–9:30 pm
Jan. 20–May 4 (no meeting on March 23)
Belmont: Belmont Center • $880
Sec. 015
Gregory Watkins, Ph.D.
15 meetings
Wednesdays, 6:30–10 pm
Jan. 27–May 11 (no meetings on Feb. 15 and March 21)
Berkeley Campus: 166 Barrows Hall • $880

General Chemistry Laboratory I
CHEM X19.1A • 1 semester unit in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Get an introduction to the fundamental concepts of inorganic chemistry, including matter, atoms, molecules, solutions, thermochemistry, chemical bonding and intermolecular forces. Develop laboratory skills such as instrumentation, data analysis and observation skills. Designed for biology majors and premedical students, this course is also appropriate for returning students interested in chemistry and for professionals in other disciplines considering a career change to the sciences. It is associated with General Chemistry I CHEM X19A.
Prerequisite: General Chemistry I CHEM X19A must be completed with a C or better or taken concurrently.
Sec. 022
Valeria Martinovic, Ph.D.
15 meetings
Thursdays, 6:30–10 pm
Jan. 21–May 5 (no meeting on March 31)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 18, Room 305 • $915
Sec. 020
Debjani Roy, Ph.D.
15 meetings
Wednesdays, 6:30–10 pm
Jan 27–May 11 (no meeting on March 23)
Berkeley Campus: 220 Latimer Hall • $915
Sec. 021
Heike Held, Ph.D.
15 meetings
Wednesdays, 6:30–10 pm
Jan 27–May 11 (no meeting on March 23)
Berkeley Campus: 209 Latimer Hall • $915

Biochemistry
MCELLBI X115A • 3 semester units in Molecular and Cell Biology
Understand molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 149.

Genetics
MCELLBI X143 • 3 semester units in Molecular and Cell Biology
Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited.
For course schedule, see p. 149.

Immunology
MCELLBI X110 • 3 semester units in Molecular and Cell Biology
Examine the basic principles of immunology, and study the tissues and cells that make up the immune system.
For course schedule, see p. 150.

Mammalian Systemic Physiology
INTEGBI X109 • 3 semester units in Integrative Biology
Study fundamental concepts of mammalian physiology (primarily human), including neural, muscular, cardiovascular, respiratory, renal, endocrine, digestive and reproductive physiology.
For course schedule, see p. 148.

Medical Microbiology
MCELLBI X134 • 3 semester units in Molecular and Cell Biology
Gain familiarity with important microbial pathogens, including bacteria, viruses, fungi and parasites.
For course schedule, see p. 148.

Cell Biology
MCELLBI X116 • 3 semester units in Molecular and Cell Biology
Get an overview of the general principles of pharmacology and mechanisms of drug action at the molecular level.
For course schedule, see p. 145.

Principles of Molecular Biology
MCELLBI X107A • 3 semester units in Molecular and Cell Biology
Study DNA structure and replication, RNA and protein synthesis, and the genetic code.
For course schedule, see p. 148.
General Chemistry II
CHEM X19B • 3 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Study the fundamental concepts of inorganic chemistry, including properties of solutions, kinetics, equilibria, electrochemistry, nuclear chemistry, metals, nonmetals and other topics of interest. This course is aimed at biology, premedical and prehealth students. It is also appropriate for returning students interested in chemistry and for professionals in other disciplines considering a career change to the sciences. It is associated with General Chemistry Laboratory II CHEM X19.1B.

Prerequisite: General Chemistry I CHEM X19A completed with a C or better

Sec. 016
Desiree Thayer, Ph.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–May 5 (no meeting on March 24)
Belmont: Belmont Center • $880

Sec. 015
Richard Samuelson, Ph.D.
15 meetings
Mondays, 6:30–9:30 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 21)
Berkeley: Golden Bear Center • $880

Sec. 014
Richard Samuelson, Ph.D.
15 meetings
Wednesdays, 2–5 pm
Jan. 27–May 11 (no meeting on March 23)
Berkeley: Golden Bear Center • $880

General Chemistry Laboratory II
CHEM X19.1B • 1 semester unit in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Learn the fundamental concepts of inorganic chemistry, including properties of solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, metals, nonmetals and other topics of interest. Develop laboratory skills such as instrumentation, data analysis and observational skills. This course is aimed at biology majors and prehealth students. It is appropriate for returning students interested in chemistry and for professionals in other disciplines considering a career change to the sciences. It is associated with General Chemistry II CHEM X19B.

Prerequisites: General Chemistry I CHEM X19A and General Chemistry Laboratory I CHEM X19.1A must be completed with a C or better. General Chemistry II CHEM X19B must be completed with a C or better or taken concurrently.

Sec. 021
Jeanette Medina, Ph.D.
15 meetings
Mondays, 6:30–10 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 28)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 18, Room 311 • $915

Sec. 018
Valeria Martinovic, Ph.D.
15 meetings
Wednesdays, 6:30–10 pm
Jan. 27–May 11 (no meeting on March 23)
Berkeley Campus: 201 Latimer Hall • $915

Sec. 019
Gurnam Singh, Ph.D.
15 meetings
Wednesdays, 6:30–10 pm
Jan. 27–May 11 (no meeting on March 23)
Berkeley Campus: 202 Latimer Hall • $915

Introduction to Chemistry
CHEM X16 • 3 semester units in Chemistry
This nonlab course introduces you to the basic principles in chemistry and demonstrates the role chemistry plays in various aspects of everyday lives.
Prerequisite: Although a background in chemistry is not necessary, a basic knowledge of math, including algebra, is required.

Sec. 004
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Introductory Organic Chemistry
CHEM X18 • 3 semester units in Chemistry
Examine the compounds that comprise most living mass. Following an introduction to covalent bonding and isomerism, you move into a detailed discussion of the molecular structures and properties of various classes of organic and other biologically important compounds.
Prerequisites: One course in introductory chemistry and knowledge of basic algebra

Sec. 006
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850
Organic Chemistry I
CHEM X36A • 3 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Learn the structure, nomenclature, bonding, properties and reactions of carbon compounds. Study the organic chemistry of alkanes, acids and bases, alkenes, alkydes, alcohols, ethers, sulfides and epoxides. This course is aimed at science majors; premedical, prehealth and returning students; and professionals interested in chemistry.
Prerequisite: One year of college-level general chemistry completed with a C or better
Sec. 021
Michael Kelleher, Ph.D.
15 meetings
Tuesdays, 6–10 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $980
Sec. 020
Marcus Strawn, Ph.D.
15 meetings
Mondays, 6–10 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 21)
Berkeley: Golden Bear Center • $980
Organic Chemistry Laboratory I
CHEM X36.1A • 2 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Acquire a variety of fundamental laboratory techniques applicable to the study, separation, purification and preparation of organic compounds. This course is designed for biology majors; premedical, prehealth and returning students; and professionals interested in chemistry. It is associated with Organic Chemistry I CHEM X36A.
Prerequisites: One year of college-level general chemistry with laboratory. Organic Chemistry I CHEM X36A must be completed with a C or better or taken concurrently.
Sec. 022
Richard Samuelson, Ph.D.
15 meetings
Wednesdays, 6–10 pm
Jan. 27–May 11 (no meeting on March 23)
Berkeley Campus: Latimer Hall (See Web for updated room number) • $980
Sec. 023
Riham Abouleisa, Ph.D.
15 meetings
Wednesdays, 6–10 pm
Jan. 27–May 11 (no meeting on March 30)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 18, Room 311 • $980
Organic Chemistry II
CHEM X36B • 3 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
Prepare to study reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry and ultraviolet-visible spectroscopy. You also get an introduction to biochemistry, lipids, carbohydrates, proteins and nucleic acids. This course is designed for science majors, premedical and prehealth students, and professionals interested in chemistry.
Prerequisite: Organic Chemistry I CHEM X36A completed with a C or better
Sec. 014
Jay Parrish, M.B.A., Ph.D.
15 meetings
Tuesdays, 6–10 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $980
Sec. 013
Peter Stonebraker, Ph.D.
15 meetings
Mondays, 6–10 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 21)
Berkeley: Golden Bear Center • $980
Organic Chemistry Laboratory II
CHEM X36.1B • 2 semester units in Chemistry
An elective in the Post-Baccalaureate Health Professions Program
You cover a variety of fundamental laboratory techniques applicable to the study, separation, purification and preparation of organic compounds. This course is designed for biology majors; premedical, prehealth and returning students; and professionals interested in chemistry. It is associated with Organic Chemistry I CHEM X36A.
Prerequisites: One year of college-level general chemistry with laboratory. Organic Chemistry I CHEM X36A must be completed with a C or better or taken concurrently.
Sec. 021
Michael Kelleher, Ph.D.
15 meetings
Tuesdays, 6–10 pm
Jan. 19–May 3 (no meeting on March 22)
Belmont: Belmont Center • $980
Sec. 020
Marcus Strawn, Ph.D.
15 meetings
Mondays, 6–10 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 21)
Berkeley: Golden Bear Center • $980
Biochemistry
MCELLB1 X15A • 3 semester units in Molecular and Cell Biology
Understand molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 149.
Quantitative Analysis: Applications in Clinical Chemistry
CHEM X416 • 3 semester units in Chemistry
Explore the principles, techniques and instrumentation involved in quantitative analysis, with special emphasis on clinical applications.
For course schedule, see p. 153.
Physics

COURSE INFORMATION
(510) 643-6901
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 642-7345
extension-science-online@berkeley.edu
extension.berkeley.edu/online

Physics I

PHYSICS X3A • 3 semester units in Physics
A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Post-Baccalaureate Health Professions Program
Study the fundamental concepts of physics, including forces, properties of matter, kinematics, thermodynamics, heat, wave motion, fluids and sound. This class is designed for biology, premedical, prehealth and architecture students. In addition, it is appropriate for returning students interested in physics and professionals in other disciplines considering a career change to the sciences. This course is associated with Physics Laboratory I PHYSICS X3.1A.
Prerequisites: Algebra and trigonometry

Sec. 015
William Caudy
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–May 5 (no meeting on March 24)
Berkeley Campus: 231 LeConte Hall • $880

Sec. 016
Minhua Zhu, Ph.D.
15 meetings
Thursdays, 6–10 pm
Jan. 21–May 5 (no meeting on March 24)
Belmont: Belmont Center • $980

Physics Laboratory I

PHYSICS X3.1A • 1 semester unit in Physics
An elective in the Post-Baccalaureate Health Professions Program
Get an introduction to the fundamental concepts of physics, including introduction to forces, properties of matter, kinematics, thermodynamics, heat, wave motion, fluids, sound and other topics of interest. This course is associated with Physics II PHYSICS X3A.
Prerequisite: Physics I PHYSICS X3A must be completed with a C or better or taken concurrently.

Sec. 019
William Caudy
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–May 5 (no meeting on March 24)
Berkeley Campus: 231 LeConte Hall • $880

Sec. 020
Amin Jazaeri, Ph.D.
15 meetings
Thursdays, 6:30–9:30 pm
Jan. 21–May 5 (no meeting on March 24)
Berkeley Campus: 211 LeConte Hall • $880

Sec. 021
Minhua Zhu, Ph.D.
15 meetings
Saturdays, 10 am–1 pm
Jan. 23–May 14 (no meetings on Feb. 13 and April 2)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 16, Room 606 • $880

Physics II

PHYSICS X3B • 3 semester units in Physics
An elective in the Post-Baccalaureate Health Professions Program
Get an introduction to fundamental concepts in physics, including electricity, magnetism, electromagnetic waves and optics. Aimed at biology, premedical, prehealth and architecture students, this course is also appropriate for returning students interested in physics and professionals in other disciplines considering a career change to the sciences. This course is associated with Physics Laboratory II PHYSICS X3.1B.
Prerequisite: Physics I PHYSICS X3A completed with a C or better

Sec. 016
Austin Hedeman, M.A., Ph.D.
15 meetings
Thursdays, 6–10 pm
Jan. 14–April 28 (no meeting on March 24)
Berkeley: Golden Bear Center • $980

Sec. 017
Minhua Zhu, Ph.D.
15 meetings
Mondays, 6–10 pm
Jan. 25–May 16 (no meetings on Feb. 15 and March 21)
Belmont: Belmont Center • $980

Physics Laboratory II

PHYSICS X3.1B • 1 semester unit in Physics
An elective in the Post-Baccalaureate Health Professions Program
Get an introduction to the fundamental concepts in physics, including electricity, magnetism, electromagnetic waves and optics. Aimed at biology, premedical, prehealth and architecture students, this course is also appropriate for returning students interested in physics and professionals in other disciplines considering a career change to the sciences. This course is associated with Physics II PHYSICS X3B.
Prerequisites: Physics I PHYSICS X3A and Physics Laboratory I PHYSICS X3.1A must be completed with a C or better. Physics II PHYSICS X3B must be completed with a C or better or taken concurrently.

Sec. 018
Amin Jazaeri, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–May 3 (no meeting on March 22)
Berkeley Campus: 205 LeConte Hall • $880

Sec. 019
Austin Hedeman, M.A., Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–May 3 (no meeting on March 22)
Berkeley Campus: 201 LeConte Hall • $880

Sec. 020
Minhua Zhu, Ph.D.
15 meetings
Saturdays, 2–5 pm
Jan. 30–May 21 (no meetings on Feb. 13 and April 2)
Redwood City: Cañada College, 4200 Farm Hill Blvd., Building 16, Room 606 • $880

Concepts of Physics

PHYSICS X11 • 4 semester units in Physics
Gain an understanding of the principles of physics in the context of how everyday objects work. Intended for students majoring in the humanities and social sciences, as well as anyone with an interest in the subject, this course covers forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light. Study the concepts of physics with a minimum of mathematics.

Sec. 003
Raja Almukahhal, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

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SCIENCES, MATHEMATICS AND BIOTECHNOLOGY
Clinical Research

COURSE INFORMATION
(510) 642-1062
extension-science@berkeley.edu
extension.berkeley.edu/sciences

Introduction to Clinical Research: Clinical Trial Phases and Design
PB HLTH X400.2 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Review the drug development process, principles of good clinical practice, clinical trial phases and design, principal players in clinical research, regulatory strategies and medical terminology.

Sec. 023
Peter Dubinsky, B.S.
Jan. 5–March 1
Online • $1,895

Sec. 025
Lincoln Bynum, M.D., Siu Po Sit, Ph.D., Marianna Lenoci, M.A., and Thomas Renau, Ph.D.
4 meetings
Saturdays, 9 am–5 pm
Feb. 6, Feb. 27 and March 12 (also Tuesday, Feb. 23, 9 am–5 pm)
San Francisco: San Francisco Center • $1,825

Sec. 024
Peter Dubinsky, B.S.
March 3–April 28
Online • $1,895

Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.3 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Learn the procedures to plan clinical trials, including protocol development, case report form design, institutional review board (IRB) submission, prestudy visits and more.
Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 021
Peter Dubinsky, B.S.
Jan. 5–March 1
Online • $1,895

Sec. 022
Peter Dubinsky, B.S.
March 3–April 28
Online • $1,895

Sec. 023
5 meetings
Saturdays, 9 am–5 pm
March 26, April 9 and 23, and May 7 and 21
San Francisco: Downtown Center • $1,825

Sec. 023
Jan. 5–March 1
Online • $1,895

Sec. 024
4 meetings
Saturdays, 9 am–5 pm
Jan. 30, Feb. 20, and March 5 and 19
San Francisco: San Francisco Center • $1,825

Sec. 023
March 3–April 28
Online • $1,895

Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting
PB HLTH X400.4 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Get a thorough look at the role of clinical trial monitors. Understand the various aspects of study monitoring, such as data review, safety reporting and drug accountability. Study global drug development and subject recruitment and retention, topics that are crucial to meeting study time lines.
Prerequisites: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2 and Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities PB HLTH X400.3
Certificate Program in Clinical Research Conduct and Management

The human testing process, also known as a clinical trial, determines whether a drug, biologic or medical device is safe and effective before approval for marketing and sale. Regulations and guidelines govern the clinical trials process; thus, thorough knowledge of the procedures at every stage is essential. The Certificate Program in Clinical Research Conduct and Management—available in either an online or hybrid online/classroom format—enables you to master practical aspects of clinical trial conduct and management, including clinical trial phases and design, planning, implementation, data analysis, regulatory and procedural guidelines, and ethical considerations. The curriculum is overseen by an advisory board of life-science and education leaders and approved by the University of California, Berkeley, College of Letters and Science, ensuring your education is relevant and up to date. Courses are taught by working professionals with many years of practical experience. Coursework in this certificate also meets continuing education requirements for nurses and clinical research professionals.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 12 semester units (180 hours of instruction).

Required Courses
- Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2 (offered this term)
- Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities PB HLTH X400.3 (offered this term)
- Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting PB HLTH X400.4 (offered this term)
- Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management PB HLTH X400.5 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/cert/clinical.html
extension-science@berkeley.edu
(510) 642-1062

“T had been looking for work for a few months, and a classmate told me about the internship at her work,” Certificate Program in Clinical Research and Conduct graduate Jessica Kundapur recalls. “Her company was impressed with her and knew about the Extension certificate, so they trusted her opinion of me—and I started interning for them in November. In January, they offered me full-time employment.”

The Quality You Want
- Continuing education credit approved by the California Board of Registered Nursing (BRN)
- Courses accepted by the Association of Clinical Research Professionals (ACRP) toward fulfillment of the maintenance requirements for ACRP certification
- UC Berkeley-approved courses

The Convenience You Need
- Streamlined curriculum
- Hybrid and online instruction formats
- Online access to materials
### Course Name:

**Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management**

**PB HLTH X400.5**

3 semester units in Public Health

**Prerequisites:** Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2; Clinical Trial Planning; Protocol Development, Data Management and Clinical Site Activities PB HLTH X400.3; and Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting PB HLTH X400.4

**Sec. 020**

Daniel Redline, B.A., CCRP
Jan. 5–March 1
Online + $1,895

**Sec. 021**

Daniel Redline, B.A., CCRP
March 3–April 28
Online + $1,895

**Sec. 022**

Marianna Lenoci, M.A.,
Lincoln Bynum, M.D.,
Siu Po Sit, Ph.D., and
Kathleen Monroe, B.A., B.S., M.B.A.
4 meetings
Saturdays, 9 am–5 pm
April 2, April 16, April 30 and May 14
San Francisco: San Francisco Campus + $1,825

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### Life Sciences Business

**Course Information**

(510) 642-1062
extension-science@berkeley.edu
extension.berkeley.edu/sciences

**The Drug Development Process: An Intensive Seminar**

**PB HLTH 1023**

3.6 ceu

**Prerequisites:**

A requirement in the Professional Program in Life Sciences Business

Get a detailed picture of all aspects of the complex and highly interrelated activities involved in bringing a pharmaceutical discovery to approval and market. Although the focus is on pharmaceuticals, seminar discussions also integrate biologics, diagnostics and devices. This course is designed for executives, disciplinary experts who wish to broaden and advance their careers, nontechnical professionals, investors, and others interested in fully understanding the biopharmaceutical industry.

Class discussions are guided by experts with years of hands-on experience with large and small pharmaceutical, biotechnology and related companies. Seminar topics include industry environment, discovery and pharmacology, chemistry manufacturing and controls (CMC), toxicology, pharmacokinetics, program management, Federal Drug Administration (FDA) inspections, biologics, assays and devices, clinical trial design and conduct, clinical trial statistics, pharmacogenomics, FDA compliance regulations, patents and intellectual property, and commercial development.

How You Can Benefit From This Course

Understand the processes that are vital to successfully bringing a biotechnology product to market. Recognize the critical roles of each company unit, and gain insight into the integrated and multifunctional nature of drug development. Interact with experts and colleagues from a wide range of disciplines in the biopharmaceutical industry. Leave with knowledge of the entire process, enabling you to understand industry terminology and work more effectively in multi-disciplinary teams.

**Course Director**

Velimir Kuftinec, Ph.D., M.B.A., Extension Honored Instructor, has extensive experience in the pharmaceutical, biotechnology, medical instruction and medical diagnostic markets. He is an expert in business development and licensing, global strategic planning, and worldwide marketing.

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### Life Sciences Business

**Course Information**

(510) 642-1062
extension-science@berkeley.edu
extension.berkeley.edu/sciences

**The Drug Development Process: An Intensive Seminar**

**PB HLTH 1023**

3.6 ceu

**Prerequisites:**

A requirement in the Professional Program in Life Sciences Business

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Class discussions are guided by experts with years of hands-on experience with large and small pharmaceutical, biotechnology and related companies. Seminar topics include industry environment, discovery and pharmacology, chemistry manufacturing and controls (CMC), toxicology, pharmacokinetics, program management, Federal Drug Administration (FDA) inspections, biologics, assays and devices, clinical trial design and conduct, clinical trial statistics, pharmacogenomics, FDA compliance regulations, patents and intellectual property, and commercial development.

How You Can Benefit From This Course

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**Course Director**

Velimir Kuftinec, Ph.D., M.B.A., Extension Honored Instructor, has extensive experience in the pharmaceutical, biotechnology, medical instruction and medical diagnostic markets. He is an expert in business development and licensing, global strategic planning, and worldwide marketing.

**Guest Speakers**

Paul Cannon, Ph.D., combines knowledge of molecular diagnostics with more than 20 years of senior management experience in pharmaceutical R&D.

Linval DePass, Ph.D., DABT, is a toxicology expert with many years of experience in designing and conducting nonclinical trials necessary to determine safety levels of drugs in development.

P. Michael Dubinsky has 24 years of experience working with the FDA and 13 years of experience in private industry, focusing on GXP compliance.

David Ellis, M.D., Ph.D., has extensive experience in designing and conducting clinical trials for many companies and has participated in filing of numerous IND and NDA applications.

Diane Gordon, Ph.D., has 30 years of experience in drug development and more than 20 years of experience in regulatory affairs.

Tom Moran, has been active in patent law since 1973. He consults and teaches after recently retiring from Foley and Larner, LLP.

M. Sue Preston has more than 25 years of experience in implementing novel regulatory and quality strategies for timely product approvals.

Emil Samara, Ph.D., has more than 20 years experience in pharmaceutical R&D, including work at the FDA.

Darwin Williams, M.S., has more than 20 years of experience as a quality management consultant specializing in GMP/GLP compliance and training.

Susan Wollowitz, Ph.D., has more than 20 years of experience in the discovery and development of pharmaceuticals and agricultural products.

Peter Working, Ph.D., has 30 years of experience in the biopharmaceutical industry, working in the areas of mechanisms of toxicity, nonclinical drug safety, pharmacokinetics and pharmacology.

Mary Alice Yund, Ph.D., Extension Honored Instructor, originated and leads the Bioscience Essentials for Industry Professionals course at UC Berkeley Extension.

Breakfast, lunch and course materials are included in the course fee.

**Sec. 008**

Velimir Kuftinec, M.B.A., Ph.D., Extension Honored Instructor
5 meetings
Monday–Friday, 8:30 am–5:30 pm
April 18–22
San Francisco: San Francisco Campus + $1,975
Learn life-science-specific project management processes, and gain exposure to the latest professional trends in the pharmaceutical, biotechnology, medical device and diagnostics industries. Use your existing skills and experience to advance or shift your career in this booming field.

**Curriculum Requirements**

The curriculum comprises 6 required two-day courses for a total of 6 semester units (90 hours of instruction). Choose 6 of the 7 required courses below.

**Required Courses**

- Project Management in Preclinical Development BUS ADM X478.5
- Project Management in Clinical Development BUS ADM X484.2
- Ensuring Successful Commercialization of Life Sciences Products BUS ADM X484.3 (offered this term)
- Opportunities and Challenges in Managing Global Projects BUS ADM X484.4
- Alliance Management in the Life Sciences Industry BUS ADM X484.5 (offered this term)
- Best Practices in Project Management for the Life Science Industries BUS ADM X484.6
- Project Management for Effective CMC Planning BUS ADM X484.7

**Learn More and View the Flyer**

extension.berkeley.edu/spos/project_lifesciences.html

(510) 642-1062
extension-science@berkeley.edu
**Professional Program in Quality and Compliance for Biotechnology**

Build a thorough foundation in the skills and knowledge needed to perform and oversee quality and regulatory compliance functions within the biotechnology industry. The Professional Program in Quality and Compliance for Biotechnology reviews Good Pharmaceutical Practice (GXP) principles, procedural guidelines, FDA, and other regulations and ethical considerations. The comprehensive program prepares you for a career in quality assurance, quality control or compliance. The curriculum includes electives drawn from the related functional areas of clinical research, product and process development, manufacturing and supply chain, and regulatory affairs. Many of the required and elective courses apply to multiple programs, allowing you to earn credit while you find the curriculum that’s right for you.

**Curriculum Requirements**

The curriculum comprises 5 required courses and a minimum of 2 electives for a total of 10 semester units (150 hours of instruction). Because the discipline requires a broad understanding of various aspects of the industry, the electives include courses from related and interfacing disciplines.

**Required Courses**

- Principles of Quality and Compliance PB HLTH X401.6 (offered this term)
- Good Manufacturing Practices (GMP): Quality Assurance (QA) in Practice PB HLTH X401.4 (offered this term)
- Good Manufacturing Practices (GMP): Quality Control (QC) in Quality and Compliance PB HLTH X401.7 (offered this term)
- Inspections and Audits for Quality and Compliance PB HLTH X401.5 (offered this term)
- Validation and Interfacing With Quality Assurance (QA) PB HLTH X401.8

**Electives**

For a list of electives available this term, visit extension.berkeley.edu/spos/compliance.html.

**Learn More and View the Flyer**

extension.berkeley.edu/spos/compliance.html

(510) 642-1062
extension-science@berkeley.edu

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**Project Management in Clinical Development**

BUS ADM X484.2 • 1 semester unit in Business Administration

A requirement in the Professional Program in Project Management in the Life Science Industries

Learn to apply project management processes to the design, planning and phases of clinical development. Working individually and in teams, you develop a project management plan, including project operating guidelines compliant with Good Clinical Practices (GCP) and standard operating procedures (SOP). Examine clinical data-management practices, and learn how to identify and analyze risks such as protocol deviation and adverse event reporting.

**Sec. 005**

Kathleen Monroe, B.A., B.S., M.B.A.

2 meetings

Saturdays, 9 am–5 pm

April 2 and 9

San Francisco: San Francisco Campus • $995

**Alliance Management in the Life Sciences Industry**

BUS ADM X484.5 • 1 semester unit in Business Administration

A requirement in the Professional Program in Project Management in the Life Science Industries

Creating and maintaining alliances has become an important part of the Food and Drug Administration’s Critical Path Initiative for the life sciences industry. In this two-day intensive course, learn how aligning resources and project objectives can lead to successful partnerships and reduce risk. You also learn why alliances fail and how project management practices can positively affect partnerships and license compliance. The course fee includes an extensive course reader of lecture slides, relevant articles and case studies.

**Sec. 005**

Julie Bukar, B.S., M.B.A.

2 meetings

Sunday and Monday, 9 am–5 pm

March 27–28

Berkeley: Golden Bear Center • $995

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**Principles of Product and Process Management**

MCELLBI X431 • 1 semester unit in Molecular and Cell Biology

Gain an overview of product and process development in a biopharmaceutical setting. Learn the steps and requirements for developing products and processes for eventual use in clinical trials and introduction into commercial plants. Understand the various elements and expectations of the regulations and how they must be implemented. In addition to up-to-date information on regulatory agencies’ current expectations, you receive a critical understanding of the regulations’ requirements and how to apply them in principle.

**Prerequisites:**

One year of college-level biology, biochemistry, chemistry or engineering

**Sec. 004**

Peter Calcott, B.Sc., D.Phil.

2 meetings

Friday and Saturday, 9 am–5 pm

Jan. 8–9

Berkeley: Golden Bear Center • $575
Regulatory Sciences

COURSE INFORMATION
(510) 642-1062
extension-science@berkeley.edu
extension.berkeley.edu/sciences

Quality and Compliance

Inspections and Audits for Quality and Compliance
PB HLTH X401.5 • 1 semester unit in Public Health
A requirement in the Professional Program in Quality and Compliance for Biotechnology
Gain an understanding of the role quality assurance when interfacing with governmental regulatory bodies in day-to-day operations. You study the various regulatory elements and expectations—including audits, inspections, recalls, and alerts—and learn how to implement them.
Sec. 004
Peter Calcott, B.Sc., D.Phil.
2 meetings
Friday and Saturday, 9 am–5 pm
March 11–12
Berkeley: Golden Bear Center • $575

Regulatory Affairs

Principles of Regulatory Affairs
PB HLTH X401.3 • 1 semester unit in Public Health
A requirement in the Professional Program in Regulatory Affairs; an elective in the professional programs in Life Sciences Business and in Quality and Compliance for Biotechnology
Get an introduction to the regulatory authorities whose regulations and requirements must be met to ensure compliance with the laws governing this industry. Learn the steps leading to testing products in humans, the approval of products and post-approval requirements, and industry implementation.
Sec. 009
Ronald Carlson, Ph.D.
2 meetings
Tuesday and Wednesday, 9 am–5 pm
Jan. 19–20
Berkeley: Golden Bear Center • $575

IND/CTA Enabling Studies and Agency Interfaces
PB HLTH X402.4 • 1 semester unit in Public Health
A requirement in the Professional Program in Regulatory Affairs
Regulatory affairs plays an important role during the first stages of product development in ensuring that all appropriate studies are performed to prepare and submit the investigational new drug/clinical trial application (IND/CTA). Understand this role, and master the initial steps that regulatory affairs professionals take in the product development life cycle, including the responsibilities as facilitators and conduits between companies and regulatory agencies. Using case studies, understand the various elements of IND/CTA enabling studies and how to negotiate with agencies to achieve success.
Prerequisite: One year of college-level biology, biochemistry, chemistry or engineering
Sec. 003
Donna S. Kato, M.B.A.
2 meetings
Saturdays, 9 am–5 pm
April 9–16
San Francisco: San Francisco Campus • $575

Curriculum Requirements
The curriculum comprises 6 required courses and a minimum of 2 electives for a total of 9 semester units (135 hours of instruction).

Required Courses
• Principles of Regulatory Affairs
PB HLTH X401.3 (offered this term)
• BLA/NDA/MAA Submissions and Commercialization PB HLTH X402.2
• Harmonization Across Worldwide Applications PB HLTH X402.1
• IND/CTA Enabling Studies and Agency Interfaces PB HLTH X402.4 (offered this term)
• IND/CTA Preparation and Submission PB HLTH X402.3
• Post-Approval Activities PB HLTH X403.1

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/regulatory.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/regulatory.html
(510) 642-1062
extension-science@berkeley.edu
Validation and Interfacing With Quality Assurance (QA)

PB HLTH X401.8 • 1 semester unit in Public Health

A requirement in the Professional Program in Quality and Compliance for Biotechnology

Get an introduction to the principles of validation and the associated requirements defined by regulatory authorities. Study the validation regulatory elements and expectations and how they must be implemented for quality. Examine the role of quality assurance (QA) and how quality and compliance requires interfacing with QA.

Sec. 00
Peter Calcott, B.Sc., D.Phil.
2 meetings
Fridays, 9 am–5 pm
Feb. 5 and 12
Berkeley: Golden Bear Center • $575

CMC Regulatory Compliance for Pharmaceutical Products

PB HLTH X401.1 • 2 semester units in Public Health

An elective in the professional programs in Quality and Compliance for Biotechnology and in Regulatory Affairs

Get an introduction to pharmaceutical product development and the concomitant Chemistry, Manufacturing and Controls (CMC) requirements by regulatory agencies. As drug development moves from concept to commercialization, the breadth and depth of CMC information required in submissions increases in parallel. It is important to understand the level of CMC compliance expected. You examine the CMC elements of drug substance and drug product—and, in particular, which elements are required and in what detail—at each stage of development. You also survey FDA guidelines and points to consider.

Sec. 006
Peter Calcott, B.Sc., D.Phil.
2 meetings
Saturday and Friday, 9 am–5 pm
Feb. 20 and 26
Berkeley: Golden Bear Center • $875

Mathematics and Statistics

**Mathematics Refresher**

MATH 1003 • 2.8 ceu

Brush up on essential math skills, including selected topics in algebra, geometry, trigonometry, probability and statistics.

Sec. 012
Dieter Jurkat, M.S., Extension Honored Instructor
4 meetings
Saturdays, 9 am–12 pm
Feb. 20–March 12
San Francisco: San Francisco Campus • $350

**Math for Management**

MATH X402 • 2 semester units in Mathematics

Fulfills the quantitative proficiency requirement for the Haas School of Business Evening and Weekend M.B.A. Program

Get an introduction to quantitative and statistical techniques needed to address business coursework, and gain a working knowledge of concepts you can apply to other math and statistics courses. Learn basic mathematical principles, and apply them to the study of economics, statistics, probability, finance and decision making. Key topics from probability and descriptive statistics include measures of central tendency, probability distributions, correlation, and regression and statistical hypothesis testing. Topics from finance include mathematical analysis of investments and financial decision making. An emphasis is placed on using mathematics as a means to develop the intuition and understanding necessary to apply concepts to business decisions and other courses.

Sec. 007
Steven Pon, Ph.D.
Enroll anytime
Online • Proctored final exam • $720

Precalculus

MATH X0 • 2 semester units in Mathematics

Gain exposure to concepts in basic and advanced algebra and some trigonometry. Explore topics such as logarithms, solving or graphing linear equations, and factoring a polynomial at a more advanced level than that of a beginning or intermediate algebra class. You gain a good foundation for study in future calculus classes.

Prerequisites: Two years of high school algebra, or the equivalent of a beginning and an intermediate algebra class, and one year of high school geometry or its equivalent

Sec. 005
Flor Feldman, M.Sc., Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $720

Analytic Geometry and Calculus-A

MATH XB16A • 3 semester units in Mathematics

An elective in the Post-Baccalaureate Health Professions Program

Fulfills the quantitative proficiency requirement for the Haas School of Business Evening and Weekend M.B.A. Program

Review the function concept and basic graphing techniques for simple functions in this introductory calculus course. Study limit concept and continuity, as well as the derivative and its application to optimization problems, related rates and curve sketching. Study the basic properties of logarithms and exponents, and get an introduction to the logarithmic and exponential functions and their derivatives, as well as an introduction to integration. Examine the development of calculus concepts and their applications to problems in business and biological sciences.

Sec. 015
Dieter Jurkat, M.S., Extension Honored Instructor
11 meetings
Mondays, 6–10 pm
Jan. 25–April 4 (also Saturday, Jan. 30, 9 am–2 pm and Saturday, Feb. 6, 9 am–1 pm; no meetings on Feb. 15 and March 28)
San Francisco: San Francisco Campus • $650

Basic Financial Mathematics and Financial Calculators

BUS ADM 1002 • 0.6 ceu

Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel.

For course schedule, see p. 92.
Calculus 1
MATH X11 • 4 semester units in Mathematics
(Formerly Calculus X1A)
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program
In this introduction to differential and integral calculus, examine the key concepts of limit, derivative and continuity, as well as the main applications of derivatives in graphing functions and optimizing functions. Then, explore the fundamental theorem of calculus, which leads to the concept of integration and one of its main applications in calculating volumes through solids of revolution. Note: If you are looking to fill Haas prerequisites, you must be in the online course for three months before you can take the final exam.
Prerequisite: Three-and-a-half years of high school mathematics, including trigonometry and analytic geometry
Sec. 002
Steven Pon, Ph.D.
Enroll anytime
Online • Proctored final exam • $860
Sec. 003
Makan Rokni, Ph.D.
Enroll anytime
Online • Proctored final exam • $860

Calculus 2
MATH X12 • 4 semester units in Mathematics
(Formerly Calculus X1B)
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program
This continuation of Calculus MATH X1A includes techniques and applications of integration, infinite sequences and series, first-order ordinary differential equations, exact equations, second-order ordinary differential equations, oscillation and damped, and series solutions of ordinary differential equations.
Prerequisite: Calculus MATH X1 or equivalent
Sec. 001
Steven Pon, Ph.D.
Enroll anytime
Online • Proctored final exam • $860
Sec. 002
Hillel Raz, Ph.D.
Enroll anytime
Online • Proctored final exam • $860

Statistics
Introduction to Statistics
STAT XB2 • XBW2 for online sections
4 semester units in Statistics
An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program
Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Get an introduction to statistical and critical thinking, including descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing and regression.
Prerequisite: Two years of high school algebra. A recent course in college algebra is recommended.
Sec. 021
Dieter Jurkat, M.S., Extension Honored Instructor
15 meetings
Tuesdays, 6–10 pm
Jan. 19–April 26
San Francisco: San Francisco Campus • $720
Sec. 023
Dieter Jurkat, M.S., Extension Honored Instructor
15 meetings
Thursdays, 6–10 pm
Jan. 21–April 28
Berkeley: Golden Bear Center • $720
Sec. 017
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $860

Introduction to Biostatistics
MCELLBI X471 • 3 semester units in Molecular and Cell Biology
The health and behavioral sciences commonly use several statistical methods (linear regression, ANOVA, logistical regression, survival analysis and nonparametric methods) to study biological problems. Gain the statistical skills to read scientific articles in your field, understand the statistical methods used and interpret the results on your own. Learn to use computers and software for statistical analysis. This course is designed for upper-division undergraduate students, premedical students and professionals who are interested in biostatistics.
Prerequisites: A basic mathematics course and computer literacy
Sec. 005
Candace Low, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
Jan. 12–April 19
San Francisco: San Francisco Campus • $880

Self-Paced Classroom Courses in Mathematics
See discontinuation notice on previous page.
The following mathematics courses are available in a self-paced format. The content of these courses is identical to that of our traditional courses except in the method of instruction. There are no formal lectures; rather, you cover the material at your own pace, using a series of study guides. An instructor is available for individual instruction and to administer exams. Attend as many of the class meetings as you need. This is not an online or correspondence course.

Algebra and Trigonometry
MATH XP-S • 1–2 semester units in Mathematics

Precalculus
MATH X2-S • 1–4 semester units in Mathematics

Analytic Geometry and Calculus
MATH X16A-S • 1–3 semester units in Mathematics

Analytic Geometry and Calculus
MATH X16B-S • 1–3 semester units in Mathematics

Calculus
MATH X1A-S • 1–4 semester units in Mathematics

Calculus
MATH X1B-S • 1–4 semester units in Mathematics

Sec. 009
Flor Feldman, M.Sc.,
Extension Honored Instructor
13 meetings
Wednesdays, 6:30–10 pm
Jan. 27–April 27 (no meeting on March 23)
Berkeley Campus: 123 Wheeler Hall • $675

For detailed information about the course structure and refund policy, call (510) 643-0598, visit extension.berkeley.edu/static/math or email extension-mathstat@berkeley.edu.
UC Berkeley Extension’s programs and courses in technology and information management provide the training you need to succeed in today’s dynamic market. Get the latest approaches in software development and leadership, data science, business intelligence, Web development, databases, computer languages, operating systems, electrical engineering, integrated circuits and technology fundamentals.

NEW PROGRAM
Advanced Program in Software Development, see p. 175
Technology Leadership and Management

**Technology Leadership and Management**

**COURSE INFORMATION**
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

**ONLINE COURSE INFORMATION**
(510) 643-1550
extension.berkeley.edu/online

**Introduction to Information Systems Analysis and Design**
COMPSCI X422 • 3 semester units in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Study information analysis and logical specification of the system development process in an organizational context. Explore the interactive nature of the analysis and design process.

**Sec. 017**
Mark Angel, M.B.A., B.S., PMP
Jan. 19–April 12
Online • $820

**Sec. 018**
Patrick McDermott, B.A., M.S.
6 meetings
Saturdays, 9 am–5 pm
April 2–May 7
Berkeley: Golden Bear Center • $875

**Applied Business Process and System Analysis**
COMPSCI X423 • 3 semester units in Computer Science
A Core Course in the Advanced Program in Software Development, Software Management Category
Hone your end-to-end analysis skills in this case-study-driven course, starting with classical business process modeling and resulting in an enhanced, database-assisted automated system. Business goals include higher performance, improved quality, ease of use and reduced costs. Topics include needs analysis, system requirements, data modeling, process modeling, feasibility analysis, system proposal, application architecture, user interface design, systems construction, implementation, commissioning and life-cycle support. Hands-on projects include creating your own flow diagrams, developing process models, evaluating alternatives, developing a prioritization schema and performing return on investment (ROI) analysis.

**Prerequisites:** Two or more years of professional experience and some exposure to technology-assisted processes, or department-level business process management, business analysis, systems re-engineering and similar skills. Familiarity with Visio and SQL is helpful but not necessary to be successful in this course.

**Sec. 014**
Todd Landreneau, Ph.D., CHC, CPHQ
Jan. 19–April 12
Online • $820

**Introduction to DevOps**
COMPSCI X433.5 • 2 semester units in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Learn how development and operations methods can improve feature deliverability, software correctness, and system stability and size. Review the business case, survey the current state of DevOps practice, and learn to deploy various tools and techniques. DevOps practitioners are often described as sitting in the middle of software development, IT operations and quality assurance. By spanning these disciplines, you can reduce impediments to project deployment and improve business outcomes and the customer experience.

**You must have experience with software development as either a developer or product owner.**

**Sec. 002**
Ronald Petty, M.B.A., M.S.
5 meetings
Saturdays, 9 am–4 pm
April 2–30
San Francisco: San Francisco Campus • $750

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**Free Information Session**
Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

**Certificate Program in Software Development and Programming**
Wednesday, Jan. 27, 12–1 pm
Online

**Professional Program in Data Analysis**
Wednesday, Feb. 17, 12–1 pm
Online

**Certificate Program in Software Development and Programming**
Wednesday, Jan. 27, 12–1 pm
Online

**Professional Program in Data Analysis**
Wednesday, Feb. 17, 12–1 pm
Online
Leadership and Technology Management
BUS ADM X487.1 2 semester units in Business Administration
A requirement in the Professional Sequence in Innovation Leadership for Technical Professionals
Learn how highly successful leaders inspire people and achieve greatness. Class topics include managerial thinking, concepts of leadership, people management, successful hiring, the importance of vision and values, and how to cultivate winning strategies. The final project arms you with the tools to develop your own management style, which can be applied in your daily management practices. Through lectures, reading assignments, essays, email exchanges and a final project, you gain the perspective to become a successful leader.
Prerequisite: You should have solid, college-level English reading (250-page textbooks) and essay writing (2–3 pages) skills.
Sec. 002 Vincent Chang, Ph.D.
Enroll anytime Online $750

Innovation for Entrepreneurs/Intrapreneurs
BUS ADM X487.2 2 semester units in Business Administration
A requirement in the Professional Sequence in Innovation Leadership for Technical Professionals
Only a small minority of new product launches—whether low tech, high tech, business-to-business or business-to-consumer—lead to a profitable and sustainable business. Try to better those odds by understanding the keys to effective innovation, which include the process of creative thinking, productive paranoia, varying development models and case study review. During the course, you have an opportunity to work on a real-world business project and learn how to take a concept from an idea to a successful business. Intended for entrepreneurial startups or intrapreneurs working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, innovation models and innovation leadership.
Prerequisite: You should have solid, college-level English reading (250-page textbooks) and essay writing (2–3 pages) skills.
Sec. 002 Vincent Chang, Ph.D.
Enroll anytime Online $750

Finance for Nonfinancial Technical Managers
BUS ADM X487.4 2 semester units in Business Administration
A requirement in the Professional Sequence in Innovation Leadership for Technical Professionals
Learn how highly successful leaders inspire people and achieve greatness, with particular focus on managing in a technical environment, with the Professional Sequence in Innovation Leadership for Technical Professionals. The pace of technological evolution results in shorter production cycles and an increased need for more efficient management of both people and resources. In this new program, you study basic financial management skills and build your knowledge of their importance on decision making, planning and control. You also gain an understanding of effective innovation. Whether you are working in a technical career and want to move into management or are already managing technical workers, this sequence prepares you to take on higher-level responsibilities.

Certificate Program in Business Analysis
Learn how a business analyst communicates requirements from customers, managers, users and subject-matter experts to technical deployment teams to ensure that optimized solutions can be designed and implemented.
See p. 59 for complete certificate details.

Professional Program in Business Process Management
Learn how to optimize business processes by blending traditional business and IT theories and practices.
See p. 65 for complete program details.
Data Science and Business Intelligence

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

Introduction to Data Sciences and Analytics
COMPSCI X407.9 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming in the Professional Program in Data Analysis

Get an overview of tools such as advanced Excel, SQL and R to perform analysis on huge sets of data. Gain an understanding of the theory behind formulating statistical models using regression analysis. You also study segmentation theory and methods such as k-means clustering, which is used for data-mining analysis. Explore these intricate concepts of analytics through case studies, classroom discussions and assignments.

You must have a knowledge of basic mathematics to succeed in this course.

Sec. 003
Stephan Sorger, M.B.A., M.S., PE,
Extension Honored Instructor
8 meetings
Tuesdays, 6:15–10 pm
Feb. 16–April 5
San Francisco: San Francisco Campus • $800

Hands-on Machine Learning With Spark
COMPSCI X459.5 • 2 semester units in Computer Science

A Core Course in the Advanced Program in Software Development, Data and Databases Category

Get an introduction to machine learning, which plays an important role in big data analytics. Learn to understand the basic concepts of different machine-learning algorithms through use cases and hands-on exercises: when to use an algorithm, how to use it and what to pay attention to when using it. In this course, you use Apache Spark—an open-source cluster computing framework that is garnering significant attention in the data industry—as the primary platform for implementing these algorithms. The course curriculum minimizes mathematical derivations in favor of hands-on mastery of Spark’s data-processing and streaming features.

Sec. 002
Yushu Yao, Ph.D.
8 meetings
Tuesdays, 6–9:45 pm
Jan. 19–March 8
San Francisco: San Francisco Campus • $825

Practical Machine Learning (With R)
COMPSCI X460 • 2 semester units in Computer Science

A Core Course in the Professional Program in Data Analysis and in the Advanced Program in Software Development, Data and Databases Category

Get an introduction to machine learning using R, the open source, statistical programming language. Once a niche set of tools for statisticians, programmers and quants, machine learning (sometimes also called data mining or statistical learning) has spread in popularity to a wide variety of applications and disciplines. Explore the fundamentals of machine learning without delving into the theory. Learn practical aspects of machine learning so that you can apply lessons to solve problems using machine learning in your own careers and fields.

You should have experience programming in at least one high-level programming language. Be able to understand basic statistics knowledge as covered in a first-semester undergraduate statistics course. There is some coverage of basic statistical techniques as part of covering core elements of machine learning. You must bring your own laptop to run assignments.

Sec. 002
Christopher Brown
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
Berkeley: Golden Bear Center • $775

Python for Data Analysis and Scientific Computing
COMPSCI X433.3 • 2 semester units in Computer Science

A Core Course in the Professional Program in Data Analysis and in the Advanced Program in Software Development, Data and Databases Category

Discover the flexibility of the powerful packages NumPy, SciPy and Matplotlib when dealing with heavy mathematical, engineering or scientific problems. Explore Python’s advanced module features and apply them in probability, statistical testing, signal processing, financial forecasting and various other applications. You study mathematical operations with array data structures, optimization, Probability Density Function, interpolation, Fast Fourier Transform, basic signal processing and other high-performance benefits. In class, you discuss a number of interesting engineering problems that motivate your use of Python’s advanced features. This is an advanced-level course aimed at engineers, scientists and software engineers who would like to become Python power users.

You must have a background in Python or Matlab, calculus or programming; C, C++ or Java is strongly recommended. You must have personal access to Python’s programming environment to be able to complete your homework assignments.

Sec. 002
Alexander Iliev, M.S., Ph.D.
10 meetings
Mondays and Wednesdays, 6:30–9:30 pm
April 4–May 4
San Francisco: San Francisco Campus • $775
### Business Intelligence and SAS Analytics

For software requirement information for SAS courses, contact the department at (510) 642-4151.

### Introduction to the SAS System

**STAT X405** • 2 semester units in Statistics  
*Course Description*: A Core Course in the Professional Program in Data Analysis, a requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software and in the Professional Program in Quantitative Analysis  
The SAS system for information delivery is the international standard for data management, manipulation, storage, retrieval and analysis. Gain rigorous exposure to core SAS elements, and get grounded in the fundamentals of the SAS system programming language and procedures.

**Sec. 009**  
Jianmin Liu, Ph.D.  
9 meetings  
Thursdays, 6–9:30 pm  
Jan. 28–March 24  
San Francisco: San Francisco Campus • $950

### Data Analysis Using the SAS System

**STAT X446** • 2 semester units in Statistics  
*Course Description*: A Core Course in the Professional Program in Data Analysis; a requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software  
Understand how to use the SAS programming language to analyze and interpret data more effectively. Learn how to identify statistical techniques and apply data analysis in real-life business scenarios.

**Sec. 005**  
Jianmin Liu, Ph.D.  
9 meetings  
Thursdays, 6–9:30 pm  
March 31–May 26  
San Francisco: San Francisco Campus • $950

### Data Mining Using SAS/Enterprise Miner

**STAT X405.6** • 2 semester units in Statistics  
*Course Description*: A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software  
Learn technical essentials of data mining that can help you analyze large amounts of data and turn them into useful relationships and patterns so that you can improve strategic and competitive decision making in your organization and help your company achieve profitable growth. This course is especially valuable for data miners, database and marketing professionals, risk analysts, and fraud investigators.

**Sec. 004**  
Jianmin Liu, Ph.D.  
9 meetings  
Tuesdays, 6–9:30 pm  
April 5–May 31  
San Francisco: San Francisco Campus • $950

### Databases and Data Administration

**COURSE INFORMATION**  
*(510) 642-4151*  
extension-techeng@berkeley.edu  
extension.berkeley.edu/technology

**ONLINE COURSE INFORMATION**  
*(510) 643-1550*  
extension.berkeley.edu/online

**ONLINE INFORMATION SESSION**  
Professional Program in Data Analysis  
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see p. 172 or visit extension.berkeley.edu/spos/data-analysis.html.  
1 meeting  
Wednesday, 12–1 pm  
Feb. 17  
Online • FREE

### Introduction to Big Data Concepts, Technologies and Deployment

**COMPSCI X08.1** • 2 semester units in Computer Science  
Review the evolution, characteristics and significance of Big Data. Study data management (acquiring, cleansing and normalizing Big Data), and examine use cases such as log analytics, fraud detection, social media patterns and call centers. Gain an in-depth understanding of the big data technology infrastructure (grid and cluster computing in cloud infrastructure, virtualization, Hadoop, SMAQ (Storage, MapReduce and Query) stack of big data, and the basic map/reduce function). You get an introduction to the concepts, schema, data access and methodology of NoSQL. You also learn about Data Visualization Tools (DVT) and analytics tools, and understand how these tools and process are deployed in various industries. This course is designed for managers, analysts, architects and developers to gain understanding of big data concepts, the technologies landscape and deployment patterns.

**Sec. 002**  
Alakh Verma, M.S.  
8 meetings  
Mondays and Thursdays, 6–9:45 pm  
Feb. 1–29 (no meeting on Feb. 15)  
Belmont: Belmont Center • $775

### Introduction to Relational Database Management Systems

**COMPSCI X409.1** • 2 semester units in Computer Science  
A Core Course in the Certificate Program in Software Development and Programming and in the Professional Program in Data Analysis; an elective in the Specialized Program in Professional Writing  
Learn effective relational database design, and receive a general overview of relational database management systems (DBMS). Gain an introduction to the terminology and methods used to create and modify DBMS. Emphasis is given to accessing large databases and developing methods for working with data on different DBMS. Gain confidence in using DBMS and understanding data structures.  
A previous programming course in any language or equivalent experience is recommended but not required.

**Sec. 009**  
Andrew Oppel, B.A.  
10 meetings  
Wednesdays, 6:30–9:30 pm  
Jan. 13–March 16  
San Francisco: San Francisco Campus • $775

### Concepts of Relational Database Management Systems

**COMPSCI X408** • 3 semester units in Computer Science  
A Core Course in the Certificate Program in Software Development and Programming; an elective in the professional programs in Data Administration and Management and in Data Analysis  
Study techniques for creating and using database applications. Learn requirements analysis and specification; logical database design; normalization; database implementation; recovery, concurrency, integrity and security concerns; and database use. You focus on the relational database model and the SQL language. Learn the creative art and science of database design rather than training for the tactical oversight role of an operational database administrator. Access to a computer system with a relational database management system (DBMS) installed or on which you can install a relational DBMS and create tables is highly recommended. Such functionality can prove useful for written assignments that include SQL problems.  
A programming course in any language or equivalent experience is recommended but not required.

**Sec. 007**  
Andrew Oppel, B.A.  
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171
Professional Program in Data Analysis

Gain the skills to collect, process, analyze, and interpret data to develop actionable insights. Learn how to leverage machine learning, statistics, data mining, and big data to develop new strategies in marketing, retail, health care, finance and other fields.

Curriculum Requirements
The curriculum comprises 4–6 required courses for a total of 8 semester units (120 hours of instruction).

Core Courses
Choose a minimum of 8 semester units. Core Courses shown are available this term; see Web for complete list.

- Business Intelligence With SQL Server EL ENG X404.8 (offered this term)
- Concepts of Relational Database Management Systems COMPSCI X408 (offered this term)
- OR Introduction to Relational Database Management COMPSCI X409.1 (offered this term)
- Data Analysis Using the SAS System STAT X446 (offered this term)
- Data Modeling and Database Design EL ENG X402.5 (offered this term)
- Introduction to Data Sciences and Analytics COMPSCI X407.9 (offered this term)
- Introduction to the SAS System STAT X405 (offered this term)
- Practical Machine Learning (With R) COMPSCI X460 (offered this term)
- Python for Data Analysis and Scientific Computing COMPSCI X433.3 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/spos/ data-analysis.html
(510) 642-4151
extension-techeng@berkeley.edu

Introduction to MySQL and PHP
EL ENG X495.1 • 2 semester units in Electrical Engineering
A requirement in the Professional Program in Data Administration and Management
In this practical introductory course, discover why the combination of MySQL's fast database speed and the ease of PHP's server-side programming tools make MySQL a powerful tool in today's applications. Learn how to deploy PHP server-side form-processing connectivity with MySQL to generate HTML-based webpages; create a MySQL database; set up tables and user permissions; and recognize MySQL types, operators and syntax. Code examples are given for both MySQL and PHP. On completion of this course, you should be able to construct data-driven websites using MySQL and PHP.

Sec. 008
Hans Yip, M.S.
10 meetings
Thursdays, 6:30–9:30 pm
Jan. 14–March 17
Belmont: Belmont Center • $725

Data Modeling and Database Design
EL ENG X402.5 • 2 semester units in Electrical Engineering
A Core Course in the Professional Program in Data Analysis
Learn how to create data models from business requirements and to transform them into logical and physical database designs for transactional (OLTP) and analytical (OLAP) databases, including data warehouses and data marts. Get an introduction to data-modeling concepts and the process for creating and managing them. In-class exercises enhance learning and prepare you to complete three design assignments outside of class. Learn to explain how data modeling and data mapping are used to represent expert business knowledge.

Sec. 006
Andrew Oppel, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 23–May 25
San Francisco: San Francisco Campus • $725

Business Intelligence With SQL Server
EL ENG X404.9 • 2 semester units in Electrical Engineering
A required course in the Professional Program in Data Administration and Management and in Data Analysis
Business intelligence (BI) is revealed by combining operational information from various departments into a data mart and then providing insightful queries and reports to decision makers. BI has become an essential tool for strategic management, finance, customer service, marketing, sales and other business aspects. Learn to analyze and develop a BI system, including programming examples using Microsoft SQL Server. You also learn to design insightful inquiries and reports, and gain an understanding of BI applications, SQL data mart features, data mining and BI industry trends.

Sec. 011
Erick Ahrens, B.S., M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–March 22
San Francisco: San Francisco Campus • $750

SQL Database Programming
EL ENG X496 • 2 semester units in Electrical Engineering
(Formerly SQL Database Programming (T-SQL and PL/SQL))
A Core Course in the Advanced Program in Software Development, Data and Databases Category
Learn to use Microsoft Transact-SQL and Oracle PL/SQL extensions to maximize the power of industry-standard SQL. While declarative SQL yields access to data, procedural SQL empowers new capability to programmatically manipulate data and code complex business logic at the database level. You use graphical tools to write stored procedures, functions and triggers to manage data and enforce input integrity. You learn to efficiently model, organize and manage the code-development process to ensure smooth implementation and future maintenance.

Sec. 004
Michael C. Kremer, Ph.D.,
Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
March 24–May 26
San Francisco: San Francisco Campus • $775
**Designing, Building and Using Databases**

EL ENG X405.4  •  2 semester units in Electrical Engineering

Get an introduction to fundamental relational database management system concepts and data normalization principles, and learn to create simple tables, queries, forms and reports. Learn to design basic databases using data normalization rules; create tables and set properties and constraints; create table relationships; design and create queries for viewing, sorting, filtering and analyzing data; design and create simple forms for data input and data output; use basic database functions in queries; and create charts in forms and reports.

**Sec. 006**
Michael C. Kremer, Ph.D.,
Extension Honored Instructor

5 meetings
Saturdays, 8:30 am–3:30 pm
Jan. 23–Feb. 27 (no meeting on Feb. 13)
San Francisco: San Francisco Campus • $750

**Developing Database Applications**

EL ENG X405.5  •  2 semester units in Electrical Engineering

Learn data import and export, advanced table properties, advanced queries and basic SQL forms and reports, macros for automating database tasks and building menu-driven applications. Topics include data and object import and export features; sophisticated tables using customized formats, input masks and validation rules; advanced select queries and SQL subqueries; forms and reports from scratch using all types of controls, including ActiveX; conditional formatting; macros for data validation and database automation; and menu-driven applications. **Note:** Sign up for all three courses now (Designing, Building and Using Databases EL ENG X405.4; Developing Database Applications EL ENG X405.5; and Database Automation Using VBA EL ENG X405.6) and get a $200 discount on your final course. **Learn more.**

**Sec. 005**
Michael C. Kremer, Ph.D.,
Extension Honored Instructor

5 meetings
Saturdays, 8:30 am–3:30 pm
March 12–April 9
San Francisco: San Francisco Campus • $750

**Database Automation Using VBA**

EL ENG X405.6  •  2 semester units in Electrical Engineering

Get an introduction to Visual Basic for Applications (VBA) syntax, the Visual Basic Editor programming interface, the event-driven programming model in Microsoft Access and data access technologies (DAO/ADO). Learn to navigate the VBA environment, create basic programming units and apply VBA programming elements such as variables and controlling executions. Implement dynamic coding using object models; use form, report and control events to link program units to your application; create error-handling routines; and use DAO/ADO to automate database tasks. **Note:** Sign up for all three courses now (Designing, Building and Using Databases EL ENG X405.4; Developing Database Applications EL ENG X405.5; and Database Automation Using VBA EL ENG X405.6) and get a $200 discount on your final course. **Learn more.**

**Sec. 006**
Michael C. Kremer, Ph.D.,
Extension Honored Instructor

5 meetings
Saturdays, 8:30 am–3:30 pm
April 23–May 21
San Francisco: San Francisco Campus • $695

**Professional Program in Data Administration and Management**

Build a strong foundation in contemporary databases. Enhance your traditional Structured Query Language (SQL) relational-database and information-management knowledge. Gain practical information-processing skills needed in information technology, finance and marketing departments, as well as back-end operations in a variety of corporate settings. With the Professional Program in Data Administration and Management, you gain a comprehensive and diversified understanding of database principles and tools in today’s data-driven society.

**Curriculum Requirements**
The curriculum comprises 2–4 required courses and 1–2 electives for a total of 8 semester units (120 hours of instruction).

**Required Courses**
Choose a minimum of 8 semester units (available courses shown below; view complete list at our website):

- Building Database Systems
  EL ENG X478
- Business Intelligence With SQL Server
  EL ENG X404.8 (offered this term)
- Introduction to Big Data Concepts, Technologies and Deployment
  COMPSCI X408.1
- Introduction to MySQL and PHP
  EL ENG X495.1 (offered this term)
- Managing Data(bases) Using SQL
  EL ENG X401.9
- PostgreSQL Fundamentals
  EL ENG X496.1
- Quantitative Analysis: Data Mining
  Using SQL
  COMPSCI X407.1

**Electives**
For a list of electives available this term, visit extension.berkeley.edu/spos/data_administration.html.

**Learn More**
extension.berkeley.edu/spos/data_administration.html
(S10) 642-4151
extension-techeng@berkeley.edu
UNIX/Linux System Administration Programming: Shell, C and Perl

EL ENG X426.1B • 2 semester units in Electrical Engineering

A Core Course in the Advanced Program in Software Development, Programming Category

Master essential skills of the UNIX operating system, including manipulating data using grep, sed, awk, join and other power utilities; programming advanced applications using the shell; customizing user accounts; and performing fundamental system operations. Note: This course offers lectures and demonstrations, as well as online assignments. Internet access is required; a login and password are issued to you by the second class meeting.

Sec. 008
Marcelo J. Carvalho, M.A.
10 meetings
Thursdays, 6–9 pm
March 24–May 26
San Francisco: San Francisco Campus • $750

Software Development

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

ONLINE COURSE INFORMATION
(510) 643-1550
extension.berkeley.edu/online

ONLINE INFORMATION SESSION
Certificate Program in Software Development and Programming
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see p. 177 or visit extension.berkeley.edu/cert/software-development.html.

1 meeting
Wednesday, 12–1 pm
Jan. 27
Online • FREE

Swift for Professionals

COMPSCI X433.2 • 1 semester unit in Computer Science

A Core Course in the Advanced Program in Software Development, Programming Category

Apple’s new Swift programming language is a successor and a significant improvement over Objective C. New Swift concepts allow flexibility and maintainability in today’s mobile-application programming. In addition to the basic syntax of Swift, you learn how the language should be used. This class is tailored for programmers who are already familiar with C++/C#/Java/Objective C, and assumes that you thoroughly understand object-oriented (OO) concepts and syntax. Building upon the syntax of the Swift language, you then learn how the language is used in various applications. The class covers the entire Swift language in considerable technical depth. Topics covered include closures, generics, operator overloading and functions.

Sec. 002
Allen Holub
2 meetings
Saturday and Sunday, 9:30 am–6 pm
Jan. 30–31
Berkeley: Golden Bear Center • $595
Programming With Ruby
EL ENG X411.1 • 2 semester units in Electrical Engineering
Get an introduction to the Ruby programming language for text processing, data manipulation, network programming, numerical computation, and system administration applications. Learn to use Ruby to perform common tasks, such as database queries and routine system administration tasks. Course topics include basic Ruby language constructs, programmer-defined classes and objects, metaprogramming techniques, and writing Ruby applications using standard library classes. You also gain a solid foundation for learning the Ruby on Rails Web development framework.

Sec. 002
Instructor to be announced
4 meetings
Saturdays and Sundays, 9:30 am–6 pm
April 30–May 1 and May 7–8
Berkeley: Golden Bear Center • $800

Introduction to C Language Programming
EL ENG X24 • 2 semester units in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Learn the C programming language and its fundamental programming concepts. Gain the knowledge to write simple C language applications and undertake future courses that assume some background in computer programming. Topics include variables, data types, functions, control structures and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link and debug a C program. Familiarity with fundamental programming language concepts is helpful.

Sec. 004
Robert Adams, M.S.
Enroll anytime
Online • Proctored final exam • $595

C++ Programming
EL ENG X412.1 • 2 semester units in Computer Science
A Core Course in the Advanced Program in Software Development, Programming Category
Get a solid introduction to all the major features of C++, including the newer syntactic and semantic constructs, by studying each concept through lucid, fluent examples. You learn all major features of C++, including objects, classes, pointers, and single and multiple inheritance.

Prerequisites: Introduction to C Language Programming EL ENG X24 or knowledge of the C programming language, including familiarity with C data types, structures and arrays; decision and looping constructs; and defining and invoking functions. Access to a C++ compiler is required.

Sec. 005
Robert Adams, M.S.
Enroll anytime
Online • Proctored final exam • $715

C# Programming
EL ENG X444.3 • 1 semester unit in Computer Science
A Core Course in the Advanced Program in Software Development, Programming Category
Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling and the language’s object-oriented nature. You are also introduced to debugging C# applications, the Microsoft .NET Framework, aspects of the .NET object hierarchy and how to use C# in a .NET application environment.

Prerequisites: Understanding of C, C++, Java or Visual Basic and access to a computer running Windows XP/Vista/7/8 and Visual Studio

Sec. 005
David Gewirtz, B.S.
Enroll anytime
Online • Proctored final exam • $595

NEW THIS TERM
Advanced Program in Software Development
Have you been working as a software developer for a few years and find that you need more advanced skills for your current position or to get ahead? The Advanced Program in Software Development offers a mix of instruction in software development and software management skills, including software languages, technology management, systems analysis, databases and data analysis.

Curriculum Requirements
The curriculum comprises 8 semester units: 4 semester units from the Programming category, courses from at least two Core Categories and up to 2 semester units of electives (120 hours of instruction).

Core Programming Courses Available This Term
- Swift for Professionals COMPSCI X433.2
- Advanced Java: Language, Internals and Techniques EL ENG X436.5
- C# Programming EL ENG X444.3
- C++ Programming EL ENG X412.1
- Java: Discovering Its Power EL ENG X436.2
- UNIX/Linux System Administration Programming: Shell, C and Perl EL ENG X426.1B

Core Data and Databases Courses Available This Term
- SQL Database Programming EL ENG X496
- Practical Machine Learning (With R) COMPSCI X460
- Python for Data Analysis and Scientific Computing COMPSCI X433.3
- Hands-On Machine Learning With Spark COMPSCI X459.5

Core Software Management Course Available This Term
- Applied Business Process and System Analysis COMPSCI X404.4

Electives
To fulfill the 2 semester units requirement, you may take any course offered in Technology and Information Management. Check with the department for approval before enrolling in an elective course.

Learn More
extension.berkeley.edu/spos/software-development.html
(510) 642-4151
extension-techeng@berkeley.edu
Java: Discovering Its Power
EL ENG X436.2 • 2 semester units in Electrical Engineering
A Core Course in the Advanced Program in Software Development, Programming Category
Java's platform independence (write once, run anywhere) allows the same code to run on Windows, Macintosh, UNIX, mobile phones and supercomputers. Java is popular for enterprise applications that run on Web servers. This high-level language enhances productivity and reduces bugs through automatic memory management and strong typing. Using the free Java Development Kit (JDK 6 SE), you learn practical fundamentals of the Java programming language, as well as basic object-oriented programming so that you can write simple applications and take intermediate courses in Java.

Prerequisites: First Course in Java EL ENG X429.9, C++ Programming I EL ENG X412.1 or equivalent, and some experience with object-oriented design and techniques

Sec. 011
Lalitha Krishnamurthy, M.S.
5 meetings
Saturdays, 9 am–4 pm
March 5–April 9 (no meeting on March 26)
San Francisco: San Francisco Campus • $675

Java
First Course in Java
EL ENG X429.9 • 2 semester units in Electrical Engineering
A Core Course in the Certificate Program in Software Development and Programming
With its platform independence, Java is heavily used in Web applications and middleware that work on Windows, Macintosh, UNIX and other platforms. Examine fundamental programming concepts, and get an introduction to object-oriented programming. Upon successful completion of the course, you are able to write simple applications and are prepared for courses that assume some familiarity with Java.

You do not need any background in programming to succeed in this course. You are welcome to bring your own laptop. The classroom does not provide computers but does have free wireless Internet access. Download Java SE 7, and see configuration instructions.

Sec. 009
Thomas Albert, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
Feb. 3–April 6
San Francisco: San Francisco Campus • $775

Advanced Java: Language, Internals and Techniques
EL ENG X436.5 • 2 semester units in Electrical Engineering
A Core Course in the Advanced Program in Software Development, Programming Category
Gain exposure to a broad range of Java Development Kit-related tools and techniques, with emphasis on server-side support if you are a working Java programmer. Topics include multithreading, reflection, serialization, generics in Java, internationalization, and native methods. You also see what happens inside the JVM and get an overview of related technologies, including servlets and JSP, RMI, JavaBeans, JDBC, JDO, JAXP and the Java security model. On successful completion of this course, you are able to evaluate, select and integrate vendor/open-source implementations that make use of the tools and techniques covered.

Prerequisites: Good programming knowledge of Java; a working knowledge of the basics of core mechanisms including operating systems, Web servers, networking and compilers; familiarity with technologies including HTTP, SQL, HTML and XML.

Sec. 005
Christine Bouamalay, M.S., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
March 24–May 26
San Francisco: San Francisco Campus • $725

Virtual and Cloud Computing
COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

DISCONTINUATION NOTICE
The Professional Series in Virtual and Cloud Computing has been discontinued, effective Nov. 16, 2015. No further registrations to this program will be accepted. For all questions, email extension-techeng@berkeley.edu or call (510) 642-4151.

Cloud Computing: Systems Engineering and Analysis
EL ENG X422.5 • 2 semester units in Electrical Engineering
Cloud computing promises cheaper, faster and better computing. Can your organization take advantage of this evolutionary change? Learn about the history of cloud computing, identify and profile the early adopter, compare various deployment options, and explain the cloud ecosystem and the drivers compelling current adopters. Learn to identify key criteria of your organization’s systems that determine cloud suitability, and apply that knowledge to transition to the best-suited deployment architecture. The course is targeted at IT management, system architects, operations managers and application developers.

Sec. 006
Hari Hirani, B.Tech., M.S.
4 meetings
Saturdays, 9 am–5 pm
April 30–May 21
Berkeley: Golden Bear Center • $725
Certificate Program in Software Development and Programming

Prepare yourself for a new career in the IT field or advance your current nontechnical position with the Certificate Program in Software Development and Programming. Gain foundational skills with Introduction to Computers and Programming and then focus on topic areas such as software development life cycle, databases, programming, systems administration, technical writing, data communications and web development. The curriculum offers a balanced mix of theory and practice so that you can build a successful career in information management, systems analysis, computer programming or computer consulting.

Curriculum Requirements
The curriculum comprises 4–8 Core Courses (depending on specific courses taken) for a total of 10 semester units (150 hours of instruction). You must take one programming course and courses from at least two different topic areas other than programming. Introduction to Computers and Programming COMPSCI X444.4 does not count as a separate topic area.

Core Courses
• Introduction to Computers and Programming COMPSCI X444.4

Software Development Life Cycle Courses
• Software Project Management BUS ADM X434
• Software Requirements Analysis BUS ADM X438.1
• Introduction to Information Systems Analysis and Design COMPSCI X422 (offered this term)

Programming Courses
• Introduction to C Language Programming EL ENG X.424 (offered this term)
• First Course in Java EL ENG X.429.9 (offered this term)
• Python Programming EL ENG X.442.3

Data and Database Courses
• Concepts of Relational Database Management Systems COMPSCI X408 (offered this term)
• Introduction to Relational Database Management Systems COMPSCI X409.1 (offered this term)
• Introduction to Data Sciences and Analytics COMPSCI X407.9

Systems Administration Courses
• UNIX/Linux System Fundamentals COMPSCI X426.1A (offered this term)
• Linux Command Line: An Introduction COMPSCI X452 (offered this term)

Technical Writing Courses
• Technical Communication I JOURN X465 (offered this term)
• Technical Writing ENGLISH X412 (offered this term)

Data Communications Course
• Fundamentals of Data Communications and Networking COMPSCI X433 (offered this term)

Web Development Courses
• Introduction to HTML and CSS COMPSCI X433.4 (offered this term)
• JavaScript and jQuery: An Introduction COMPSCI X452.1 (offered this term)
• Introduction to MySQL and PHP EL ENG X495.1

Get the Knowledge You Need
☐ Manage software development projects
☐ Write computer software
☐ Understand databases and data science
☐ Create websites
☐ Master the Linux operating system

Find the Flexibility You Want
☐ Optimize the curriculum to meet your needs
☐ Study online or in the classroom

Learn More and View the Brochure
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Web Development

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ONLINE COURSE INFORMATION
(p510) 643-1550
extension.berkeley.edu/online

Introduction to HTML and CSS

COMPSCI X433.4 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming

This project-driven course focuses on hypertext markup language (HTML5) and cascading stylesheet (CSS) implementation. You get an introduction to foundation concepts of semantic coding, usability and accessibility, and the Document Object Model (DOM). If you are new to the field, you learn code syntax, commenting, writing, testing, and maintenance of HTML and CSS. You also experiment with some basic JavaScript integration.

No prior programming or coding experience is necessary, although you are expected to have general computer knowledge.

Sec. 002
Sharon Kaitner, M.Ed.
8 meetings
Wednesdays, 6–9:45 pm
Feb. 10–March 30
San Francisco: San Francisco Campus • $775

Javascript and jQuery: An Introduction

COMPSCI X452.1 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming

Learn the fundamentals of front-end JavaScript, one of the world’s most popular programming languages, widely used for extending the functionality and interactivity of websites. JavaScript is also a powerful, general-purpose, dynamically-typed, object-oriented programming language. jQuery is the most popular JavaScript libraries and is designed to simplify client-side scripting of HTML.

Sec. 002
Michael C. Kremer, Ph.D.
Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
Jan. 19–March 22
San Francisco: San Francisco Campus • $775

Electrical Engineering and Integrated Circuit Design

COURSE INFORMATION
(p510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

ONLINE COURSE INFORMATION
(p510) 643-1550
extension.berkeley.edu/online

Fundamentals of Data Communications and Networking

COMPSCI X433 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming

This project-driven course focuses on front-end JavaScript, and is designed to simplify client-side scripting of HTML.

jQuery is the most popular JavaScript libraries. JavaScript is also a powerful, general-purpose, dynamically-typed, object-oriented programming language.

is also a powerful, general-purpose, dynamically-typed, object-oriented programming language. jQuery is the most popular JavaScript libraries and is designed to simplify client-side scripting of HTML.

No prior programming or coding experience is necessary, although you are expected to have general computer knowledge.

Sec. 002
Sharon Kaitner, M.Ed.
8 meetings
Wednesdays, 6–9:45 pm
Feb. 10–March 30
San Francisco: San Francisco Campus • $775

Introduction to Microelectronic Circuits

EL ENG X481 • 1 semester unit in Electrical Engineering

A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals

Learn about data communications in this introductory course in networking technology. Gain a practical understanding of relevant terminology, concepts and other information necessary to be knowledgeable in data communications. By the end of the course, you should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communications equipment and systems.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Introduction to Microelectronics

EL ENG X480 • 1 semester unit in Electrical Engineering

A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals

Get an introduction to basic semiconductor vocabulary and concepts such as energy bandgap and minority carriers, and then pursue a more targeted investigation into the behaviors of semiconductor devices. Topics include intrinsic and extrinsic semiconductors, carrier transports and p-n junctions. As part of the curriculum, you undertake an individual research project that covers subjects such as the ultimate limits of integrated electronics or integrated strategy for confronting commoditization in the foundry industry. You then learn to apply those concepts to many applications, including complementary metal-oxide-semiconductor, bipolar junction transistors, light-emitting diodes and sensors.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Introduction to Semiconductor Devices

EL ENG X481.1 • 1 semester unit in Electrical Engineering

A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals

Get an introduction to basic semiconductor vocabulary and concepts such as energy bandgap and minority carriers, and then pursue a more targeted investigation into the behaviors of semiconductor devices. Topics include intrinsic and extrinsic semiconductors, carrier transports and p-n junctions. As part of the curriculum, you undertake an individual research project that covers subjects such as the ultimate limits of integrated electronics or integrated strategy for confronting commoditization in the foundry industry. You then learn to apply those concepts to many applications, including complementary metal-oxide-semiconductor, bipolar junction transistors, light-emitting diodes and sensors.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Semiconductor IC Amplifiers
EL ENG X483 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design and in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
Develop intuitive skills for analyzing microelectronic circuits without using intricate mathematics by focusing on the analysis-by-inspection method. Topics covered include low-frequency bipolar-junction-transistor and metal-oxide-semiconductor amplifiers, amplifier frequency response, and high-frequency analysis-by-inspection versus SPICE simulation. Review case studies and complete tasks that help you understand challenging analog circuits.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Digital ICs
EL ENG X484 • 2 semester units in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design and in the Professional Sequence in Innovation Leadership for Technical Professionals
Gain a solid understanding of digital operation principles, and then examine more complex entities such as multiplexers and flash memory. Study essential concepts; SPICE verification; and design skills from CMOS ECL and BiCMOS logic to memory design. During the course, you work on a research project that addresses subjects such as embedded SRAM (eSRAM), non-volatile memory and high-speed embedded DRAM.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Semiconductor Devices for IC Design
EL ENG X488 • 2 semester units in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Certificate Program in Semiconductor IC Design and in the Professional Sequence in Innovation Leadership for Technical Professionals
Creating state-of-the-art IC design requires an in-depth understanding of basic characteristics of semiconductor devices and their second-order effects and device modeling. This course is ideal if you are a working professional who has no experience in IC design yet are interested in increasing your understanding of semiconductor devices and their modeling to begin your integrated-circuit design career. Study bipolar junction transistors and metal-oxide-semiconductors, with an emphasis on physical concepts, operation principles, second-order effects, and modeling and simulation. You complete an individual project, with topic options that include nanoelectronics; transistor scaling and future trends; recent breakthroughs and real-world issues in complementary metal-oxide-semiconductor (CMOS) nanotechnology ranging from 90nm down to 22nm; CMOS device design and performance parameters; and future trends in the statistical IC design in nanoelectronics.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $750

Fundamental Analog ICs
EL ENG X489 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
Learn how to analyze, simulate and design CMOS analog integrated circuits. This course is ideal if you are a working professional who does not have a strong foundation in analog design but are interested in upgrading your knowledge and skills or developing your semiconductor career. Lecture topics include basic current mirrors, high-performance current mirrors, single-stage CMOS amplifiers, differential amplifiers, output stages and short-circuit protection circuitry. As a part of the course curriculum, you have the opportunity to work on a research project with an emphasis on sample-and-holds or bandgap voltage reference. Your research topic must be topical, practical and able to be implemented in many applications such as data acquisition or A/D conversion systems.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $750

IC Filters and Oscillators
EL ENG X490 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Study integrated analog filters, oscillators and multivibrators, topics that are crucial for developing analog modules that implement many applications in signal processing or wireless communications. You undertake individual research projects that can include such subjects as switch-capacitor circuits, continuous-time filters and VCOs for PLL applications. The instructor guides you to choose a practical research topic that has real-world applications, such as frequency synthesizers or televisions.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $750

Analog IC Design
EL ENG X491 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Study topics such as stability of feedback, frequency compensation, multistage op amps and CMOS op amp designs with HSPICE. You are required to work on a research project that covers the design of an advanced CMOS op amp; a compact, low-voltage, low-power op amp; and high-performance CMOS comparators for flash ADC applications.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $750
Professional Sequence in Semiconductor Technology Fundamentals

Learn the fundamentals of semiconductors and integrated circuits (ICs). Intended for beginning practitioners and other technical professionals, the curriculum combines theory and practice to give you a balanced mix of marketable skills and powerful tools to build a solid foundation in semiconductor and IC technology. The curriculum was approved by an advisory board of UC Berkeley College of Engineering faculty, as well as industry leaders of major semiconductor companies, to ensure that this program is academically strong and professionally relevant. The program is provided in a convenient online format, and course slides are accompanied by both English and Mandarin soundtracks. Upon completion of the Professional Sequence in Semiconductor IC Fundamentals, you should be able to define microelectronic circuit theory, recognize semiconductor device structures and use computer circuit simulation tools to analyze basic electronic circuits.

Curriculum Requirements

The curriculum comprises 4 required courses and 1 elective for a total of 6 semester units (90 hours of instruction).

Required Courses

- Introduction to Microelectronics
  EL ENG X480 (offered this term)
- Introduction to Microelectronic Circuits
  EL ENG X481 (offered this term)
- Introduction to Semiconductor Devices
  EL ENG X481 (offered this term)
- Semiconductor Devices for IC Design
  EL ENG X488 (offered this term)

Electives

For a list of electives available this term, visit extension.berkeley.edu/spos/seminar_fundamentals.html.

Learn More

extension.berkeley.edu/spos/seminar_fundamentals.html
(510) 642-4151
extension-techeng@berkeley.edu

Computer Simulation of Electronic Circuits

EL ENG X485 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals

Gain hands-on experience using simulated program with integrated circuit emphasis (SPICE) to simulate, verify, examine and design microelectronic circuits. Illustrating techniques to fully leverage SPICE, this course offers in-depth coverage ranging from semiconductor devices to analog and digital ICs. A design project covers wide-swing constant-transconductance bias; advanced comparators; and sequential digital circuits, such as master-slave DFFs and C2MOS latches.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Capstone Semiconductor IC Design

EL ENG X492 • 1 semester unit in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals

Advances in cloud computing, mobile devices and CMOS nanotechnology have ushered in the era of semiconductor IC design with multistandard challenges. Gain a competitive advantage by upgrading your problem-solving skills in these areas. This capstone design course is intended for those who have completed the other required courses for the Certificate Program in Semiconductor IC Design. Lecture topics include advanced microelectronic circuits and advanced analog ICs such as current mirrors, differential amplifiers, single-stage amplifiers, frequency response, low-frequency feedback, stability and frequency compensation, CMOS op amp, folded-cascode CMOS op amp, and rail-to-rail techniques. You also have the opportunity to work on an optional research project with an emphasis on analog ICs or mixed-signal design. The chosen research topic should be topical, practical and able to be implemented in numerous applications such as data acquisition and cloud computing systems.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Fundamental Mixed-Signal Design

EL ENG X486 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals

The high growth rate of signal-processing applications such as video and wireless communications creates demand for more sophisticated high-speed and high-resolution data-converter techniques. This course is ideal if you have electronics industry experience or knowledge and are interested in upgrading your hands-on data-conversion design skills. Course topics include data-converter fundamentals, characterization, performance limitations, and Nyquist-rate digital-to-analog and analog-to-digital converters.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Mixed-Signal Design

EL ENG X487 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals

This course is ideal if you are interested in upgrading your design skills in data converters and have experience in analog design or electronics. Course topics include Nyquist-rate digital-to-analog converters, investigation of differential linearity and integral nonlinearity, Nyquist-rate analog-to-digital converters (ADCs) and design issues in Nyquist-rate ADCs.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375
Certificate Program in Semiconductor IC Design

The Certificate Program in Semiconductor IC Design provides in-depth knowledge in a convenient online format designed for working professionals. Develop an understanding of key concepts in state-of-the-art design, including semiconductor characteristics; semiconductor device modeling; and analog, digital and mixed-signal integrated circuit (IC) design. Instruction emphasizes a practical perspective involving physical concepts, operation principles, second-order effects, modeling and simulation. By choosing UC Berkeley Extension, you benefit from an association with a university known worldwide for engineering excellence. An advisory board—comprising UC Berkeley College of Engineering faculty and industry leaders of major semiconductor companies in the Asia/Pacific region and the United States—ensures that the program is academically strong and professionally relevant.

Curriculum Requirements
The curriculum comprises 4 required courses and 1–2 electives for a total of 10 semester units (150 hours of instruction).

Required Courses
- Analog IC Design EL ENG X491 (offered this term)
- Fundamental Analog ICs EL ENG X489 (offered this term)
- IC Filters and Oscillators EL ENG X490 (offered this term)
- Capstone Semiconductor IC Design EL ENG X492 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/icdesign.html.

Find the Quality You Want
- Preparation to advance your career in the semiconductor industry
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- Academic curriculum with professionally relevant courses

Get the Flexibility You Need
- Online convenience

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(510) 642-4151
extension-techeng@berkeley.edu
Rose Heredia seizes at life’s chances, and that enthusiasm has seen her embrace a variety of creative careers in New York City. Previous attempts to enter an M.F.A. writing program on the East Coast were met with a succession of closed doors. Needing a fresh start, Heredia relocated to San Francisco and redoubled her efforts to start a writing career. Passing by an Extension location on her way to and from work at LiveNation, her inner voice determined her resulting actions: “I need to do this!”

Now a graduate of the Post-Baccalaureate Certificate Program in Writing, Heredia appreciates the attention and care that instructors give to their students. She describes Margo Perin, her first instructor, as “supportive, warm and gentle. You wanted to be in her class.” She appreciates how instructors such as Laurie Ann Doyle structure their courses similar to an M.F.A. program—good preparation now that she’s been admitted to attend the University of San Francisco’s M.F.A. in Writing. “I got accepted! If it wasn’t for this program, I would have never gotten in.”

Her advice for future students? “Make. The. Time.”
Your path to grow as a writer starts here. With UC Berkeley Extension, you can add polish to your work no matter what kind of writing you do. Take courses on penning everything from poetry, short stories and novels to memoirs, travel features and technical documents. Learn how to break into publishing, or strengthen your skills in editing and grammar. Instructors who are published writers ensure you’re learning from the very best.

If you’re ready to make a greater commitment to your craft, the Post-Baccalaureate Certificate Program in Writing is one of a kind in the Bay Area and the ideal way to formalize your training. The certificate helps you build a strong portfolio and enhance your candidacy for graduate study in creative writing.

Whether you come for a weekend retreat or a professional certificate, UC Berkeley Extension can help you take your writing to the next level.

NEW COURSES

Communications Careers for Writers and Editors: Journalism Redefined, see p. 192
Mystery Writing, see p. 190
Preparing to Publish in Today’s Market, see p. 193
Visual Design for Technical Communication, see p. 186
Writing the Novella, see p. 190
Editorial Workshop I: Introduction to Copyediting

JOURN X405 • 2 semester units in Journalism

A requirement in the Professional Sequence in Editing

In this beginning copyediting course, get an overview of the editorial process, including the use of style manuals and reference books, creation of style sheets, and methods of querying authors and project editors. Learn how to edit using conventional marks and symbols; apply the appropriate level of copyediting; eliminate bias; query permissions; and copyedit and insert figures, tables and artwork. Enrollment is limited.

Prerequisite: Grammar, Mechanics and Usage for Editors ENGLISH X445

Sec. 032
Barbara Magalnick, M.S.  
Jan. 19–April 12  
Online • $645

Sec. 033
Maggie Trapp, Ph.D.  
Jan. 19–April 12  
Online • $645

Sec. 034
Diane Martin, M.A.  
Feb. 2–April 26  
Online • $645

Sec. 035
Elizabeth Kennedy, M.F.A.  
Feb. 2–April 26  
Online • $645

Editorial Workshop II: Intermediate Copyediting

JOURN X415 • 2 semester units in Journalism

A requirement in the Professional Sequence in Editing

Study the more complex aspects of copyediting and the fine points of editorial style that editors of book-length manuscripts must master. Practice working within the three levels of copyediting—light, medium and heavy—and learn how to edit using different style manuals. Receive practice working with codes and type specifications, photos and artwork, tables, and references and footnotes.

Prerequisite: Editorial Workshop I: Introduction to Copyediting JOURN X405

Sec. 018
Beth Burke, B.S., M.A.  
Jan. 26–April 19  
Online • $645

Sec. 019
Beth Burke, B.S., M.A.  
Feb. 2–April 26  
Online • $645

Grammar, Mechanics and Usage for Editors

ENGLISH X445 • 2 semester units in English

A requirement in the Professional Sequence in Editing

Editors must have a strong command of English grammar, syntax and mechanics to edit the work of others clearly, confidently and correctly. Gain a practical understanding of grammar and the logic governing syntax and punctuation use. Learn to analyze grammar and syntax, understand sentence structure, transition from one idea to another and choose the right words to convey meaning, among other topics. Homework exercises, frequent quizzes and a multidraft editing assignment help build your expertise.

Enrollment is limited.

Prerequisite: You must be proficient in English and have a solid grasp of English grammar.

Sec. 044
Barbara Magalnick, M.S.  
Jan. 19–April 12  
Online • $645

Sec. 047
Maggie Trapp, Ph.D.  
Jan. 19–April 12  
Online • $645

Sec. 045
Diane Martin, M.A.  
Feb. 2–April 26  
Online • $645

Sec. 046
Elizabeth Kennedy, M.F.A.  
Feb. 2–April 26  
Online • $645

Free Information Session

Participate in an online information session. A moderator answers your questions after a presentation of certificate and program benefits.

Call for Editors for Ursa Minor

The UC Berkeley Extension Writing Program is seeking local students from our Post-Baccalaureate Certificate Program in Writing and the Professional Sequence in Editing to join an editorial team responsible for the content selection and production of Ursa Minor, our literary journal featuring work of Extension students past and present. Both novice and experienced editors are encouraged to contact the Writing Program about this unique opportunity: extension-letters@berkeley.edu or (510) 642-6362.

Literature and Humanities

See the range of literature courses that Extension offers in Humanities and Languages beginning on p. 132.
Advanced Editorial Workshop: Substantive Editing
JOURN X425 • 2 semester units in Journalism
A requirement in the Professional Sequence in Editing
Develop your skills in applying the principles of effective writing to the editing of nonfiction book manuscripts. Examine two phases of substantive editing—line editing and developmental editing—and learn the art of proposing editorial changes other than those required to correct errors or to achieve a consistent editorial style. Learn how to edit for clarity and concision, how to identify problems of cohesion and coherence (logical flow), and how to refine and invigorate an author’s style.

Prerequisite: Editorial Workshop II: Intermediate Copyediting JOURN X415
Sec. 018
Cathleen Small, M.A.
Jan. 19–April 12
Online • $645

Sec. 019
Instructor to be announced
Feb. 2–April 26
Online • $645

How to Run a Freelance Editing Business
UNEX 1232 • 0.4 ceu
Learn to translate your editing skills into a thriving business. Study the basics of building a successful freelance practice, including office setup, client retention, fees and tax documentation. Explore vital business topics you may not have considered before, such as defining your scope of work, dealing with difficult clients and choosing a cost-effective employment model. This comprehensive workshop is designed specifically for professional-minded editors.

Sec. 002
Jill O’Nan, J.D., M.A.
David Couzens, M.S.
1 meeting
Saturday, 12:30–5 pm
May 21
Berkeley: Golden Bear Center • $195

Indexing: Theory and Application
JOURN X477 • 3 semester units in Journalism
A good index greatly enhances a book’s usability and value, yet few writers and editors know how to construct this vital part of a nonfiction publication. Learn the fundamentals of writing, editing and delivering back-of-book indexes to publishing clients. You also learn the basic formats, guidelines and term-selection approaches of embedded and Web indexing using three major indexing software programs to complete several assignments.

Prerequisites: Strong language, reading, computer and Internet skills; a PC running Windows OS is highly recommended. See website for details.

See website for available section
This course has five rotating sections with varying instructors: Sylvia D. Coates, Heather Ebbs, Fred Leise, Max McMaster and Ruth Pincoe.
Enroll anytime
Online • $695

Writing and Editing Internship Program
JOURN X484 • 2 semester units in Journalism
Gain real-world writing experience and career exposure through an internship with a Bay Area news organization, ad agency, PR firm or publishing house. Use your Extension-enhanced writing skills to complete various projects with the guidance of your host organization and our program director. Your role should equal or exceed 90 hours of commitment within a six-month period.

Sec. 006
Various instructors
Scheduled in consultation with instructor
Berkeley: Golden Bear Center • $395

Professional Sequence in Editing
Focusing on proficiency in copyediting, line editing and developmental editing, the Professional Sequence in Editing is the ideal training for those with a passion for fine-tuning the written word. The curriculum builds from grammar and usage to editing for various goals and audiences and culminates in the art of substantive editing to refine an author’s style. Courses are taught by working professionals with years of experience. Whether you want to begin a rewarding editing career, rise to a management position in publishing or apply editing expertise in a related profession, this program can help turn your editorial sensibilities into marketable skills.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
You must take these courses in the following sequence:

• Grammar, Mechanics and Usage for Editors ENGLISH X445 (offered this term)
• Editorial Workshop I: Introduction to Copyediting JOURN X405 (offered this term)
• Editorial Workshop II: Intermediate Copyediting JOURN X415 (offered this term)
• Advanced Editorial Workshop: Substantive Editing JOURN X425 (offered this term)

A course of equivalent length and unit value from UC Berkeley Extension’s Professional Sequence in Technical Communication may be substituted for Advanced Editorial Workshop: Substantive Editing JOURN X425.

Learn More and View the Flyer
extension.berkeley.edu/spos/edit.html
(510) 642-6362
extension-letters@berkeley.edu
Technical Communication

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/writing

ONLINE COURSE INFORMATION
(510) 644-4979
extension.berkeley.edu/online

ONLINE INFORMATION SESSION
Professional Sequence in Technical Communication
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see this page or visit extension.berkeley.edu/spos/techcom.html.

1 meeting
Tuesday, 12–1 pm
Jan. 12
Online • FREE

Technical Communication I
JOURN X465 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication
Learn the requirements for designing and developing technical documentation from start to finish. As you develop your class project, practice how to define your audience and purpose, determine appropriate document format and style, improve the clarity and organization of your writing, and review and edit your work more effectively.

Prerequisites: Computer literacy, word processing skills and good writing skills, including knowledge of correct grammar, usage and punctuation. Students who need a grammar review should take Grammar, Mechanics and Usage for Editors ENGLISH X445 before enrolling in this course.

Sec. 005
Arun Nevader
10 meetings
Tuesdays, 6:30–9:30 pm
Jan. 19–March 22
Berkeley: Golden Bear Center • $750

Technical Writing
ENGLISH X412 • 3 semester units in English
May be substituted for Technical Communication I JOURN X465 in the Professional Sequence in Technical Communication
Develop your ability to organize and draft information for manuals, journal articles, reports and other technical publications. Learn document design and production principles, computerized interactive documentation, desktop publishing and the publication-to-print process.

Sec. 004
John Tabor, B.A.
Enroll anytime
Online • $770

Technical Communication II
JOURN X466 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication
Build on the skills you developed in Technical Communication I JOURN X465, and hone your ability to define a document’s audience and purpose to present the information in an optimal form. Improve your technical writing style and technique while creating writing samples that include a variety of document types for both print and online presentation. Review technical communication tools and technology, as well as current Web content and formatting languages.

Prerequisite: Technical Communication I JOURN X465 (or the online course Technical Writing ENGLISH X412), or equivalent

Sec. 006
John Tabor, B.A.
Enroll anytime
Online • $550

Technical Editing
JOURN X437 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication; an elective in the Specialized Program in Professional Writing
Editing technical material requires specialized skills. Focus on how to edit different types of technical documents for clarity, consistency, cohesive-ness and correctness. You learn to identify and correctly use specialized vocabulary and how to employ editing tools such as proofreader’s marks, style sheets, style guides and standard editorial reference materials. You also understand how to distinguish and correct common problems such as inconsistency, ambiguity and incorrect punctuation. The course requires frequent editing assignments.

Sec. 005
Gina Gotsill, M.A.
5 meetings
Saturdays, 9 am–4 pm
March 5–April 9 (no meeting on March 26)
Berkeley: Golden Bear Center • $695

NEW THIS TERM
Visual Design for Technical Communication
JOURN X467 • 2 semester units in Journalism
Study a broad range of topics in visual technical communication, including basic design principles applicable to any medium and interface design. Get a valuable introduction to visual design in books, reports, newsletters, brochures, webpages, databases, multimedia presentations and training programs. You design pages, charts, screens, flowcharts and graphs, and gain a solid ability to think visually. Enrollment is limited.

Sec. 001
Arun Nevader
10 meetings
Tuesdays, 6:30–9:30 pm
March 29–May 31
Berkeley: Golden Bear Center • $750
Writing

COURSE INFORMATION
(510) 642-6362
extension-letters@berkeley.edu
extension.berkeley.edu/writing

ONLINE COURSE INFORMATION
(510) 643-4957
extension.berkeley.edu/online

ONLINE INFORMATION SESSION
Post-Baccalaureate Certificate Program in Writing and Specialized Program in Professional Writing
Participate in an online information session. A moderator answers your questions after a presentation of certificate and program benefits. For certificate details, see p. 187. Visit extension.berkeley.edu/cert/writing.html to register. For program details, see p. 188. Visit extension.berkeley.edu/spos/professionalwriting.html to register.

1 meeting
Thursday 12–1 pm
Jan. 14
Online • FREE

Creative Writing

Exploring Your Creative Writing Potential
ENGLISH X438 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn to assess your potential, identify your strengths and develop valuable writing techniques in this course for beginning writers. Exercises and weekly writing assignments help you discover your talents in a variety of forms: brief fictional scenes, short stories, poetry and journalistic writing. The supportive atmosphere helps you see how others respond to your writing.

Sec. 011
Diane Martin, M.A.
Jan. 26–April 19
Online • $575

Sec. 010
Caroline Goodwin, M.F.A.
10 meetings
Mondays, 6:30–9:30 pm
Feb. 22–April 25
Belmont: Belmont Center • $575

The Craft of Writing
ENGLISH X421 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing
As a creative writing student, you need to become comfortable with elements of the craft, whether you are fine-tuning an image in a poem or introducing a character in the beginning of a short story. Gain practical exposure to the uses, demands and possibilities of craft in fiction, poetry and nonfiction. Enrollment is limited.

Sec. 023
David Rompf, J.D.
Jan. 19–April 12
Online • $575

Sec. 022
Daniel Cashnear, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 8–May 10
Berkeley: Golden Bear Center • $575

The Craft of Reading
ENGLISH X429 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing
To write well, you must read well. By learning to read with the eyes of a writer, you can develop an understanding of what makes great literature work. Class readings include novel excerpts, short stories and memoirs, from classics to contemporary treasures. Weekly writing assignments emphasize analytical responses to the works, while providing the chance to practice writing strategies revealed through close reading. Appropriate for all levels of writers, this course teaches you to read widely, respond deeply and turn any piece of writing into your own best teacher.

Sec. 014
Marc Schiffman, M.F.A.
Feb. 2–April 26
Online • $575

Sec. 013
Margo Perin, M.A.
10 meetings
Thursdays, 6:30–9:30 pm
Feb. 18–April 28 (no meeting on April 14)
San Francisco: San Francisco Campus • $575

FREE PUBLIC EVENT
19th-Annual Student Reading Series
Hear students in the Post-Baccalaureate Certificate Program in Writing share their works of poetry, nonfiction and fiction at these annual reading events in May.

Books Inc.
1491 Shattuck Ave., Berkeley

Books Passage
1 Ferry Building, San Francisco

Contact the Writing department at (510) 642-6362 for updated information on dates and times.
Introduction to Writing Fiction
ENGLISH X464 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn the basic concepts and techniques of writing fiction, with the aim of heightening your sense of language and developing your ability to solve problems of structure, characterization, viewpoint, story line, imagery, dialogue and believability. The instructor evaluates your manuscripts and allows time for classroom discussion. Enrollment is limited.
Sec. 014
Marc Schiffman, M.F.A.
Feb. 2–April 26
Online • $575
Sec. 013
David Schweidel, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 2–May 4
Berkeley: Golden Bear Center • $575

Intermediate Fiction Writing
ENGLISH X440 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Explore the craft of writing fiction, particularly if you have already completed Introduction to Writing Fiction ENGLISH X464 or the equivalent. Lectures and in-class exercises focus on the short story; however, if you are primarily interested in working on a novel, you can still benefit greatly. Examine the intricacies of plot, narrative voice and personal style. Class sessions include instructor-led critiques of your work and focus on improving your ability to edit and revise your stories. Enrollment is limited to 18.
Sec. 004
Daniel Coshnear, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 9–May 11
San Francisco: San Francisco Campus • $575

Advanced Fiction Writing
ENGLISH X410 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn a breakthrough approach to revision while gaining the tools to become your best possible editor. Preserve the originality of your work while polishing it. Develop effective approaches to publishing, contacting agents, self-publishing, and staying informed about a dynamic, protean marketplace. Critique your manuscripts in a highly supportive workshop environment. This course is designed for seasoned writers who seek to take their writing to the next level. Enrollment is limited to 18.
Sec. 008
Laurie Ann Doyle, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Feb. 23–May 3 (no meeting on March 29)
Berkeley: Golden Bear Center • $595

Developing the Novel
ENGLISH X407 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Explore the craft of longer fiction and how to meet its creative challenges. Each session includes a lecture on craft, supported by discussion of assigned readings and exercises to unlock the potential of your ideas. Learn how to develop characters, language, voice, pace, tone, theme and setting, and participate in a group critique of student work. Enrollment is limited to 18.
We recommend you have some previous creative writing experience and an idea for a novel.
Sec. 006
Martha Conway, M.A.
Jan. 19–April 12
Online • $575
Sec. 007
Donna Levin, J.D.
10 meetings
Saturdays, 10 am–1 pm
Feb. 20–April 30 (no meeting on March 26)
San Francisco: San Francisco Campus • $575

Writing the Novella
ENGLISH X446 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Explore the novella, the “long short story.” Its intermediary length makes the novella less palatable to magazine editors and book publishers, but, in spite of its perceived lack of commercial viability, many of our most enduring stories are novellas—Heart of Darkness, The Turn of the Screw, The Metamorphosis, Animal Farm and A Christmas Carol, to name just a few. In this course, geared toward intermediate and advanced fiction writers, explore the exciting possibilities of the form through readings and work on your own novella. By the end of the course, you will have read widely in the genre and completed a significant portion of your novella, gaining a deeper understanding of what Ian McEwan calls “the modern and post-modern form par excellence.”
Sec. 001
Frances Hwang, M.A., M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 1–May 3
Berkeley Campus: 222 Wheeler Hall • $575

Great Novels You Always Meant to Read
ENGLISH X467 • 2 semester units in English
Read some of the most influential novels in the Western canon while examining their rich social, historical and literary contexts.
For course schedule, see p. 135.
Post-Baccalaureate Certificate Program in Writing

For aspiring writers serious about the craft, the Post-Baccalaureate Certificate Program in Writing is ideal. Formalize your training and prepare for graduate study in writing with this certificate developed with input from several Bay Area M.F.A. programs and approved by the University of California, Berkeley, English Department. Develop a regular writing practice, build your writing portfolio and gain a credential that shows your commitment. Whether you’re in online or classroom courses, you join a community of writers who share your dedication. Be inspired as you read exemplary works of literature. Learn from accomplished instructors who provide structure, support and thoughtful feedback on your work. Whether your goal is learning what it takes to be published or achieving a coveted place in an M.F.A. program in writing, this flexible curriculum can meet your needs and schedule.

Curriculum Requirements
The curriculum comprises 8 courses for a minimum of 16 semester units (240 hours of instruction), which includes 3 required courses and 5 restricted electives selected from two categories: literature (2 workshops) and writing (3 workshops).

Required Courses
- The Craft of Reading
  ENGLISH X429 (offered this term)
- The Craft of Writing
  ENGLISH X421 (offered this term)
- Writing Skills Workshop
  ENGLISH X13 (offered this term)

Literature and Writing Workshop Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/writing.html.

Choose Your Best Option
- Fiction
- Nonfiction
- Poetry

Target Your Needs
- Admission to an M.F.A. writing program
- Artistic development

Jena Binderup is indulging her love of writing by making it her priority with the Post-Baccalaureate Certificate Program in Writing. “The program is more challenging than I expected, and that is a positive thing for me,” she says. “Laurie Ann Doyle was my first instructor in the program. She pushed me, but she also encouraged me.” Now, Binderup participates in student readings and enjoys sharing her pieces with the community at large.

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html
(510) 642-6362
extension-letters@berkeley.edu
Specialized Program in Professional Writing

Writing well and communicating effectively are critical skills that are always in demand. Whether you are writing a business proposal, fundraising letter, ad copy, feature story or blog, strong, persuasive writing is critical to your organization’s success. The Specialized Program in Professional Writing offers a comprehensive curriculum to provide you with the skills to write successfully and effectively at a professional level across industries, in both print and digital formats. Learn how to craft well-written communications; describe ideas, products and services succinctly and compellingly; analyze and process large amounts of data into narrative form; and write for new and emerging forms of communication.

Curriculum Requirements
The curriculum comprises 5 required courses and 1 elective for a total of 7 semester units and 0.7 ceu (112 hours of instruction).

Required Courses
- Effective Writing in the Workplace ENGLISH X456 (offered this term)
- Introduction to Public Relations Writing JOURN X481
- Fundamentals of Freelancing ENGLISH 1004 (offered this term)
- Writing for Social Media: Prose That Works for Web 2.0 ENGLISH X468 (offered this term)
- Writing Skills Workshop ENGLISH X13 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/professionalwriting.html

Learn More and View the Flyer
extension.berkeley.edu/spos/professionalwriting.html
(p510) 642-6362
extension-letters@berkeley.edu

NEW THIS TERM

Mystery Writing
ENGLISH X168 • 2 semester units in English
The mystery is the one of the most popular and pleasurable forms of storytelling for both readers and writers. In this class you explore the art, craft and business of writing crime fiction in its many forms, including detective stories (from cozy to hard-boiled), police procedurals, thrillers and suspense. Class discussions, writing exercises and guest speakers give you clues and techniques for creating successful mystery novels and short stories: creating strong characters, portraying vivid settings, building suspense and developing a convincing plot with a satisfying resolution. The course guides you through the entire creative and publication process, from finding ideas to marketing your work.

Sec. 001
Margaret Lucke, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 1–May 3
Berkeley: Golden Bear Center • $575

Poetry Revision Workshop
ENGLISH X487 • 1 semester unit in English
Writing is revising, goes one of the truisms of the writing life. But what is revising? Too often, we take a first draft, in whatever form it arrives, and chip away at it until it looks something like a poem. But revision is a much more radical and creative act. Explore multiple techniques for re-visioning, revising and workshop poems, discovering what each poem wants to become. You emerge with 12 to 15 new drafts and a collection of useful revision tools, as well as skills for discussing new work one-on-one or in a workshop setting.

Sec. 002
Lisa Gluskin Stonestreet, M.F.A.
6 meetings
Wednesdays, 6:30–9:30 pm
April 13–June 1 (no meetings on April 20 and May 4)
Berkeley: Golden Bear Center • $395

Screenwriting: The Art of Visual Storytelling
ENGLISH X470 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Writing for visual media requires learning to conceptualize and shape a story that can be told with images. In this 10-week workshop, learn the fundamentals of narrative screenwriting (creating compelling characters, and building plot, story structure, dialogue and theme) while developing a short or full-length film script. Through a combination of workshop, film analysis, writing and cinematic exercises, you gain screenwriting skills and storytelling techniques useful to all types of visual media.

Sec. 004
Megan Siler, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Feb. 16–April 19
San Francisco: San Francisco Campus • $575

Post-Baccalaureate in Writing Mentorship
UNEX 1223
If you’ve completed or are planning to complete the Post-Baccalaureate Certificate Program in Writing this year, this capstone class helps you consider the next steps in your writing. Receive guidance and advice from an approved Writing Program instructor, using your submission of a self-assessment and a writing sample for evaluation. Meet individually with the instructor and the Writing Program director to discuss your development as a writer, as well as the best course of action to accomplish your writing goals.

Sec. 005
Various instructors
 Scheduled in consultation with instructor
Berkeley: Golden Bear Center • $195

Preparing to Publish in Today’s Market
UNEX 1293 • 0.6 ceu
In this one-day course, figure out whether to aim for a traditional New York publishing deal or to go the self-publishing route.

For course schedule, see p. 193.

Nonfiction

Writing Skills Workshop
ENGLISH X13 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Good writing isn’t fussy. It’s clear, concise and grammatically correct—no matter the audience or purpose. In this course, prepare to draft, write and revise your own work; read literary essays as examples of effective syntax and coherent structure; share work in a supportive, focused workshop environment; and review common grammar pitfalls. This course is designed for those wishing to hone their skills for any writing need.

Sec. 025
Holly Thompson, M.A.
Jan. 26–April 19
Online • $575

Sec. 026
Emily Wolahan
Feb. 2–April 26
Online • $575

Sec. 024
Margo Penn, M.A.
10 meetings
Tuesdays, 6:30–9:30 pm
Feb. 23–May 3 (no meeting on April 12)
San Francisco: San Francisco Campus • $575

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
The Confident Writer

UNEX 1011 • 1.6 CEU

Writing remains an essential skill for professionals in almost every field, yet many of us are so out of practice and confused by rules that even simple projects fill us with anxiety. These four intensive workshop meetings offer sensible advice, expose myths and lay out an approach to writing that help you communicate more clearly and confidently. Each workshop includes lecture, discussion, and exercises.

Sec. 004
Stuart Froman, M.A.
4 meetings
Saturdays, 9 am–1 pm
April 30–May 21
San Francisco: San Francisco Campus • $395

NEW THIS TERM

Communications Careers for Writers and Editors: Journalism Redefined

JOURN X487 • 2 semester units in Journalism

When the multimedia boom ushered in the 21st century, journalism began a process of change that continues to shift the professional landscape for writers and editors. Jobs in communications-related fields provide diverse opportunities for writers and editors to apply their storytelling expertise to organizations. Learn to successfully apply journalism-related skills—writing, editing, researching, interviewing and a nose for news—to the communications profession. Review the various functions needed to conduct a professional communications program for businesses, public entities and universities, and across multiple media platforms. Topics include Web and print project management, working with internal clients, strategic planning for creative projects, and media relations from “the other side of the fence.”

Sec. 001
Ann Guy, B.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
March 29–May 31
San Francisco: San Francisco Campus • $575

Introductory Composition

ENGLISH X2A • 3 semester units in English

Learn how to compose well-crafted college-level essays by exploring each step in the writing process. In various writing assignments, you gain practice with descriptive, narrative and other forms of expository writing.

Sec. 004
Erica Wright, M.F.A.
Enroll anytime
Online • Proctored final exam • $695

Poets Studied and in Conversation

ENGLISH X110.2 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Study, emulate and engage in discussion with noted Bay Area poets. The course is divided into two-week segments, each devoted to an individual poet. The first week, you study the poet’s work, including one of his or her latest books. The second week, that poet attends class for a discussion of poems and process. You also write your own poems from exercises inspired by the five poets’ work, and a part of each class is devoted to a workshop of students’ writing. You pay particular attention to exploring new writing ideas and approaches arising from the work you study.

Instructor


Guest Poets

Karen Green is an artist and writer whose Bough Down (Siglo, 2013) received The Believer Poetry Award. Her visual work is collected by individuals as well as institutions including the Yale Beinecke Library and the Whitney Museum of American Art special collections. She exhibits with Space, a nonprofit arts center in Los Angeles and Calabi Gallery in Northern California. Green lives in California and New York.

Forrest Hamer is the author of Call & Response (Alice James, 1995), winner of the Beatrice Hawley Award; Middle Ear (Roundhouse, 2000), winner of the Northern California Book Award; and Rift (Four Way Books, 2007). He has received fellowships from the California Arts Council and the Bread Loaf Writer’s Conference. Hamer has taught on the poetry faculty of the Callaloo Creative Writing Workshops.


Cedar Sigo was raised on the Suquamish Reservation in the Pacific Northwest and studied at The Jack Kerouac School of Disembodied Poetics at the Naropa Institute. He is the author of eight books and pamphlets of poetry, including Language Arts (Wave Books, 2014), Stranger in Town (City Lights, 2010), Expensive Magic (House Press, 2008), and two editions of Selected Writings (Ugly Duckling Presse, 2003 and 2005). He lives in San Francisco.

Eleni Stecopoulos is the author of Visceral Poetics (ON Contemporary Practice, 2015), Daphnephoria (Compline, 2012) and Armies of Compassion (Palm Press, 2010). With The Poetry Center at San Francisco State University, she received a Creative Work Fund grant for curating an innovative program series on “The Poetics of Healing.” Her writing has appeared in publications such as Harriet (The Poetry Foundation), Encyclopedia, ecopoetics, XCP, Cross-Cultural Poetics, Harvard Review, The Capilano Review, Open Space (SFMOMA) and the anthology Somatic Engagement: The Politics and Publics of Embodiment (Chain Links, 2011). Stecopoulos has taught at Bard College, in the Naropa Summer Writing Program, and in the M.F.A. programs at San Francisco State and the University of San Francisco. She lives in Berkeley.

Sec. 003
Laura Walker, M.F.A.
10 meetings
Thursdays, 7–10 pm
Feb. 11–April 21 (no meeting on March 31)
Berkeley: Golden Bear Center • $575

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Fact or Fiction: Reading and Writing the Personal Essay
ENGLISH X473 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

A diatribe against braggarts? A consolation to a lonely wife? An ode to Japanese design? The personal essay genre encompasses it all. In this class, you read across continents and centuries—from Seneca to Sedaris—to discover the joy of the form that marries the logic of nonfiction to the dialogue and drama of fiction. Through a broad range of writers, you survey the connections among social context, thought and form. You practice in-class writing exercises, craft your own essays and present your writing for response and the inspiration to rewrite.

Sec. 003
Audrey Ferber, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
Feb. 3–April 6
San Francisco: San Francisco Campus • $575

Developing the Memoir
ENGLISH X463 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

You may be interested in your own life stories, but how do you make them engaging to others? Whether you are interested in writing a personal essay or book-length memoir, learn how to shape your story with essential elements of craft such as voice, structure, characterization, point of view, conflict, sensory description, dialogue and the dramatic reconstruction of events. Examine ethical and truth-telling issues that arise when writing about yourself and the people you know. By the end of the course, you are expected to have produced a self-contained memoir piece of 10 to 12 pages. Enrollment is limited.

Sec. 006
Lindsey Crittenden, M.A., Extension Honored Instructor
10 meetings
Mondays, 6–9 pm
March 7–May 16 (no meeting to be announced)
San Francisco: San Francisco Campus • $575

Developing the Memoir II
ENGLISH X462.9 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Memoirs come in many forms, but what the best share in common is a quest for the truth. In this continuation of Developing the Memoir I ENGLISH X463, you continue that quest by studying a wide variety of forms and learning new ways to shape your stories. Practice essential craft elements such as the balance between scene, summary and musing and explore how memory and language collude to create new meaning. By the end of the course, you will have had the chance not only to produce fresh work but revise it too. Enrollment is limited.

Sec. 002
Monica Wesolowska, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 2–May 11 (no meeting on March 30)
Berkeley Campus: 151 Barrows Hall • $595

Creative Nonfiction Workshop
ENGLISH X482 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Learn to apply the techniques of storytelling to nonfiction prose pieces, including personal essays, features, commentaries, reviews, reports, journal entries and memoirs. Together, the instructor and other participants form your audience, offering support and critical feedback about your pieces. Weekly class discussions and writing assignments focus on story principles—such as plot, tension, scene and dialogue—that increase the readability of your work and form your material into publishable pieces.

Sec. 013
David Rompf, J.D.
Jan. 19–April 12
Online • $575

Sec. 014
Stephen Albert, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
March 16–May 18
San Francisco: San Francisco Campus • $575

Writing the Feature Story
JOURN X419 • 2 semester units in Journalism
An elective in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Learn to write effectively for social media, specifically blogs, Twitter and Facebook. Establish a coherent writing process; learn editing techniques; and examine the interplay among context, content and style. Classes focus primarily on workshop critiques, peer editing and weekly composition of posts and tweets. Note: This course focuses primarily on content writing and editing, not Web technology.

Sec. 010
Timothy Peters, B.S., M.A.
Jan. 26–March 8
Online • $395

Sec. 011
Timothy Peters, B.S., M.A.
5 meetings
Wednesdays, 6:30–9:30 pm
April 13–May 11
Berkeley Campus: 225 Wheeler Hall • $395
Effective Writing in the Workplace
ENGLISH X456 • 1 semester unit in English
A requirement in the Specialized Program in Professional Writing
Whether you are writing a memo to your boss or a letter to the editor, it is crucial to craft your argument clearly and persuasively. Build confidence by improving your writing’s organization, logic and style so that whatever kind of writing you work requires, you can get your point across eloquently and quickly. Delve into the details of the writing process: identifying an audience, choosing the best structure and revising early drafts of your work. Enrollment is limited.
Sec. 013
Margaret Steen, M.J., Extension Honored Instructor
Jan. 26–March 8
Online • $395
Sec. 014
Margaret Steen, M.J., Extension Honored Instructor
5 meetings
Tuesdays, 9 am–12 pm
April 19–May 17
Belmont: Belmont Center • $395
Science Writing
ENGLISH X452.5 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing
Get a practical introduction to the diversity of science-writing opportunities, including those for news organizations, magazines, institutions and websites. Learn about finding story ideas and reliable sources, conducting interviews, matching writing style to the target audience and choosing the best structure for the given field. Study the craft of making complex, scientific concepts understandable and exciting to a general audience. In addition to many in-class exercises, you write a weekly science blog and an in-depth science article. A background in science is not required, but an interest in scientific topics is encouraged.
Sec. 003
Jennifer Huber, Ph.D.
10 meetings
Thursdays, 6:30–9:30 pm
March 10–May 19 (no meeting on April 14)
Berkeley: Golden Bear Center • $575
Writing and Editing Internship Program
JOURN X484 • 2 semester units in Journalism
Gain real-world writing experience and career exposure through an internship with a Bay Area news organization, ad agency, PR firm or publishing house.
For course schedule, see p. 185.
Saturday Workshops
Be Heard Above the Noise: How to Stand Out in Social Media
UNEX 1233 • 0.6 ceu
Create a strong, recognizable online presence by fine-tuning your message and receiving feedback from your instructor, fellow students and guest media strategists. In the first half of the workshop, discuss how to create compelling, concise and conversational content for social media platforms: blogs, websites, Facebook and Twitter. Study high-traffic blogs and group-member posts to analyze what makes a post memorable and marketable. In the afternoon, you work with visiting industry experts, who offer feedback on your posts while discussing vital media marketing strategies for reaching your intended audience, increasing views and traffic, creating enticing content and turning blogs into books.
You are invited to submit a blog post to discuss in class. Submissions should be 300–500 words. Work brought on the day of the workshop is reviewed if time permits.
Refer to section notes online for submission guidelines and dates.
Sec. 004
Elizabeth Fishel, Extension Honored Instructor
1 meeting
Saturday, 10 am–5 pm
March 5
Berkeley: Golden Bear Center • $195
NEW THIS TERM
Preparing to Publish in Today’s Market
UNEX 1293 • 0.6 ceu
With a manuscript in hand, it can be difficult for the excited writer to figure out whether to aim for a traditional New York publishing deal or to go self-publishing route. In this one-day course, learn to separate fact from fiction (Are New York deals more lucrative? Is the technology involved in self-publishing difficult to learn? What about marketing?) and decide which course is best for you. In the first half of the course, you discuss traditional publishing, learn how to format a query letter so that it jumps out of the slush pile, explore best practices for finding an agent and discover which online tools will keep you up to date with market changes. In the second half, during the self-publishing discussion, you review formatting, publishing tools, applications and platforms (including Kindle, iBooks, Nook, Kobo and Google Play), as well as where to find today’s best editors and designers to get your books noticed, read and reviewed. You leave equipped for publishing success no matter which track you take.
Sec. 001
Rachael Herron, M.F.A.
1 meeting
Saturday, 10 am–5 pm
April 23
Berkeley: Golden Bear Center • $195
Fundamentals of Freelancing
ENGLISH 1004 • 0.7 ceu
A requirement in the Specialized Program in Professional Writing
This compact seminar offers inspiration and practical advice to help you design the writing life you want. You examine the changing media landscape and develop strategies to both survive and thrive in it. We’ll deepen your understanding of what magazines, newspapers, books and websites look for, and discuss where and how social media and blogging fit in. You also consider how to support dream projects with good work that pays the bills—whether it’s tech writing, teaching, ghostwriting or corporate editing. Guests share their unvarnished experiences, and innovative course materials help you define your goals, sharpen your skills and develop a personal strategy. The presentations are rich in wisdom, the exercises rigorous but fun.
Please note that the online version of this course takes place over a 1½-week period. If you are taking the course as a requirement in the Specialized Program in Professional Writing, you are required to attend one live interactive session and to complete all written assignments. For more information please contact the department at extension-letters@berkeley.edu.
Sec. 005
Constance Hale, M.A.
1 meeting
Saturday, 9 am–5 pm
Feb. 20
San Francisco: San Francisco Campus • $195
Sec. 006
Constance Hale, M.A.
April 4–20
Online • $295
How to Run a Freelance Editing Business
UNEX 1232 • 0.4 ceu
Learn to translate your editing skills into a thriving business. This comprehensive workshop is designed specifically for professional-minded editors.
For course schedule, see p. 185.
A graduate of the Certificate Program in Clinical Research Conduct and Management, Joyce Nortey is now a clinical research associate—a position she believes is the result of receiving the certificate. “Prior to obtaining my certificate, it was hard to justify to potential employers that I was qualified to work in the industry solely with my B.A. in psychology,” Nortey says.

“When I applied for my current position in November 2013, my résumé said that I would be completing the certificate in December 2013,” Nortey continues. “I received the offer after I had completed the certificate and was eventually hired with the title of clinical research associate. I personally believe having this certificate from a reputable institution made me a stronger candidate within the industry.”

Having completed the certificate online, Nortey feels that the interactions with instructors and students help bring the curriculum to life. “I was able to ask the instructors questions about the coursework and about my job,” she says. “The discussion boards were helpful with connecting with fellow students; we were able to bounce ideas off of each other.”
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Art and Design

ONLINE COURSE INFORMATION
(510) 643-4957
extension.berkeley.edu/online

Visual Arts

The Art of Film

FILM X20 • 3 semester units in Film and Media
Survey a range of classic and modern works, and learn to recognize what makes a well-crafted motion picture. Topics include the handling of space and time in motion pictures, the history and uses of sound, editing, performance, directing, narrative style and screenwriting. You are responsible for renting and viewing films as part of this course.

Sec. 016
Jayne Bunce, B.F.A., ASID, CID
March 15–April 26
Online • $715

Graphic and Interactive Design

Web Design With HTML5 and CSS3

DESIGN X455 • 2 semester units in Design
An elective in the Professional Program in Graphic Design
Get an introduction to HTML and CSS, and learn how to create a personal website. Learn to apply Web standards as you code a webpage with HTML5, style it with CSS, and master the fundamentals of FTP uploading and the development and maintenance of your personal website. You also review methods to optimize development speed, increase search engine optimization (SEO) and enhance usability.

Sec. 004
Sharon Kauffman, M.Ed.
Jan. 19–April 12
Online • $700

Interior Design and Interior Architecture

Fundamentals of Interior Design
ARCH X474 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Explore the world of residential and commercial interior design in this introductory course. Gain exposure to resources, design theory, history, vocabulary and the process of design. For those contemplating registering for the certificate, this course provides a good overview of future coursework.

Sec. 016
L. Thomas Pollard, Ph.D.
March 15–April 26
Online • $955

Principles of Sustainability
ARCH X411.6 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Explore various pathways to global environmental sustainability, examining commerce, culture, design, policy and individual actions. Focus on key concepts such as ecological footprint measurement, life-cycle analysis, cradle-to-cradle design, green energy, biomimicry and zero waste. Then, learn to apply these sustainable principles to your personal life and career.

Sec. 007
David Waldorf, BSID, CGBP, M.Arch.
March 15–April 26
Online • $550

Behavioral Health Sciences

ONLINE COURSE INFORMATION
(510) 643-4957
extension.berkeley.edu/online

Counseling and Psychotherapy

Post-Baccalaureate Program for Counseling and Psychology Professions
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 39. Visit extension.berkeley.edu/spos/psychologyprofessions.html to register.

1 meeting
Wednesday, 12:30–1:30 pm
March 9
Online • FREE

Assessment and Treatment of Alcohol and Drug Problems
PB HLTH X437 • 1 semester unit in Public Health
Get an overview of the diagnosis and treatment of chemically dependent clients, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Study models to understand chemical addiction and its treatment, especially as it differs from other psychological approaches.

Sec. 004
Nancy A. Piotrowski, Ph.D.
Enroll anytime
Online • $365

Ethical Decision Making in Complex Cases
PSYCH 1029
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
Clinical dilemmas can present mental health professionals with circumstances in which they may have no clear legal, ethical or policy directives to guide them. This highly interactive workshop, designed by the American Psychological Association, teaches you a model to use in making sound, ethical decisions and provides practice in using the model with difficult cases.

This course satisfies the ethics continuing education course requirement for psychologists, MFTs, LCSWs and LPCCs that is required every license-renewal period.

Sec. 008
John De Miranda, LAADC, M.Ed.
Enroll anytime
Online • $195
Child Abuse and Incest: Assessment, Reporting and Treatment

PSYCH 1010
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Learn to place child abuse and neglect within their historical and cultural context; then, review the requirements of California child-abuse reporting laws. Identify signs of abuse and neglect, and review guidelines for interviewing children.

Sec. 006
Allison M. Briscoe-Smith, Ph.D.
Enroll anytime
Online • $205

Human Sexuality: Prelicensure Workshop

PSYCH 1038
1.0 ceu • 10 hours CE credit: BRN, LCSW/MFT and psychologists

Gain the knowledge required to meet licensing requirements, and deepen and enrich your understanding of the challenges both you and your clients confront. Explore the relationship between intimacy and sexuality, with an emphasis on the various ways people experience, express and draw meaning from their sexuality.

Sec. 006
Rick Nizzardini, J.D., LCSW
Enroll anytime
Online • $285

Clinical Psychopharmacology

PSYCH X403 • 2 semester units in Psychology
30 hours CE credit: BRN, LCSW/MFT and psychologists

Explore the range of medications used in mental health practice, including what those medications can offer in the treatment of depression, anxiety, bipolar illness, schizophrenia, attention deficit hyperactivity disorder (ADHD) and other conditions; you also review the limitations of these medications. Learn to recognize side effects and interactions. You also explore complementary and alternative medicines (CAM), with sensitivity to diversity and multicultural issues. Examine referral and consultation requirements as part of a team approach to clinical practice. This course is intended for both prelicensure mental health students and mental health professionals who seek an up-to-date review of psychoactive drugs and their use in client or patient care.

There are no prerequisites, but we recommend you first take Biological Psychology PSYCH X155 or other courses in biology or neurobiology to best succeed in this course.

Sec. 002
Nicola Wolfe, Ph.D.
Enroll anytime
Online • $495

General Psychology

Counseling and Psychotherapy as a Career Option

PSYCH 1021 • 1.8 ceu

A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Investigate the training and licensing options available for mental health professionals. Speak to and ask questions of several mental health professionals working in the field. Designed to provide you with information and act as a support group, the course covers topics ranging from comparison of the various licenses and financial realities to multicultural issues and theoretical orientations. Group discussions help you examine the realities of the profession and assist you in your decision process regarding a career in mental health. Enrollment is limited.

Sec. 011
Richard Chiavarelli, Psy.D.
March 29–April 19
Online • $395

Career Seminar in Counseling and Psychology

PSYCH 1009 • 0.6 ceu

A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

If you are applying to graduate programs in psychology, counseling or social work and you have completed half of the coursework in the Post-Baccalaureate Program for Counseling and Psychology Professions, this course helps you make final decisions on where to apply to graduate or professional schools. It can also assist you in preparing your applications, letters of references and other requirements.

Sec. 008
Richard Chiavarelli, Psy.D.
Feb. 23–March 8
Online • $205

Abnormal Psychology

PSYCH X146 • 3 semester units in Psychology
45 hours CE credit: BRN

A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Learn about the dynamics and prevention of abnormal behavior, including neuroses, psychoses, character disorders, psychosomatic reactions, schizophrenia and other abnormal personality patterns.

Sec. 011
Darrel Richards, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

Online Post-Baccalaureate Program for Counseling and Psychology Professions

The U.S. Department of Labor forecasts more than a half-million job openings in the next decade in the health and helping professions: counseling, psychotherapy, social work, clinical psychology, psychiatric nursing and health education. This program is ideal if you are a career changer who needs to complete undergraduate course prerequisites or if you want to become more competitive for graduate or professional school in counseling and psychology. Designed for those with bachelor’s degrees, the curriculum comprises a range of upper-division psychology courses that are required or strongly recommended by graduate and professional schools in social work, counseling and psychology. The program also offers guidance in planning your academic program of study and initiating the graduate school application process.

Curriculum Requirements

The curriculum comprises 6 required courses for a total of 12 semester units and 2.4 ceu (204 hours of instruction).

Required Courses

• Counseling and Psychotherapy as a Career Option PSYCH 1021 (offered this term)
• Abnormal Psychology PSYCH X146 (offered this term)
• Introduction to Developmental Psychology PSYCH X140 (offered this term)
• Psychology of Personality PSYCH X176 (offered this term)
• Research Methods in Psychology PSYCH X106 (offered this term)
• Career Seminar in Counseling and Psychology PSYCH 1009

Learn More and View the Brochure

extension.berkeley.edu/spos/psychologyprofessions.html
(510) 643-3883
extension-counspsych@berkeley.edu

See p. 39 for complete program details.
Research Methods in Psychology
PSYCH X106 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Gain an understanding of the scientific methods behind psychological research. Learn methods of designing, collecting, analyzing and interpreting data using examples from a variety of specialty areas in psychology. Conduct several research projects, including a final project of your own design that helps you think more critically about scientific research.

Sec. 015
Bernadette M. Guimberteau, Ph.D.
Feb. 2–April 26
Online • Proctored final exam • $745

Psychology of Personality
PSYCH X176 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Personality psychology, in contrast to abnormal and clinical psychology, is the study of normal and exceptional personalities, their assessment and development, and the processes that define them. Personality psychologists have been influenced by the “grand” theories of personality that tend to have more historical significance than relevance for current personality theories and research. Contemporary personality theories are more specific but still fall under broad paradigms or approaches. Research some of these approaches, including trait, biological, psychodynamic, phenomenological, behavioral and learning, and social-cognitive theories.

Sec. 016
Christopher Gade, B.S., Ph.D.
Jan. 19–April 12
Online • Proctored final exam • $730

Introduction to Developmental Psychology
PSYCH X140 • 3 semester units in Psychology
45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Study the life-span approach to developmental psychology, including prenatal life development. Gain perspective on biological, physical, cognitive, emotional, linguistic, sociocultural and spiritual changes across the life span, from prenatal and birth through the major stages of childhood, adolescence and adulthood. Examine fundamental theories, perspectives and critical thoughts about historical and current arguments in the field. Course requirements include research projects and brief class presentations.

See Web for updated section number
Richard Sprott, Ph.D.
Jan. 1–June 30
Online • $730

Biological Psychology
PSYCH X155 • 3 semester units in Psychology
45 hours CE credit: BRN

Explore brain-behavior relationships with a special emphasis on clinical examples. Study how the brain and nervous system produce the human range of feelings and behaviors: sensation, emotion, sleep and dreams, reproductive behavior, language and memory. Clinical examples include depression, schizophrenia, eating disorders, sleep disorders, aggression, dyslexia and amnesias. Beginning with the basic structure and function of the nervous system, you examine the organic bases of behavior.

Sec. 008
Robert Blumenfeld, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

Psychology of Communication
PSYCH X156.1 • 3 semester units in Psychology
45 hours CE credit: BRN
Recipient of the Meritorious Award for the Best College-Level Distance Course from the University Professional and Continuing Education Association (UPCEA)

Understand the processes of perception, cognition, motivation, emotion, learning, memory and creativity in combination with social roles, group affiliations and cultural backgrounds. You explore how people communicate to themselves, to other individuals, within small groups, within large organizations, with mass communication and in cross-cultural communications.

See Web for updated section number
Michael Swett, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

Adolescent Psychology
PSYCH X139.1 • 3 semester units in Psychology
45 hours CE credit: BRN

Explore current theories about adolescents’ physical, mental, emotional, social and personality characteristics. By examining research findings from growth studies in this and other cultures, you learn to identify the roles American adolescents play in the home, school, social realm and community.

See Web for updated section number
Darrel Richards, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

General Psychology
PSYCH XBW1 • 3 semester units in Psychology
45 hours CE credit: BRN

Get an introduction to the principal areas, problems and concepts of psychology, including topics such as development, learning, perception, emotion, personality, stress and pathology. Demonstrate your understanding of the course topics through a research paper and final exam.

Sec. 004
Christopher Gade, Ph.D.
Enroll anytime
Online • Proctored final exam • $730
Alcohol and Drug Abuse Studies

ONLINE INFORMATION SESSION
Certificate Program in Alcohol and Drug Abuse Studies
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 43. Visit extension.berkeley.edu/cert/alcohol.html to register.
1 meeting
Tuesday, 12–12:45 pm
Feb. 9
Online • FREE

Health Advocacy

ONLINE INFORMATION SESSION
Professional Program in Health Advocacy
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 46. Visit extension.berkeley.edu/spos/healthadvocacy.html to register.
1 meeting
Thursday, 12:30–1:30 pm
Feb. 11
Online • FREE

Introduction to Health Care Advocacy

PB HLTH X478 • 2 semester units in Public Health
30 hours CE credit: BRN
A requirement in the Professional Program in Health Advocacy
Consumers are increasingly turning to health care advocates for assistance with a number of health-related issues, including new diagnoses, decision making, placement issues, insurance and billing problems, and community resources. Get an overview of the skills needed to be an effective advocate. The course is open to medical professionals and anyone who would like to work as a health care advocate.
Sec. 008
Joanna Smith, CHA, LCSW, M.P.H.
Feb. 2–April 26
Online • $495

Public Health and Health Management

Principles of Epidemiology
PB HLTH X186 • 2 semester units in Public Health
An elective in the Professional Program in Health Advocacy and in the Post-Baccalaureate Health Professions Program
Epidemiology is the study of the distribution of disease and health in human populations. Learn the basic principles of epidemiology, their application to specific public health situations and criteria for critically evaluating epidemiology studies. Discuss epidemiological concepts and their application to sample problems. Topics include disease risk, methods of evaluating the causative factors of disease, and the assessment of epidemiological study designs and research activities.
Sec. 009
Joshua Gruber, M.P.H., Ph.D., and Vincent Yau, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $495

General Nutrition
NUSCTX X18 • 3 semester units in Nutritional Sciences
If you are a student in a health-related career or simply want a better understanding of the subject, this course enables you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. Learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; and current food issues, including food safety.
Sec. 004
Alanna Nimau Vigil, M.S., RD
Enroll anytime
Online • Proctored final exam • $770

Business

ONLINE COURSE INFORMATION
(510) 643-1550 and (510) 644-4979
extension.berkeley.edu/online

Accounting

ONLINE INFORMATION SESSION
Certificate Program in Accounting
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 53. Visit extension.berkeley.edu/cert/account.html to register.
1 meeting
Thursday, 5:30–6:15 pm
April 28
Online • FREE

Introduction to Financial Accounting

UGBA XB102A • UGBA XBW102A for online sections
3 semester units in Business Administration
We recommend you take this course and Introduction to Managerial Accounting UGBA XB102B before you take Intermediate Accounting I BUS ADM X421.
Learn financial accounting fundamentals and how to identify, measure and report on the financial effects of economic events on enterprises. Topics include accrual accounting concepts and accounting for investments, liabilities and present value concepts.
Sec. 012
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $900
Sec. 009
Andy Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $900
Online Certificate Program in Accounting

UC Berkeley Extension’s Certificate Program in Accounting is designed to provide you with a broad and thorough understanding of accounting principles and financial reporting practices, to keep you abreast of innovations in the field, and to enhance your proficiency in accounting-related functions such as financial analysis and data interpretation. This professional certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that you can use immediately. It also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the University of California, Berkeley, Haas School of Business; and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 8 required courses for a total of 24 semester units (at least 360 hours of instruction).

Required Courses
- Intermediate Accounting I
  BUS ADM X421.1 (offered this term)
- Intermediate Accounting II
  BUS ADM X421.2 (offered this term)
- Advanced Accounting
  BUS ADM X421.3 (offered this term)
- Accounting Ethics
  BUS ADM X420.6 (offered this term)
- Auditing and Attestation
  BUS ADM X422.2
- Cost Accounting
  BUS ADM X419 (offered this term)
- Financial Statement Analysis
  BUS ADM X419.2 (offered this term)
- Taxation for Corporations and Other Flow-Through Entities
  BUS ADM X419.5 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/cert/account.html
(510) 642-4231
extension-business@berkeley.edu

See p. 53 for complete certificate details.

Introduction to Managerial Accounting
UGBA XB102B + UGBA XBW102B for online sections
3 semester units in Business Administration

We recommend you take this course and Introduction to Financial Accounting UGBA XB102A before you take Intermediate Accounting I BUS ADM X421.1.

Study the concepts, theory and practice of the cost-control function of management. Learn what information is needed within an organization; where to obtain this information; and how managers can use this information to plan, control and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision making and transfer pricing.

Introduction to Financial Accounting UGBA XB102A or equivalent is strongly recommended.

Sec. 004
Martha Doran, Ph.D., CPA
Enroll anytime
Online • Proctored final exam • $900

Intermediate Accounting I
BUS ADM X421.1 • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting

Build on the financial accounting concepts and principles covered in Introduction to Financial Accounting UGBA XB102A/XBW102A, and study the concepts, theory and practice of using financial accounting information to make managerial decisions learned in Introduction to Managerial Accounting UGBA XB102B/XBW102B. Following an in-depth review of the accounting environment and the nature of accounting information, you study time-value-of-money concepts and explore basic financial statements. Pay detailed attention to how enterprises account for assets such as cash, accounts receivable, inventories, property and equipment, intangible assets and long-term investments.

Prerequisites: Introduction to Financial Accounting UGBA XB102A/XBW102A and Introduction to Managerial Accounting UGBA XB102B/XBW102B or equivalent

Sec. 038
Marc Hyman, M.B.A.
Jan. 12–April 19
Online • $900

Sec. 039
Stephen Jacobson, M.B.A.
Jan. 19–April 26
Online • $900

Sec. 040
Christine Errico, M.A.
Jan. 19–April 26
Online • $900

See Web for updated section number
Marc Hyman, M.B.A.
Enroll anytime
Online • Proctored final exam • $900

Intermediate Accounting II
BUS ADM X421.2 • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting

Expand upon the financial accounting concepts and principles covered in Intermediate Accounting I BUS ADM X421.1, and learn how enterprises account for liabilities and equity accounts, including current and noncurrent liabilities, leases, pensions, income taxes, contributed capital, retained earnings and stock options. Additional topics cover earnings per share, accounting changes and error corrections.

Prerequisites: Introduction to Financial Accounting UGBA XB102A/XBW102A and Introduction to Managerial Accounting UGBA XB102B/XBW102B or equivalent.

This course typically follows Intermediate Accounting I BUS ADM X421.1, but that course is not a prerequisite.

Sec. 031
Yan Gelman, B.S., M.B.A.
Jan. 12–April 19
Online • $900

Sec. 033
Lali Nathan, M.B.A., M.S.
Jan. 19–April 26
Online • $900

Sec. 027
Yan Gelman, B.S., M.B.A.
Enroll anytime
Online • Proctored final exam • $900

Advanced Accounting
BUS ADM X421.3 • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting

Get a comprehensive understanding of consolidated financial statements and how to prepare them. Focus on the accounting principles, methods and techniques that relate to particular types of business and nonbusiness entities, including corporations, partnerships, government units, estates and trusts, and nonprofits. Limited time is devoted to exploring certain tax aspects of consolidated financial statements.

Prerequisites: Intermediate Accounting I BUS ADM X421.1 and Intermediate Accounting II BUS ADM X421.2 or equivalent

Sec. 022
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
Jan. 19–April 26
Online • $900
Auditing

UGBA XBW126 • 4 semester units in Business Administration

An elective in the Certificate Program in Accounting

Examine the responsibilities of auditors, the design of audits, technology and sampling approaches, appropriate tests of internal controls, substantive tests and other responsibilities of Certified Public Accountants (CPAs). Prepare for the auditing section of the CPA Examination, and work as part of a team on an audit plan.

Prerequisites: Intermediate Accounting I BUS ADM X421.1, Intermediate Accounting II BUS ADM X421.2, Advanced Accounting BUS ADM X421.3, or equivalent experience or consent of instructor

Sec. 004
Martha Doran, Ph.D., CPA
Enroll anytime
Online • Proctored final exam • $1,025

Taxation for Corporations and Other Flow-Through Entities

BUS ADM X419.5 • 3 semester units in Business Administration

An elective in the Certificate Program in Accounting

Learn about the major provisions to the tax laws for filing in calendar years 2015-2016. Study the taxation of corporations; S corporations; partnership taxation; income taxation of estates, trusts and gifts; and tax accounting methods and periods. Review rules governing the formation, operation and disposition of partnerships and corporations.

Prerequisites: Intermediate Accounting I BUS ADM X421.1, Intermediate Accounting II BUS ADM X421.2, Advanced Accounting BUS ADM X421.3 or equivalent

See Web for updated section number
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $900

Cost Accounting

BUS ADM X419 • 3 semester units in Business Administration

An elective in the Certificate Program in Accounting

Study basic cost-accumulation systems and refinements to determine costs of products or activities in various types of enterprises. Prepare to emphasize managerial cost analysis and management decision planning.

Prerequisites: Introduction to Financial Accounting UGBA XB102A/ XB102A and Introduction to Managerial Accounting UGBA XB102B/ XB102B or equivalent

Sec. 018
Suzanne Garrett, M.B.A., PMP, Extension Honored Instructor
Jan. 12–April 19
Online • Proctored final exam • $900

Accounting Ethics

BUS ADM X420.6 • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting

Gain an understanding of ethical standards for accountants and auditors at all levels. Learn the nature and scope of ethics standards and the need for them in business and society. Review professional codes of conduct for principal governing bodies and discuss their application in real-world situations. Thorough case studies bolster your understanding of the importance and applicability of current ethical rules.

Prerequisite: Intermediate Accounting I BUS ADM X421.1 or Intermediate Accounting II BUS ADM X421.2

Sec. 010
Harry Lorsbach, M.B.A., CIA, CPA
Jan. 19–April 26
Online • Proctored final exam • $900

Business Administration

Essentials of Business

BUS ADM X406.6 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration

Understand the goals, processes and operations of business enterprises. Examine the functions that a company must effectively manage to be successful, such as accounting, finance, human resource management, marketing, operations management and strategic planning.

See Web for available section
Kevin Shea, M.B.A.
Enroll anytime
Online • Proctored final exam • $800

Organization and Management

BUS ADM X490.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management and in Project Management

Study high-level leadership strategies, and gain skills in resolving disputes, managing diversity and building productive teams. Using case studies and small group discussions, explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

Sec. 028
Derek Day, M.B.A.
Jan. 19–April 12
Online • $800

Business Analysis

BUS ADM X448.1 • 3 semester units in Business Administration


Learn business analysis fundamentals and the planning and monitoring knowledge areas. Discover how practitioners determine which activities are necessary to complete a business analysis effort. Master essential analysis theories that govern the performance of all other business analysis and transformation tasks.

Sec. 016
Ashley Wright, B.S., M.B.A.
Jan. 5–March 1
Online • Proctored final exam • $995

Sec. 017
Ashley Wright, B.S., M.B.A.
March 3–April 28
Online • Proctored final exam • $995
Online Certificate Program in Business Analysis

Business transformation and process adaptation are critical to the competitive survival of business enterprises. Business analysis plays a key role in ensuring that strategic plans for transformation are implemented efficiently. Learn how a business analyst communicates requirements from subject matter experts to technical teams to ensure that optimized solutions can be designed and implemented. The Certificate Program in Business Analysis turns your familiarity with business operations into expertise in business analysis so that you can move your company confidently to future success. UC Berkeley Extension offers this professional certificate online, giving you the flexibility to master these new skills at your own convenience.

**Curriculum Requirements**
The curriculum comprises 4 required courses for a total of 10 semester units (150 hours of instruction).

**Required Courses**
- Business Analysis Essentials and Planning BUS ADM X448.1 (offered this term)
- Elicitation, Requirements Management and Communication BUS ADM X448.2 (offered this term)
- Enterprise and Requirements Analysis BUS ADM X448.3 (offered this term)
- Solution Assessment and Validation, Underlying Competencies BUS ADM X448.4 (offered this term)

**Learn More and View the Brochure**
extension.berkeley.edu/cert/busanalysis.html

See p. 59 for complete certificate details.

**Elicitation, Requirements Management and Communication**
BUS ADM X448.2 • 2 semester units in Business Administration


Learn how to manage conflicts, issues and changes to ensure that stakeholders agree on the solution scope. Study the elicitation knowledge area. Explore the requirements management and communication knowledge area, which describes the activities and considerations for managing and expressing requirements to a broad and diverse audience. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®).

**Solution Assessment and Validation, Underlying Competencies**
BUS ADM X448.4 • 2 semester units in Business Administration


Learn to assess proposed solutions to determine which best fits the business need. You also learn to identify gaps and shortcomings in solutions and determine necessary work-arounds or changes to the solution. Study how business analysts assess deployed solutions to see how well they meet the original need of the sponsoring organizations. Examine underlying competencies such as behaviors, knowledge and other characteristics that support the effective performance of business analysts. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®).

**Enterprise and Requirements Analysis**
BUS ADM X448.3 • 3 semester units in Business Administration


Learn to identify a business need using enterprise and requirements analysis to refine and clarify the definition of that need and define a solution scope that the business can implement. Understand how enterprise analysis describes problem definition and analysis, business case development, feasibility studies and the definition of solution scope. Study how requirements analysis explains how business analysts prioritize solution requirements to better implement solutions. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®).

**Business and Professional Communication**

**ONLINE INFORMATION SESSION**
**Program in Professional Communication**

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see p. 63. Visit extension.berkeley.edu/spos/professional_communication.html to register.

1 meeting
Friday, 12–12:45 pm
April 8
Online • FREE

**Business Writing Review**
ENGLISH X455 • 1 semester unit in English

Refresh and refine your business-writing skills by learning to edit your writing, identify your grammar and punctuation problems, and organize your ideas for clarity. You review the basics of composing effective business letters, memos and reports, as well as how to find the style and format that fit your subject and audience.

Sec. 004
Margaret Steen, M.J., Extension Honored Instructor
Enroll anytime
Online • $550
Economics

**Applied Economics for Business**
ECON X402.8 • 2 semester units in Economics
A requirement in the Certificate Program in Business Administration
Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics. Topics include understanding how the economy works, making better business decisions and comprehending the powerful lessons of the economic approach.

**Sec. 027**
Martin Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $900

**Introduction to Microeconomics**
ECON X2 • 3 semester units in Economics
An elective in the Certificate Program in Business Administration
Study how markets work, and gain a real understanding of the role of economics in business and in public and private decision making. Learn ways to think about how humans allocate resources, including markets and prices, consumer and producer behavior, and risk and cost measurement. Use this knowledge for further study in economics, or apply it to your everyday business dealings to make more effective decisions.

**Sec. 013**
Edward Derbin, M.A., M.B.A.
Enroll anytime
Online • $800

**Introduction to Macroeconomics**
ECON X3 • 3 semester units in Economics
An elective in the Certificate Program in Business Administration
Get an introduction to the basic concepts and tools used in macroeconomic analysis: the theory, measurement and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits and the national debt; aggregate supply and aggregate demand; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation. You may take Introduction to Microeconomics ECON X2 concurrently with this course.

**See Web for updated section number**
Larry O’Connell, M.A., M.B.A., M.S.
Enroll anytime
Online • Proctored final exam • $900

Entrepreneurship and Small Business Management

**ONLINE INFORMATION SESSION**
Certificate Program in Entrepreneurship and Small Business Management
Participate in an online information session. A moderator answers your questions after a presentation of certificate benefits. For details, see p. 67. Visit extension.berkeley.edu/cert/entrepreneur.html to register.

**1 meeting**
Tuesday, 12–12:45 pm
March 29
Online • FREE

Finance

**ONLINE INFORMATION SESSION**
Certificate Program in Finance
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 71. Visit extension.berkeley.edu/cert/finance.html to register.

**1 meeting**
Tuesday, 5:30–6:15 pm
April 26
Online • FREE

**Intermediate Corporate Finance**
BUS ADM X444.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance; an elective in the Certificate Program in Financial Planning and Analysis
A continuation of Basic Corporate Finance BUS ADM X430.1, this course rounds out the comprehensive overview of corporate finance topics and examines the concepts, techniques and tools that financial managers use to make effective investing, financing and working capital management decisions. Understand advanced capital budgeting topics, financing decisions, working capital management and multinational finance.

**Prerequisite:** Basic Corporate Finance BUS ADM X430.1 or equivalent

**Sec. 023**
Tee Lim, M.B.A., Ph.D.
Jan. 26–April 19
Online • $800

**Online Certificate Program in Finance**

Learn to apply financial management principles and risk management theories to investment management including constructing an investment portfolio, understanding stocks and bonds, and estimating the cost of capital and assessing investment risk. Investigate capital markets and alternative financial instruments—options, derivatives and debt markets—available to both personal and institutional investors, as well as techniques for creating, using, acquiring and selling complex financial instruments.

This professional certificate benefits those in finance-related professions, including professional investment advisers, securities brokers, financial analysts, attorneys and CPAs, as well as professionals from other fields (such as high tech, science or business managers) who wish to enter the finance field or broaden and solidify their investment management or capital markets knowledge.

**Curriculum Requirements**
The curriculum comprises 4 required courses and 8 semester units of electives (3–5 courses) for a total of 15 semester units (225 hours of instruction).

**Required Courses**
- Corporate Financial Analysis and Modeling BUS ADM X435.6 (offered this term)
- Fundamentals of Financial Risk Management BUS ADM X436.5 (offered this term)
- Intermediate Corporate Finance BUS ADM X444.1 (offered this term)
- International Finance BUS ADM X430.8 (offered this term)

**Electives**
For a list of electives available this term, visit extension.berkeley.edu/cert/finance.html.

**Learn More and View the Brochure**
Visit extension.berkeley.edu/cert/finance.html
(510) 642-4231
extension-business@berkeley.edu

See p. 71 for complete program details.
Corporate Financial Analysis and Modeling
BUS ADM X435.6 • 1 semester unit in Business Administration
A requirement in the certificate programs in Finance and in Financial Planning and Analysis
This hands-on computer course provides the skills to apply the theories, concepts and tools covered in Basic Corporate Finance BUS ADM X430.1 and Intermediate Corporate Finance BUS ADM X444.1 to develop spreadsheet knowledge that you can use for effective financial analysis and decision making. Topics include developing your spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation and capital budgeting.

Proficiency with basic financial mathematics and an HP 12C or HP 10b calculator is important to your success. If you are unsure of your financial math skills, we recommend you take Basic Financial Mathematics and Financial Calculators BUS ADM 1002 prior to taking this class.

Sec. 023
Tee Lim, M.B.A., Ph.D.
Jan. 26–March 8
Online • $645

Sec. 024
Catherine Pinkas, M.B.A., PMP
March 15–April 26
Online • $645

International Finance
BUS ADM X430.8 • 2 semester units in Business Administration
A requirement in the certificate programs in Finance and in Financial Planning and Analysis; an elective in the Certificate Program in Business Administration
Understand international finance from both corporate and international banking viewpoints, as well as financial constraints on international business and differences between domestic and international environments. Examine the international monetary system, the differences between foreign trade and foreign investments, international sales terms, measurement and management of foreign-exchange exposure, international financial markets and banking, import/export financing, current-asset management and international taxation.

Prerequisite: Basic Corporate Finance
BUS ADM X430.1 or equivalent

Sec. 029
Lali Nathan, M.B.A., M.S.
Feb. 2–April 26
Online • $800

Fundamentals of Financial Risk Management
BUS ADM X436.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance; an elective in the Certificate Program in Business Administration
Understand financial risk management from the viewpoint of merchant businesses with fundamental needs for hedging to reduce unpredictable volatility of prices and other risks. You also study financial institutions, particularly in their role as arbitrageurs and speculators. Learn the fundamentals of financial risk management as it is practiced by corporate treasury staff and investment managers. Develop and apply numerical tools to analyze and control financial risk. You develop an understanding of hedging, its structure and its process. You focus on current theory, best practices and financial products that can be used for risk mitigation.

Sec. 016
Lawrence Cox, B.S., M.B.A.
Jan. 26–April 19
Online • $800

Options, Trading and Strategies
BUS ADM X435.1 • 2 semester units in Business Administration
An elective in the Certificate Program in Finance
Options are the most widely utilized derivative securities by both retail and professional stock investors, and are used to create a wide array of investment strategies for customized speculation, income generation, position and portfolio hedging, tax strategies and protection against downside risk. Develop a comprehensive and practical understanding of equity options, focusing on current market applications. You first get an introduction to the basics of options, including terms, characteristics, pricing and trade execution. With this basic knowledge, you then explore tools to develop real-world trading strategies. You are next given the opportunity to develop your own strategies in a simulated virtual trading exercise.

Prior knowledge of options markets is not required, but a basic familiarity with stock trading is necessary.

Prerequisite: Basic Corporate Finance
BUS ADM X430.1 or equivalent

Sec. 014
Richard Lehman, M.B.A.
Enroll anytime
Online • $800

Financial Planning and Analysis
ONLINE INFORMATION SESSION
Certificate Program in Finance
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 73. Visit extension.berkeley.edu/cert/financial_planning.html to register.

1 meeting
Wednesday, 5:30–6:15 pm
April 20
Online • FREE

Basic Corporate Finance
BUS ADM X430.1 • 2 semester units in Business Administration
An elective in the certificate programs in Financial Planning and Analysis and in Finance
Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured. Devote specific attention to the financial management context, the time value of money, risk and return, the cost of capital, the valuation of stocks and bonds, capital budgeting decision-analysis tools, the impact of financial leverage on cost of capital and valuation, dividend policy and an overview of financial statement analysis.

Proficiency with basic financial mathematics and an HP 12C or HP 10b calculator is important to your success. If you are unsure of your financial math skills, we recommend you take Basic Financial Mathematics and Financial Calculators BUS ADM 1002 prior to taking this class.

This course serves as a prerequisite for most other finance courses at UC Berkeley Extension.

Prerequisite: One course in economics and one in financial accounting, or consent of instructor

Sec. 035
Bradley Fox, M.B.A.
Jan. 19–April 12
Online • $800

Sec. 034
Tee Lim, M.B.A., Ph.D.
Feb. 2–April 26
Online • $800

Sec. 037
Tee Lim, M.B.A., Ph.D.
Feb. 2–April 26
Online • $800
**Business Valuation**

BUS ADM X431.9 • 2 semester units in Business Administration

An elective in the certificate programs in Financial Planning and Analysis and in Accounting

Learn to apply financial and economic theory to investment, financing and dividend decisions to identify ways to maximize shareholder returns. Understand how practical methods to determine costs of capital, total invested capital, free cash flow and economic profits are used in the valuation analysis for mergers and acquisitions, divestitures, capital budgeting, initial public offerings and private placements, leveraged buyouts, performance-based executive compensation, agency costs, control premiums, and costs of marketability and real options.

**Prerequisites:** Basic Corporate Finance

BUS ADM X430.1, Introduction to Financial Accounting UGBA XB102A/XB102A, Principles of Management Accounting BUS ADM X421.5, or consent of instructor and professional experience

**Sec. 023**

Robert Coackley, B.S.

Feb. 2–April 26

Online • $800

**Financial Statement Analysis**

BUS ADM X419.2 • 2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis; an elective in the Certificate Program in Accounting

Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses. Examine the analytical tools to assess a company’s performance, the concept of quality of earnings, approaches to valuation and other issues.

**Prerequisites:**

Introduction to Financial Accounting UGBA XB102A/XB102A, Intermediate Accounting I BUS ADM X421.1 and Intermediate Accounting II BUS ADM X421.2

**Sec. 027**

Kenneth Kurtz, M.Acc.

Jan. 26–April 19

Online • $800

**Sec. 028**

Donald Byrne, M.B.A., Ph.D.

Feb. 2–April 26

Online • $800

**Mergers and Acquisitions**

BUS ADM X415.9 • 2 semester units in Business Administration

Explore the various stages and strategies of corporate mergers and acquisitions, and understand the benefits of a merger or acquisition in relation to corporate objectives. Learn practical planning methods and tools for making an eventual acquisition; determining the value of a company, working with various advisers; and leading the transaction process through the letter of intent, due diligence and the close. By the end of this course, you are able to demonstrate your ability to utilize a variety of techniques to value a company, obtain deal terms consistent with shareholders’ objectives, possess an overview of legal and tax knowledge to engage various advisers, and effectively support a transaction.

**Sec. 013**

Robert Coackley, B.S.

Jan. 19–April 12

Online • $800

**Enterprise Risk Management**

BUS ADM X436.9 • 2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis

Risk management has most often been confined to quantitative topics such as derivatives and risk measurements that aim to limit financial risk. Unfortunately, the spectrum of risks that may emerge in enterprises include many more aspects. Learn a more holistic approach that covers all the decisions and actions of employees in an active enterprise. Review the issues and challenges in total risk management, and explore techniques for balancing enterprise risk and reward to enable performance optimization.

**Sec. 004**

Robert Coackley, B.S.

Jan. 19–April 12

Online • $800

**Online Certificate Program in Financial Planning and Analysis**

Learn to guide your employer to optimum financial performance and growth with UC Berkeley Extension’s Certificate Program in Financial Planning and Analysis. Gain an understanding of the analytical underpinnings of economic decision making for the growth area of corporate accounting and finance. In this certificate, you learn to interpret accounting results and formulate plans and strategies for future growth based on sound analytical principles. You also examine the latest analytical techniques used by industry executives to shape their companies’ future plans and strategies.

**Curriculum Requirements**

The curriculum comprises 8 required courses (4 core courses, 3 concentration courses and 1 elective) for a total of 16–18 semester units (at least 240 hours of instruction).

**Required Courses**

- Business Valuation BUS ADM X431.9 (offered this term)
- Corporate Financial Analysis and Modeling BUS ADM X435.6 (offered this term)
- Financial Statement Analysis BUS ADM X419.2 (offered this term)
- International Finance BUS ADM X430.8 (offered this term)

**Concentrations and Electives**

See extension.berkeley.edu/cert/financial_planning_analysis.html for a list of concentration courses and electives available this term.

**Learn More and View the Flyer**

extension.berkeley.edu/cert/financial_planning_analysis.html (510) 642-4231

extension-business@berkeley.edu

See p. 73 for complete certificate details.
Human Resources

 certificate program in Human Resource Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 77. Visit extension.berkeley.edu/cert/hrm.html to register.

1 meeting Thursday, 12–12:45 pm March 31 Online • FREE

Essentials of Human Resources

BUS ADM X450 • 2 semester units in Business Administration


Explore the six core areas of human resources: management practices; selection and placement; training and development; compensation and benefits; employee and labor relations; and health, safety and security. Learn how these areas function within an organization, as well as how they relate to each other. You also investigate the growing multitude of laws, rules and regulations that affect the California employer, and the role of the human resources professional in an organizational setting.

Sec. 014
Catherine McKnight, M.A.
Feb. 9–April 19
Online • $800

Law

Principles of Business Law

BUS ADM X410.1 • 2 semester units in Business Administration

People who want to be successful in business or real estate need to know how to deal with legal issues and when to refer questions to an attorney. Learn to identify the issues and know when you have a legal problem—and, if so, what it is. Survey California law to better understand its jurisdiction and procedures under its court system. You also study basic principles of the laws of contracts, agency, partnership, corporations and limited-liability companies, as well as employment and intellectual property.

Sec. 012
Tammi Clearfield, J.D.
Feb. 9–April 19
Online • $1,750

Paralegal Studies

Certificate Program in Paralegal Studies

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 81. Visit extension.berkeley.edu/cert/paralegal.html to register.

1 meeting Wednesday, 12–12:45 pm March 2
Online • FREE

Essential Paralegal Studies Part I: Foundational Skills

LAW X418 • 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

Study relevant examples from the day-to-day practices of business lawyers and their paralegals. Learn about sole proprietorships, partnerships, corporations and limited-liability companies.

Online section must be completed within two months of receiving login information.

Sec. 006
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Employee Benefit Plans

BUS ADM X450 • 2 semester units in Business Administration

An elective in the Certificate Program in Human Resource Management

Study the most common types of discretionary benefits, and learn how they are selected and administered. Explore legal requirements, administrative problems and available options, as well as government-mandated plans such as workers’ compensation and Social Security. Examine important policy issues on sick leave, vacation, jury duty and leaves of absence, and learn how they are related to organizational culture and policy.

See Web for updated section number
Richard Takahashi, M.B.A.
Enroll anytime
Online • $800

Essential Paralegal Studies Part II: Authority, Research and Writing

LAW X419 • 2 semester units in Law

An elective in the Certificate Program in Paralegal Studies

Learn all aspects of advanced paralegal practice, including legal research, legal writing, breaking rules into elements, applying rules to facts, pleading preparation, discovery coordination, digesting discovery documents, file maintenance, billable hours, form manipulation, electronic research, motion preparation and other areas relevant to becoming a successful paralegal.

Online section must be completed within three months of receiving login information.

Sec. 008
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

Paralegal Business Law

LAW X404 • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Study relevant examples from the day-to-day practices of business lawyers and their paralegals. Learn about sole proprietorships, partnerships, corporations and limited-liability companies.

Online section must be completed within two months of receiving course login information.

Sec. 006
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875
Paralegal California Procedures

LAW X407 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study California court rules and procedures, and ways to properly access and cite those rules and procedures. Learn strategies to locate rules relevant to a variety of situations. Investigate documents and filing procedures in California to successfully assist attorneys in identifying and applying trial court rules.

Online section must be completed within two months of receiving course login information.

Sec. 008
Julie Goren, J.D.
Enroll anytime
Online • $875

Paralegal Contract Law

LAW X405 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn how to form effective legal contracts, how contracts are performed, and how to remedy for nonperformance or breach of contract. You can apply the contract drafting, analysis and litigation skills learned in this course to a wide variety of legal situations.

Online section must be completed within two months of receiving course login information.

Sec. 008
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Criminal Law

LAW X406 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study substantive and procedural criminal law, and learn to identify the elements of and defenses against criminal charges. Examine levels of criminal intent and the purpose of criminal punishment.

Online section must be completed within two months of receiving course login information.

Sec. 006
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Family Law

LAW X410 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn the paralegal's role in family law practice. Topics include child custody and visitation matters. Examine issues of paternity proceedings, adoption and surrogacy.

Online section must be completed within two months of receiving course login information.

Sec. 004
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Intellectual Property Law

LAW X409 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Explore trademark, copyright, patent and trade-secret laws as they relate to a paralegal's role in representing clients. Gain quantifiable paralegal skills in the area of intellectual property law to assist clients with their intellectual property matters under an attorney's supervision.

Online section must be completed within two months of receiving course login information.

Sec. 005
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Paralegal Tort Law

LAW X403 • 1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Get an overview of negligence, personal injury, strict and products liability. Examine the intentional torts of battery, assault and false imprisonment. Analyze the distinctions between criminal and civil law, as well as liability, duty, breach of duty, causation and damages while applying the appropriate legal defenses.

Online section must be completed within two months of receiving course login information.

Sec. 007
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $875

Online Certificate Program in Paralegal Studies

Make the most of your professional opportunities with UC Berkeley Extension’s Certificate Program in Paralegal Studies. Designed by paralegals for paralegals and taught by practicing attorneys approved by the University of California, Berkeley, the program offers the skills and knowledge to become a practicing paralegal. In just six months, you can fulfill California’s requirements for paralegals and take the next step in your career.

Two convenient learning formats enable you to continue working while you complete the program: Proceed at your own pace with the online program, which you can begin anytime, or choose the hybrid format, a combination of classroom and online study.

Curriculum Requirements
The curriculum for both hybrid and online programs comprises 2 required courses and 4 electives for a total of 8 semester units (360 hours of instruction).

Required Courses
- Essential Paralegal Studies I: Foundational Skills LAW X418 (offered this term)
- Essential Paralegal Studies II: Authority, Research and Writing LAW X419 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/paralegal.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/paralegal.html
(510) 642-4231
extension-business@berkeley.edu
See p. 81 for complete program details.

Statement Regarding California Regulatory Requirements
The UC Berkeley Extension online and hybrid Certificate Program in Paralegal Studies is in compliance with California Business & Professions Code 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This program meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 8 semester units of academic credit for the program.
Leadership and Management

ONLINE INFORMATION SESSION
Certificate Program in Leadership and Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 83. Visit extension.berkeley.edu/cert/mgt.html to register.

1 meeting
Friday, 12–12:45 pm
March 18
Online • FREE

Marketing

ONLINE INFORMATION SESSION
Certificate Program in Marketing

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 87. Visit extension.berkeley.edu/cert/market.html to register.

1 meeting
Wednesday, 12–12:45 pm
March 29
Online • FREE

Introduction to Marketing

BUS ADM X460.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Leadership and Management and in the Specialized Program in Professional Writing

Learn marketing concepts, terminology and practices; examine strategies to apply them to contemporary marketing situations; and gain an understanding of how they affect your organization’s profitability. (These strategies also apply to nonprofits.) Study consumer and business marketing, marketing research, product planning, distribution, pricing and promotion. Learn how marketing integrates with other business disciplines, including social media.

Sec. 047
Woody Alexander, M.B.A.
Jan. 26–April 19
Online • $800

Marketing Research: Concepts and Techniques

BUS ADM X460.6 • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing

Explore the entire cycle of market research, from identifying objectives and planning; choosing methodology; designing questionnaires and focus group guides; collecting, analyzing and interpreting data; and presenting findings. You place special emphasis on using market research to develop and support decision-making processes to minimize risk and direct resource investment. Curriculum does not focus on statistics and numerical analysis, but rather on each of the steps, separately and together, that make up a real-world research process.

Sec. 028
Peter Young, M.A.
Feb. 9–April 19
Online • $800

Marketing Strategy

BUS ADM X415 • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing

Learn strategic challenges and opportunities created by the dynamic nature of markets. Study marketing strategies, and determine which ones are relevant and feasible for your organization and which ones can maximize the bottom line. Learn how corporate responsibilities (including green and social) can serve to energize the organization and foster internal cooperation and communication. Study customer value propositions; assets and competencies; and structured strategic analysis, including detailed customer, competitor, market, environmental and internal analysis.

Sec. 024
Suzanne Powers, M.B.A.
Jan. 19–April 12
Online • $800

Strategic Marketing Planning

BUS ADM X411.3 • 2 semester units in Business Administration

An elective in the Certificate Program in Marketing

Learn how to develop and write a comprehensive marketing plan. Examine how marketing plans change with the life cycle or market conditions of a product or service. Develop a model marketing plan that includes an analysis of competition, pricing, promotion, distribution and the value proposition. Special emphasis is placed on adopting and maintaining a customer focus when creating marketing plans.

Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor

See Web for updated section number
Woody Alexander, M.B.A.
Enroll anytime
Online • Proctored final exam • $800
Digital Marketing
BUS ADM X464.4 • 1 semester unit in Business Administration
A requirement in the professional sequences in Managing Marketing Communications and in Marketing Metrics and ROI; an elective in the Certificate Program in Marketing
Whether you are responsible for e-commerce or lead generation for your business, learning to use the Internet as an advertising channel can help attract new customers and retain current customers who are moving online. In this course, intended for small business owners and Internet professionals, explore how businesses of all sizes can target customers with exceptional precision and measure the return on their advertising dollars. Note: As part of the course project, you must spend $50 to set up an account to run an online ad campaign.
For classroom sections, we recommend you bring a laptop to class. You need access to Google Analytics, Webmaster Tools for a live website and a free Google AdWords account (link provided in class).
Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor
Sec. 023
Instructor: Susan G. Gaide, M.B.A.
Feb. 18–April 28
Online • $800

Personal Financial Planning
Survey of Personal Financial Planning
BUS ADM X473 • 2 semester units in Business Administration
A requirement in the Certificate Program in Personal Financial Planning
Learn to prepare a comprehensive financial plan for an individual client. Master the technical skills required in areas such as income tax, investments, insurance, employment benefits, estate planning and mathematical analysis. Learn how to provide comprehensive service and create an optimum client-practitioner relationship. Individuals who wish to learn about financial planning fundamentals for themselves can also benefit from this course, though it is geared toward those who are pursuing professional certification.
Prerequisite: Introduction to Financial Accounting UGBA XBW 102A, access to Microsoft Excel and basic Excel skills
Sec. 015
Mohsin Hafeez, M.B.A., CFP®
Feb. 9–April 19
Online • $800

Social Media Marketing Strategies
BUS ADM X432.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing
Explore social media strategies facilitated by Internet, digital, and mobile technologies and platforms. Learn how to establish realistic business and performance goals; integrate new communications platforms and technologies into existing marketing plans; systematically evaluate new technologies and delivery platforms to determine an optimal marketing mix, given objectives and available resources; and evaluate in-market results. You walk away from this course with a greatly expanded ability to plan and execute a cost-effective, strategic marketing program that includes new media integrated with conventional marketing approaches to make brands and companies go viral and increase lead-to-sales conversion rates.
Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent, or consent of instructor
Sec. 023
Instructor: Susan G. Gaide, M.B.A.
Feb. 18–April 28
Online • $800

Online Certificate Program in Marketing
With the Certificate Program in Marketing from UC Berkeley Extension, you gain crucial skills and a credential to advance your career. You’re ready to contribute more to your organization or take on a new professional role. You’re also equipped with in-depth knowledge of the latest marketing concepts and techniques in less time and at less cost than a master’s degree requires.
Get an overview with courses on marketing research and planning, strategic marketing, and emerging trends in social media and other innovative technologies. Learn from some of the best in the business—leading professionals with the marketing acumen and teaching experience to provide both a theoretical foundation and practical training.
Curriculum Requirements
The curriculum comprises 4 required courses and a minimum of 2 electives for a total of 12 semester units (180 hours of instruction).
Required Courses
- Introduction to Marketing BUS ADM X460.1 (offered this term)
- Marketing Research: Concepts and Techniques X460.6 (offered this term)
- Marketing Strategy BUS ADM X415 (offered this term)
- Social Media Marketing Strategies BUS ADM X432.5 (offered this term)

Electives
See extension.berkeley.edu/cert/market.html for a list of electives available this term.
Learn More and View the Brochure
extension.berkeley.edu/cert/market.html
(extension-business@berkeley.edu

See p. 87 for complete certificate details.
Project Management
COURSE INFORMATION
(510) 642-4231
tuition-business@berkeley.edu
extension.berkeley.edu/business
ONLINE COURSE INFORMATION
(510) 643-6375
extension.berkeley.edu/online

ONLINE COURSE INFORMATION SESSION
Certificate Program in Project Management

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For information about the certificate, see p. 97. Visit extension.berkeley.edu/cert/project.html to register.

Wednesday, 12–12:45 pm
Dec. 16
Online + FREE

Project Management
BUS ADM X470 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173

A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management

Proper management plays a crucial role in executing and completing projects efficiently. Get a step-by-step introduction to the project management process, and review the differences between theory and practice. Use the tools and knowledge acquired to create your own project plan.

This course is a prerequisite for most other UC Berkeley Extension project management courses.

Sec. 162
Edmond Matevosian, B.S., PE, PMP
Jan. 6–March 1
Online + $800

Sec. 163
Madeleine Bronstone, MLHR, PMP
Jan. 5–March 1
Online + $800

Sec. 164
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
Jan. 5–March 1
Online + $800

Sec. 166
Mark Angel, M.B.A., B.S., PMP
Jan. 19–April 12
Online + $800

Sec. 167
Ali Aiyed, Ph.D., PMP
Feb. 2–April 26
Online + $800

Sec. 168
Cheryl Allen, M.S., PMP,
Extension Honored Instructor
March 3–April 28
Online + $800

Sec. 169
Timothy Donahue-Bombosch, Ph.D.
March 3–April 28
Online + $800

Sec. 170
Mark Angel, M.B.A., B.S., PMP
March 3–April 28
Online + $800

Project Cost and Procurement Management
BUS ADM X474.3 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173

A primary elective in the Certificate Program in Project Management

Procuring products and services is an essential part of a project manager’s responsibilities. Learn the fundamentals of the procurement process, from developing procurement documents and specifications to evaluating vendor proposals, crafting appropriate contracts and overseeing successful execution of contracts. Examine a variety of contractual arrangements and fee options.

Prerequisite: Project Management BUS ADM X470

Sec. 056
Murray Millet, M.B.A., M.S.
Jan. 5–March 1
Online + $800

Sec. 057
Murray Millet, M.B.A., M.S.
Jan. 26–April 19
Online + $800

Sec. 058
Mark Angel, M.B.A., B.S., PMP
March 3–April 28
Online + $800

Project Leadership and Building High-Performance Teams
BUS ADM X469.2 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173

A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management

Gain the leadership and communication skills to support successful projects in your organization. Through team-based activities and projects, master the most difficult aspects of team management. Discover how to build and maintain a high-performing, motivated project team using techniques such as teamwork and employee empowerment. Learn how to work together with your project team to avoid and resolve conflicts, make collaborative decisions, and build the foundation of trust and interpersonal relationships required for cohesive teamwork and successful project results.

Prerequisite: Project Management BUS ADM X470

Sec. 064
Alex Brown, IPMA-C, PMP
Jan. 5–March 1
Online + $800

Sec. 065
Catherine McKnight, M.A.
Jan. 26–April 19
Online + $800

Sec. 066
Ali Aiyed, Ph.D., PMP
Feb. 2–April 26
Online + $800

Sec. 067
Lisa Bausell, M.B.A., PMP
March 3–April 28
Online + $800
Prerequisite: Project Management BUS ADM X470

Sec. 059
Madeleine Bronstone, MLHR, PMP
Jan. 5–March 1
Online • $800

Sec. 061
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
Jan. 26–April 19
Online • $800

Sec. 060
Catherine Pinkas, M.B.A., PMP
March 3–April 28
Online • $800

Project Schedule and Risk Management
BUS ADM X440.4 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173

A primary elective in the Certificate Program in Project Management

Projects today are more time constrained, pose greater technical challenges and are less likely to have adequate resources than in the past. However, specific techniques can help you deal with project risk and recognize and manage potential problems. Learn practical methods for completing difficult projects, and explore how to apply these methods to your own projects.

Prerequisite: Project Management BUS ADM X470

Sec. 059
Madeleine Bronstone, MLHR, PMP
Jan. 5–March 1
Online • $800

Sec. 061
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
Jan. 26–April 19
Online • $800

Sec. 060
Catherine Pinkas, M.B.A., PMP
March 3–April 28
Online • $800

Project Execution and Control
BUS ADM X471.9 • 2 semester units in Business Administration • 35 pdu: PMI® provider 1173

A requirement in the Certificate Program in Project Management

A successful project manager relies on an effective management process and a project baseline plan to monitor progress, identify variances and take action to mitigate the impact of problems. Learn how to manage project execution through completion and evaluation. You also explore the tools and techniques for project control and build on processes you learned in Project Management BUS ADM X470. We recommend that students pursuing the Certificate in Project Management complete this as their final course.

Prerequisite: Project Management BUS ADM X470

Sec. 059
Deann Smith, B.A., CKM, PMP
Jan. 5–March 1
Online • $800

Sec. 060
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
Jan. 26–April 19
Online • $800

Sec. 061
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
March 3–April 28
Online • $800

Intensive PMP®/CAPM® Exam Preparation
BUS ADM X474.9 • 2 semester units in Business Administration • 35 pdu: PMI® provider 1173

An elective in the Certificate Program in Project Management

This 35-hour course prepares you to take the Project Management Institute (PMI®) Project Management Professional (PMP®) or Certified Associate Project Manager (CAPM®) examination. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, procurement and stakeholder management. The course also covers ethics and professional responsibility. In addition to in-depth coverage of the Project Management Institute A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th Edition (Project Management Institute Inc., 2013), you analyze sample exam questions and learn tips and tricks to help you pass each exam. Chat room interaction, teleconferences with the instructor, virtual desktop sharing (with audio) and threaded discussions allow you to experience the full multimedia of this course.

Sec. 037
Edmond Matevosian, B.S., PE, PMP
Jan. 5–March 1
Online • $1,650

Sec. 038
Edmond Matevosian, B.S., PE, PMP
March 3–April 28
Online • $1,650

Online Certificate Program in Project Management

The Certificate Program in Project Management gives you the skills you need to keep projects on task, on time, and on budget. The highly interactive curriculum builds from theories of project management to real-world practices applicable to all industries and fields, including marketing, information technologies, international trade, health sciences, and more. You learn from highly qualified instructors with substantial project management experience. Moreover, all of our project management courses apply toward professional development units (PDUs) for the Project Management Institute, Inc. (PMI®).

Curriculum Requirements
The curriculum comprises 3 required courses and 8 additional units of electives for a total of 14 semester units (210 hours of instruction).

Required Courses
We recommend taking these courses in the following sequence:
- Project Management BUS ADM X470 (offered this term)
- Project Leadership and Building High-Performing Teams BUS ADM X479.8 (offered this term)
- Project Execution and Control BUS ADM X479.7 (offered this term)

Primary Electives
You must take at least two of the following three courses:
- Project Scope and Quality Management BUS ADM X479.4 (offered this term)
- Project Schedule and Risk Management BUS ADM X479.5 (offered this term)
- Project Cost and Procurement Management BUS ADM X479.6 (offered this term)

Find additional electives to make up the total of 14 semester units (210 hours) at extension.berkeley.edu/cert/project.html.

Learn More and View the Brochure extension.berkeley.edu/cert/project.html
(extension-business@berkeley.edu)

See p. 97 for complete certificate details.
Construction and Environmental Management

**COURSE INFORMATION**
(510) 642-1171
extension-education@berkeley.edu
extension.berkeley.edu/construction

**Facilities**

**ONLINE INFORMATION SESSION**
**Certificate Program in Facilities Management**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 113. Visit extension.berkeley.edu/cert/facilities.html to register.

1 meeting
Thursday, 12–12:45 pm
March 17
Online + FREE

**Environmental Management**

**ONLINE INFORMATION SESSION**
**Professional Program in Leadership in Sustainability and Environmental Management**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 115. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Friday, 12–12:45 pm
Feb. 25
Online + FREE

**HVAC**

**ONLINE INFORMATION SESSION**
**Certificate Program in HVAC**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 111. Visit extension.berkeley.edu/cert/hvac.html to register.

1 meeting
Tuesday, 12–1 pm
Dec. 8
Online + FREE

1 meeting
Wednesday, 12–12:45 pm
March 16
Online + FREE

Education

**ONLINE INFORMATION SESSION**
**Certificate Program in Construction Management**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 109. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Thursday, 12–1 pm
Dec. 10
Online + FREE

1 meeting
Tuesday, 12–12:45 pm
March 15
Online + FREE

**Early Orientation**

EDUC X366.13 • 1 semester unit in Education
A requirement in the Designated Subjects Career Technical Education teaching credential

Get the theoretical background and skills essential for success as a beginning career technical or adult educator. You receive an overview of teaching methods, learning styles, lesson planning, equity and diversity in the classroom, mandated reporting, and legal and ethical issues. You further study these competencies in later coursework.

**Prerequisite:** Advising session or consent of instructor and program director

Sec. 025
Glen Sparks, M.A.
Jan. 19–Feb. 9
Online + $315

Sec. 026
Instructor to be announced
March 12–Apr. 19
Online + $515

Teaching Credential Programs

**Career Technical Education Foundations**
EDUC X366.18 • 2 semester units in Education

A requirement in the Designated Subjects Career Technical Education Teaching Credential

Develop the theoretical background and skills essential for success as a beginning career technical or adult educator. You receive an overview of teaching methods, learning styles, lesson planning, equity and diversity in the classroom, mandated reporting, and legal and ethical issues. You further study these competencies in later coursework.

**Prerequisite:** Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 011
Instructor to be announced
Jan. 24–Feb. 21
Online + $515

Sec. 010
Irene Fujii, Ed.D.
March 15–April 19
Online + $515

**Construction and Environmental Management**

**COURSE INFORMATION**
(510) 642-1171
extension-education@berkeley.edu
extension.berkeley.edu/construction

**Construction Management**

**ONLINE INFORMATION SESSION**
**Certificate Program in Construction Management**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 109. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Thursday, 12–1 pm
Dec. 10
Online + FREE

1 meeting
Tuesday, 12–12:45 pm
March 15
Online + FREE

**HVAC**

**ONLINE INFORMATION SESSION**
**Certificate Program in HVAC**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For certificate details, see p. 111. Visit extension.berkeley.edu/cert/hvac.html to register.

1 meeting
Tuesday, 12–1 pm
Dec. 8
Online + FREE

1 meeting
Wednesday, 12–12:45 pm
March 16
Online + FREE

**Environmental Management**

**ONLINE INFORMATION SESSION**
**Professional Program in Leadership in Sustainability and Environmental Management**
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 115. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Friday, 12–12:45 pm
Feb. 25
Online + FREE
 Credential Fulfillment  

**Fostering Wellness**  
EDUC X345.4 • 1 semester unit in Education  
Fulfills the Health Education requirement for California teaching credentials  

Part of the educational process at all grade levels is helping students learn to care for their bodies and make healthy emotional adjustments to the demands and pressures of a fast-paced society. Learn effective strategies for teaching health concepts in elementary, secondary and adult classes. Topics include fitness and nutrition, stress and depression, sexuality, and use and abuse of drugs and alcohol.

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<th>Section</th>
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<tr>
<td>013</td>
<td>Irene Fujii, Ed.D.</td>
<td>Feb. 18–March 10</td>
<td>Online</td>
<td>$375</td>
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**Humanities and Languages**  

**Humanities**  

**Introduction to the History of the United States: From Colonial Settlement to the Civil War**  
HISTORY XBW7A • 4 semester units in History  
Sharpen your understanding of the people, institutions and ideologies that shaped the formation of the United States. Topics include exploration, settlement, colonial culture, the winning of independence, the Constitution, the new democracy, early American technology, expansionism, sectional conflict, the Civil War and reconstruction. Gain practice in analytical methods that historians use to research facts and develop interpretations of events.
**Children’s Literature: The Golden Age**

**ENGLISH X466 • 3 semester units in English**

An elective in the Post-Baccalaureate Certificate Program in Writing

During the late-19th and early 20th centuries, many of the major works of children’s literature were published, among them Alice in Wonderland, The Wind in the Willows, Peter Pan, Treasure Island and The Wizard of Oz. Examine these and other classics of children’s literature to discover what visions they present of childhood, of the social world and of the self. You pay particular attention to how these books address the two audiences of children’s literature: the child and the adult.

**Sec. 008**
Celeste Davidson, M.A., M.B.A.
Feb. 2–April 26
Online • $695

**The English Novel**

**ENGLISH X125 • 4 semester units in English**

An elective in the Post-Baccalaureate Certificate Program in Writing

Survey the English novel by reading authors such as E.M. Forster, Anthony Trollope, Charles Dickens, Charlotte Brontë, George Eliot, Oscar Wilde, Thomas Hardy and Robert Louis Stevenson. Gain perspective on this literary form with an emphasis on how moral, social, psychological, political and philosophical problems were perceived during the Victorian and Edwardian periods.

**Sec. 003**
Kathryn Kleypas, Ph.D.
Enroll anytime
Online • Proctored final exam • $795

**American Fiction**

**ENGLISH X135A • 3 semester units in English**

An elective in the Post-Baccalaureate Certificate Program in Writing

Survey the major American novelists and short-story writers of the 19th and early 20th centuries, including Mark Twain, Edgar Allen Poe, Stephen Crane, Herman Melville, Edith Wharton, Nathaniel Hawthorne and Jack London. Learn about various literary movements—such as romanticism, realism and naturalism—and consider questions of aesthetics, morality, poverty, racism, gender and power.

**Sec. 004**
Joseph S. Walker, Ph.D.
Enroll anytime
Online • Proctored final exam • $695

**Mystery Fiction**

**ENGLISH X103.9 • 3 semester units in English**

An elective in the Post-Baccalaureate Certificate Program in Writing

Survey mystery fiction and its conventions, from the genre’s 19th-century origins to the classic Golden Age puzzle to its many postmodern manifestations. Writers to be studied will include Edgar Allan Poe, Arthur Conan Doyle, Raymond Chandler, Dashiell Hammett, Jorge Luis Borges and others. Understand the mystery novel’s status as a significant form of modern fiction, one that explores how human consciousness makes sense out of what might otherwise be viewed as random experience and meaningless violence.

**Sec. 004**
Alison Heney, Ph.D.
Enroll anytime
Online • Proctored final exam • $695

**Comparative Philosophy**

**PHILOS X11 • 3 semester units in Philosophy**

Get an introduction to basic themes in ethics, epistemology, and political and social philosophy. Examine some fundamental philosophical questions from a variety of perspectives, including classical Western philosophy; Eastern and Western religious traditions; and specific cultural viewpoints, including feminist, Native American and African thought.

**Sec. 003**
Eric Boynton, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $695

**Views of the Absolute in World Religions**

**RELIGST X10 • 3 semester units in Religious Studies**

Explore several important world religions, focusing on their definitions of the absolute (for example, God, tao, the void) and how the individual relates to it. Diverse religions are covered, including Islam, Judaism, Christianity, Hinduism, Taoism, Buddhism and Native American traditions.

**Sec. 004**
Admir Skodo, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $695
Biology

Introductory Biology With Lab, Part A

MCELLBI X10A • 5 semester units in Molecular and Cell Biology

How do cells convert nutrients into usable energy? What is the relationship between genes, chromosomes and DNA? Learn the answers to these and other questions while building a solid foundation in the fundamental concepts of molecular and cell biology, including cell structure and function, metabolism and genetics, as well as animal development, form and function. Put theory into practice with home wet lab and virtual experiments, and explore the relation between biological issues and current topics in experimental research, biotechnology and medicine.

Familiarity with basic chemistry is recommended but not required.

Sec. 004
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online • Proctored final exam • $875

Introductory Biology With Lab, Part B

MCELLBI X19B • 5 semester units in Molecular and Cell Biology

What are the mechanisms of evolution? How do plants perform basic biological functions? How do organisms interact with each other and their environment? Discover the answers to these and other questions while gaining a solid foundation in macroscopic biological issues, including organismal diversity. You pay particular attention to plants, evolution, evolutionary biology and ecology. Learn about biological diversity and ecological principles, including the effects of human activity on the environment. Put principles into action through home wet lab and virtual experiments.

Familiarity with basic chemistry is recommended.

Sec. 003
Susan Parkinson, Ph.D.
Enroll anytime
Online • Proctored final exam • $875

Introductory Biochemistry

MCELLBI X105 • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Advanced Biosciences Program

Understand the basic chemistry and overall structure of the most important biological macromolecules presented in this nonlab course. You study enzyme catalysis; cellular architecture; intermediary metabolism; and special processes such as photosynthesis, biological oxidation and energy production. Explore the various ways that biological systems react to their environment.

Prerequisites: College-level courses in elementary chemistry and biology required; one or two semesters of organic chemistry recommended.

Sec. 016
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Sec. 017
Nidhi Ahuja, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Advanced Bioscience

Current Topics in the Biosciences

MCELLBI X427 • 2 semester units in Molecular and Cell Biology

A requirement in the Advanced Biosciences Program; an elective in the Post-Baccalaureate Health Professions Program

Learn about recent scientific advances and emerging technologies in molecular and cell biology, neurobiology, genomics, immunology and infectious disease. Read current scientific literature, and learn how to analyze experimental data and critically evaluate the impact of research findings. Participate in classroom discussions and student presentations to enhance your ability to discuss some of the exciting scientific advances being published today. This course is intended for advanced science students with some previous knowledge of cell biology, molecular biology and genetics. Industry professionals and health professions students can also benefit from this course.

Sec. 015
Monica Ranes-Goldberg, Ph.D.
Feb. 2–April 26
Online • $585

Chemistry

Introduction to Chemistry

CHEM X16 • 3 semester units in Chemistry

This nonlab course introduces you to the basic principles in chemistry and demonstrates the role chemistry plays in various aspects of everyday lives.

Prerequisite: Although a background in chemistry is not necessary, a basic knowledge of math, including algebra, is required.

Sec. 004
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Introductory Organic Chemistry

CHEM X18 • 3 semester units in Chemistry

Examine the compounds that comprise most living mass. Following an introduction to covalent bonding and isomerism, you move into a detailed discussion of the molecular structures and properties of various classes of organic and other biologically important compounds.

Prerequisites: One course in introductory chemistry and knowledge of basic algebra

Sec. 006
Weiwei Gu, Ph.D.
Enroll anytime
Online • Proctored final exam • $850

Physics

Concepts of Physics

PHYSICS X11 • 4 semester units in Physics

Gain an understanding of the principles of physics in the context of how everyday objects work. Intended for students majoring in the humanities and social sciences, as well as anyone with an interest in the subject, this course covers forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light. Study the concepts of physics with a minimum of mathematics.

Sec. 003
Raja Almukahhal, Ph.D.
Enroll anytime
Online • Proctored final exam • $850
Clinical Research

COURSE INFORMATION
(510) 642-1062
extension-science@berkeley.edu
extension.berkeley.edu/sciences

Introduction to Clinical Research: Clinical Trial Phases and Design
PB HLTH X400.2 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Review the drug development process, principles of good clinical practice, clinical trial phases and design, principal players in clinical research, regulatory strategies and medical terminology.

Sec. 023
Peter Dubinsky, B.S.
Jan. 5–March 1
Online • $1,895

Sec. 024
Peter Dubinsky, B.S.
March 3–April 28
Online • $1,895

Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.3 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Learn the procedures to plan clinical trials, including protocol development, case report form design, institutional review board (IRB) submission, prestudy visits and more.

Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 021
Peter Dubinsky, B.S.
Jan. 5–March 1
Online • $1,895

Sec. 022
Peter Dubinsky, B.S.
March 3–April 28
Online • $1,895

Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting
PB HLTH X400.4 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Get a thorough look at the role of clinical trial monitors. Understand the various aspects of study monitoring, such as data review, safety reporting and drug accountability. Study global drug development and subject recruitment and retention, topics that are crucial to meeting study time lines.

Prerequisites: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2 and Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities PB HLTH X400.3

Sec. 022
Jan. 5–March 1
Online • $1,895

Sec. 023
March 3–April 28
Online • $1,895

Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management
PB HLTH X400.5 • 3 semester units in Public Health
A requirement in the Certificate Program in Clinical Research Conduct and Management
Learn the clinical study report and other procedures at study close-out to prepare yourself for regulatory audits and inspections. Get an overview of project management and vendor selection in clinical research.

Prerequisites: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2; Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities PB HLTH X400.3; and Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting PB HLTH X400.4

Sec. 020
Daniel Redline, B.A., CCRP
Jan. 5–March 1
Online • $1,895

Sec. 021
Daniel Redline, B.A., CCRP
March 3–April 28
Online • $1,895

Learn More and View the Brochure
extension.berkeley.edu/cert/clinical.html
extension-science@berkeley.edu
(510) 642-1062

See p. 159 for complete certificate details.
Mathematics and Statistics

**Math for Management**

**MATH X402** • 2 semester units in Mathematics
Fulfills the quantitative proficiency requirement for the Haas School of Business Evening and Weekend M.B.A. Program

Get an introduction to quantitative and statistical techniques needed to address business coursework, and gain a working knowledge of concepts you can apply to other math and statistics courses. Learn basic mathematical principles, and apply them to the study of economics, statistics, probability, finance, and decision making. Key topics from probability and descriptive statistics include measures of central tendency, probability distributions, correlation, and regression and statistical hypothesis testing. Topics from finance include mathematical analysis of investments and financial decision making. An emphasis is placed on using mathematics as a means to develop the intuition and understanding necessary to apply concepts to business decisions and other courses.

**Sec. 007**
Steven Pon, Ph.D.
Enroll anytime
Online • Proctored final exam • $720

**Precalculus**

**MATH X9** • 2 semester units in Mathematics

Gain exposure to concepts in basic and advanced algebra and some trigonometry. Explore topics such as logarithms, solving or graphing linear equations, and factoring a polynomial at a more advanced level than that of a beginning or intermediate algebra class. You gain a good foundation for study in future calculus classes.

**Prerequisites:** Two years of high school algebra, or the equivalent of a beginning or intermediate algebra class, and one year of high school geometry or its equivalent

**Sec. 005**
Flor Feldman, M.Sc., Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $720

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**Introduction to Statistics**

**STAT XB2** • XBW2 for online sections
4 semester units in Statistics

An elective in the Advanced Biosciences Program, in the Clinical Laboratory Scientist Preparatory Program and in the Post-Baccalaureate Health Professions Program

Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Get an introduction to statistical and critical thinking, including descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing and regression.

**Prerequisite:** Two years of high school algebra. A recent course in college algebra is recommended.

**Sec. 017**
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $860

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**Online Professional Sequence in Innovation Leadership for Technical Professionals**

Learn how highly successful leaders inspire people and achieve greatness with particular focus on managing in a technical environment with the Professional Sequence in Innovation Leadership for Technical Professionals. The pace of technological evolution results in shorter production cycles and an increased need for more efficient management of both people and resources. In this new professional sequence, you study basic financial management skills, and build your knowledge of their importance on decision making, planning, and control. You also gain an understanding of effective innovation. Whether you are working in a technical career and want to move into management or are already managing technical workers, this sequence prepares you to take on higher-level responsibilities.

**Curriculum Requirements**
The curriculum comprises 3 required courses and 2 electives for a total of 8 semester units (120 hours of instruction).

**Required Courses**
- Finance for Nonfinancial Technical Managers BUS ADM X487.4 (offered this term)
- Innovation for Entrepreneurs/Intrapreneurs BUS ADM X487.2 (offered this term)
- Leadership and Technology Management BUS ADM X487.1 (offered this term)

**Electives**
For a list of electives available this term, visit extension.berkeley.edu/spos/technical_leadership.html.

**Learn More**
extension.berkeley.edu/spos/technical_leadership.html
(510) 642-4151
extension-techeng@berkeley.edu
See p. 170 for complete program details.
Online Certificate Program in Software Development and Programming

Prepare yourself for a new career in the IT field or advance your current nontechnical position with the Certificate Program in Software Development and Programming. Gain foundational skills with Introduction to Computers and Programming and then focus on topic areas such as software development life cycle, databases, programming, systems administration, technical writing, data communications and web development. The curriculum offers a balanced mix of theory and practice so that you can build a successful career in information management, systems analysis, computer programming or computer consulting.

Curriculum Requirements
The curriculum comprises 4–8 Core Courses (depending on specific courses taken) for a total of 10 semester units (150 hours of instruction). You must take one programming course and courses from at least two different topic areas other than programming. Introduction to Computers and Programming COMPSCI X444.4 does not count as a separate topic area.

Core Courses
See extension.berkeley.edu/cert/software-development.html for available courses.

Learn More and View the Brochure
extension.berkeley.edu/cert/software-development.html
(510) 642-4151
extension-techeng@berkeley.edu
See p. 177 for complete certificate details.

Technology and Information Management

ONLINE COURSE INFORMATION
(510) 644-4979
extension.berkeley.edu/online

Technology Leadership and Management

Introduction to Information Systems Analysis and Design
COMPSCI X422 ● 3 semester units in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Study information analysis and logical specification of the system development process in an organizational context. Explore the interactive nature of the analysis and design process.

Sec. 017
Mark Angel, M.B.A., B.S., PMP
Jan. 19–April 12
Online ● $820

Applied Business Process and System Analysis
COMPSCI X423 ● 3 semester units in Computer Science
Hone your end-to-end analysis skills in this case-study-driven course, starting with classical business process modeling and resulting in an enhanced, database-assisted automated system. Business goals include higher performance, improved quality, ease of use and reduced costs. Topics include needs analysis, system requirements, data modeling, process modeling, feasibility analysis, system proposal, application architecture, user interface design, systems construction, implementation, commissioning and life-cycle support. Hands-on projects include creating your own flow diagrams, developing process models, evaluating alternatives, developing a prioritization schema and performing return on investment (ROI) analysis.

Prerequisites: Two or more years of professional experience and some exposure to technology-assisted processes, or department-level business process management. Business analysis, systems re-engineering and similar skills. Familiarity with Visio and SQL is helpful but not necessary to be successful in this course.

Sec. 014
Todd Landreneau, Ph.D., CHC, CPHQ
Jan. 19–April 12
Online ● $820

Leadership and Technology Management
BUS ADM X487.2 ● 2 semester units in Business Administration
A requirement in the Professional Sequence in Innovation Leadership for Technical Professionals
Learn how highly successful leaders inspire people and achieve greatness. Class topics include managerial thinking, concepts of leadership, people management, successful hiring, the importance of vision and values, and how to cultivate winning strategies. The final project arms you with the tools to develop your own management style, which can be applied in your daily management practices. Through lectures, reading assignments, essays, email exchanges and a final project, you gain the perspective to become a successful leader.

Prerequisite: You should have solid, college-level English reading (250-page textbooks) and essay writing (2–3 pages) skills.

Sec. 002
Vincent Chang, Ph.D.
Enroll anytime
Online ● $750

Innovation for Entrepreneurs/Intrapreneurs
BUS ADM X487.1 ● 2 semester units in Business Administration
A requirement in the Professional Sequence in Innovation Leadership for Technical Professionals
Only a small minority of new product launches—whether low tech, high tech, business-to-business or business-to-consumer—lead to a profitable and sustainable business. Try to better those odds by understanding the keys to effective innovation, which include the process of creative thinking, productive paranoia, varying development models and case study review. During the course, you have an opportunity to work on a real-world business project and learn how to take a concept from an idea to a successful business. Intended for entrepreneurial startups or intrapreneurs working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporate working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporate working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporate working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporate working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporate working in a new product division of a large corporation, this course leads you through topics such as empirical creativity, risk management, corporation, this course leads you through topics such as empirical creativity, risk management, corporation, this course leads you through topics such as empirical creativity, risk management, corporation, this course leads you through topics such as empirical creativity, risk management, corporation, this course leads you through topics such as empirical creativity, risk management, corporation.

Prerequisite: You should have solid, college-level English reading (250-page textbooks) and essay writing (2–3 pages) skills.

Sec. 002
Vincent Chang, Ph.D.
Enroll anytime
Online ● $750
Software Development

ONLINE INFORMATION SESSION
Certificate Program in Software Development and Programming

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see p. 172 or visit extension.berkeley.edu/cert/software-development.html.

1 meeting
Wednesday, 12–1 pm
Jan. 27
Online • FREE

Introduction to C Language Programming

EL ENG X24 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming

Learn the C programming language and its fundamental programming concepts. Gain the knowledge to write simple C language applications and undertake future courses that assume some background in computer programming. Topics include variables, data types, functions, control structures, pointers, strings, arrays and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link and debug a C program.

Familiarity with fundamental programming language concepts is helpful.

Sec. 002
Vincent Chang, Ph.D.
Enroll anytime
Online • $750

C# Programming I

EL ENG X444.3 • 1 semester unit in Computer Science

Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling and the object-oriented nature of the language. You are also introduced to debugging C# applications, the Microsoft .NET Framework, aspects of the .NET object hierarchy and how to use C# in a .NET application environment.

Prerequisites: Understanding of C, C++, Java or Visual Basic and access to a computer running Windows XP/Vista/7/8 and Visual Studio

Sec. 005
David Gewirtz, B.S.
Enroll anytime
Online • Proctored final exam • $595

Electrical Engineering and Integrated Circuit Design

Fundamentals of Data Communications and Networking

COMPSCI X433 • 2 semester units in Computer Science

A Core Course in the Certificate Program in Software Development and Programming

Learn about data communications in this introductory course in networking technology. Gain a practical understanding of relevant terminology, concepts and other information necessary to be knowledgeable in data communications. By the end of the course, you should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communications equipment and systems.

Sec. 003
Ching-Cheng Lee, Ph.D.
Enroll anytime
Online • $715

Introduction to Microelectronics

EL ENG X480 • 1 semester unit in Electrical Engineering

A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals

Get an overview of the realm of analog and digital integrated circuits through an application-oriented approach. You start from frequently used and applicable semiconductor device and circuit theories, and then narrow your investigation into more complex circuit schematics and application modules such as amplifiers, operational amplifiers with bipolar and complementary metal-oxide-semiconductor technologies, digital inverters, precision rectifiers, voltage regulators and biasing techniques of amplifiers.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375
Online Professional Sequence in Semiconductor Technology Fundamentals

Learn the fundamentals of semiconductors and integrated circuits (ICs). Intended for beginning practitioners and other technical professionals, the program curriculum combines theory and practice to give you a balanced mix of skills and powerful tools to build a solid foundation in semiconductor and IC technology. The curriculum was approved by an advisory board consisting of UC Berkeley College of Engineering faculty, as well as industry leaders of major semiconductor companies, to ensure that this program is academically strong and professionally relevant to today’s semiconductor and IC markets. The program is provided in a convenient online format, and courses slides are accompanied by both an English and Mandarin soundtrack. Upon completion of the Professional Sequence in Semiconductor IC Fundamentals, you should be able to define microelectronic circuit theory, recognize semiconductor device structures, and use computer circuit simulation tools to analyze basic electronic circuits.

Curriculum Requirements
The curriculum comprises 4 required courses and 1 elective for a total of 6 semester units (90 hours of instruction).

Required Courses
- Introduction to Microelectronics EL ENG X480 (offered this term)
- Introduction to Microelectronic Circuits EL ENG X481 (offered this term)
- Introduction to Semiconductor Devices EL ENG X481.1 (offered this term)
- Semiconductor Devices for IC Design EL ENG X488 (offered this term)

Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/semiconductor_fundamentals.html.

Learn More
extension.berkeley.edu/spos/semiconductor_fundamentals.html
(510) 642-4151
extension-techeng@berkeley.edu

See p. 180 for complete program details.

Introduction to Microelectronic Circuits
EL ENG X481 • 1 semester unit in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Examine the underlying concepts and industry-standard simulation tools for IC design, with particular emphasis on the operational amplifier characteristics. Study practical amplifier behaviors in the frequency domain. Gain an understanding of analog circuits through analysis-by-inspection and SPICE simulation. Topics include basic operational amplifier circuits and applications, s-domain analysis, bandwidth and slew rate limitations, and analysis of frequency limitations of amplifiers. You gain an essential foundation for advancing to more intricate IC-design topics such as oscillators and filters.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Introduction to Semiconductor Devices
EL ENG X481.1 • 1 semester unit in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Get an introduction to basic semiconductor vocabulary and concepts such as energy bandgap and minority carriers, and then pursue a more targeted investigation into the behaviors of semiconductor devices. Topics include intrinsic and extrinsic semiconductors, carrier transports and p–n junctions. As part of the curriculum, you undertake an individual research project that covers subjects such as the ultimate limits of integrated electronics or integrated strategy for confronting commoditization in the foundry industry. You then learn to apply those concepts to many applications, including complementary metal-oxide-semiconductors, bipolar junction transistors, light-emitting diodes and sensors.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Semiconductor IC Amplifiers
EL ENG X483 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design and in the Professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
Develop intuitive skills for analyzing microelectronic circuits without using intricate mathematics by focusing on the analysis-by-inspection method. Topics covered include low-frequency bipolar-junction-transistor and metal-oxide-semiconductor amplifiers, amplifier frequency response, and high-frequency analysis-by-inspection versus SPICE simulation. Review case studies and complete tasks that help you understand challenging analog circuits.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Digital ICs
EL ENG X484 • 2 semester units in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design and in the Professional Sequence in Innovation Leadership for Technical Professionals
Gain a solid understanding of digital operation principles, and then examine more complex entities such as multiplexers and flash memory. Study essential concepts; SPICE verification; and design skills from CMOS ECL and BiCMOS logic to memory design. During the course, you work on a research project that addresses subjects such as embedded SRAM (eSRAM), non-volatile memory and high-speed embedded DRAM.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375
Semiconductor Devices for IC Design
EL ENG X488 • 2 semester units in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals; an elective in the Certificate Program in Semiconductor IC Design and in the Professional Sequence in Innovation Leadership for Technical Professionals
Creating state-of-the-art IC design requires an in-depth understanding of basic characteristics of semiconductor devices and their second-order effects and device modeling. This course is ideal if you are a working professional who has no experience in IC design yet are interested in increasing your understanding of semiconductor devices and their modeling to begin your integrated-circuit design career. Study bipolar junction transistors and metal-oxide semiconductors, with an emphasis on physical concepts, operation principles, second-order effects, and modeling and simulation. You complete an individual project, with topic options that include nanoelectronics; transistor scaling and future trends; recent breakthroughs and real-world issues in complementary metal-oxide-semiconductor (CMOS) nanotechnology ranging from 90nm down to 22nm; CMOS device design and performance parameters; and future trends in the statistical IC design in nanoelectronics.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online + $750

Fundamental Analog ICs
EL ENG X489 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Learn how to analyze, simulate and design CMOS analog integrated circuits. This course is ideal if you are a working professional who does not have a strong foundation in analog design but are interested in upgrading your knowledge and skills or developing your semiconductor career. Lecture topics include basic current mirrors, high-performance current mirrors, single-stage CMOS amplifiers, differential amplifiers, output stages and short-circuit protection circuitry. As part of the course curriculum, you have the opportunity to work on a research project with an emphasis on sample-and-holds or bandgap voltage reference. Your research topic must be topical, practical and able to be implemented in many applications such as data acquisition or A/D conversion systems.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online + $750

IC Filters and Oscillators
EL ENG X490 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Study integrated analog filters, oscillators and multivibrators, topics that are crucial for developing analog modules that implement many applications in signal processing or wireless communications. You undertake individual research projects that can include such subjects as switch-capacitor circuits, continuous-time filters and VCOs for PLL applications. The instructor guides you to choose a practical research topic that has real-world applications, such as frequency synthesizers or televisions.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online + $750

Analog IC Design
EL ENG X491 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Study topics such as stability of feedback, frequency compensation, multistage op amps and CMOS op amp designs with HSPICE. You are required to work on a research project that covers the design of an advanced CMOS op amp; a compact, low-voltage, low-power op amp; and high-performance CMOS comparators for flash ADC applications.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online + $750

Computer Simulation of Electronic Circuits
EL ENG X485 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
Gain hands-on experience using simulated program with integrated circuit emphasis (SPICE) to simulate, verify, examine and design microelectronic circuits. Illustrating techniques to fully leverage SPICE, this course offers in-depth coverage ranging from semiconductor devices to analog and digital ICs. A design project covers wide-swing constant-transconductance bias; advanced comparators; and sequential digital circuits, such as master-slave DFFs and C2MOS latches.
Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online + $375

The Certificate Program in Semiconductor IC Design provides in-depth knowledge in a convenient online format designed for working professionals. Develop an understanding of key concepts in state-of-the-art design, including semiconductor characteristics, semiconductor device modeling; and analog, digital and mixed-signal integrated circuit (IC) design. Instruction emphasizes a practical perspective involving physical concepts, operation principles, second-order effects, modeling and simulation. By choosing UC Berkeley Extension, you benefit from an association with a university known worldwide for engineering excellence. An advisory board comprising UC Berkeley College of Engineering faculty and industry leaders of major semiconductor companies in the Asia/Pacific region and the United States ensures that the program is academically strong and professionally relevant.

Curriculum Requirements
The curriculum comprises 4 required courses and 1–2 electives for a total of 10 semester units (150 hours of instruction).

Required Courses
- Analog IC Design EL ENG X491 (offered this term)
- Fundamental Analog ICs EL ENG X489 (offered this term)
- IC Filters and Oscillators EL ENG X490 (offered this term)
- Capstone Semiconductor IC Design EL ENG X492 (offered this term)

Electives
See extension.berkeley.edu/cert/icdesign.html for a list of electives available this term.

Learn More and View the Brochure
extension.berkeley.edu/cert/icdesign.html
See p. 181 for complete certificate details.
Online Professional Sequence in Editing

Offering proficiency in copyediting, line editing and developmental editing, the Professional Sequence in Editing is the ideal editorial training if you have a passion for fine-tuning the written word. Whether you want to develop an editing career, rise to a management position in publishing, or master the editorial components of a related profession, the program can help turn your editorial sensibilities into marketable skills.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
You must take these courses in the following sequence:

- Grammar, Mechanics, and Usage for Editors ENGLISH X445 (offered this term)
- Editorial Workshop I: Introduction to Copyediting JOURN X405 (offered this term)
- Editorial Workshop II: Intermediate Copyediting JOURN X415 (offered this term)
- Advanced Editorial Workshop: Substantive Editing JOURN X425*

*A course from the Professional Sequence in Technical Communication of equivalent length and unit value may be substituted for Advanced Editorial Workshop: Substantive Editing JOURN X425.

Learn More and View the Brochure
extension.berkeley.edu/spos/edit.html
(510) 642-6362
extension-letters@berkeley.edu

See p. 185 for complete program details.

Capstone Semiconductor IC Design
EL ENG X492 • 1 semester unit in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design; an elective in the Professional Sequence in Innovation Leadership for Technical Professionals
Advances in cloud computing, mobile devices and CMOS nanotechnology have ushered in the era of semiconductor IC design with multistandard challenges. Gain a competitive advantage by upgrading your problem-solving skills in these areas. This capstone design course is intended for those who have completed the other required courses for the Certificate Program in Semiconductor IC Design. Lecture topics include advanced microelectronic circuits and advanced analog ICs such as current mirrors, differential amplifiers, single-stage amplifiers, frequency response, low-frequency feedback, stability and frequency compensation, CMOS op amp, folded-cascode CMOS op amp, and rail-to-rail techniques. You also have the opportunity to work on an optional research project with an emphasis on analog ICs or mixed-signal design. The chosen research topic should be topical, practical and able to be implemented in numerous applications such as data acquisition and cloud computing systems.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Mixed-Signal Design
EL ENG X487 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
This course is ideal if you are interested in upgrading your design skills in data converters and have experience in analog design or electronics. Course topics include Nyquist-rate digital-to-analog converters, investigation of differential linearity and integral nonlinearity, Nyquist-rate analog-to-digital converters (ADCs) and design issues in Nyquist-rate ADCs.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375

Fundamental Mixed-Signal Design
EL ENG X486 • 1 semester unit in Electrical Engineering
An elective in the professional sequences in Semiconductor Technology Fundamentals and in Innovation Leadership for Technical Professionals
The high growth rate of signal-processing applications such as video and wireless communications creates demand for more sophisticated high-speed and high-resolution data-converter techniques. This course is ideal if you have electronics industry experience or knowledge and are interested in upgrading your hands-on data-conversion design skills. Course topics include data-converter fundamentals, characterization, performance limitations, and Nyquist-rate digital-to-analog and analog-to-digital converters.

Sec. 001
Vincent Chang, Ph.D.
Enroll anytime
Online • $375
Writing, Editing and Technical Communication

ONLINE COURSE INFORMATION
(510) 643-4957 extension.berkeley.edu/online

Editorial Workshop I: Introduction to Copyediting
JOURN X405 • 2 semester units in Journalism
A requirement in the Professional Sequence in Editing

In this beginning copyediting course, get an overview of the editorial process, including the use of style manuals and reference books, creation of style sheets, and methods of querying authors and project editors. Learn how to edit using conventional marks and symbols; apply the appropriate level of copyediting; eliminate bias; query permissions; and copyedit and insert figures, tables and artwork. Enrollment is limited.

Prerequisite: Grammar, Mechanics and Usage for Editors ENGLISH X445

Sec. 032
Cathleen Small, M.A.
Jan. 19–April 12
Online • $645

Sec. 033
Maggie Trapp, Ph.D.
Jan. 19–April 12
Online • $645

Sec. 034
Rita Kasperek, M.F.A.
Jan. 26–April 19
Online • $645

Sec. 035
Anne Hill, B.S., J.D., M.A., Pg.Dip.
Jan. 26–April 19
Online • $645

Editorial Workshop II: Intermediate Copyediting
JOURN X415 • 2 semester units in Journalism
A requirement in the Professional Sequence in Editing

Study the more complex aspects of copyediting and the fine points of editorial style that editors of book-length manuscripts must master. Practice working within the three levels of copyediting—light, medium and heavy—and learn how to edit using different style manuals. Receive practice working with codes and type specifications, photos and artwork, tables, and references and footnotes.

Prerequisite: Editorial Workshop I: Introduction to Copyediting JOURN X405

Sec. 018
Beth Burke, B.S., M.A.
Jan. 26–April 19
Online • $645

Sec. 019
Beth Burke, B.S., M.A.
Feb. 2–April 26
Online • $645

Advanced Editorial Workshop: Substantive Editing
JOURN X425 • 2 semester units in Journalism
A requirement in the Professional Sequence in Editing

Develop your skills in applying the principles of effective writing to the editing of nonfiction book manuscripts. Examine two phases of substantive editing—line editing and developmental editing—and learn the art of proposing editorial changes other than those required to correct errors or to achieve a consistent editorial style. Learn how to edit for clarity and concision, how to identify problems of cohesion and coherence (logical flow), and how to refine and invigorate an author’s style.

Prerequisite: Editorial Workshop II: Intermediate Copyediting JOURN X415

Sec. 018
Beth Burke, B.S., M.A.
Jan. 19–April 12
Online • $645

Sec. 019
Instructor To Be Announced
Feb. 2–April 26
Online • $645

Indexing: Theory and Application
JOURN X477 • 3 semester units in Journalism
Recipient of the 2005 Distance Learning “Community of Practice” Course Award from the University Professional and Continuing Education Association (UPCEA)

A good index greatly enhances a book’s usability and value, yet few writers and editors know how to construct this vital part of a nonfiction publication. Learn the fundamentals of writing, editing and delivering back-of-book indexes to publishing clients. You also learn the basic formats, guidelines and term-selection approaches of embedded and Web indexing using three major indexing software programs to complete several assignments.

Prerequisites: Strong language, reading, computer and Internet skills; a PC running Windows OS is highly recommended. See website for details.

See website for available section
This course has five rotating sections with varying instructors: Sylvia D. Coates, Heather Ebbs, Fred Leise, Max McMaster and Ruth Pincus.

Enroll anytime
Online • $695
Online Post-Baccalaureate Certificate Program in Writing

For aspiring writers serious about the craft, the UC Berkeley Extension Post-Baccalaureate Certificate Program in Writing is ideal. Formalize your training and prepare for graduate study in writing with this professional certificate—the only one of its kind in the Bay Area. Build your writing portfolio, and gain a credential that shows your commitment. Join a community of writers who share your dedication and help you develop as a writer. Discover what it takes to be published. Be inspired as you read exemplary works of literature. And learn from respected instructors who can help you stand out from the competition for a coveted place in an M.F.A. writing program.

Curriculum Requirements
The curriculum comprises 8 courses for a minimum of 16 semester units (240 hours of instruction), which includes 2 required courses and 5 restricted electives selected from two categories: literature (2 workshops) and writing (3 workshops).

Required Courses
- The Craft of Reading ENGLISH X429 (offered this term)
- The Craft of Writing ENGLISH X421 (offered this term)
- Writing Skills Workshop ENGLISH X13 (offered this term)

Literature and Writing Workshop Electives
For a complete list of electives available this term, please visit extension.berkeley.edu/cert/writing.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html (510) 642-6362
extension-letters@berkeley.edu

See p. 189 for complete certificate details.

Technical Communication

ONLINE INFORMATION SESSION
Professional Sequence in Technical Communication
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For details, see this page or visit extension.berkeley.edu/spos/techcom.html.
1 meeting
Tuesday, 12–1 pm
Jan. 12
Online • FREE

Technical Writing
ENGLISH X412 • 3 semester units in English
May be substituted for Technical Communication I JOURN X465 in the Professional Sequence in Technical Communication
Develop your ability to organize and craft information for manuals, journal articles, reports and other technical publications. Learn document design and production principles, computerized interactive documentation, desktop publishing and the publication-to-print process.
Sec. 004
John Tabor, B.A.
Enroll anytime
Online • $770

Technical Communication II
JOURN X466 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication
Build on the skills you developed in Technical Communication I JOURN X465, and hone your ability to define a document’s audience and purpose to present the information in an optimal form. Improve your technical writing style and technique while creating writing samples that include a variety of document types for both print and online presentation. Review technical communication tools and technology, as well as current Web content and formatting languages.
Prerequisite: Technical Communication I JOURN X465 (or the online course Technical Writing ENGLISH X412), or equivalent
Sec. 006
John Tabor, B.A.
Enroll anytime
Online • $550

Exploring Your Creative Writing Potential
ENGLISH X438 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn to assess your potential, identify your strengths and develop valuable writing techniques in this course for beginning writers. Exercises and weekly writing assignments help you discover your talents in a variety of forms: brief fictional scenes, short stories, poetry and journalistic writing. The supportive atmosphere helps you see how others respond to your writing.
Sec. 011
Diane Martin, M.A.
Jan. 26–April 19
Online • $575

The Craft of Writing
ENGLISH X421 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing
As a creative writing student, you need to become comfortable with elements of the craft, whether you are fine-tuning an image in a poem or introducing a character in the beginning of a short story. Gain practical exposure to the uses, demands and possibilities of craft in fiction, poetry and nonfiction. Enrollment is limited.
Sec. 023
David Rompf, J.D.
Jan. 19–April 12
Online • $575

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
The Craft of Reading

ENGLISH X429 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing

To write well, you must read well. By learning to read with the eyes of a writer, you can develop an understanding of what makes great literature work. Class readings include novel excerpts, short stories and memoirs, from classics to contemporary treasures. Weekly writing assignments emphasize analytical responses to the works, while providing the chance to practice writing strategies revealed through close reading. Appropriate for all levels of writers, this course teaches you to read widely, respond deeply and turn any piece of writing into your own best teacher.

Sec. 014
Marc Schiffman, M.F.A.
Feb. 2–April 26
Online • $575

Introduction to Writing Fiction

ENGLISH X464 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Learn the basic concepts and techniques of writing fiction, with the aim of heightening your sense of language and developing your ability to solve problems of structure, characterization, viewpoint, story line, imagery, dialogue and believability. The instructor evaluates your manuscripts and allows time for classroom discussion. Enrollment is limited.

Sec. 014
Marc Schiffman, M.F.A.
Feb. 2–April 26
Online • $575

Developing the Novel

ENGLISH X407 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Explore the craft of longer fiction and how to meet its creative challenges. Each session includes a lecture on craft, supported by discussion of assigned readings and exercises to unlock the potential of your ideas. Learn how to develop characters, language, voice, pace, tone, theme and setting, and participate in a group critique of your work. Enrollment is limited to 18.

We recommend you have some previous creative writing experience and an idea for a novel.

Sec. 008
Martha Conway, M.A.
Jan. 19–April 12
Online • $575

Writing Skills Workshop

ENGLISH X13 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Good writing isn’t fussy. It’s clear, concise and grammatically correct—no matter the audience or purpose. In this course, prepare to draft, write and revise your own work; read literary essays as examples of effective syntax and coherent structure; share work in a supportive, focused workshop environment; and review common grammar pitfalls. This course is designed for those wishing to hone their skills for any writing need.

Sec. 025
Holly Thompson, M.A.
Jan. 26–April 19
Online • $575

Sec. 026
Instructor To Be Announced
Jan. 26–April 19
Online • $575

Creative Nonfiction Workshop

ENGLISH X452 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Learn to apply the techniques of storytelling to nonfiction prose pieces, including personal essays, features, commentaries, reviews, reports, journal entries and memoirs. Together, the instructor and other participants form your audience, offering support and critical feedback about your pieces. Weekly class discussions and writing assignments focus on story principles—such as plot, tension, scene and dialogue—that increase the readability of your work and form your material into publishable pieces.

Sec. 013
David Rompf, J.D.
Jan. 19–April 12
Online • $575

Writing the Feature Story

JOURN X419 • 2 semester units in Journalism
An elective in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Develop an understanding of how feature stories blend journalism and art. Explore the dual nature of features based on facts but with the voice of a novel. Learn how to grab the attention of editors and audiences, and create successful feature stories for magazines, newspapers and online publications.

Sec. 009
Margaret Steen, M.J., Extension Honored Instructor
Jan. 26–April 19
Online • $575

Writing for Social Media: Prose That Works for Web 2.0

ENGLISH X468 • 1 semester unit in English
A requirement in the Specialized Program in Professional Writing

Learn to write effectively for social media, specifically blogs, Twitter and Facebook. Establish a coherent writing process; learn editing techniques; and examine the interplay among context, content and style. Classes focus primarily on workshop critiques, peer editing and weekly composition of posts and tweets. Note: This course focuses primarily on content writing and editing, not Web technology.

Sec. 010
Timothy Peters, B.S., M.A.
Jan. 26–March 8
Online • $395

Effective Writing in the Workplace

ENGLISH X456 • 1 semester unit in English
A requirement in the Specialized Program in Professional Writing

Whether you are writing a memo to your boss or a letter to the editor, it is crucial to craft your argument clearly and persuasively. Build confidence by improving your writing’s organization, logic and style so that whatever kind of writing your work requires, you can get your point across eloquently and quickly. Delve into the details of the writing process: identifying an audience, choosing the best structure and revising early drafts of your work. Enrollment is limited.

Sec. 013
Margaret Steen, M.J., Extension Honored Instructor
Jan. 26–March 8
Online • $395

Introductory Composition

ENGLISH X2A • 3 semester units in English

Learn how to compose well-crafted college-level essays by exploring each step in the writing process. In various writing assignments, you gain practice with descriptive, narrative and other forms of expository writing.

Sec. 004
Erica Wright, M.F.A.
Enroll anytime
Online • Proctored final exam • $695

ONLINE

ENROLL NOW  VISIT EXTENSION.BERKELEY.EDU  CALL (510) 642-4111
Student Services

Enrollment

Who May Enroll
UC Berkeley Extension courses are open to the general public. Unless otherwise indicated, any interested adult may enroll. If you require special accommodation, please refer to Disabled Student Services on p. 233. Any course prerequisites are listed in the course descriptions.

Concurrent enrollment application procedures and deadlines differ from other Extension courses; for information specific to concurrent enrollment, refer to extension.berkeley.edu/static/studentservices/concurrent.

How to Enroll
You may enroll online, by phone, by mail or in person at the Golden Bear Center. UC Berkeley Extension uses your contact information provided at the time of enrollment to notify you of any changes in your class schedule.

Online
Visit extension.berkeley.edu to enroll online. You must create and/or log in to your student account before enrolling and paying for your courses. For detailed information on how to set up your account, please visit extension.berkeley.edu/upload/student_web_tutorial.pdf. Once you create your student account, you receive two emails at your preferred email address: one for your user name and one for your password. You can use your user name and password to log in to your account and to enroll and pay for courses. If you forget your user name or password, select Forgot User Name or Forgot Password on the student login screen and follow the instructions to resend/reset them. You may also call (510) 642-4111 if you are having trouble logging in. Please note that your user name is also your UC Berkeley Extension student ID number and it cannot be changed. However, when you log in to your account, you may change your password and your contact information, affiliate yourself with a licensing board or professional association, and update other information. All students are expected to maintain only one UC Berkeley Extension student account. Please refer to Policies and General Information beginning on p. 233 for further information.

Phone
Call (510) 642-4111. Telephone registration hours are 9 am - 5 pm Pacific time, Monday – Friday, except holidays (see p. 233). Please be prepared to provide the information requested on the enrollment form on the inside back cover of this catalog. UC Berkeley Extension accepts Visa, MasterCard, Diners Club and American Express.

Mail
Complete and send the enrollment form on the inside back cover of this catalog, or a copy of it, with payment to UC Berkeley Extension, Department B, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. Make checks payable to UC Regents. Do not mail cash.

Purchase Order
For payment by purchase order (PO) only, fax your enrollment form and PO to (510) 642-3910. For more information regarding purchase orders, see Paying Your Enrollment Fees on this page.

In Person
In-person enrollment is only available at the Golden Bear Center in Berkeley. See p. 234 for center hours and location.

When to Enroll
Enrollment for the spring 2016 term opens Nov. 16. Enrollments are processed in the order received, so we recommend that you enroll early to ensure a place and adequate course materials. Payment is due at the time of enrollment unless specified otherwise in the program, course or section description.

Classroom Visitors
You are not permitted to audit UC Berkeley Extension courses in courses with six or more classroom meetings, visitors may attend the first scheduled class without charge unless otherwise stated in the course listing and if space or enrollment limitations permit. You must, however, formally enroll in the course and pay all fees before the second classroom meeting.

In courses with five or fewer classroom meetings, visitors are not permitted, and you must formally enroll in the course and pay all fees prior to the course start date.

For course status or availability information, visit extension.berkeley.edu or call (510) 642-4111. UC Berkeley Extension cannot guarantee retention of an education record, grades or transcripts for students who do not enroll and pay in a timely manner per the above policies.

Enrolling in an Online Course
Prior to enrolling, please carefully review important policies and information that apply to online courses at extension.berkeley.edu/static/studentservices/onlineinfo/enroll.

Fixed-date online courses have published start and end dates, and you must enroll and pay all fees prior to beginning the course. These courses must be completed within the specific dates posted in the course section information.

Continuous enrollment courses have no specific start or end date, which means you may enroll at any time. Wait to enroll until you are ready to actively study in the course. Within specific guidelines, you can tailor your completion schedule with your instructor. Students who begin studying immediately after enrolling are more likely to succeed academically. To allow for instructor-led interaction and feedback between assignments, you must actively study a minimum of 30 days per semester unit to finish by the course end date. For 3- and 4-semester unit courses, you must study a minimum of 90 days. You may complete only one module at a time, and you must wait for feedback from your instructor before you submit additional assignments. Please carefully review your course syllabus for further details about assignment submission and final exam policies. Unless otherwise noted in the course or section description, you have a maximum of 180 days from the date of enrollment to complete any continuous-enrollment course work (including the final exam or project). If you are unable to complete your course work and do not officially withdraw from the online course before the completion date, you will receive a grade of F.

Paying Your Enrollment Fees

Unless otherwise specified in the program, course or section description, you are not officially enrolled until all fees are paid in full; partial payments and deposits are not accepted. All fees are subject to change without notice. For the most current information, call (510) 642-4111 or search the Course Catalog. Please review When to Enroll (on this page) for more information regarding enrollment, payment, and classroom visitor policies and deadlines.

If you have not paid in full at the time of enrollment or by the published deadlines of the program, course or section, you may be assessed late fees ($50 per course section) and a hold may be placed on your student account that prevents you from viewing and printing your final grades, registering for future courses, and ordering transcripts and certificates of completion. The account hold will not be released until all outstanding balances to the university are paid in full.

Methods of Payment

Check: (with imprinted address and telephone number) made payable to UC Regents. A $25 charge is assessed for each returned check.

Credit card: Visa, MasterCard, Diners Club and American Express. If you pay by credit card and the charge is declined, you lose your space in the course.

Purchase order: An enrollment form (see inside back cover of this catalog) must accompany your request. To enroll with a purchase order, including vocational rehabilitation or employer tuition voucher, please fax the completed enrollment form with the purchase order from a sponsoring company or organization to (510) 642-3910. Extension cannot accept purchase order enrollments by phone. For additional questions regarding purchase order processing, please email extension-ar@berkeley.edu.
Transfers for Classroom and Hybrid Courses

Unless otherwise specified in the program, course or section description, you may request a transfer within the following time lines.

- Between courses with fewer than six meetings: Transfer requests must be made one day before the course start date of both courses, provided the enrollment limit of the course you are transferring to has not been reached. If the courses meet on the weekend, the transfer deadline is the Friday immediately before both courses start.
- Between courses with six or more meetings each: Transfer requests must be made one day before the second course meeting of both courses, provided the enrollment limit of the course you are transferring to has not been reached. If the courses meet on the weekend, the transfer deadline is the Friday immediately before the second class meeting of both courses. The time line for transferring varies from one to 14 days after course start dates, depending on the course meeting pattern.

Transfers for Online Courses

For fixed-date online courses, you can request transfers up to six days after the course start date. For continuous-enrollment online courses, you can request transfers up to six days after you enroll. If the sixth day falls on the weekend, the transfer deadline is the Friday immediately before the deadline. As an alternative, you can submit an online drop/refund request and re-enroll in the desired section. Please carefully review the instructions and time lines for drops/refunds on this page prior to submitting a drop/refund request.

Drops and Refunds

You can request a drop/refund through your student account, by phone at (510) 642-4111 or in person at the Golden Bear Center in Berkeley. Telephone registration hours are Monday–Friday, 9 am–5 pm, Pacific time, except holidays.

To request a drop/refund online, you can log in to your student account and navigate to your Enrollment History page and click on the Drop button next to your course. Note that online drop/refund requests are reviewed and processed in the order they are received during regular business hours: Monday–Friday, 9 am–5 pm, Pacific time.

Unless specified otherwise in the program, course or section description, all drop/refund requests are subject to a nonrefundable refund processing fee of $35 per class and must be made within the following drop/refund policy time lines.

If it is necessary for UC Berkeley Extension to cancel a course, your full course fee is refunded. We do not reimburse textbook fees, travel or accommodation costs, or any expense other than the full course fee in the event of course cancellation. If you have any questions regarding the drop/refund policy, call (510) 642-4111 or email extension-refund@berkeley.edu.

Note: Different add/drop and withdrawal policies and deadlines apply to concurrent enrollment courses. For more information, refer to extension.berkeley.edu/static/studentservices/concurrent.
Course Credit and Grades

Academic Standards

All university-level academic credit courses numbered X, XB1–299 and XBW1–299 and the Extension instructors who teach them are reviewed and approved by the appropriate academic department on the UC Berkeley campus and by the Committee on Courses of Instruction (COCI) of the UC Berkeley Academic Senate. The UC Berkeley Academic Senate delegates authority to the Dean of UC Berkeley Extension to approve professional, post-baccalaureate credit courses that are numbered X300–499 and all noncredit courses. This academic supervision by University faculty is assurance of excellence in course content and quality of instruction.

Accreditation

The University of California, Berkeley, is accredited by the Western Association of Schools and Colleges (WASC). UC Berkeley Extension—like all other UC Berkeley schools, colleges and departments—is accredited by WASC through the University.

Academic Credit

UC Berkeley Extension does not grant degrees, but many Extension courses carry academic credit that may be applied toward a degree, professional licensing or other professional requirements, or completion of an Extension professional certificate or specialized program of study.

Application of Credit Toward UC Degrees

Participating in UC Berkeley Extension programs and courses does not in itself provide preference in admission to the University of California. If you are interested in applying to the University of California, you should refer to the University of California Admissions website or the admissions office of the University of California campus you wish to attend for details about the admissions process.

UC Berkeley's Office of Undergraduate Admissions is located at 103 Sproul Hall. Contact the office online at admissions.berkeley.edu.

The University of California campuses use the same procedures to evaluate and determine the suitability of Extension credit courses to fulfill degree requirements as they do for credits gained at other regionally accredited institutions.

If you are admitted for a future term or have already been admitted to the University of California—including students on leave—you must have prior written approval from the academic adviser or dean of your school or college to transfer credit earned at UC Berkeley Extension toward UC degree requirements.

If you are a UC Berkeley–matriculated undergraduate student, including students enrolled in the Fall Program for Freshmen, special regulations may apply. See extension.berkeley.edu/static/studentservices/grades/#credit for more information.

Application of Credit Toward Degrees at Other Institutions

Other institutions may accept UC Berkeley Extension credit toward an undergraduate degree, but acceptance is always determined by the institution to which you are applying. Policies regarding the acceptance of Extension credit toward graduate degrees vary widely among institutions and individual programs. Check with your institution and adviser before enrolling.

Credit Courses

If a course is offered for credit, the title of each credit course is followed by the UC Berkeley academic department abbreviation in which the credit is granted and the course number. The amount of semester units offered appears after the course number in the print catalog and is included in the specific course-section information on the website. Credit is in semester units. For courses carrying academic or professional-level credit, the University’s standard formula for one unit of credit is 15 hours of instructional time, plus two hours of study time for each hour of instruction. Thus, a one-unit course is 15 hours of instruction and 30 hours of study outside of class for a total of 45 hours of course effort. Some courses, such as studios or labs, require more instructional time and less study time. Credit course numbers include a letter prefix and sometimes a letter suffix: for example, Analytic Geometry and Calculus MATH XB10A.

X Prefix

The course-number prefix X indicates a credit course that originates at UC Berkeley Extension.

XB and XBW Prefixes

The course-number prefix XB indicates an Extension credit course that is equivalent to the UC Berkeley campus course with the same content, title, number and credit value offered to UC Berkeley students. Note that UC Berkeley courses taken through concurrent enrollment and the Fall Program for Freshmen are labeled XB. The course-number prefix XBW indicates an XB course that is offered either fully or predominantly online.

Credit Course Numbers

The credit course number indicates the level of instruction as follows:

X, XB1–99 and XBW1–99: Lower-division credit courses at the level of the first two years of college

X, XB100–199 and XBW100–199: Upper-division credit courses at the level of the second two years of college

X, XB200–299 and XBW200–299: Graduate-level credit courses that are ordinarily open only to students who have completed at least 18 upper-division units basic to the subject matter of the course

X300–399: Professional credit courses in education for prospective and current teachers and school administrators

X400–499: Professional, post-baccalaureate credit courses in a variety of fields (other than education) such as the arts, behavioral health sciences, biological and physical sciences, technology
and information management, business and management, engineering, landscape architecture, writing and so forth.

**Letter Suffixes**

The course-number suffix—usually a letter A, B or C following the number—shows that the credit course is part of a series. The A portion is prerequisite to the B portion and so on, unless the course description states otherwise or you have the instructor or academic department’s permission to enroll.

**Noncredit Courses**

You may take any credit course on a noncredit basis. You are not permitted to audit UC Berkeley Extension courses. If you wish to attend the course but do not wish to fulfill the requirements for credit, you must pay to enroll on a noncredit basis. See When to Enroll on p. 226 for more information on classroom visitors. To elect to take a credit course on a noncredit basis, please see Grades section below for more information.

**Noncredit Continuing Education Units**

Continuing education units (CEUs) are a nationally recognized means of recording noncredit study. Many employers and relicensure agencies accept these units as evidence of your serious commitment to career advancement and the maintenance of professional competence. The letters CEU and a number following a course title identify a noncredit course in which you can earn continuing education units. One CEU is awarded for 10 instructional hours.

**Noncredit Courses Numbered 800–899**

While not offering academic credit, these professional courses may be offered for a letter grade, Pass/No Pass or for CEUs. UC Berkeley Extension does not award both a grade and CEUs for the same course.

**Other Noncredit Courses**

Noncredit courses that carry grades or CEU values are recorded on your transcript. Courses that carry no academic credit, grades or CEU values are not recorded on your transcript.

**Application of Credit or Noncredit CEUs Toward Licensing and Other Requirements**

When courses in this catalog have been approved by government agencies, licensing boards, professional associations and other authorities as meeting their educational criteria, a statement to this effect appears with the course listing. Through your student account on the UC Berkeley Extension website (under My Profile), you can elect to affiliate yourself with your licensing board or professional association and enter your license number or member identification number. Upon enrolling online into courses that are offered for licensing or other professional education requirements, you can elect to earn professional education units from these organizations in your shopping cart on the checkout screen. Some licensing boards and organizations also require that you sign in and sign out at each class meeting. Upon completion of the course, the academic department may issue you a letter of completion that you can submit to your organization as evidence that you have fulfilled their licensing or professional education requirements. Please note that only credit semester units or noncredit continuing education units are recorded on your UC Berkeley Extension transcript, as applicable.

**Grades**

If you enroll for credit, you must meet the attendance, participation and course requirements set by the instructor. You can log in to your student account on the Extension website to view final course grades, CEUs and print achievement reports. On request only, achievement reports can be mailed to you via USPS for courses completed within the past year. You should order a transcript if you need an achievement report for courses completed prior to one year ago.

Until all outstanding balances to the university are paid in full, a hold may be placed on your student account that prevents you from viewing and printing your final course grades, CEUs and achievement reports and from ordering an official transcript.

**Grading Basis Options**

We assume that when you enroll in a credit course, you want to receive a letter grade. In some courses, however, you may opt to take the course for a passed/not passed grade (P/NP) or to take the course on a noncredit basis (NC) by submitting a Petition for Grade Option Change, which can be found at extension.berkeley.edu/upload/grade_option_change.pdf. If you opt to change from a letter grade to a P/NP grade or from a letter grade to a noncredit basis, you must inform your instructor prior to your course end date and final exam or project due date, or by the deadlines established for concurrent enrollment courses. If you plan to apply that course toward a degree or professional certificate, you should first make sure that a P/NP grade is accepted. Please note that most institutions do not accept noncredit courses and noncredit grade options for transfer credit. We cannot change a P/NP grade or NC grade option to a letter grade after recording it.

If you are unable to complete your course, you can also submit a petition to withdraw without academic penalty prior to your course end date and final exam or project due date or by the deadlines established for concurrent enrollment courses; please see more information below.

**Letter Grades**

A: Excellent  
B: Good  
C: Fair  
D: Barely passing  
F: Failure

Plus or minus grades may be recorded.

**Passed/Not Passed Grades**

P: Passed (equivalent to a C– or higher)  
NP: Not passed (lower than C–)

**Other Letter Designations**

NC: Not for credit. Signifies attendance but not completion of credit requirements.

W: Withdraw without academic penalty. You can submit a request to withdraw by logging in to your student account and submitting the request on the Enrollment History page. You may also print out, complete and submit a Petition to Withdraw form from your student account in the Forms and Policies section. The request or form must be submitted prior to your course end date and final exam or project due date, or by the deadlines established for concurrent enrollment courses. Visit extension.berkeley.edu/static/studentservices/concurrent for details. If your request to withdraw is approved, you receive a W grade that appears on your official transcript. Withdrawing from a course is not the same as dropping or receiving a refund for a course; strict deadlines apply to course drops/refunds. See Drops and Refunds on p. 227 for more information.

I—Incomplete; may be assigned by an instructor on an exceptional basis if the student’s coursework has been of passing quality but is not finished during the term or enrollment period due to circumstances beyond the student’s control. This Incomplete policy applies only to UC Berkeley Extension classroom and online courses. It does not apply to the Fall Program for Freshmen, Concurrent Enrollment, corporate training or any other course or program. Incomplete grades are not generally permitted for international students with F-1 non-immigrant status; exceptions must be approved by International Student Administrative Services.

Incomplete grades are contingent upon instructor approval, and instructors are under no obligation to grant them. To complete the course and receive a final grade, you must complete the course requirements within three months of the course end date. If you do not complete the work as agreed, instructors may opt to submit a final failing grade for you. If left unresolved, the grade ‘Incomplete’ (!) in any course becomes part of your permanent academic record.

An I designation is issued only if the instructor approves and all of the following criteria are met:

- You present extenuating circumstances to your instructor for not completing the course by the course end date.
- You have successfully completed 75% of the assignments, assessments or projects at least three weeks prior to the course end date.
- You and the instructor have made a written agreement on the work required to complete the course and document it with the Petition for ‘Incomplete’ Grade form. The written agreement must include a description of the remaining work required to complete the course and the due date by which you will submit the work to the instructor. The due date must be within three months of the course end date.
- For classroom and hybrid courses, instructors must note on the form the percentage of the
coursework completed and graded and the cumulative grade the student has earned to date. For online courses, instructors must note on the form all of the modules that have been submitted, graded and entered into the LMS gradebook to date (e.g., Modules 1-8) and the remaining modules that the student must complete (e.g., Modules 9-10).

- You must sign and present the Petition for ‘Incomplete’ Grade form to the instructor prior to the course end date. Online students should provide the completed petition form to instructors by scanning and e-mailing it as an attachment.

- Once completed and signed by you and the instructor, the instructor should forward the original Petition for ‘Incomplete’ Grade form to the address indicated on p. 1 of the form. You and the instructor should each retain a copy of the signed form.

- Online students only: Once enrollment expires or a grade of I is recorded, you may no longer have access to the online classroom or discussion forum. You must coordinate with your instructor to copy or print out any information from the online classroom or discussion forum that you need for reference as you continue and complete your coursework beyond your enrollment period.

Grade Point Averages

Although UC Berkeley Extension does not calculate or record an official grade point average (GPA) on your transcript, GPAs can be unofficially calculated on the basis of grades and number of units. The University's scale of grade points is A = 4, B = 3, C = 2, D = 1 and F = 0. A plus (+) or minus (-) may also be recorded. Grades with a plus sign (such as B+) carry 0.3 points more per unit; minus grades (such as A-) carry 0.3 points less. (An A+ counts as 4.0.) Work is shown in semester units unless otherwise noted.

Final Grade Reviews and Appeals

All student grades except Incomplete are final when submitted by the instructor to UC Berkeley Extension at the end of the course. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed or revised as a result of re-evaluation of student work, student re-examination or the submission of additional student work after the end of the course.

UC Berkeley Extension considers grades to be a matter of academic judgment on the part of the instructor. You may only challenge your grade and request a final grade review in certain circumstances. Grounds for requesting a grade review at the end of the course include:

1. Application of nonacademic criteria—such as consideration of race, politics, religion or gender—not directly reflective of performance related to course requirements;
2. Sexual harassment; or,
3. Clerical or procedural error in the calculation of your final grade.

Consult your instructor if you have a question about your final grade. If the matter is not resolved at the instructor level, write to your program director to request a final grade review within 30 days after your final grade is posted to your student account. Within your final grade review request, state which of the above three criteria comprises the grounds for the request. The program director then conducts the grade review and informs you of his or her decision—including any remedies, if applicable—within 30 days of receiving the request for review.

If, and only if, the above procedures have failed to resolve the matter, you may appeal the program director’s decision by submitting a letter addressed to the Dean’s Office, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. This written request for appeal must be initiated within 30 days after receiving the decision from the program director. The dean’s designee reviews the request for appeal, conducts an investigation and makes a decision—including any remedies, if applicable—within 30 days of receiving the request for appeal. The dean’s designee makes the final decision for unresolved grade appeals for all students enrolled in UC Berkeley Extension courses and programs.

In extenuating circumstances, the above time lines may be extended.

Transcripts and Records

Records

We maintain permanent academic records for UC Berkeley Extension students who have completed credit courses and noncredit courses numbered 800–899, and noncredit courses that carry CEU values. UC Berkeley Extension transitioned to a new student information system between July 9, 2013 and May 16, 2014. You can log in to your student account on the UC Berkeley Extension website and view your enrollment history including coursework and final course grades. You can also download and print enrollment confirmations and achievement reports. However, due to the system transition, you may not be able to view your academic history in its entirety. To review your full academic history, you can order a transcript or you can come in person to our Student Services offices in Berkeley and request to view your academic record. Our business hours are Monday–Friday, 9 am–3 pm, Pacific time. For more information, please email extension-records@berkeley.edu or call (510) 642-4111, Option 3.

Ordering Transcripts

You have three options to order transcripts: online, by mail or in person. No phone or email orders are accepted. All transcript orders require a signed authorization, which includes the signature of the student whose record is requested. Please note that courses in progress are not included on transcripts.

All transcripts—standard and rush—are sent via U.S. First-Class Mail unless requested otherwise.

Rush Service

If you need transcript(s) mailed sooner, you may opt for rush service ($15 rush service fee required per order). All transcripts requested in the same order are processed as rush requests for a single $15 rush fee. Rush service ensures that transcript(s) are mailed within two business days after the receipt of the signed authorization and payment. Ensure that all grades have been submitted and recorded before requesting rush transcripts. Grades that have not been recorded are not included on transcripts.

Hold for Final Grades Option

Your transcript includes all courses for which final grades have been submitted and recorded. If you have not yet finished your coursework or have not received grades for courses that must appear on your transcript, check “Hold for final grade(s)” on the order form and indicate the course title, term and year that you will complete that coursework. The UC Berkeley Extension Registrar’s Office will not issue your transcript(s) until those grades have been recorded. No partial transcripts are issued.

Ordering Transcripts Online

Order transcripts online (including rush transcripts) through Credential Solutions Transcript Ordering Services at https://www.cREDENTIALS-inc.com/cgi-bin/dvcgcpgm?ALUMTROEX132. Complete the contact information and transcript request details, choose standard or rush service, opt to have the transcripts sent either by U.S. First-Class Mail or a courier service (such as FedEx), and pay by credit card. During the ordering process, you will be provided with an authorization form; you can either print this form immediately or have a printable PDF emailed to you. Print and sign the authorization form, and return the form as directed by Credential Solutions. Your transcript request cannot be completed until the authorization form is received, regardless of when you place your online order. Transcripts ordered online are sent as a standard request via U.S. First-Class Mail unless requested otherwise.

Ordering Transcripts by Mail

Order transcripts (including rush transcripts) by mail with the Transcript Request and Authorization form available at extension.berkeley.edu/upload/transcript.pdf. There is an additional handling charge of $2.25 per transcript for Internet orders.

Print and complete the form, sign the form to authorize release of your transcript(s), choose standard or rush service, opt to have the transcripts sent by U.S. First Class mail or by courier service (e.g., Federal Express), and select the appropriate payment amount and method. Mail the form with payment to UC Berkeley Extension at the address listed on the form; your request will be processed when it is received. The Transcript Request and Authorization form may not be emailed or faxed, and digital signatures are not accepted. Transcripts ordered by mail are sent as a standard request via U.S. First-Class Mail unless requested otherwise.

Ordering Transcripts in Person and Same-Day Pickup

Order transcripts (including rush transcripts) in person with the Transcript Request and
Authorization form available at extension.berkeley.edu/upload/transcript.pdf.

Print and complete the form, sign the form to authorize release of your transcript(s), choose standard or rush service, opt to have the transcripts sent by U.S. First Class mail, by courier service (e.g., Federal Express), or by same-day pickup service, and select the appropriate payment amount and method. All in-person same-day pickup rush service requests for transcript(s) require you to present your photo ID and to pay the $15 rush service charge per order. Bring the form and payment to the Student Services Office at 1955 University Ave., Suite 110, Berkeley, CA 94704-7000, Monday–Friday, 9 am–3 pm, Pacific time. If another person is paying for and picking up your transcript for you, he or she must provide a photo ID and a written authorization, signed by you, to receive the transcript.

Partial Transcripts
UC Berkeley Extension does not issue in-progress or partial transcripts. You can print or download an Enrollment Confirmation or receipt by logging into your student account on the Extension website.

Transcript Holds
A hold may be placed on your records and no request for transcript is granted until all outstanding balances to the University are paid in full.

Course Description Availability
Past catalogs are available on the website in PDF format. If you cannot find the course description on the website, you may order one by completing a Transcript Request and Authorization form. (See Ordering Transcripts by Mail on this page for more information.) Course descriptions are copied from the appropriate UC Berkeley Extension catalog. There is a $15 charge for each copy of each course description requested.

For information on privacy, student accounts, and mailing list and address changes, please see Policies and General Information on p. 233.

Professional Certificates, Specialized Programs of Study and Other Curricula

Curricula
UC Berkeley Extension offers professional certificates and other organized curricula in a variety of subject areas. (For the complete list, see pp. 270–271.)

Getting Started
Consult the program’s description in this catalog for recommended beginning courses or procedures.

Registration Procedures
You must register for a professional certificate or specialized program of study to receive your official completion documents. By registering for a certificate or program, you declare your intent to complete the published curriculum at the time of registration. We strongly recommend you register by your third course; see individual certificate and program requirements for details. To register online, select a certificate or program at extension.berkeley.edu/cert. On the certificate or program page, scroll down to find How to Register and submit the online registration. Create your student account profile if you are a new student, and pay the registration fee. To register by mail, use the form on p. 272. Mail it as indicated, and include the registration fee. Do not send cash

Some certificates and programs require application for candidacy before enrolling in courses; please read individual certificate and program requirements carefully.

Requirements are updated based on new developments in the field of study; we recommend completing the curriculum in a timely manner.

Fees
The registration fee for professional certificates is $150; the registration fees for specialized programs of study are $100 or $50, depending on the specific program.

All fees must accompany the registration. All fees are subject to change without notice. Certificate and program registration fees are nonrefundable.

Preparation
For many professional certificates, a college degree or comparable professional experience is recommended. Some certificates have more specific prerequisites; please review the program description.

Substitutions, Waivers and Transfer Credit
Requests for substitutions, waivers and transfer credit are only considered in programs totalling more than 120 instructional hours (8 semester units or more). As a general rule, substitutions, waivers and transfer credit are not permitted for courses in other types of programs. Contact the program director for further information.

All course substitution coursework, including UC Berkeley Extension course substitutions, transfer credit and waivers, must not exceed one-fourth of the total number of semester units and hours of the program. If you are interested in earning more than one UC Berkeley Extension certificate or award of completion, no more than one-fourth of the courses can overlap between each program that you pursue.

Contact the program director prior to beginning the program to request a course substitution, waiver or transfer credit. You must include detailed information about the program credit course requirement that you are requesting to substitute or waive, and detailed information about the credit course or transfer credit that you request to serve as a substitution. Requests for course substitutions, waivers and transfer credit must be approved in advance by the program director and are subject to final review and approval by the department director and the dean of UC Berkeley Extension.

There may be a fee to waive or substitute courses.

Transfer Credit
For transfer credit, you must provide the program director with your official transcript from a regionally accredited university or college and the description of the course you wish to transfer.

Transfer credit is only accepted if:
1. You completed all coursework to be transferred prior to beginning the program at UC Berkeley Extension.
2. Your substitution coursework—including UC Berkeley Extension course substitutions, transfer credit and waivers—does not exceed one-fourth of the total number of semester units/hours required for the program.
3. You have obtained a B or higher grade in all transfer coursework.
4. You completed all transfer coursework at a regionally accredited university or college.
5. You completed all transfer coursework within five years of beginning your program at UC Berkeley Extension.

Conversion of Semester and Quarter Units
Semester-unit equivalents in quarter units:
Semester units 1 2 3 4
Quarter units 1½ 3 4½ 6

Online Professional Certificates and Specialized Programs of Study
Several professional certificates and specialized programs of study are offered online. For more information, visit extension.berkeley.edu/online.

Obtaining the Certificate or Award of Completion
When you have satisfied your program course requirements, you must notify your academic department to receive the certificate or Award of Completion.

Transcript Notation
Completion of the professional certificate or program is notated on your permanent record (transcript). For some intensive workshops and individual courses, you may receive a certificate of participation. While your course or workshop and associated grade or CEUs appear on your permanent
Financial Assistance

You must be registered in a certificate or post-baccalaureate program to be certified for financial assistance. Financial assistance is not available for international students, for online programs or courses, or for concurrent enrollment courses. For specific questions regarding your eligibility, please email extension-finast@berkeley.edu.

UC Berkeley Extension only certifies alternative private educational loans for students enrolled in certificate and post-baccalaureate programs that consist of 140 instructional hours or more (equates to 10 semester units or more). Extension programs and certificates are not eligible for federally sponsored (Title IV) financial aid, and 529 plans or Cloverdale ESA plans. Students cannot apply for aid for Extension programs or certificates through the Free Application for Federal Student Aid (FAFSA). Extension is not approved to complete in-school loan deferments for federally sponsored financial assistance (Title IV) loans. Exceptions include the Fall Program for Freshmen.

If you are considering applying for an alternative private educational loan, you should be aware of the differences between private student loans and federal student loans:

- Unlike federal loans, private student loans are not required by law to provide a range of flexible repayment options including, but not limited to, income-based and income-contingent repayment plans, as well as loan forgiveness benefits.
- Private student loans are not always available to students regardless of income. Federal direct loans are available to most students regardless of income, but other qualification criteria apply. For more information, visit www.studentaid.ed.gov/eligibility.
- Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions.
- The interest rate on a private loan may depend on the borrower’s and/or co-signer’s credit rating.
- Private student loans have a range of interest rates and fees, and students should determine the interest rate of, and any fees associated with, the private student loan included in their financial assistance package before accepting the loan. Students should contact the lender of the private student loan or the UC Berkeley Extension financial aid office at extension-finast@berkeley.edu if they have any questions about a private student loan.

Alternative private loans are certified each term for a maximum of the total amount of course fees, $150 for the one-time certificate registration or application fee, and $50 per course for textbooks. UC Berkeley Extension does not certify loans for living expenses. For programs that require an application process, you must be accepted into the program before being certified for loans. You must maintain satisfactory academic progress in your program to remain eligible for financial assistance in future terms.

Select a Lender to Apply for Alternative Private Loans

You are free to borrow from any lender of your choosing. We encourage you to review lender terms and conditions and carefully consider the benefits and repayment information before choosing a lender. Visit extension.berkeley.edu/static/studentservices/certprog to find a list of preferred lenders and to review additional policies and procedures regarding private financial assistance. To review The University of California Code of Conduct in regard to Preferred Lender Arrangements, visit www.ucop.edu/student-affairs/_files/loans/codeofconduct.pdf.

Your student loan must be certified by Extension and approved by the bank at least four weeks prior to your first class meeting. For the loan to be certified, email your class list with your proposed class to extension-finast@berkeley.edu. You must pick up your check from our main office in Berkeley, Monday–Friday, 8:30 am–4 pm, except holidays. Payee’s valid government-issued photo ID is required for check release. Before the current term’s check can be released, you must demonstrate your intent to enroll by paying for at least one class during the current term.

Email extension-finast@berkeley.edu for additional information.

Satisfactory Academic Progress

For financial assistance purposes, satisfactory academic progress is successfully completed coursework as defined by the program for a minimum of two terms per calendar year. You are required to maintain satisfactory academic progress for loan eligibility.

Verification of Enrollment

UC Berkeley Extension is not approved to complete loan deferments for federally sponsored financial assistance (Title IV). For other types of loan deferments, submit loan-deferment forms, insurance forms and other such documents to the Registrar’s Office, Attn.: Records, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. Verification of student record information for employment and background reviews requires a fee and a signed release form from you. UC Berkeley Extension denotes whether you are taking your coursework online on the forms you submit. Please allow 15 business days for processing. If you have questions, call (510) 642-4111 (option 3) or email extension-records@berkeley.edu.

Full- and Half-Time Study

UC Berkeley Extension defines full- and half-time study as follows:

<table>
<thead>
<tr>
<th>Course type</th>
<th>Full time</th>
<th>Half time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses numbered 1–199</td>
<td>12 semester units</td>
<td>6-11.9 semester units</td>
</tr>
<tr>
<td>(undergraduate-level)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses numbered 200–299</td>
<td>12 semester units</td>
<td>6-11.9 semester units</td>
</tr>
<tr>
<td>(graduate-level)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Call (510) 643-2843 or email extension-finast@berkeley.edu for information regarding financial assistance.

Military Educational Benefits

Military Spouse Career Advancement Accounts (MyCAA)

UC Berkeley Extension participates in the Military Spouse Career Advancement Accounts (MyCAA) program. This program provides financial assistance for military spouses who are pursuing a certificate or program of study at UC Berkeley Extension. For program eligibility requirements and restrictions, contact Military One Source at (800) 342-9647 or visit militaryonesource.com.

For detailed information regarding the enrollment process, please visit extension.berkeley.edu/static/studentservices/career/#military or email extension-studentaffairs@berkeley.edu.

Veterans’ Benefits

Currently, UC Berkeley Extension is approved by the U.S. Department of Veterans Affairs (VA) to offer educational benefits for students who are eligible for Vocational Rehabilitation (Chapter 31). UC Berkeley Extension is not approved by the VA to offer other educational benefits at this time.

The VA Chapter 31 Vocational Rehabilitation benefits cover the items specified on the Voucher 1905 issued by your VA educational benefits counselor; it covers the full course fee, books and materials, and parking. In most cases, Extension bills the VA for the course fee and you work with your VA education benefits counselor to obtain or get reimbursed for the books and materials and parking.

For more information on eligibility for Chapter 31, visit the US Department of Veterans Affairs website at www.benefits.va.gov/VOCREHAB/edu_voc_counseling.asp.

For more information on the enrollment process, visit extension.berkeley.edu/static/studentservices/career/#affairs. You can also email extension-records@berkeley.edu or call (510) 642-4111, Option 3.

Cal Vet Tuition Exemption

Under California law and University of California policy, the Cal Vet tuition exemption applies only to certain charges assessed to students in state-supported programs. Because UC Berkeley Extension is a self-supporting program, students enrolled in UC Berkeley Extension programs are not eligible for the Cal Vet tuition exemption. If you have any questions about the applicability of the Cal Vet tuition exemption policy at the University of California, email extension-studentaffairs@berkeley.edu.
Tuition Assistance for Active Duty Military
Effective Sept. 5, 2014, UC Berkeley Extension is no longer eligible to participate in tuition assistance programs for military. The Department of Defense Voluntary Education Program requires that all programs and courses be certified to participate in the U.S. Department of Education’s Title IV student aid programs, and UC Berkeley Extension’s continuing education programs and courses do not meet this new requirement.

DANTES
UC Berkeley Extension is no longer eligible to accept DANTES (Defense Activity for Non-Traditional Education Support).

Concurrent Enrollment
UC Berkeley campus courses are open to the public on a space-available basis through Extension’s concurrent enrollment program. Contact your academic adviser or articulation officer about transfer credit before enrolling to confirm that concurrent enrollment works for your goals. Note: This program is for fall and spring terms only. For Summer Sessions, please refer to summer.berkeley.edu.

To be approved for concurrent enrollment, you must meet all course prerequisites; transcripts or other documentation may be required before the application can be approved. The course instructor, department chair, and, in some cases, the dean of the school or college must approve your concurrent enrollment class application(s). You are considered an Extension student when your course application is accepted through concurrent enrollment; thus, Extension maintains the transcript of record. Participating in UC Berkeley Extension’s Concurrent Enrollment program does not in itself provide preference in admission to the University of California. Students interested in applying to UC should refer to the UC Admissions website at admissions.berkeley.edu.

Note: Academic Senate regulation A208 requires that UC Berkeley–equivalent coursework and grade points undertaken through Extension by UC Berkeley–matriculated undergraduates be included on the Berkeley transcript. See extension.berkeley.edu/static/studentservices/grades/#credit for more information.

Concurrent enrollment fees and deadlines for application, add/drop, payment, refund request and change of grading option are listed at extension.berkeley.edu/static/studentservices/concurrent. Late applications are not accepted.

For frequently asked questions, visit extension.berkeley.edu/static/studentservices/concurrent or email concurrent@berkeley.edu.

Policies and General Information

Holidays
UC Berkeley Extension is closed on:
- Martin Luther King Jr. Day: Jan. 18
- Presidents’ Day: Feb. 15
- Cesar Chavez Day: March 25
- Memorial Day: May 30

Family Educational Rights and Privacy Act (FERPA) Disclosure Policy
The UC Berkeley Extension Dean’s Office is responsible for maintaining Extension student records, and any questions about them should be addressed to the Dean’s Office in writing. The policy governing the disclosure of information from student records is available at extension.berkeley.edu/static/studentservices/policies. This policy provides for your right to be informed about where student records are located, to review your own records, to request corrections, to grieve alleged violations of privacy, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education. UC Berkeley Extension adheres to the privacy requirements in FERPA, the California Information Practices Act, and all other applicable federal and state laws and regulations that safeguard education records, privacy and confidentiality.

UC Berkeley Extension uses the preferred contact information that you have designated in your student account to communicate with you for school administrative purposes.

UC Berkeley Extension has designated the following as public information under the policy, and on request may release this information to the general public, including potential employers: student names; terms of attendance; and major fields of study, including any earned certificates or other program completion awards. You may opt out of releasing this information by logging into your student profile and changing your privacy settings.

For more information, see Student Accounts and Mailing List and Address Changes below and our privacy policy at extension.berkeley.edu/static/studentservices/policies/#privacy.

Student Accounts
All students are expected to maintain only one UC Berkeley Extension student account. Please call (510) 642-4111 for assistance if you accidentally created multiple student accounts, are locked out of your account, have entered your name incorrectly or are having other technical problems. Extension may periodically request you to provide a government-issued ID to verify your account, identity and address. Please note that a legal name change also requires a copy of the legal document that attests to the name change (e.g., marriage certificate, court order, and so forth). Violations of this policy may be subject to disciplinary action under the UC Berkeley Extension Code of Student Conduct.

Mailing List and Address Changes
In your online student account under My Profile, you can opt in or out of receiving the print course catalog and promotional emails, and you can also indicate your academic interests. To be removed from the mailing list, you can also clip the catalog mailing label and send it to UC Berkeley Extension, CMS Dept., 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. UC Berkeley Extension never sells its mailing list. Please refer to the privacy policy for further information: extension.berkeley.edu/static/studentservices/policies/#privacy.

If you have moved since you last enrolled, you can update your contact information for your permanent student record in your online student account under My Profile. You can also submit a Change of Permanent Student Information form in person, by mail or by fax to (510) 642-2333. The change form is available online at extension.berkeley.edu/upload/change.pdf or you may request to have it mailed to you by calling (510) 642-4111. The completed form must include your signature. To change your name, please refer to Student Accounts.

Disabled Student Services
The mission of UC Berkeley Extension’s Disabled Student Services (EXDSS) is to provide equal access and opportunities to all Extension programs and services for persons with disabilities and special needs. To ensure access to our courses and programs, EXDSS facilitates collaboration between students, instructors, academic departments and the campus community, including the UC Berkeley Disabled Students’ Program, which confirms eligibility of accommodations for all Extension students.

If you are a student with special needs, you should contact the academic department and request to review the course syllabus to help you determine if academic support is required for your course. We highly recommend that you contact EXDSS as soon as you realize you might have a need so that you can take full advantage of our resources and so that we can arrange any required support services for you in a timely manner. If you have received academic accommodations in the past but are unsure whether you need them for your Extension coursework, we suggest that you complete the intake and accommodation procedure. You always have the option not to use such services during the term.

Before the course start date, contact EXDSS at: UC Berkeley Extension Disabled Student Services 1995 University Ave., Ste. 110 Berkeley, CA 94704-7000 (510) 642-5732 Fax: (510) 642-0374 extension-dss@berkeley.edu

For more information, visit extension.berkeley.edu/static/studentservices/career/disabled.

Library Use
Extension students can use the UC Berkeley campus libraries. To apply for borrower’s privileges at the circulation department of the Doe Library, bring your enrollment confirmation and a valid California driver’s license. You are eligible for a reduced fee of $25 for six months, payable with a money order or check imprinted with your name and address. (Cash
Textbooks
You are free to purchase your textbooks from any vendor. Textbook information is available on the website under the course section information. You should note the ISBN when making purchases as publishers frequently update editions.
Several online booksellers specialize in textbook sales and rentals. You can also special order textbooks through most local and chain bookstores. Please be sure to thoroughly review the return policies before making a purchasing decision as UC Berkeley Extension does not reimburse students for course materials in the event of a textbook change or an unexpected cancellation or rescheduled course section.

Proctored Final Exam Fee
Students not enrolled at UC Berkeley Extension must pay a $150 fee for taking a proctored exam at the Golden Bear Center, San Francisco Campus or Belmont Center. There is no proctoring fee to take a final exam at our facilities for students enrolled in UC Berkeley Extension online courses. Please contact extension-exams@berkeley.edu for further information.

Education Tax Credit Form 1098-T
You may be eligible for tax credits through the Taxpayer Relief Act of 1997. To determine eligibility, contact the Internal Revenue Service (IRS), a tax consultant or an accountant. The IRS Form 1098-T Tuition Statement is used to assist taxpayers in determining eligibility for an educational tax credit and/or deduction. The University of California has contracted with the Tax Credit Reporting Service (TCRS) to electronically produce your IRS Form 1098-T Tuition Statement. UC Berkeley Extension issues you a Form 1098-T if you had at least one reportable transaction (such as a tuition payment or a program application or registration fee) during the calendar year. The IRS requires all educational institutions to request students provide a Social Security Number or an Individual Taxpayer Identification Number; log in to your student account to update this information under My Profile before the end of the calendar year. For additional information, please visit extension.berkeley.edu/static/studentservices/geninfo/#taxrelief or email extension-info@berkeley.edu.

On or after Jan. 31 after each calendar year has ended, you can access your Form 1098-T online by logging in to www.1098t.com. (You need your student ID to log in.) Form 1098-Ts will no longer be mailed via the U.S. Postal Service. Visit www.1098t.com to retrieve your 1098-T or call 1 (877) 467-3821 for further assistance.

Classroom Rental
UC Berkeley Extension classrooms may be rented for meetings and training sessions on a space-available basis weekdays, 8:30 am–5 pm Pacific time. For information about rates and availability, email extension-rentals@berkeley.edu. You must give a minimum of three weeks advance notice for rental requests. Rentals require a certificate of insurance.

International Student Policies
International students interested in studying full-time at UC Berkeley Extension on an F-1 visa should visit extension.berkeley.edu/static/international/for additional information about available full-time programs. International students with a Form I-20 that is issued by UC Berkeley Extension must be enrolled full time and must file a study list every term. The definition of full-time study differs depending upon the type of program in which you are enrolled. For concurrent enrollment, the full-time load is dependent on the load requirements of the inviting academic department. Please note that not all UC Berkeley Extension programs are available for full-time study.

If you are visiting the United States on a B1/B2 tourist visa, you are prohibited from enrolling into a full-time credit program of study at UC Berkeley Extension. You may take a credit course at UC Berkeley Extension only for recreational purposes; you may also take noncredit courses for corporate training purposes. Studying cannot be the main purpose of your visit, and your course cannot exceed 18 instructional hours per week. Refer to your visa application for more details, and see extension.berkeley.edu/static/studentservices/policies for specific restrictions before enrolling.

Nondiscrimination Policy
The University of California, in accordance with applicable federal and state law and the University’s policies, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. For more information, refer to extension.berkeley.edu/static/studentservices/policies.

Sexual Harassment and Violence
Sexual harassment and violence are prohibited both by law and by University of California policy. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal or physical contact of a sexual nature. Sexual harassment includes conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Sexual harassment includes sexual violence. For further details on the policy, reporting procedures and resources, please visit extension.berkeley.edu/static/studentservices/policies/#sexharass.

Honor Code and Student Conduct
All members of the UC Berkeley Extension Community are expected to act with honesty, integrity and respect for others. For further information, refer to:
• How to Maintain Your Academic Integrity: extension.berkeley.edu/static/studentservices/policies/integrity
• UC Berkeley Extension Code of Student Conduct: extension.berkeley.edu/static/studentservices/policies/#conduct

Safety and Security
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that institutions of higher education make information regarding crime statistics and campus security available to students.
You can access the report online at police.berkeley.edu/clery/crinfo.html or visit police.berkeley.edu for this and other safety information.

Classroom Recording
As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations to facilitate the learning process.
The University of California Policy on Use of Course Recordings of Course Presentations is intended to protect, and not restrict, the core academic values and processes of the University. When recordings are made of course presentations in any medium and those recordings are shared or distributed, the distribution must be conducted in a way that ensures compliance with University policies; protects the integrity and quality of the teaching and learning experience; and protects the interests of the University, the course instructor, and the University’s students.
For additional information, visit extension.berkeley.edu/static/studentservices/geninfo/#recording.

UC Berkeley Non-Smoking Policy
Consistent with its emphasis on health and environmental protection, the University of California, Berkeley, is tobacco-free effective Jan. 1, 2014, meaning the use of tobacco, smokeless tobacco or unregulated nicotine products (i.e., e-cigarettes) is strictly prohibited in indoor and outdoor spaces owned or leased by UC Berkeley. Anyone found violating this policy will be asked to cease the activity immediately.

Comments and Feedback
Please email customer service comments and feedback to extension-registrar@berkeley.edu.
Location Information

Berkeley: Golden Bear Center
1995 University Ave., Berkeley, CA 94704
Administrative reception: (510) 642-4111
Classroom support: (510) 642-7981
Office hours: Monday–Friday, 8:30 am–5 pm, except holidays (see p. 233). Telephone hours are Monday–Friday, 9 am–5 pm.

Center Wi-Fi Options
AirBears and AirBears 2: Available to all instructors, Concurrent Enrollment and Fall Program for Freshmen students.
attwifi: Available free for AT&T customers and for a fee to the general public.
CalVisitor: a campus-wide visitor Wi-Fi network.
Open Computer Lab
Monday–Thursday: 8:30 am–9:30 pm
Friday: 8:30 am–4:30 pm
Saturday and Sunday: 10 am–5 pm

Access to Classroom Facilities
For main offices, second-floor classrooms and enrollment/information desk: UC Berkeley Extension, Golden Bear Center, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000; see map below. If you are taking evening or weekend classes, you should use the far-right elevator to access classrooms on the second floor.

Access for Students With Disabilities
See Disabled Student Services, p. 233, for information about the accessibility of UC Berkeley Extension courses.

Public Transportation and Auto Access
Visit extension.berkeley.edu/static/locations for information on how to get to campus classrooms.

UC Berkeley Campus
Class meetings on the Berkeley campus normally begin 10 minutes after the time printed.

Campus Wi-Fi Options
AirBears and AirBears 2: Available to all instructors, Concurrent Enrollment and Fall Program for Freshmen students.
attwifi: Available free for AT&T customers and for a fee to the general public.
CalVisitor: a campus-wide visitor Wi-Fi network.

Public Transportation and Auto Access
Visit extension.berkeley.edu/static/locations for information on how to get to campus classrooms.

Campus Night Safety and Services
The Night Safety Shuttle is a shuttle bus that travels short distances to and from the campus at night. For information, call (510) 642-WALK (642-9255) or visit http://pt.berkeley.edu/around/transit/routes.

A nighttime walk map, available on request, shows the most frequented and well-lit walk routes through campus. Plan to walk through campus using these routes. Walk accompanied by an escort or friend at all times. To request the nighttime walk map, call (510) 642-4111 or pick up a copy at the UC Berkeley Extension registration desk.

BearWALK (Night Safety Escort) Service is available on campus seven nights a week. To obtain an escort, stop one of the Community Service Officers or call (510) 642-WALK (642-9255). Community Service Officers are uniformed, radio-equipped student employees of the UC Police Department. You may see them patrolling the night walk routes. You can download a BearaWALK app at http://bearwalk.berkeley.edu.

Parking on and Near the Campus
Parking and Transportation (P&T) office: 2150 Kittredge St. (at Fulton), (510) 643-7701
Office hours: Monday–Friday, 7:30 am–4 pm
Parking information is current as of publication of this catalog; please call P&T for current information or check the website at http://pt.berkeley.edu.

Parking Lots
At campus parking lots without an attendant, visitors are required to pay in advance at a pay station. Always refer to posted lot and machine signs for parking rates and instructions.

Hours of Operation
Monday–Sunday: 5 am–2 am. (Lots are closed 2 am–5 am.)
Hourly visitor parking is available in specified parking areas Monday–Friday from 5 am–5 pm. After 5 pm, Monday–Friday and weekends, hourly public parking is available in all campus parking areas unless otherwise indicated on parking control signs. UC Berkeley Extension cannot reimburse you for parking fees or violations under any circumstances.

Pricing During Off-Peak Hours
During off-peak hours, 5 pm–2 am, public parking is available on non-restricted campus lots. Check posted signs for rates and times. Off-peak public parking is paid for with cash or credit card at a ticket machine. There is no attendant on duty.

Locations
Refer to the UC Berkeley Visitor Parking Map online to find locations. http://pt.berkeley.edu/parking/visitor.

Parking restrictions: Parking is not allowed in the following areas: reserved spaces, lots posted with signs stating “Warning: Restricted to Central Campus Permit Holders,” colored curbs and unmarked areas. During special events, increased fees and/or special permits may be required or parking may be restricted or suspended.

Public parking: Public parking is available in municipal lots and garages around the campus. For maps and current information, refer to http://pt.berkeley.edu/park.

Access for Students With Disabilities
For information about wheelchair-accessible campus buildings, call the Disabled Students Program, (510) 642-0518 or visit http://dsp.berkeley.edu. See p. 233 for information about the accessibility of UC Berkeley Extension courses. See also the information under Campus Night Safety and Services on this page.
Belmont: Belmont Center
1301 Shoreway Rd., Suite 400
Belmont, CA 94002
Administrative reception and classroom support: (650) 594-9623
Office hours: Open when classes are in session and some additional weekday hours. Please call ahead if visiting outside of class times.

Center Wi-Fi Options
AirBears and AirBears 2: Available to all instructors, Concurrent Enrollment and Fall Program for Freshmen students.
attwifi: Available free for AT&T customers and for a fee to the general public.
CalVisitor: a campus-wide visitor Wi-Fi network.

Access to Classroom Facilities
All classes are held on the fourth floor. Use the bank of elevators located off the main atrium.

Access for Students With Disabilities
See Disabled Student Services, p. 233, for information about the accessibility of UC Berkeley Extension courses.

Public Transportation and Auto Access
Visit extension.berkeley.edu/static/locations for information on how to get to the Belmont Center.

San Francisco: San Francisco Campus
160 Spear St., Floors 5, 6 and 7
San Francisco, CA 94105
Administrative reception and classroom support: (415) 284-1060
Office hours: Monday–Friday, 8 am–5 pm. The facility is open later on weekend evenings and on Saturdays when classes are in session or when labs are open.

Center Wi-Fi Options
AirBears and AirBears 2: Available to all instructors, Concurrent Enrollment and Fall Program for Freshmen students.
attwifi: Available free for AT&T customers and for a fee to the general public.
CalVisitor: a campus-wide visitor Wi-Fi network.

Open Computer Lab
Monday–Thursday: 12–9:45 pm
Friday: 10 am–5 pm
Saturday: 10 am–5 pm

Access to Classroom Facilities
Spear Street building access Monday–Friday, 7:30 am–7:30 pm. Use Main Street entrance after 7:30 pm and on Saturday. Check in at the security desk.

Access for Students With Disabilities
See Disabled Student Services, p. 233, for information about the accessibility of UC Berkeley Extension courses.

Parking
There is a parking garage under the building, and several public garages are located nearby. Discount parking is available weekday evenings after 5 pm at the Rincon Center Garage at 121 Spear St., 75 Howard St. Garage and the 160 Spear St. Garage. Discount rates and early access are available Saturdays at the Rincon Center Garage. Check posted rates, and notify the parking attendant on duty that you are a UC Berkeley Extension student. Additional information is available at extension.berkeley.edu/static/locations.
### Instructor Biographies

**Riham Abouleisa**, Ph.D., is a General Biology Laboratory I instructor at UC Berkeley Extension and Organic Chemistry Laboratory instructor at Notre Dame Du Namur University, Belmont, Calif. Her doctoral research focused on drug development projects to treat cardiac hypertrophic response through blocking the activity of PMCA4. Previously, Abouleisa was a laboratory instructor at the University of Manchester. She monitors master’s and medical students throughout their projects.

**Robert Adams**, M.S., is currently employed by Northrop Grumman in Baltimore, where he has worked since 1979 as a software programmer, systems designer, systems engineer and technical lead engineer on numerous defense-related programs. Independently, he does Web programming and consulting, and has taught for UC Berkeley Extension for more than 10 years.

**Erick Ahrens**, B.S., M.B.A., is a senior business analyst at UCSF, leading development of business intelligence (BI) and data mart systems, and supporting balanced scorecard (BSC) and performance information systems.

**Nidhi Ahuja**, Ph.D., is an adjunct professor and instructor at Merritt College, where she teaches biological sciences. She completed her postdoctoral studies at UCSF. Her research focuses on bacterial pathogenesis.

**Ali Aiyed**, Ph.D., PMP, is an information technology manager with Bayer Corp. in Berkeley. Aiyed’s expertise is in large and complex IT infrastructure projects, focusing on acquisition and divestiture projects and communications in the global environment and across cultures.

**Stephen Albert**, M.F.A., is a landscape design consultant and garden writer based in Sonoma, Calif. He works with the Albert Group, a San Francisco project management firm, and is the publisher of Harvesttable.com.

**Thomas Albert**, Ph.D., is an advisory technical writer at Accelrys, a software company that provides informatic tools for research in chemistry and biology.

**Woody Alexander**, M.B.A., has administered sales, marketing, distribution and management responsibilities on regional, national and international levels. He has expertise in developing sales and marketing management plans; recruiting, hiring, training and directing employees; sales forecasting; budgeting, accounting, and financial and compensation planning; order development; and implementing systems and procedures.

**Cheryl Allen**, M.S., PMP, Extension Honored Instructor, is a project management consultant and trainer specializing in practical management processes for software projects. She has more than 20 years of experience with both the technical and management aspects of software projects. Her training and consulting assignments have covered topics that include software-development methodologies and strategic and tactical planning.

**Steven Allen**, Ph.D., served as program director for the Chemical Dependency Recovery Program at Kaiser Permanente Medical Center, Vallejo, Calif., for the past 20 years. He was also the director at Central County Community Mental Health Center for Contra Costa County Health Services.

**Raja Almukahhal**, Ph.D., has worked as a college professor, research analyst, high school teacher, department chairman, content writer and reviewer, author, planetarium director, business-education consultant and entrepreneur. He has published books on physics and astronomy, including Physics Laboratory Experiments for the Gifted: Middle and High School (Gifted Education, 2005).

**Peter Alter**, Ph.D., is an associate professor of education at St. Mary’s College of California. His key areas of interest are classroom and behavior management, special education and effective teacher preparation. Alter was a three-time nominee as a Faculty Favorite (2008–2010). He was the co-editor of Beyond Behavior, the practitioner journal of the Council for Children With Behavior Disorders from 2010–2013. He has 18 publications including a co-authored textbook Managing Classroom Behavior Using Positive Behavior Supports (Pearson, 2011).

**Donna Altes**, B.A., teaches language arts, English as a second language and life skills for adolescents. She has also taught the CLAD/CTEL course to teachers, consulted with districts on how to teach their students who are acquiring a second language and worked for an ELD publisher for more than 10 years. Altes has made learning relevant and inspiring for students and teachers for more than four decades.

**Yvette Alva-Campbell**, Ph.D., studies population genetics, ecology and geology in order to understand the underlying evolutionary mechanisms responsible for dispersal among marine fish.

**Mark Angel**, M.B.A., B.S., PMP, has more than 30 years of experience in the IT, telecommunications, city government, aerospace, airline and banking sectors. He is a senior program manager in the telecommunications industry. His expertise includes project management, systems analysis and system implementation.

**Miguel Angelles**, M.P.H., M.D., is an anatomy instructor at Stanford University School of Medicine. He also teaches anatomy and physiology at De Anza College and Merritt College. His background as a medical doctor and specialist in obstetrics and gynecology gives his classes a practical approach and emphasis in clinical situations to understand the function of the human body.

**Rich Arzaga**, B.S., CCIM, CFP®, is the founder and CEO of Cornerstone Wealth Management. In 2008, he was recognized by UC Berkeley Extension as the Instructor of the Year for Personal Financial Planning. He is also one of only four advisers in the past 25 years to receive the Charles L. Herrington Distinguished Advisor Award, and ranks among Worth magazine’s Best 250 Wealth Advisors in the Nation.

**Elie W. Asmar**, M.S.E., CKM, PMP, Extension Honored Instructor, is co-founder and president of Interpro.com. He leads teams in developing and implementing strategic initiatives for global organizations in the semiconductor, information technology and biotechnology industries.

**Sue Bae**, Ed.D., has been a teacher and educator for 20 years, teaching ESL in the U.S. and EFL in Asia and South America. She has presented at TESOL, CATESOL and at private local events. Bae currently teaches at UC Berkeley Extension and the University of San Francisco.

**Marjorie Bailey**, CPA, has more than 20 years of accounting and auditing experience at public and private companies. She is currently a CFO of a nonprofit organization. Bailey has taught graduate and undergraduate accounting and auditing courses for more than 15 years.
Mark Balabanis, Ph.D., is in private practice in Oakland, Calif., and specializes in cognitive behavioral therapy for adults with mood, anxiety, post-traumatic stress (PTSD) and substance-use disorders. He also worked at the Veterans Affairs medical centers in San Francisco and Pittsburgh, treating veterans with substance-use disorders and co-occurring PTSD.

Robin Ball, Ph.D., has taught neuroscience and physiology courses at UC Berkeley and UC Berkeley Extension. Her research focuses on understanding the cellular pathways that regulate synaptic growth and plasticity.

Rajeev Banerjee, M.S., Ph.D., is a tenured faculty member at Laney College in Oakland, Calif. Banerjee has more than 15 years of research experience in biological sciences. His research interests focus on exploring the replication and transcriptional regulation of positive-strand RNA viruses, including the hepatitis C virus.

Andy Barnett, Ph.D., CPA, Extension Honored Instructor, is professor emeritus and former director of the School of Accountancy at San Diego State University. He was on the faculty of Virginia Tech and Arizona State University and visiting professor at UC San Diego and the University of Adelaide (Australia). Barnett was a member of the American Institute of CPAs’ (AICPA) Board of Examiners and Accounting and Review Services Committee.

Mark Bartlett, Ph.D., is a philosopher, cultural and intellectual historian who writes about the intersections between art, science, technology, and film from a cultural history and philosophical point of view. He is associate editor of the leading academic publication, animation: an interdisciplinary journal. He has taught at California College for the Arts, San Francisco Art Institute, and University for the Creative Arts, England.

Lisa Bausell, M.B.A., PMP, has more than 20 years of IT project experience on business, infrastructure and disaster-recovery projects. Her experience includes responsibility for both a corporate project management office and an IT vendor management office.

John Beahan, Psy.D., works as a behavioral health specialist at San Francisco General Hospital in its Positive Health Program. Beahan has also worked as a methadone maintenance counselor, a residential counselor, and a harm reduction and mental health therapist in the Bay Area in a variety of treatment settings.

Monica Doshi Becker, B.A., SPHR, has more than 12 years of experience in human resources. As a consultant, much of her focus was contributing an HR perspective to develop and achieve her clients’ business goals. Her areas of specialty and interest include employee relations, policy development, strategic planning, compliance and compensation. Currently, Becker leads the HR function at a San Francisco–based professional services firm.

Frances Bellows, B.A., J.D., PMP, is an experienced consultant and the owner of Smooth Sailing Inc. She is an effective teacher who has worked with small business entrepreneurs and as an M.B.A. adjunct professor. Bellows has experience in many industries, both in the US and abroad, and is an effective project manager who believes communications and planning are the anchors for every successful project.

Susan Benz, M.A., is the Oakland Unified School District manager for career readiness in the Linked Learning Office. She manages district systems that prepare students for college and career through applied work-based learning experiences. After 15 years as an entrepreneur in the restaurant hospitality industry, she became an ELL teacher, a literacy specialist and then a student services administrator in alternative education settings.

Mark E. Bettini, M.B.A., Extension Honored Instructor, is a graduate of the UC Berkeley Haas School of Business and has more than 20 years of accounting and financial experience in the areas of small-business consulting, e-commerce, litigation support and health care.

Shoshana Bianchi-McElwee, M.A., has taught for language programs and community colleges throughout the San Francisco Bay Area including College of San Mateo, Academy of Art University and Contra Costa College.

BiLi the Mime has been a performer and instructor for more than 31 years. He has produced his solo show in eight countries, and has conducted numerous workshops at Bay Area high schools, middle schools and within Stanford’s Health Improvement Program. BiLi has performed his 90-minute show at the Palo Alto Community Center’s Cubberley Theater, at the Lycée Français de San Francisco and at Stanford’s School of Education several times in the past 11 years.

Daniel J. Biocini, B.S., CLS, is employed full-time in the clinical laboratory at Santa Clara Valley Medical Center. He has led committees on RN education regarding lab policies and has guest lectured at SJSU for 3 years on sample collection, specimen integrity and specimen processing.

Samantha Birkett, M.A., Delta, has worked in the field of English-language teaching since 2005. She has worked as a teacher in various contexts and as a teacher trainer on both preservice and in-service training courses. Birkett has lived and worked in Italy, Chile, Venezuela and the United Kingdom.

Angela Blackwell, M.A., has been an ESL and EFL teacher, teacher trainer and consultant in Britain, France, Spain and the United States. She has led teacher-training courses and given workshops worldwide. She is author and co-author of several ELT textbooks.

Robert Blumenfeld, Ph.D., is an assistant adjunct professor of psychology and neuroscience within the Department of Neurology at UC Irvine. He has taught psychology and neuroscience for five years and mentored undergraduate research for more than ten.

Randall Bolten, M.B.A., has more than 30 years of experience as a senior finance manager for Silicon Valley high-tech companies, including nearly 20 years as CFO of both public companies and venture-backed startups. He is currently CEO of Lucidity, a financial management consulting practice. He is the author of Painting With Numbers: Presenting Financials and Other Numbers So People Will Understand You (Wiley, 2012).

James Botsford, B.S., CPA, began his career in public accounting, followed by more than 20 years as a financial manager in public and private corporations and as a consultant. He holds a Post-Baccalaureate Certificate in Information Systems and Management from UC Berkeley Extension.

Gisèle Bousquet, Ph.D., is a research associate at the Center for Southeast Asian Studies, UC Berkeley, and a lecturer at Sonoma State University.

Christine Bouamalay, M.S., Extension Honored Instructor, is a principal member technical staff researcher (PMTS) at AT&T Labs. She has taught for UC Berkeley Extension for more than 15 years. Bouamalay teaches topics in Java, J2EE, Ajax and Perl.

Maki Boyle, M.L.A., PLA, is a landscape architect working for John Northmore Roberts & Associates. She has worked on many projects from campus, visitor center and residential design to resort and national forest master planning.

Eric Boynton, M.A., Ph.D., has taught philosophy full time for the past 12 years. He has co-edited two books: The Enigma of Gift and Sacrifice (Fordham Press, 2002) and Saintly Influence: Texts for Edith Wyschogrod (Fordham Press, 2008).

Elizabeth Boult, M.L.A., is a landscape architect specializing in the creation of small-scale artful environments. She has an extensive background in teaching, research and theory, and also teaches at UC Davis.

Catherine Bradford, M.S., CFP® ChFC, began her career with Merrill Lynch in 1998 as a financial adviser. Since 2005, she has worked both as a financial planning specialist and as an instructor in the use of proprietary planning tools at Merrill Lynch.
INSTRUCTOR BIOGRAPHIES

Joseph P. Breen, J.D., is an experienced employment law and business litigation attorney. He counsels employers on risk management and containment through all stages of the employment cycle, including hiring, discipline, compliance and termination. He drafts and updates employee handbooks, personnel policies and procedures, confidentiality and proprietary information agreements, social media and privacy policies, executive employment contracts and severance agreements, and compensation agreements. Breen has conducted and supervised complex internal investigations for his clients.

Allison Briscoe-Smith, Ph.D., is the director of the Center for the Vulnerable Child at Children’s Hospital and Research Center in Oakland, Calif. Her research interests focus on children and race, ADHD, trauma and domestic violence.

Kevin A. Broccoli has been indexing for more than 17 years, creating standard back-of-the-book indexes, embedded indexes and indexes for online content. He has experience indexing using Microsoft Word, Adobe FrameMaker and InDesign, DocBook, HTML and XML. He is the co-author of a chapter entitled “Web Indexing—Anchors Away!” in the book Beyond Book Indexing (Information Today, 2000). Along with one of his employees at BIM Publishing Services, Broccoli invented a unique methodology for post-production linking of indexes. He has served as the vice president of the New York City Chapter of the American Society of Indexers and Chairman of the Web Indexing Special Interest Group of ASI.

Martin Brook, M.B.A., Extension Honored Instructor, is principal of Martin Brook Associates and provides financial consulting services to individuals and small businesses. He earned UC Berkeley Extension’s Professional Sequence in Personal Financial Planning Award of Completion With Distinction.

Madeleine Bronstone, MLHR, PMP, is a consultant, trainer and project manager with more than 15 years of experience with large financial and health care companies, as well as startups. She has earned certificates from UC Berkeley Extension in project management and the International Institute of Learning in MS Project software. Bronstone is certified in benchmarking techniques and is a Six Sigma Green Belt.

Denise Brouillette, M.B.A., is president of LeaderXpress, a San Francisco–based leadership consultancy. For more than 20 years, she has been coaching and consulting on ways to lead effectively within the power, political and influence structures in today’s organizations and institutions. In 2006, Brouillette launched The Women’s Edge in Leading, LeaderXpress’ women’s unit, to help women advance to key leadership positions within their organizations.

Alex Brown, IPMA-C, PMP, president and owner of Real-Life Projects Inc., provides advice and training to companies focused on improving processes and controls in project management.

Warren Brown, M.B.A., is a senior consultant with the Brown Group, a firm that develops and implements marketing plans. Formerly, he was vice president of marketing for Damon Corporation and ICN Pharmaceuticals and a senior marketing manager with Bristol-Myers and Syntax.

Julie Bukar, B.S., M.B.A., is the managing director of JGB BioPharma Consulting Inc., which provides product development consulting and personnel placement services to the biopharma, medical device and diagnostics industries.

Jayne Bunce, B.F.A., ACID, CID, is the principal of Jayne Bunce Design. Since 1994, she has managed all aspects of high-end residential design, but specializes in kitchen and bath design projects. Bunce has been professionally affiliated with America Society of Interior Designers, National Kitchen and Bath Association and International Furnishings and Design Association throughout her career. She has won numerous business awards and portfolio competitions.

Beth Burke, B.S., M.A., has worked as a reporter, copyeditor and typesetter for newspapers; wrote and edited for an environmental services company, in the nuclear industry and as a manufacturer; and was a project manager and media buyer for an advertising agency. She has been editing and proofreading for publishers and individuals on a freelance basis for many years. She has taught English composition, technical writing, humanities, art history and appreciation, and copy editing—both online and in the classroom.

Diane Burns, B.A., is an author, trainer and consultant in the field of graphic design and publishing. She founded TransPacific Digital, a design firm specializing in print and online projects in East-Asian languages. She is the author of many articles and books on publishing software and is an Adobe Certified Instructor in InDesign.

Lincoln Bynum, M.D., has been working in the pharmaceutical industry since 1983. Since 1995, he has worked as a consultant to the drug industry, contributing to development programs for more than 40 pharmaceutical, biotechnical and medical device companies. Bynum has participated in educational programs in drug development at UC Berkeley since 1999.

Ronald D. Byrne, M.B.A., Ph.D., has taught accounting, finance and economics at several universities, including Notre Dame, Wayne State University and the University of Detroit Mercy. He is the editor of An Economics Newsletter for the New Millennium.

J. Cafesin has been a creative director for Target Media Design for more than 20 years. She develops, writes and directs integrated print and digital marketing campaigns for Fortune 500s to startups. Clients include The Learning Company, CBS, NBC, 1928 Jewelry Co., Hewlett-Packard, World Book and First Nationwide Bank among others. J. Cafesin is also a bestselling novelist of romance, fantasy and technothrillers. Her ongoing blog is read globally.

Peter Calcott, B.Sc., D.Phil., is president of Calcott Consulting, serving the biotechnology, pharmaceutical, device and venture capital industries. He has held executive positions in both pharmaceutical and biotechnology companies, focusing on quality and compliance, regulatory affairs, manufacturing and process development. Calcott has taught university-level microbiology and biotechnology.

Terri Lynn Cardona, M.S., works in human resources for more than 700 employees at Prometheus Real Estate Group. Her responsibilities include recruitment, staffing, health care and benefits administration, payroll administration and training.

Ronald Carlson, Ph.D., has more than 25 years of experience in the pharmaceutical industry and is an expert in both regulatory affairs and quality. Prior to consulting, Carlson was the vice president of regulatory affairs and quality at InSite Vision. At XOMA, he was the senior director of regulatory affairs and vice president of quality. Carlson has held management positions at Berkeley HeartLab, Bayer, Isis Pharmaceuticals and Berlex.

John Carr, Ph.D., owns an educational consulting business, providing resource products for teachers and program evaluation and professional development for school districts. He also teaches at UC Berkeley Extension. Carr is interested primarily in effectively teaching and assessing English learners and students with learning difficulties.

Kurt Carrasquilla, M.B.A., Extension Honored Instructor, is a vice president of wealth management for Morgan Stanley Smith Barney and has been with the firm since 1993. He has taught in UC Berkeley Extension’s Certificate Program in Personal Financial Planning since 1998 and currently serves as chair of the Advisory Board. In 2006, he was presented with the inaugural Tim Kochis Award for Teaching Excellence, and he received the UC Berkeley Extension Personal Financial Planning Program Golden Bear Award in 2009.
Marcelo Carvalho, M.A., is a data network, voice communications and software application engineer at Usabound. He has been teaching UNIX, shell programming, C language and Perl programming classes at UC Berkeley Extension since 2002. Carvalho was technical reviewer for the third edition of UNIX Made Easy (McGraw-Hill Osborne Media, 2002) and developed a textbook on Perl programming.

Maureen Casey, M.A., is an independent college counselor, a college counselor at Bellarmine College Preparatory and a marriage and family therapist intern. Casey is the former director of personal counseling at Bellarmine College Preparatory, a former academic dean and site director for Johns Hopkins University’s Center for Talented Youth program, and a former credentialed teacher in California public and independent secondary schools. She continues to work in Bay Area independent schools as a counselor.

Jilynnette Centeno-Millán, M.A., is a lecturer at Chabot College in the Department of Language Arts, and at St. Mary’s College in the Department of Modern Languages. She is from Puerto Rico, and Spanish is her native language. As a former student of various languages (French, German and Portuguese), and currently learning Modern Greek, Centeno-Millán can relate to her student’s struggles when learning a new language. She strives to provide her students with tools to support their language skills in a way that allows them to be brave and assume responsibility for their learning. In her spare time, Centeno-Millán enjoys doing aerial yoga, playing and dancing bomba (Afro-Puerto Rican music) and throwing in the ceramic studio.

Soufiane Chami, M.A., has been working as a lecturer in the department of Near Eastern Studies at UC Berkeley since 2012. He has worked for many years as an English and Arabic teacher, and experimented with various approaches of teaching methodologies and theories in applied linguistics when teaching foreign languages. Previously, Chami worked as a translator of Arabic and English on both sides of the Atlantic and contributed to publishing in translation.

Vincent Chang, Ph.D., is the founder and CEO of Knowledge Master Inc. He has more than 20 years of experience teaching electrical engineering courses in both Taiwan and in the United States. Chang has published more than 40 international journal and conference papers and holds three patents.

YanPei Chao, M.B.A., M.S., is a senior product manager at Siemens, with 15 years of sales, marketing and business development leadership for telecom, energy and software companies, selling multimillion dollar solutions to carriers, enterprises and utilities. He also led distribution automation initiatives within Echelon and Trilliant, both AMI solution vendors. His interests include smart grid, software and analytics, as well as professional development for product managers.

Ava Charney-Danysh, MFT, maintains a private practice in Berkeley, specializing in the treatment of addictions. She was the art therapist for the psychiatric unit at St. Luke’s Hospital in San Francisco.

Eddie Chau, M.L.A., PLA, is a practicing landscape architect and principal of Eddie Chau Design. He has worked with various design firms and organizations throughout the Bay Area and New Mexico. Chau is also the program director for the Certificate Program in Landscape Architecture at UC Berkeley Extension.

Aung Chein, M.D., is a postdoctoral fellow at UCSF where he has taught biology and human physiology. His research focuses on human papilloma virus (HPV) and anogenital dysplasia/neoplasia. With his clinical background, Chein applies a practical approach to understanding the intricate biomolecular mechanisms of structure, function and disease of the human body.

I-Hsuan Chen, Ph.D., is a former lecturer in the Department of East Asian Languages and Cultures at UC Berkeley. Her research focuses on Chinese syntax and semantics. She has taught various levels of Mandarin Chinese.

Jon Chester, M.F.A., is a designer, design educator and artist who has taught graphic design for 14 years. In his role as principal designer for Turpentine Design, Chester has a diverse group of devoted clients that rely on his experience in graphic design, publication design, print production and Web design. He is fluent in the Adobe Digital Publishing Suite. He has extensive experience with typography, layout, identity, print production and art direction. Chester’s fine art has been exhibited in galleries throughout California, Nevada and Utah. Most recently his hand-animated video Rudy With a Flashlight was shown at the San Marcos Gallery at Dominican College in San Rafael, Calif.

Richard J. Chiovarelli, Psy.D., is a licensed clinician working with children, families and adults in private practice in the East Bay. He is an assistant professor at the California Institute of Integral Studies and teaches psychology at both the graduate and undergraduate levels in the Bay Area.

Claire Chow, M.A., MFCC, is an author and adjunct professor at the John F. Kennedy University Graduate School of Professional Psychology and a founding member of the Grief Healing and Resource Center.

Josef Chytry, D.Phil. (Oxford), Extension Honored Instructor, is senior adjunct professor in cultural studies at the California College of the Arts and founding managing editor of Industrial and Corporate Change at the Institute for Business Innovation, Haas School of Business, UC Berkeley. He is author of Mountain of Paradise: Reflections on the Emergence of Greater California as a World Civilization (Peter Lang, 2013), Unis vers Cythere: Aesthetic-Political Investigations in Polis Thought and the Artful Firm (Peter Lang, 2009) and The Aesthetic State: A Quest in Modern German Thought (University of California Press, 1989).

Nina Clark, Ph.D., has taught in and run the Women’s Studies Program at Sacred Heart University in Fairfield, Conn. She is the author of The Politics of Physician Assisted Suicide (Routledge, 1997).

Tammi Clearfield, J.D., M.S., has a private practice in Coral Gables, Fla. She has more than 11 years of legal experience and more than 10 years of teaching experience, both in the classroom and online at the graduate and undergraduate levels.

Dan Clurman, M.A., of Communication Options, is a coach, trainer and organizational consultant. Clurman also teaches at Golden Gate University’s Ageno School of Business. He is the co-author of Money Disagreements: How to Talk About Them (Communications Options, 1996) and Conversations With Critical Thinkers (The Whitman Institute, 1993).

Robert Coackley, B.S., is an engineer and Fellow of the Institution of Engineering and Technology (IET). A mentor and coach for CEOs, Coakley has more than 20 years of experience as a CEO of both public and private companies. He has been an instructor for Golden Gate University and currently serves as an instructor in public education for the United States Coast Guard Auxiliary.

Sylvia D. Coates, B.S., has been a full-time freelance indexer since 1989, working for scholarly, textbook and trade book presses. She has written numerous publications on indexing and has taught workshops and a basic indexing course since 1999. Coates developed the Indexing: Theory and Application course for UC Berkeley Extension and continues to serve as an instructor.

Terri Cohn, M.A., is a writer, curator and art historian. She is a contributing editor to Artweek and writes for Sculpture Magazine, Art Papers, Camerawork, Release Print and Women Artists of the American West. She has taught at San Francisco State University, Santa Clara University, San Francisco Art Institute and California College of the Arts.
William Coleman, B.A., is a 35-year veteran of the global environmental and sustainability movement. He has worked throughout the U.S. and in Canada, Mexico and Europe to meet energy, environmental and sustainability challenges of the modern era. In addition to having conventional air and water quality, waste and biodiversity management expertise, his training includes ecosystem restoration, ecological economics and environmental psychology. He has worked for nonprofits and commercial businesses where, in addition to the above topics, he developed capability in environmental markets, greenhouse gas management and renewable energy.

Carolyn Collins, B.A., J.D., is an experienced estate planning attorney and financial planner in private practice. A former entertainment lawyer, she also worked in the securities section of Brobeck, Pfleger and Harrison. Collins counsels clients, gathers and analyzes information, and actively works with clients and other professionals to develop and implement their estate and financial plans. She regularly follows up with clients to determine whether there have been changes that might require modifications to the plans. Collins has taught as a visiting associate professor at Santa Clara University Law School. She has taught courses at UC Berkeley Extension since 2008.

LouAnn Conner, M.B.A., is the founder and CEO of SagaciousThink, which is focused on helping companies address their operational challenges. She holds a master’s certification in business process engineering and a PMP certification. She has also been Six Sigma trained.


Michael Coronado, Ph.D., is a scientist at Stanford University researching how β-adrenergic receptors control bioenergetics in the heart. He was previously trained at the Johns Hopkins University where his research emphasized the mechanisms of viral-induced myocarditis and dilated cardiomyopathy. He has more than 7 years of experience researching the heart, and has both mentored and taught undergraduate and graduate students on topics that include cardiovascular physiology, toxicology, cardiotoxicity, sex differences and mitochondrial biology.

Daniel Coshnean, M.F.A., has taught fiction writing at a variety of Bay Area and North Bay institutions since 1997. He works the night shift at a group home for men and women with mental illnesses. He authored Jobs & Other Preoccupations (Helicon Nine, 2001), winner of the Wills Cather Fiction Award. Coshnean has also received awards from the Bay Area Book Reviewers’ Association, The Missouri Review’s Editor’s Prize and a Christopher Isherwood Foundation Fellowship. He has also edited an anthology entitled 95% Naked: Fictions and Nonfictions (Wordrunner Press, 2010).

David Couzens, M.S., has more than 20 years of experience as a copyeditor, developmental editor and consultant on projects ranging from journal articles to Web databases, online courses to thousand-page textbooks. A former research scientist, in-house production editor and college instructor, he has created style guides; evaluated typesetting software and developed editing workflow processes; recruited, evaluated and trained copyeditors for scientific journals and various editing projects; and led editing workshops. Since 2008 he has been the South Bay coordinator for the Bay Area Editors’ Forum.

Ron Coverson, M.B.A., is a senior human resources professional and business consultant working as an HR professional and executive management consultant for universities and Fortune 500 companies. He has experience as a senior human resources manager, executive director of human resources, training and organizational development director and instructor, strategic planner, and business development manager. Coverson’s employers have included The America’s Cup Event Authority and Stanford University. For the past 10 years, he has partnered with senior and middle managers focusing on leadership development, strategic planning, culture change, talent and performance management. Coverson currently holds the position of senior business partner for Barrett Business Solutions, a human resources management company.

Lawrence Cox, B.S., M.B.A., has taught graduate and undergraduate finance courses since 1992 and has taught online since 2005. He has worked as a financial analyst in both the public and private sectors and serves as an independent consultant to businesses.

Nathaniel Pleasant Creams, M.B.A., M.S., ACP, CBAP, CSM, CSPO, PMP, has been involved in the management of projects and programs for more than 34 years using systems development life cycle and Agile methodologies. Currently, he is a senior project management and technology consultant for the International Institute for Learning in New York and Corporate Education Group in Boston. He teaches on-site and virtual courses for corporate clients worldwide. He has been teaching for UC Irvine Extension, UCLA Extension and corporate clients since 2006.

Lindsey Crittenden, M.A., Extension Honored Instructor, is the author of The View From Below: Stories (Mid List Press, 1999) and The Water Will Hold You (Harmony, 2007), a memoir. Her award-winning short fiction has appeared in Glimmer Train, Bellingham Review, Pogah Review and elsewhere. She has also published articles and personal essays in The New York Times, Real Simple, Image and Best American Spiritual Writing.

John Crossen, Ph.D., M.B.A., is a licensed psychologist and Certified Gottman Therapist, who has practiced in Oregon since 1986. He has trained post-doctoral clinicians, taught graduate students, published research and provided a wide range of clinical services.

Nancy Cutler, B.S., principal at Midnight Oil Design in Oakland, Calif., is a graphic communications and publication designer, specializing in magazine and book design. She has served as creative director for publishing companies and private clients, including SolarPro, Earthjustice Quarterly Magazine, Contingent Workforce Strategies Sourcebook, Bulldog Reporter, Table 301 Restaurant Group and Publication Consultants.

Lisa Danylchuk, L.MFT, E-RYT, is a psychotherapist and yoga instructor. She has taught yoga to traumatized communities across the world and trains yogis and mental health professionals internationally. Danylchuk specializes in treating complex trauma and has a private psychotherapy practice in Oakland, CA.

Ed Wong, CFP®, AF™, RICP®, is co-owner of Planning & Financial Advisors and leads the firm’s retirement plan advisory practice. Wong has more than 25 years of experience working with retirement benefit plans in various capacities as a pension administrator, HR benefits manager, financial planner and investment advisor.

Heather Ebbs, B.A., an indexer and editor for 30 years, has written hundreds of indexes in a broad range of subjects and styles. She has served as president of both the Indexing Society of Canada and the Editors’ Association of Canada. Ebbs has been an instructor for the Banff Publishing Workshop and Algonquin College.

Karen Elkins Cohen, M.S., SPHR, has more than 16 years of progressively complex human resources experience. Most recently, she was a regional HR director for a large facility services contractor. As a training and development specialist, Elkins Cohen spent several years traveling the United States running learning programs and coaching executives on how best to manage a diverse workforce. With proven presentation skills, she is especially adept at developing and delivering adult learning programs in the classroom and via webinars.
INSTRUCTOR BIOGRAPHIES

Erik Ellefsen, Ed.D., ACSI, has served in education for seventeen years as a teacher, coach, consultant, grievance chairman, dean of academics and principal. He currently serves at Valley Christian High School in San Jose, Calif., as an academic and college counselor with a specialty in NCAA and NAIA athletic recruitment.

Quin Ellis, A.S., horticulturist and author, is a managing partner of a small design/build company. He has taught throughout the Bay Area in various master gardener programs, including those at Strybing Arboretum and the College of Marin.

Paul W. Emery, M.B.A., is the Business, Technology and Engineering department director at UC Berkeley Extension. He has more than 25 years of experience as a CFO, COO and CEO for public and private emerging-growth companies and turnaround companies. He has broad international experience. Emery also teaches and consults for local firms as time permits.

Christine Errico, M.A., has been teaching accounting courses since 2008 and has more than 10 years of experience working as an accounting consultant with companies in the United States and foreign countries.

Audrey Ferber’s stories and essays have appeared in the AWP Writer’s Chronicle, MORE Magazine, FRONTIERS: A Journal of Women Studies, the Cimarron Review and numerous anthologies. She is a member of the SF ‘Writer’s Grotto and is an occasional book reviewer for the San Francisco Chronicle. She received her MFA at Mills College, in Oakland, CA. She teaches at City College, and has taught at UC Berkeley Extension for more than 20 years.

Gail Ferreira, M.S., D.M., CSM, CSPO, PMP, SAFe-SPC, is an Agile coach and Project Management Office consultant for Prima Leadership Inc. She has more than 20 years of experience as a program manager, Agile and project management consultant working on technology and biotechnology projects. Additionally, Ferreira has worked for more than 13 years as an educational professional.

Neil Fiore, Ph.D., is a psychologist, author and keynote speaker who served as a lieutenant with the 102nd Airborne. He also was a manager for Johnson & Johnson, an economic analyst for Shell Oil and a psychologist at UC Berkeley’s Counseling Center. Fiore is the author of six books and CDs, and was the recipient of the University of California’s Award for Distinguished Achievement.

Elizabeth Fishel, Extension Honored Instructor, is the author of five nonfiction books, including Getting to 30: A Parent’s Guide to the 20-Something Years (co-written with Jeffrey Arnett) (Workman, 2014). She has written for numerous publications, including Vogue, O, Good Housekeeping and the San Francisco Chronicle.

Victoria Fong, M.Arch, AIA, is a licensed architect with more than 30 years of experience in the professional world of planning, architecture and interior design. In addition to managing her own firm, she has worked for local and international architectural firms. Fong has taught interior architecture and architecture undergraduate and graduate courses in design studio, space planning and programming, commercial design and independent study.

Johanna Forman, M.Arch., is a principal at Veverka Architects, where she has designed and detailed residential and commercial projects for more than 12 years. She was recognized as an outstanding graduate student instructor by the Department of Architecture at UC Berkeley.

Bradley Fox, M.B.A., is assistant director of learner services for the University of Tennessee’s Distance Education and Independent Study Organization, a finance instructor at St. Mary’s College, and an online course designer and instructor.

Janene Frahm, M.A., is an experienced trainer and educator in communication. She works with individuals and groups to enhance public speaking, group interaction and one-to-one communication skills. Frahm has provided training for employees at UC Davis, Stanford University, San Francisco Fire Department and San Francisco International Airport.

Perri Franskoviak, Ph.D., is a trained harm reductionist and a full-time faculty member at Holy Names University. She also maintains a private psychotherapy, consultation and training practice in which she combines her perspective on harm reduction psychotherapy with an analytic frame to assist individuals and organizations in the process of change. She has worked in community-based settings for 24 years.

Rebecca Friedberg, M.Arch., works as a project designer at Lowery Architecture, where she designs and coordinates commercial, residential and community projects. Her background in psychology and public health affirms her conviction that good design is critical to our mental and physical well-being.

Stuart Froman, M.A., has been a professional writer and writing instructor for more than 30 years. He has taught courses for UC Berkeley Extension and UC San Diego, as well as for Ohlone and Chabot community colleges. He also has served as a marketing director for two high-tech companies and as an editorial director for a public relations agency. His agency and corporate clients include Burson-Marsteller, Eastwick Communications, Kickstart Communications, Cisco, D&B, Equinox, Fujitsu, InstallShield, Intel and Levi Strauss.

Irene Fujii, Ed.D., has served as the superintendent of Eden Area Regional Occupational Programs in Hayward, Calif., since 2006. She served on the CTE Advisory Panel for the California Commission on Teacher Credentialing, and played a significant role in developing the current criteria for the DSCTE standards on which UC Berkeley Extension’s DSCTE credential program is based.

Peter Furst, M.B.A., CSP, REA, Extension Honored Instructor, is a registered architect and founder of the Furst Group, an organizational performance and human reliability consultancy. He has more than 10 years of architectural practice, more than 20 years of international construction operations management, is a prolific published author and is a nationally recognized public speaker.

Christopher Gade, Ph.D., currently teaches at UC Berkeley, Berkeley City College and Cal State East Bay. His courses include general psychology, social psychology, psychology of personality, stress and coping, developmental psychology, cognitive psychology, research methods and statistics, and the psychology of learning.

Susan G. Gaide, M.B.A., president of GaideCom Inc. and ChromeOrange Music, is a brand strategist turned social-media marketing consultant with 28 years of experience. Her teaching experience includes 25 years at Five Towns College in New York and eight years at Indiana Wesleyan University Online.
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Judi García, B.S., is a career adviser at NOVA Job Center, Sunnyvale, Calif. She has years of experience in human resources and staffing and career technical education. Her focus is on coaching students, new and recent graduates, and mid-career job seekers using the latest job search tools and trends.

Suzanne Garrett, M.B.A., PMP, Extension Honored Instructor, is a business consultant and trainer, and has assisted with project management implementation and organizational processes at a variety of companies, including construction, governmental and nonprofit organizations and startup ventures. She also has more than 15 years of teaching and training experience as an instructor at UC Berkeley Extension and other Bay Area schools.

Kelly S. Gearhart, B.A., LEED AP, is a principal with Triple Green Building Group LLC. Gearhart has consulted with hundreds of clients on commercial and residential green building strategies. She teaches LEED and green building courses, facilitates green building charrettes, administers LEED projects domestically and internationally, presents at conferences and serves on USGBC boards and councils. Gearhart is currently the co-chair of USGBC Northern California Chapter’s Climate Change Task Force.

Tom Gehrig, M.F.A., is a creative problem solver with a firm grounding in marketing. He has received two ADDYs, a Summit Award and a Cable Car Award among his accolades. Gehrig is currently a creative director whose industry experience spans the technology, financial services, consumer/retail and nonprofit sectors. His client experience includes Bogle Vineyards; Genworth; American Century Brokerage; E*Trade; Sybase/ SAP; Autodesk; and Antolini of Verona, Italy.

Yan Gelman, B.S., M.B.A., is an experienced accounting and finance professional. He holds an M.B.A. from The Wharton School at the University of Pennsylvania and a B.S. from UC Berkeley Haas School of Business. Gelman currently resides in San Francisco and is a devoted baseball fan, avid traveler, food connoisseur and a skilled poker player.

Ronald Gerola, M.S., Ed.D., PMP, is an accomplished program management professional and consultant with a focus on project portfolio planning, execution, scope and cost control, and risk mitigation for enterprise-level IT initiatives. He is PMP certified, CSM certified and ITIL v3 certified, and is also a licensed professional engineer registered in multiple states.

David Gewirtz, B.S., is a recipient of the Sigma Xi Research Award in Engineering and is a distinguished lecturer for CBS Interactive. He is also director of the U.S. Strategic Perspective Institute, cyberwarfare adviser for the International Association of Counterterrorism and Security Professionals and IT adviser to the Florida Public Health Association. He has been a guest commentator for the Nieman Watchdog of the Nieman Foundation for Journalism at Harvard University and is the author of The Flexible Enterprise (Wiley, 1996).

Sheila Ghidini, M.F.A., has taught at California College of the Arts, San Francisco State University and UC Berkeley. She has exhibited her work throughout the United States and produced a public art commission for the City of Emeryville. Ghidini recently completed an installation at the corporate offices of Twitter in San Francisco.

Allison Gilmore, B.A., is director of the Doctoral Program in Business at Emory University’s Goizueta Business School. Through her company, DuMore Improv, she has taught improv to a variety of people to become better communicators, team members and leaders.

Melinda Ginne, Ph.D., license PSY15272, Extension Honored Instructor, has specialized in treating the psychological aspects of medical disorders since 1981. She has been a geriatric specialist since 1990. Ginne has worked in various geriatric mental-health settings, including a geriatric partial hospital and acute psychiatry settings. Ginne currently works at Kaiser Permanente and has a private practice in the East Bay where she treats patients and families who are facing acute, chronic or life-threatening illness, as well as the psychological concerns of aging.

Peter Goetz, M.S., MFT, has more than 20 years of experience working in community behavioral health in San Francisco as both a program director and clinician. He currently maintains a psychotherapy practice in San Francisco and in the East Bay.

David Goldberg, B.A., is a Bay Area landscape and garden photographer. His photography has appeared in numerous books, calendars and magazines. He has been solo photographer for three books, the latest of which is Wildly Successful Plants: Northern California (Sasquatch, 2004). He received the California Horticulture Society Photography Award in 2007.

Gary S. Goodman, J.D., M.B.A., Ph.D., is an internationally sought-after speaker, attorney, and negotiation, sales and customer satisfaction consultant. He is the best-selling author of 13 books, including Dr. Gary S. Goodman’s 77 Best Practices in Negotiation (Channel Islands Publishing, 2011), and has published hundreds of articles.

Caroline Goodwin, M.F.A., moved to the Bay Area from Sitka, Alaska, in 1999 to attend Stanford University as a Wallace Stegner Fellow in poetry. She is the author of four chapbooks and one full-length collection, Trapline (JackLeg Press, 2013), and is currently serving as the first Poet Laureate of San Mateo County.

Cheryl Gordon, B.A., B.F.A., CID, IIDA, LEED AP, is an interior designer with more than 20 years of experience in the design of large-scale health and public sector projects. A graduate of the University of Michigan School of Art and Design, Gordon emphasizes color and surface ornamentation in her work. A second degree in Interior Architecture from the California College of the Arts has led to a multifaceted career in interior design. She is an active member of the Northern California Chapter of the International Interior Design Association.

Julie Goren, J.D., is a 1987 graduate of Loyola Law School. She practiced law at various firms, including Gibson, Dunn & Crutcher; and BuchalterNemer, focusing on Chapter 11 reorganization and business litigation. She wrote and published Litigation by the Numbers, 4th Edition (Lakewell Press, 2004) and co-authored and published Litigation by the Numbers Substantive Companion (Lakewell Press, 2012).

Kathryn A. Gorges, M.A., M.B.A., is a social-marketing diva and strategic marketing consultant at Marketing Possibility. She creates integrated online marketing strategies for organizations, leveraging the business vision and value into quality customer relationships. Prior to establishing her consultancy, she led high-tech marketing and sales programs.

Thomas P. Gorham, M.A., CADC-II, is the executive director at Options Recovery Services and president of the Addiction Professionals Association for California (APAC).

Moshe Gotesman, Ph.D., CSM, PMP, has an extensive project management background, including work in engineering management, government and as a vice president of project management. Gotesman is also a respected educator and has extensive experience in software development, IT hardware, networking and security projects for organizations such as Visa Inc.

Gina Gotsill, M.A., UC Berkeley School of Journalism, is a published author of numerous articles and two books, as well as a writer and editor of business and technical communications. She works at Future State, a change management consulting firm, where she started as a proposal writer, and now works as a resource manager. She previously served as secretary for the East Bay Chapter of the Society for Technical Communication and has given talks on trends in technical communication.
Jesse Gottesman, M.F.A., is a visual artist and graphic designer. His work has been exhibited in San Francisco, New York City, and Portland, Ore., and is in the permanent collections of the Fine Arts Museums of San Francisco, Legion of Honor and the Francis Ford and Eleanor Coppola Foundation. He has worked as a designer and illustrator for various agencies in San Francisco and New York City, and teaches graphic design at the Art Institute of California.

Douglas Greenberg, Ph.D., has taught environmental studies, urban studies, geography and geology at the University of San Francisco, San Francisco State University, UC Berkeley and UC Berkeley Extension. He has researched the environmental impacts of urban expansion and studies how human activities have affected natural landscapes, past and present.

Steven Greenwood, M.B.A., CFM, is a facility manager at the Lawrence Livermore National Lab with 20 years of experience in business operations. In addition to facilities management, Greenwood has significant experience in financial management, public safety and information technology.

Joshua Gruber, M.P.H., Ph.D., is a post-doctoral researcher at UC Berkeley. His research focuses on water and sanitation and the evaluation of development interventions to improve the health of children internationally. He also serves as an epidemiologic consultant providing expertise to clinicians and public health and international development researchers in the U.S. and abroad. He is the recipient of an Outstanding Graduate Student Instructor Award at the School of Public Health at UC Berkeley, and has extensive experience teaching epidemiologic methods at the undergraduate, masters and doctoral level.

Valerie Gruber, M.P.H., Ph.D., is a clinical professor in the Department of Psychiatry at UCSF, faculty member in the Public Service and Minorities track of the UCSF Clinical Psychology Training Program and director of the San Francisco General Hospital Stimulant Treatment Outpatient Program. She is also a licensed clinical psychologist.

Weiwei Gu, Ph.D., has held research positions at Lawrence Berkeley National Laboratory and UCSF. She is a reviewer for ACS journals Nano Letters and Analytical Chemistry. Gu now devotes her professional efforts to teaching.


Mohsin Hafeez, M.B.A., CFP®, is a financial adviser at Morgan Stanley Smith Barney. He has more than 22 years of experience in the financial services arena.

Rachael Hagner, M.Arch., AIA, IIDA, has worked as an architect and interior designer for commercial and residential clients. She is a licensed architect in California and Hawaii, and is the program director for the Certificate Program in Interior Design and Interior Architecture at UC Berkeley Extension.

David Hake, B.S., M. Des., designer and educator, has more than 30 years of experience in his own design consulting firm, first in New York City, art directing and developing brand identity. His passion is bringing design and creativity to business. Hake has worked with numerous designers and corporations. In San Francisco, he maintains his practice while teaching university and graduate graphic design courses. He has also lectured at several design colleges and to a variety of groups. Hake has created visual identities and systems for many prominent organizations and events, winning numerous design awards for design, graphics and photography, including a utility patent for his graphic design.

Constance Hale, M.A., a widely published magazine writer, has been an editor at the SF Examiner, Wired and Health. She also edits books for Harvard Business Press. Her latest book, Sin and Syntax (Three Rivers/Crown, 2013), is a primer on polishing sentences, while her book Vex, Hex, Smash, Smooch (W.W. Norton, 2012) is an exploration of the English language through verbs.

Karen B. Haley Allen, M.A., has more than 18 years of experience in organizational change, strategic leadership, coaching and performance consulting. She has taught courses in the School of Business, Education and Leadership at Dominican University of California, including Strategies for Leading Change and The Soul in Business courses. She founded Haley Allen Associates, which focuses on organizational change, leadership coaching and talent management.

Dina Hankin, Ph.D., is a psychologist in oncology at the UCSF Benioff Children's Hospital Oakland and has served as co-clinical training director of the Practicum Program for the Psychology Oncology Program at Children's Hospital and Research Center in Oakland. She has advocated for the needs of pediatric patients in medical, school and home settings for the past 16 years in her role as a pediatric psychologist. Hankin is also a clinical psychologist in private practice working with children through adulthood with medical illness and mental health issues.

Chris Hardy, M.L.A., CA, PLA, is a landscape architect at SWA Group. Previously, he taught urban design, environmental toxicology and computer graphics at Cornell University.

Danielle Harlan, M.A., Ph.D., is the founder and CEO of the Center for Advancing Leadership and Human Potential. She was previously the chief of operations for the Carnegie Foundation. Harlan teaches and speaks extensively on exceptional leaders, including presentations at TEDx events. She is a member of the International Leadership Association, the Association for Practical and Professional Ethics and the National Association for Female Executives.

Alyson Harrold, B.A., is co-founder and CMO of The Spectrum Group Online, specializing in Web analytics, AdWords management, SEO, content marketing and WordPress websites. She leverages her creativity and writing background to create content that expands a business’ reach and audience engagement.

Douglas Hawley, M.B.A., Extension Honored Instructor, is northwestern regional manager for ESCO Electronics Corp. He has managed operations, finance and marketing for companies including Ford Motor Co., Scott Paper, Wells Fargo and Emerson Electric, and for the U.S. Navy. He serves on the Governor’s Task Force on Quality Government.

Pamela Hawley, M.A., is the founder and CEO of UniversalGiving™ (www.UniversalGiving.org), an award-winning nonprofit helping people to donate and volunteer with top performing, vetted organizations all over the world. UniversalGiving Corporate helps manage global CSR for companies and has been featured on the homepage of BusinessWeek, Oprah.com, CBS, The Wall Street Journal and The New York Times. Hawley is a winner of the Jefferson Award (the Nobel Prize in Community Service) and attended three social innovation events at the White House.

Austin Hedeman, Ph.D., has been a teaching assistant for large undergraduate Berkeley physics courses for more than 12 semesters.

Heike Held, Ph.D., conducted postdoctoral research in protein engineering at Genentech. Her primary scientific interest lies in the chemistry of biomolecules. Held has taught chemistry courses at San Francisco Bay Area community colleges since 2008.
Alison Heney, Ph.D., is the curator and assistant director of Xipe Projects, a nonprofit educational foundation for Latin American art, and a lecturer in world literature and human development for UC Berkeley Extension and SUNY Empire State College. She earned her Ph.D. in comparative literature with a specialization in transnational modernism from Binghamton University. Heney is the co-author of 10 Steps in Writing the Research Paper (published by Barron’s Educational Series) and of several museum exhibition catalogs on late-19th and early-20th century Mexican and Guatemalan folk art. Over the past 10 years, she has designed, developed and taught courses in cinema, 20th-century literature, mystery and detective fiction, and the fairy tale. Currently, she is under advance contract with Northwestern University Press for a book on the role of fantasy and the grotesque in the works by artists responding to the events of WWII. Heney currently lives in the Los Angeles area.

Jonna Hensley, M.B.A., SPHR, has more than 15 years of experience in team leadership and human resources, with an emphasis on employee relations. She currently serves as vice president of people services at a local solar startup in Oakland, Calif. Hensley built an HR career though various operations and consulting roles. Her approach to employee relations is rooted in compliance and empowered by the compelling need to achieve business goals in a competitive and modern work environment.

Karen A. Henry, M.P.H., is a clinical research consultant and has worked for 20 years in industry and academic health institutions in the areas of Good Clinical Practice principles and regulations, clinical trials management, standard operating procedures development and management, and clinical quality compliance.

Rachael Herron, M.F.A., is an internationally bestselling author of three literary novels from Penguin (most recently, Splinters of Light, March 2015), the five book Cypress Hollow romance series and the memoir, A Life in Stitches. She has taught workshops and seminars on the craft of writing and the writing life from the M.F.A. program at Seton Hill, Penn., to the Melbourne Book Festival and all points in between. Her areas of expertise include novel revision, character development, career growth, money management for writers and, her favorite, keeping students excited and motivated when the state of publishing is doomed (as it is falsely rumored to be every six weeks or so).

William Hess, M.A., Ph.D., Extension Honored Instructor, has more than 20 years of business and teaching experience, including corporate marketing research at Monsanto, market development for Owens-Corning Fiberglass, product and sales management at W.H. Brady Company, and marketing management for H.S. Crocker Company.

LeAnn Hilgers, M.S., has taught business and technology for more than 15 years. She has also published several books and academic papers and was the editorial coordinator of the Journal of Global Information Management.

Anne Hill, M.A., PG Dip, is an editor and writer who specializes in copyediting and developmental editing, particularly in the academic sector, and also works with first-time authors who are trying their hand at self-publishing. Her clients include faculty at Stanford University, the University of California, Berkeley, the University of Chicago, Kings College London, and the University of Oxford. She has taught English and journalism at the Ohio State University and Stanford. Before launching her career as a professional editor, she worked as a newspaper reporter and copy editor, a corporate communications specialist at IBM, a project manager at Apple, and executive communications manager at Hitachi Data Systems.

Hari Hirani, B.Tech., M.S., is a seasoned executive with more than 20 years of product engineering, marketing and operations experience in enterprise and networking markets. His interest and patent work includes IT asset discovery and tracking, service discriminating SDU for enterprise network and bypass network architecture.

Glenn Hirsch, M.F.A., also teaches in the San Francisco Art Institute’s Community Education Program, and serves as an adviser and mentor for the Art Institute of Boston’s M.F.A. program. He has exhibited widely in the United States for 20 years, including a retrospective of his work at Stanford Art Spaces and a 2008 solo show at the California Institute for Integral Studies in San Francisco.

Peggy Hock-McCalley, Ph.D., has been helping students and their families in the transition to college for the past 15 years, 13 of them as the director of college counseling at a local independent high school. She is active in the Western Association for College Admission Counselors (WACAC).

Jacquelyn Holmes, M.Ed., MFT, is founder and director of Casa Serena Eating Disorders Program. She also served as inpatient clinical coordinator at the Mt. Diablo Hospital. She teaches and has given presentations and keynotes on eating disorders issues for more than 20 years.

Catherine Hollis, Ph.D., teaches in UC Berkeley Extension’s Fall Program for Freshmen. She has published articles on Djuna Barnes, Jean Rhys and Virginia Woolf, as well as a monograph, Leslie Stephen as Mountaineer (Cecil Woolf, 2010).

Allen Holub is an internationally recognized consultant, trainer, speaker and author. He specializes in Lean/Agile processes and culture, agile-focused architecture, and mobile and cloud-based web-application development. His experience ranges from programmer to CTO, and he has written a dozen books and hundreds of magazine articles for various technical publications (most recently for Dr. Dobb’s Journal). He has taught for UC Berkeley Extension since 1983, and he speaks regularly at various conferences, worldwide. For more information on Holub, visit www.holub.com.

Eric Hon, CFP®, is a senior vice president of Wealth Management for Newport Advisory in San Francisco. He is a graduate of the UC Berkeley Extension’s Professional Sequence in Financial Planning. Prior to Newport Advisory, he was a wealth manager at Merrill Lynch Wealth Management and an independent fee-only RIA. In addition to financial planning for affluent individuals and families nearing retirement, Hon spends time speaking at seminars across the country educating successful millennials about the importance of personal finance and various financial planning topics.

Mirian L. Hong, Ph.D., is a native of Brazil and is a lecturer at the Department of Spanish and Portuguese at UC Berkeley, specializing in Contemporary Brazilian studies and Portuguese language study. She writes for the Korean Brazilian journal, Cultura Tropical, on occasion and co-hosts several Asian-Latin diaspora studies social media pages with other academic professionals. She has extensive experience regarding study abroad programs as she studied and lived in both Spain and Portugal for study and work.

Sepi Hosseini, M.A., has taught English as a second language in the Bay Area at the American Language Institute (ALI), UC Berkeley Extension IAEP and City College of San Francisco. She has also lived and taught English in Mexico.

Michael Hsieh, Ph.D., developed and teaches the smart grid curriculum for UC Berkeley Extension. Previously, he worked at Sun Microsystems Inc. for almost 20 years, where he designed and delivered Sun workstations and servers for cloud computing. Prior to Sun, Hsieh was a lead engineer at Intel and Ford, designing multiple microcontroller chips for controlling the embedded systems such as modern-day smart grids and Internet of things.

Jennifer Huber, Ph.D., is a medical imaging scientist at the Lawrence Berkeley National Laboratory who has more than 20 years’ experience in academic science writing. She has published 21 first-author and 66 co-author articles in peer-reviewed international scientific journals. She is also a freelance science writer, editor and blogger.

Dana Hughes, M.P.H., M.S., Ph.D., is professor in the Department of Family and Community Medicine and the Philip R. Lee Institute for Health Policy Studies at the University of California, San Francisco. She also serves as the director of health policy at the UCSF School of Medicine where she is responsible for all health-policy-related curricula at the School of Medicine. Hughes’ work also includes monitoring trends in children’s health insurance coverage, examining barriers to insurance and health and dental services, and disparities in health and health care use.
Frances Hwang’s short story collection, Transparency (Back Bay Books/Little, Brown & Company, 2007), received the American Academy of Arts and Letters’ Sue Kaufman Prize for First Fiction and a PEN/Beyond Margins Award. Her work has been read as part of the Selected Shorts series at Symphony Space and has appeared in Best New American Voices, Glimmer Train, Tin House, AGNI Online, Subtropics and The New Yorker.

Mark Hydeman, M.S., PE, is a principal at Taylor Engineering, Alameda. He has more than 15 years of experience in the design and commissioning of HVAC and control systems for commercial buildings. Hydeman is the author of ASHRAE’s professional development series course Retrofitting Direct Digital Controls.

Marc Hyman, M.B.A., is experienced in commercial lending, credit management and corporate finance. He was a financial adviser on a USAID project in Poland and a banking consultant in Estonia, and has taught accounting and finance courses for Extension for more than 10 years.

INSTRUCTOR BIOGRAPHIES

James Iler, M.A., Extension Honored Instructor, has more than 10 years of experience in education, including as an award-winning instructor, college dean, faculty management, program manager and director.

Alexander Iliev, M.S., Ph.D., holds two patents in audio watermarking. He is the author of Emotion Recognition From Speech (LAP LAMBERT Academic Publishing, 2012) and has penned a number of international conference and journal publications.

Lance Jackson, B.F.A., has worked in journalism for more than twenty years at the San Francisco Chronicle and The San Francisco Examiner. He participated in the early growth of digital art and design in Web and print publishing. Jackson has taught illustration and digital art at the California College of the Arts and City College of San Francisco. Examples of his work are at Mills College, Alameda Arts Commission, Arnold Schwarzenegger Archives and private art collections.

Stephen Jacobson, M.B.A., has more than 30 years of experience in finance, accounting and general management. He most recently served as senior VP and CFO for an international electronic test-equipment company in the Silicon Valley, where he raised $850 million of financing and closed 40-plus transactions. Previous positions include controller and treasurer for a group of closely held companies with international operations in the automotive industry, as well as CPA for Deloitte.

Monica Jarman, LCSW, is a clinical social worker in outpatient pediatric oncology at UCSF Benioff Children’s Hospital. She has also worked with medical teams to provide family-centered care for in-patient oncology, hematology, gastroenterology, liver transplant and pediatric intensive care units.

Alka Jarvis, M.B.A., has authored five books on software quality. She is the chair of the technical group representing U.S. interests in ISO 9000 standards and is a certified lead auditor of quality systems with RAB-QSA. Jarvis is an adjunct professor at Santa Clara University and recipient of Silicon Valley’s Corporate Woman of the Year Award.

Amin Jazaeri, Ph.D., joined the Department of Physics at UC Berkeley as the director of instructional support in 2013. Prior to joining the department, he was an assistant professor with the School of Physics, Astronomy and Computational Sciences (SPACS) at George Mason University in Fairfax, Va., where he taught both undergraduate and graduate courses.

Julene Johnson, Ph.D., is professor in the Departments of Social and Behavioral Sciences and Neurology at UC San Francisco. She is also a researcher at the UCSF Institute for Health and Aging.

David Jull-Patterson, Ph.D., FT, Extension Honored Instructor, maintains an independent practice in clinical health psychology, working with adults and adolescents diagnosed with cancer, HIV, cystic fibrosis, lupus and other life-threatening diseases. He is an award-winning associate clinical professor teaching medical students at UCSF.

Robert L. Judd, M.S., PE, PMP, has more than 25 years of experience in managing projects and operations. He is a licensed professional engineer and a certified Project Management Professional (PMP®) through the Project Management Institute.

Dieter Jurkat, M.S., Extension Honored Instructor, works in the actuarial and systems unit at Fireman’s Fund Insurance Companies. He has taught statistics and mathematics—from algebra through calculus—at UC Berkeley Extension since 1986.

Sharon Kaitner, M.Ed., has taught Web design and development courses at The Art Institute of California in San Francisco and the College of San Mateo since 2000. Previously, she worked in an education-based start-up, and was the dean of technology school at Heald Institute of Technology. Kaitner is also a mixed-media artist and has shown internationally. She is fascinated with new technologies and how adults learn. Kaitner also handles the creative and social media for performance artists, Polkaicde.

Thomas Kampfrath, Ph.D., DABCC, is a clinical chemist at the Santa Clara Valley Medical Center in San Jose, Calif., overseeing chemistry, toxicology and special testing. He received his fellowship training at the University of Louisville and performed his graduate research in the field of air pollution at the Ohio State University.

Gopal Kapur, B.S., president of the Center for Project Management and Family Green Survival, consults, writes and educates on project management. He has lectured at The Brookings Institution, Kennedy School at Harvard, and is a member of the Harvard Policy Group. He is the author of Project Management for Information, Technology, Business, and Certification (Prentice Hall, 2002).

Rita Kasperek, M.F.A., has worked for more than 18 years as a writer and editor for a variety of industries, including high-tech, academic, art and business. A fiction writer, she has led several writing workshops. She is currently working on a novel.

Donna S. Kato, M.B.A., has more than 25 years of experience in regulatory affairs, and has held senior positions at a number of companies. In 1995, she founded Regulatory Professionals Inc., providing services in all aspects of domestic and international regulatory affairs.

Thomas Kato has worked in various aspects of the environmental field for more than 30 years, including compliance, research and monitoring, and environmental management systems. He has served on several environmental advisory committees and manages the environmental compliance and monitoring program at Lawrence Livermore National Laboratory (LLNL). Kato is also responsible for LLNL’s certified Environmental Management System and Occupational Health and Safety Management System.

Shoshana Katzman, Ph.D., is a post-doctoral researcher in the field of immunology at UCSF. She has been an instructor at the University of San Francisco and San Francisco State University, teaching microbiology; human biology; and laboratories in general biology and microbiology.

Karen Kaufman, Ph.D., is a psychologist who has been in private practice for 20 years in the Bay Area. She has provided group and family therapy for adolescent addicts and their parents at Kaiser Permanente in Walnut Creek, Calif., and Oakland, Calif.

Eugenia Kaw, M.A., Ph.D., is a published, award-winning scholar with nine years of experience as an elementary school teacher, as well as experience leading professional workshops for teachers. In addition to her academic degrees, she holds a CLAD teaching credential and a reading specialist credential.

Michael Kayhan, M.S., runs MAHAK Inc., a consulting firm that develops and implements the customer feedback/insight process. He started his career as a market research consultant back in early 1980s.
Francisco, New York, Paris, Bern and Tokyo. Her has designed corporate interior projects in San
education.

American-Style University at Large: Transplants,
The globalization of higher education.

issues in higher education.

academic advising. Her academic specializations
of English, program lead of English and director of
universities, most recently American University of
Kuwait, where she served as associate professor of
English, program lead of English and director of
academic advising. Her academic specializations
include the 19th- and 20th-century novel, specifically
of England, Ireland and France. She co-edited a collection of scholarly essays entitled The
American-Style University at Large: Transplants, Outposts, and the Globalization of Higher
Education (Lexington, 2011) on the topic of global issues in higher education.

Michael Kelleher, Ph.D., went to Africa to carry out doctoral research in the area of biophysical
chemistry applied to the hemoglobin molecule. He remained in Nigeria teaching and carrying out
research until 1998. While in Africa, he developed a deep interest in the practical application of
natural products including medicinal plants. Between 1998 and 2010, he lived in the Bay Area and
taught General Chemistry and Organic Chemistry at Merritt College and UC Berkeley Extension. In the fall of 2010 he moved to the Los Angeles area and set up the Organic Chemistry program at Coastline Community College.

Elizabeth Kennedy, B.A., M.F.A., has been a professional editor and writer for more than 10 years. A graduate of UC Berkeley Extension’s Professional Sequence in Editing, Kennedy has extensive experience in acquisitions, developmental editing, copyediting and proofreading. Her book-publishing clients include North Atlantic Books, New Harbinger Publications, Parallax Press, Seal Press and Other Press. She writes reviews and features for the San Francisco Chronicle, Orion, Yoga Journal, Parents’ Press, Library Journal and others. Her corporate clients include The Republic of Tea and Restoration Hardware.

Joshua Kelly, M.S., is managing partner of FINE Design Group, a digital branding agency with offices in California, Oregon and Michigan. He has more than 20 years of professional experience in marketing on both the client and agency side, with a focus on new products and emerging technology.

Vesta Kirby, M.F.A., is an artist and consultant for color and materials. She has taught at the San Francisco Art Institute, the College of San Mateo and the Academy of Art University. She has designed corporate interior projects in San Francisco, New York, Paris, Bern and Tokyo. Her artwork includes acrylic, oil and watercolor paintings; mixed media; and drawing.

Joshua Kirsch, LCSW, is a psychiatric social worker at Kaiser Permanente and is a member of the Motivational Interviewing Network of Trainers. He has extensive experience teaching motivational interviewing and has worked as a clinician for clients with chemical dependency and mental health issues for more than 10 years. He recently co-authored the chapter “Motivational Interviewing: Mental Health-Substance Use” in Intervention in Mental Health-Substance Use (Radcliffe, 2011).

Kathryn Kleyapas, Ph.D., has taught writing and literature at several different colleges and universities, most recently American University of Kuwait, where she served as associate professor of English, program lead of English and director of academic advising. Her academic specializations include the 19th- and 20th-century novel, specifically of England, Ireland and France. She co-edited a collection of scholarly essays entitled The American-Style University at Large: Transplants, Outposts, and the Globalization of Higher Education (Lexington, 2011) on the topic of global issues in higher education.

Mary Jean Koontz, M.B.A., D.B.A., is the CEO of STEMkids LLC, a global mobile edu-tech company. She teaches entrepreneurial and traditional marketing at Golden Gate University and The Startup School at Mind the Bridge Foundation. She won the 2012 Adjunct Marketing Professor of the Year Award at Golden Gate University. Koontz is a graduate of the San Francisco Chamber of Commerce’s 2012 Leadership San Francisco Program.

Sonja Koppensteiner, M.S., Ph.D., PMP, is the founder of InterGlobe Consulting, where she provides customized training and project management services. She has close to 15 years of experience in the high-tech industry as a project and program manager and a business consultant. She also speaks at international conferences and is a book author and instructor for M.B.A. classes.

Katy Koster, M.A., has tutored students of all ages and in various capacities from writing and grammar to English as a second language. During her exploration of language and literature, she developed a passion for the written word, and a desire to demystify the writing process for those less inclined to the practice. At San Diego State University, she served as an instructor for the English and French departments.

Emmanuelle Namont Kouznetsov, M.F.A., is an artist, commercial photographer and curator. After a career in finance, Kouznetsov turned to photography. Her photography and sculpture work has been shown throughout the United States.

Michael C. Kremer, M.S., Ph.D., Extension Honored Instructor, is a computer systems engineer with Lawrence Berkeley National Laboratory. He has more than 20 years of experience in the computer programming industry, from mainframe and supercomputer scientific programming to designing and programming databases to developing applications. He has been teaching Microsoft Access, database and application courses at UC Berkeley Extension for 15 years.

Laitha Krishnamurthy, M.S., is a software architect for the Android platform for digital eReader products at Barnes & Noble. She has taught UNIX, Java and C courses at UC Berkeley Extension.

Volkert E. Kuebler, M.B.A., Ph.D., is an internationally known strategy and operations adviser who specializes in emerging markets. He has advised firms ranging from technology startups to well-established corporations. During his professional career in the entrepreneurial and corporate arenas, Kuebler has developed and implemented international market strategy for a data-mining firm and successfully co-founded and built its international business. He has also spent a decade with multinational companies in various functions and roles, and has established operations and management teams at different levels.

Chris Kukula, B.L.A., has been learning and practicing landscape architecture for more than 34 years. Her collective experience encompasses projects of all phases of site planning, design, construction documentation, and management in the public and private sector. Kukula has worked a broad range of projects as project designer, project manager, technical consultant, illustrator and arborist. She has a special interest in water management, conservation and sustainable landscapes and is Bay-Friendly certified. Her love of the technical, behavioral and artistic aspects of design, and 20 child-raising years of residential projects in private practice, have made her an expert in planting design and construction. Kukula has a high energy level, and teaches with alternative teaching tools and humor.

Kenneth Kurtz, M.Acc., has 20 years of professional experience as a credit analyst at Moody’s Investors Service. He has also worked as a financial analyst and budget coordinator in the public sector. Kurtz has taught accounting at Golden Gate University for three years.

Helen Kwan, Ph.D., is a stem cell biologist who uses various types of stem cells as tools to study normal versus abnormal development in mammals. She has taught immunology, cell biology and introductory biology courses at San Francisco State University and Yale University.

Amy Kwok, M.Arch, recently founded Pocket Design Studio, a firm that specializes in the design of small spaces. Previously, she worked as a design strategist at Gensler. Kwok was a recipient of a 2007 Fulbright grant to China where she worked with Wang Shu to research the construction of traditional Chinese architecture.

Pat LaDoueur, M.A., Ph.D., is author of the forthcoming book, The Remarkable Power of Small Choices: Simple Actions That Shape Your Life. An experienced author and speaker, LaDoueur is also a board-certified neurofeedback practitioner and a former director of operations at a nonprofit agency. For almost three decades, she has taught staff, students and her private clients to be more confident, focused and connected at work and in meaningful relationships.

Hardy Lahn, diploma, University of Applied Sciences, is an experienced designer, educator and design coach. He has worked for the past 30 years for international companies such as Deutsche Bank and won more than 15 design awards. Lahn’s work has been featured in New Logo World and the International Yearbook of Communication Design. In Europe, he was committed to designing annual reports and involved in horse-aided communication and leadership training.
Christopher Lai, M.B.A., Ph.D., manages and owns Pacteco Inc., an international business operation in Portage, Mich. He is responsible for global sourcing, qualifying suppliers, negotiating, purchasing, receiving and shipping. He has taught at California National and Michigan State universities.

Todd Landreneau, Ph.D., CHC, CPHQ, is a practice leader at Kaiser Permanente. His career in health care spans more than 25 years. Landreneau is also an adjunct faculty member at UC Berkeley and a member of the Health Care Compliance Association.

Pamela Lanza, M.F.A., has taught at New Mexico State University in Las Cruces, N.M.; the San Francisco School of Art; ASUC Berkeley Art Studio; and San Francisco Art Institute Extension. Her work has been exhibited in galleries and universities nationwide.

Angela Lee, M.B.A., is a consultant and educator in the areas of strategic problem solving, marketing innovation and entrepreneurship. As a consultant at McKinsey and Delphinity, she specializes in marketing innovation and change management. Lee is also an entrepreneur, and has helped launch three companies. She is also an angel investor, and helps small businesses with early stage fundraising. Lee also teaches strategic problem solving and marketing at Columbia and NYU.

Anna Lee, M.B.A., is the program director for the UC Berkeley Extension certificate programs in Accounting, in Finance, in Financial Planning and Analysis, in Personal Financial Planning and in Business Administration. Lee manages these five programs to assure academic excellence and student success using periodic student surveys and oversight and mentoring for more than 60 active instructors. A former CPA and CFO, Lee was a full-time faculty member at the School of Accountancy at Wichita State University for six years. She taught several courses for Extension before becoming program director. Currently, she teaches CPA Exam Preparation in addition to her administrative responsibilities. Lee is a member of Cal CPA and a former member of AICPA.

Ching-Cheng Lee, Ph.D., is president of AssisTech Inc. in Danville, Calif., and adjunct professor at California State University, East Bay. His work is in information technology, network engineering and system management.

Chong-Jin Lee, Ph.D., has an extensive background in applying quantitative methods in charting technology trends; identifying new markets; and assessing market risks for governments, Fortune 500 companies, academic institutions and legal firms over the past 20 years. His recent experience includes teaching business management courses to graduate and undergraduate degree students at Dominican University in San Rafael, Calif. Lee has lived and worked in Malaysia, the United States and Japan, each for more than 10 years. He is interested in creatively generating new business ideas that are human-centric and lifestyle related. Lee is passionate about making analytics accessible to anyone.

Richard Lehman, M.B.A., is the author of Options for Volatile Markets: Managing Volatility and Protecting Against Catastrophic Risk (Bloomberg, 2011). He has a Wall Street and financial industry background spanning 34 years, and is the founder of RHL Capital, LLC.

Fred Leise, B.S., currently works as a taxonomy manager for Sears Holdings Corporation and specializes in indexing scholarly works in the humanities. He is a former president of the American Society for Indexing, and has taught and written widely on indexing and controlled vocabulary design. He is a co-author of Indexing for Editors and Authors: A Practical Guide to Understanding Indexes (Information Today, 2008).

Marianna Lenoci, M.A., serves as the senior project director for the Post-Traumatic Stress Disorder (PTSD) Research Core of the Mental Illness Research, Education and Clinical Center (MIRECC) at the San Francisco Veterans Affairs Medical Center.

David R. Leonard, M.A., P.A., D.H.Sc., has practiced clinically in the acute-care setting and has been a physician assistant educator and associate director for more than 10 years with Saint Francis University and Pace University—Lenox Hill Hospital Physician Assistant Programs. Most recently, he has been teaching online courses in a Master of Health Science and Master of Medical Science program. For almost a decade, Leonard has been involved in the clinical research industry as a clinical research associate.

Carol Lethaby, M.A., Extension Honored Instructor, has worked in the field of English language teaching as a teacher, teacher/educator, consultant and materials writer since 1986, working on both local and distance projects.

Joseph S. Leung, M.B.A., CFA, has applied behavioral finance insights and quantitative methods to manage global investments. He has held senior appointments such as board member, CiO, and head of global and international strategies at leading quantitative and behavioral-finance-based investment houses in the United Kingdom and the United States.

Donna Levin, J.D., is the author of two novels—Extraordinary Means (Arbourse, 1987) and California Street (Simon & Schuster, 1990)—as well as two books on the craft of writing: Get That Novel Started and Get That Novel Written (Writer’s Digest Books, 1992 and 1997, respectively). She has taught at UC Berkeley Extension and at other venues for 20 years.

Amy Levine, Ed.D., is the founder and principal of The Essential Steps Coaching (theessentialssteps.com). She founded and directed the nationally renowned UCSF Center for Gender Equity (CGE), and conceptualized and launched the UCSF Women’s Resource Center and UCSF’s Rape Prevention Education Program. Levine is a current board member of the American Council on Education, Office of Women in Higher Education, Northern California.

Sandi Liddicoat, B.S., RD, is a registered dietitian in private practice specializing in the treatment of eating disorders. She has extensive experience working in a variety of settings including inpatient acute care, intensive outpatient and private practice.

Tee Lim, M.B.A., Ph.D., has taught at UC Berkeley Extension; San Francisco State University; Saint Mary’s College; California State University, East Bay; JFK University; and Golden Gate University. Lim was a research director at the U.S. office of AXA Rosenberg, a global investment management firm. He was also a CIO at that firm’s Japan office and a member of its Global Executive Committee.

Pamela Lim-McAlister, M.A., Extension Honored Instructor, is a former lecturer in the Department of Spanish and Portuguese at UC Berkeley and has studied in both Mexico and Spain. She is a member of the Modern Language Association’s Committee on Community Colleges and has served as session chair at the annual conventions in San Francisco, Chicago and New York City.

Carl Limsico, B.A., Certified Java Programmer, is an independent Web architecture consultant. He teaches Java, Python and Perl programming online. Limsico has more than 15 years of software development experience, ranging from mobile applications to enterprise-level systems.

Heather C. Liston, M.S., holds a master’s degree in accounting and is a graduate of UC Berkeley Extension’s Certificate Program in Personal Financial Planning. She has worked as CFO and director of human resources for several organizations in New York City and California.

Jianmin Liu, Ph.D., is senior vice president of business banking risk management at Wells Fargo Bank, specializing in modeling and data infrastructure areas. Previously, he was senior vice president in statistical modeling and data mining for the Consumer Credit Group of Wells Fargo Bank. He is also an adjunct professor at Golden Gate University, teaching finance, econometrics and data mining.

Lifong Liu, B.S., PMP, founder of Global Focus Consulting, has advised business leaders in North America and Asia. She has worked for more than 20 years in engineering, construction, international business development and organizational change management.
Candace Low, Ph.D., is a visiting research scientist at Cornell University. She has taught courses in ecology, conservation biology, statistics and microbiology at Notre Dame de Namur University (NDNU) and UC Berkeley Extension. In addition to her teaching activities, Liu is also involved in community-based learning projects at NDNU. She leads and participates in the Call to Action and Alternative Spring Break initiatives, designed to encourage and support NDNU students who want to provide services in their local communities.

Janet K. Long, M.A., ATR-BC, CTP, MFT, is an artist, psychotherapist, mind-body movement therapist and educator with 30 years of experience developing public programs in the creative arts therapies and her own private practice. She was a founding member of the Northern California Art Therapy Association (NCATA) in the early 1970s, and has been an active contributor to the field of art therapy ever since. Since 1981, she has taught art therapy and psychology courses at the California College of Arts and Crafts. Long is a winner of the Helen Langdon Award for clinical excellence in art therapy.

Harry F. Lorsbach, M.B.A., CIA, CPA, has more than 40 years of auditing experience at a wide variety of organizations. He is an internal auditor with the University of California. Lorsbach has taught graduate and undergraduate auditing courses for more than 20 years at UC Berkeley and UC Santa Cruz extensions.

Peter Lou, M.B.A., CFA, Extension Honored Instructor, is a senior risk manager with Wells Fargo Wealth Management. His prior experience includes management positions with Union Bank and Ernst & Young LLP.

Margaret Lucke, B.A., is the author of three mystery novels: Snow Angel, House of Whispers and A Relative Stranger (nominated for an Anthony Award). She has also published two how-to books on writing, Schaum's Quick Guide to Writing Great Short Stories and Writing Mysteries. Her other publishing credits include more than 60 short stories, feature articles, and scripts for mystery weekends. A former president of the Northern California chapter of Mystery Writers of America, she has been teaching fiction writing classes since 1994 and works with businesses and individuals as a writing coach and editorial consultant.

Jason Lum, J.D., has experience with criminal justice, governmental and legal issues as a solo practitioner and as a federal civil rights attorney at the U.S. Office of the Monitor.

Joseph Lumello, M.A., currently serves as the director of bereavement services for Hospice of the East Bay. For more than two decades, he has worked in the field in a variety of nonprofit settings, and in recent years, he has focused on end-of-life health care.

William Lynch, Ph.D. (license PSY1515), Extension Honored Instructor, is currently in independent practice, specializing in neuropsychological assessment and as a neuropsychological consultant to the San Jose Sharks Hockey Club.

Ronald J. Macaluso, M.B.A., is the CFO for an environmental consulting firm. He has worked in public accounting, the service industry and manufacturing. His experience encompasses small- to medium-sized businesses, both domestic and international. He has taught accounting at Fairleigh Dickinson University, Golden Gate University and Diablo Valley College.

Wayne Macedo, M.A., has been teaching ESL for more than 30 years to English-language learners of all levels, including at the community colleges and with Fulbright Scholars through the U.S. State Department. He has taught courses on writing, film in the classroom, advanced research techniques, conversation and other ESL areas in the United States and abroad.

Barbara Magalinick, M.S., is the author of English Reader (McGraw-Hill, 1979) and Safe Conduct (Lipstick, 2005). She has taught English and ESL in the United States and abroad. After working as an editor at several major publishing houses, she became a freelancer.

Deepa Mahalingam, M.B.A., M.S., has taught Web development, app development and other programming classes for more than five years. She has worked in several large technology companies and small startups in the Silicon Valley. Mahalingam is the founder of online technology school Upheus. She is passionate about helping new people enter the technology conversation.

Jennifer Mahoney, B.A., has more than 30 years of experience transforming ideas into persuasive illustrations that help designers promote their products. She provides developers, advertisers and institutions with visual narratives that win competitions and help sell their projects. Mahoney is a member of the American Society of Architectural Illustrators (ASAI) and the Graphic Artists Guild.

Amos Malkin, B.Arch., AIA, is an architect who has worked with award-winning firms and as a consultant on commercial, health care, housing, and industrial projects. He has been affiliated with UC Berkeley Extension since 1991.

Lauren Mallas, M.A., a licensed architect, interior designer and teacher, has worked in the design field for 40 years. As a Ph.D. candidate at UC Berkeley, she has done field work on Japanese architecture. Her teaching background includes topics on architectural history, design and construction with a specialization on the built environment.

Louisa Weng Chi Man, Ph.D., has a broad exposure to various fields of research ranging from lipid metabolism and female pelvic organ dysfunction to cancer biology.

Daniele Marciano, Ed.D., is the director of Santa Clara Unified School District’s Educational Options, an organization that each quarter serves 18,000 students, with ages ranging from four months to 99 years. The organization’s diverse programs are designed to meet the academic and vocational needs of each individual student.

Jesse Markman, M.L.A., ASLA, is a designer, sustainability educator and entrepreneur. He operates his own landscape design practice, Markman Design, focusing on green roofs, rainwater management and urban botany. He is also the cofounder of ActvDesign, a product innovation and industrial design studio.

Jon Martens, B.S., IFMA, has more than 40 years of in-depth and diverse facilities experience in both the private and public-governmen-ment sectors. He is the founder of the JEMCOR Companies, a group of three diverse companies that are devoted to positively impacting social consciousness and working with socially conscious organizations. Martens is called upon by many U.S. based and international organi- zations to apply his extensive experience in consulting activities within the built environment, providing specialized educational requirements and mentoring.

Diane Martin, M.A., has worked as a proofreader, technical writer, and marketing and communications technical and copy editor for such organizations as Ingres, Informix, Adobe, IBM, Yahoo!, San Jose State and Lasselle-Ramsay. She has also taught individual and team writing at San Francisco State University. Martin’s poetry is widely published in journals and she is the author of Conjugged Visits (Dream Horse Press, 2010).
Valeria Martinovic, Ph.D., is an instructor of biology and chemistry in the San Mateo Community College District. She has also taught medical biochemistry, anatomy, human biology and AP biology. Although Martinovic comes from a long line of chemists, her interest in science was ignited by her great-grandmother, who was a medicinal herbalist of some repute in the Balkans.

Edmond Matevosian, B.S., PE, PMP, is a branch chief of the Project Management Support Unit within the Department of Transportation (Caltrans) and oversees the training and development of capital project delivery staff within Caltrans’ Central Region. He has been with Caltrans for more than 25 years, serving as the lead project manager on the design and construction of numerous highway improvement projects.

Arja McCray, Ph.D., is an instructor at Merritt College in Oakland, Calif. She teaches human anatomy and physiology, general biology and medical terminology.

Patrick McDermott, M.S., has been a programmer and analyst for more than 20 years. He is the author of Zen and the Art of Systems Analysis (Universe, 2002) and co-author of Workflow Modeling: Tools for Process Improvement and Application Development (Artech, 2006).

Catherine McKnight, M.A., is a trainer and group facilitator with specialized skills in interviewing, group facilitation, interpersonal communication and group dynamics. She has experience providing holistic coaching and alternative dispute resolution counseling and has been teaching online courses at UC Berkeley Extension since 2000.

Max McMaster, B.S., has been a freelance indexer for the past 16 years working on back-of-book and other forms of indexing. Prior to this, he worked in the library and information fields. McMaster was chairman of the Panel of Assessors of ANZSI for five years and was awarded the prestigious Australian Society of Indexers Medal for back-of-book indexing on three occasions.

Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor, is a tax specialist with more than 25 years of experience in tax management. His professional expertise is in the areas of partnerships and S corporations.

Martin A. Medeiros, M.A., Extension Honored Instructor, is a professional economist and an instructor at College of Alameda and Holy Names College. Previously, he worked as an economist for Bank of America.

Johanna McShane, Ph.D., CEDS, has been treating eating disorders for more than 20 years, first in residential and medical settings, then in private practice. She is co-author of Why She Feels Fat: Understanding Your Loved One’s Eating Disorder and How You Can Help (Gurze Books, 2008) and has published numerous articles on the prevention and treatment of eating disorders.

Jennifer Merrileeis, Ph.D., RN, is a clinical nurse specialist with the UCSF Memory and Aging Center and an associate clinical professor with the UCSF School of Nursing. Her research focuses on dementia in family caregiving.

Barbara Miller, M.A., is president of Artemis Management Consultants and co-founder of Virtual Connection. She has 30 years of experience helping organizations manage change, redesign work processes, build teams, develop leaders and plan strategically. Miller has worked in healthcare, finance, academia and the public sector.

Bonnie Miller, M.S., RN, is president of BMQCR, Bonnie Miller Clinical Research Consulting, LLC; and vice president-elect, NCA Chapter ACRP. Previously director of clinical standards and training for Elan Pharmaceuticals, she has 18 years of clinical research experience in many sectors of the industry after a 15-year nursing career.

Jason Miller, B.S., is a renowned marketing strategist, keynote speaker and author of the Amazon #1 best seller Welcome to the Funnel: Proven Tactics to Turn Your Social Media and Content Marketing Up to 11 (Heavy Media and Content Marketing Up to 11: Funnel: Proven Tactics to Turn Your Social Media and Content Marketing Up to 11, 2014). He leads global content marketing and social media initiatives for LinkedIn Marketing Solutions. Before entering the B2B space, Miller spent more than 10 years at Sony Music Entertainment developing and executing marketing campaigns around the biggest names in music.

Neil Miller, CADC-II, is case manager of the Marin County Adult Drug Court. He has also served as program instructor for the California Association of Addiction Recovery Resources (CAARR) and worked in a variety of addiction treatment settings during the past several years.

Murray Millet, M.B.A., M.S., is a management consultant with M.R. Millet & Associates in Los Angeles. He has a career background in electronic engineering and technical management, and his consulting fields include organizational, operations and quality management.

Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor, is CIO at Franklin Career Services in Louisville, Ky. He is also an adjunct professor at the University of San Francisco and is certified in product and inventory control management.

Melissa Mizell, B.A., LEED AP, is a design director and principal at Gensler San Francisco. Her workplace, hospitality and retail projects include the new United Terminal and Terminal 2 at San Francisco International Airport. She is passionate about sharing knowledge and helping to influence the next generation of designers. Mizell serves on the advisory board of the interior design program at UC Berkeley Extension, and has mentored and taught at CCA and the Academy of Art.

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INSTRUCTOR BIOGRAPHIES

Reggie Murray, B.S., M.B.A., Ed.D., recently served as CEO of an international children's charity based in Dublin, Ireland. As an early employee at two Silicon Valley startups and a founder of another, he has 25 years of experience in the high-tech industry serving in a variety of senior-management roles.

Patricia Muscatelli, M.B.A., M.S., Extension Honored Instructor, has extensive experience in financial planning for large organizations and has worked on several large mergers. She has also served as a consultant to businesses in the areas of cash management and strategic and financial planning. Muscatelli's professional background includes working as a vice president and finance officer for the Corporate and Commercial Banking Groups of Wells Fargo Bank.

Jillian Nameth, M.A., M.P.A., is a landscape and urban designer based in San Francisco. She works on a wide variety of projects at Wallace Roberts & Todd, from university master plans to small public landscapes. Nameth is interested in public engagement and digital technologies as they relate to landscape architecture.

Lali Nathan, M.B.A., M.S., is a licensed CPA, and brings a highly relevant combination of academic and real-world experience to her teaching. She has worked as an investment banker in Europe and Southeast Asia, and in financial and accounting leadership positions in both large and small enterprises in the U.S.


Jennifer Ng, B.L.A., is a landscape designer who has worked on a variety of small- and large-scale projects at CMG Landscape Architecture. Prior to joining CMG, she worked with Hargreaves Associates in New York City. She also co-founded DesignConnect, a nonprofit experiential learning program that partnered students with community groups to solve design problems.

Peter Niloufari, M.D., is a UC Berkeley alumnus who has been teaching health science courses in the Bay Area for the past seven years. He is also involved in new curriculum development in the Peralta Community College District.

Alanna Nimaui Vigil, M.S., R.D., owns a private practice that provides personalized online nutrition counseling to help people live healthier lifestyles. Previously, she was a clinical diettian at California Pacific Medical Center, where she specialized in caring for cancer and surgical patients and provided nutritional care and support for pediatric, neonatal and adult patients.

Rick Nizzardini, J.D., LCSW, is clinical counselor and faculty member at San Francisco State University Counseling and Psychological Services, former founder and coordinator of the Men’s Sexual Trauma Program at the San Francisco Rape Treatment Center and former director of the Continuum HIV Adult Day Services Center.

George Noceti, M.A., M.B.A., CRPSR, is a financial adviser with Morgan Stanley in Walnut Creek, Calif. In addition to advising individuals and couples, he also presents retirement-planning workshops at employers’ worksites. Noceti specializes in retirement planning and helps individuals develop a retirement action plan. He received the Tim Kochis Award for Teaching Excellence in 2011.

Jill O’Nan, J.D., M.A., has been a freelance writer and editor for nearly 20 years, with clients ranging from Silicon Valley startups to large corporations. She specializes in marketing communications, public relations and technical writing and editing. Typical projects include Web content, knowledge-base articles, product brochures, press releases, white papers, customer case studies and user guides. In addition to freelancing, O’Nan has worked as a writing coach for M.B.A. candidates at Stanford University’s Graduate School of Business. She is a member of Editecetera, the Bay Area’s leading association of freelance publishing professionals, and the Bay Area Editors’ Forum.

Barbara Toole O’Neill, M.S., CHMM, QEP, has 30 years of environmental project experience as a research manager, regulator and lead engineer. Since 2005, she has focused on climate, energy and sustainability projects in California, North America and globally. Her climate projects include GHG inventories, offset projects and new protocols.
INSTRUCTOR BIOGRAPHIES

Andrew Oppel, B.A., is a senior architect at Safeway who has more than 30 years of experience in information technology and more than 20 years of experience teaching at UC Berkeley Extension. He is also the author of Databases Demystified (McGraw-Hill Osborne Media, 2004), SQL Demystified (McGraw-Hill Osborne Media, 2005) and Databases: A Beginner’s Guide (McGraw-Hill Osborne Media, 2005), and co-author of SQL, A Beginner’s Guide (McGraw-Hill Osborne Media, 2008).

Carlos Javier Ortiz is a photographer who focuses on documenting some of society’s most vulnerable communities. He studied photojournalism at Columbia College Chicago and became a staff photographer for Chicago in the Year 2000 (CITY 2000). He won the Robert F. Kennedy Center for Justice and Human Rights Photography award in 2009 for Too Young To Die, his multiyear, comprehensive examination of youth violence in the United States and Central America. Ortiz’s work has been published in The New York Times, The Washington Post, Ebony Magazine and numerous international print, broadcast and online venues. His work is currently in collection at the Museum of Contemporary Photography in Chicago. He was an adjunct lecturer for the course, Introduction to Photojournalism, at the Northwestern University Medill School of Journalism 2009–2013.

Daniela Owen, Ph.D., (license PSY 23748), has worked on multiple research studies, taught undergraduate courses and was a clinician at the Psychological Center at Stony Brook University. She has served as a primary therapist in several clinical settings including Long Island Jewish Zucker-Hillside Hospital; Mount Sinai Hospital, Child and Family Psychological Services; and Kaiser Permanente in Walnut Creek. Owen treats attention and concentration problems, oppositional behavior, social skills deficits, anxiety disorders, mood disorders, adjustment to transitions, enuresis and eating disorders in children and adolescents. She is currently on staff at the San Francisco Bay Area Center for Cognitive Therapy.

Judith Owiti, Ph.D., is an adjunct faculty member at Merritt College. She has taught the Introduction to Biology course (both lecture and lab) at Merritt College and Microbiology Laboratory at the University of San Francisco for 25 years of experience teaching at UC Berkeley Extension. He is also the author of Databases Demystified (McGraw-Hill Osborne Media, 2004), SQL Demystified (McGraw-Hill Osborne Media, 2005) and Databases: A Beginner’s Guide (McGraw-Hill Osborne Media, 2005), and co-author of SQL, A Beginner’s Guide (McGraw-Hill Osborne Media, 2008).

Gwynne Pacheco, Ed.D., is a professor emerita in developmental studies, psychology and sociology at Napa Valley College and a lecturer in psychology and sociology at the University of Hawaii.

Steven Pantell, Ph.D., has more than 30 years of experience as a college counselor and adviser, career and vocational rehabilitation counselor, leadership and management consultant, and human resources professional in the Bay Area. He is a full-time faculty member at Merritt College and an adjunct faculty member at St. Mary’s College.

Massimo Paolini, B.A., is a co-founder and CEO of The Spectrum Group Online, an online marketing agency specializing in Web analytics, AdWords management, SEO, content marketing and WordPress websites. He is an expert consultant for White Hat SEO, teaching at various venues in the SF Bay Area. Paolini advocates marketing techniques that build online momentum while adhering to Google’s quality guidelines, with a solid foundation in digital analytics.

David Papas is a commercial and fine art photographer working in the Bay Area. His client list includes Hewlett-Packard, Ford Motor Co. and T-Mobile. He has been working with digital photography since 1998.

Susan Parkinson, Ph.D., is currently the lecture and lab instructor for Introduction to Biology (Biology 101 and 102) at Diablo Valley College in California.

Jay Parrish, M.B.A., Ph.D., has 10 years of experience in the pharmaceutical industry, where he has held roles as an antiviral drug discovery scientist and in business development. Parrish is passionate about sharing his love of organic chemistry with students.

Francesca Pastine, M.F.A., is a visual artist, curator and art educator who has taught at California College of the Arts, San Francisco Art Institute, City College of San Francisco and Dominican University. She was the recipient of a Pollock Krasner Grant in 2009 and a Kala Fellowship in 2011. Her work has been exhibited nationally and internationally. Pastine is represented by Eleanor Harwood Gallery in San Francisco.

Resa Peay-Wainwright, B.A., has led and instructed change initiatives and administration operations within academic, business, nonprofit and public organizations, including the University of Maryland, Bank of America, KQED/PBS, Family Service Agency of San Francisco and the San Francisco Art Institute. She has an extensive background as a senior HR practitioner.

Margo Perin, M.A., is the contributing editor of Only the Dead Can Kill: Stories From Jail (Community Works, 2006/Creative Work Fund) and How I Learned to Cook and Other Writings on Complex Mother-Daughter Relationships (Tarcher/Penguin, 2004). Her work has appeared in O Magazine, The Washington Post and Psychology Today, and on KRON 4 TV, NPR’s “Talk of the Nation” and other public media.

George Perko, M.B.A., CPA, is a certified public accountant. He previously served as vice president and controller for the BankAmeriLease Companies and was a consultant for Bank of America in Athens, Greece.

Edward Pertcheck, B.A., LEED AP, studied architecture and Spanish at the University of Cincinnati. He is a licensed architect in California. Pertcheck has worked at Huntsman Architectural Group and Nichols Booth Architects. He has worked on a wide variety of projects including seismic retrofits, accessibility projects, redesigns of exteriors and interiors, and tenant improvement projects.

Timothy Peters, B.S., M.A., has worked as a corporate communications writer for more than 25 years, both in-house and as a freelancer. He has written more than 50 annual reports, as well as corporate capabilities brochures, white papers, speeches, bylined articles and website content for companies of all sizes. He also writes about books and authors under his own byline for Publishers Weekly magazine.

Ronald Petty, M.B.A., M.S., is a senior IT manager and engineer. He has provided business analysis services in the fields of finance and energy, and he currently works in the Bay Area startup scene focusing on developing cloud-based services.

Ruth Pincoe, M.A., has more than 30 years of experience as a freelance editor, indexer and researcher. Currently, she works as an indexer and specializes in scholarly publications in the fields of music, literature, history, art and theater. Pincoe has served as national president of both the Indexing Society of Canada/Société Canadienne d’Indexation and the Editors’ Association of Canada/Association Canadienne des Réviseurs, and was international coordinator for the International Committee of Representatives of Indexing Societies.

Catherine Pinkas, M.B.A., PMP, has been a project management professional for more than 15 years, managing projects in a variety of industries, including finance, construction, information technology, hospital management, business development and events management. She has led curriculum development and training for numerous companies, including Apple, Cisco Systems, Bank of America, Network Appliances, IBM and Lawrence Berkeley Laboratory.

Nancy A. Piotrowski, Ph.D., is a clinical psychologist in California (PSY4254). She is also lead faculty in addiction psychology and core faculty in general psychology in the Department of Psychology in the School of Social and Behavioral Sciences at Capella University. She is a past president of Division 50 (Addictions) of the American Psychological Association, as well as past president of the Napa-Solano and San Francisco Psychological Associations. A seasoned teacher of more than 25 years, Piotrowski has conducted clinical research related to psychology and addictions for more than 30 years.
David Polifko, M.F.A., M.S., has a diverse background spanning engineering, research and development, venture capital, construction and interior design. Trained as an electrical engineer and interior architect, he is also a licensed general contractor and owner of David Polifko Design + Fabrication, offering design services, custom fabrications and consulting.

L. Thomas Pollard, Ph.D., is professor of social, cultural and literary studies at National University in San Jose, Calif.

Steven Pon, Ph.D., is an assistant professor in residence at the University of Connecticut. He is doing research in algebraic combinatorics and mathematics education.

Carola Ponce, M.P.S., is an experienced visual and interaction designer. For more than a decade, she has designed digital products, applications, websites, prototypes and brand systems in robust Agile teams focused on user testing and data-driven iterations. Ponce has deployed projects successfully in a variety of fields, including SAAS, fashion, education, human resources and environmental conservation. She has designed for a variety of brands, including Intel, eBay, Verizon, Symantec and San Francisco State University. Ponce participated in the AIGA/Yale School of Management Conference: Business Perspectives for Creative Leaders in 2013.

Vicki Pontius, Ed.D., has extensive K–12, adult and vocational education, and post-secondary teaching experience. Her research interests include the impact of the California High School Exit Exam and college preparedness, as well as working closely with business and industry to help bridge the gap between what employers need and what schools can offer.

Sedique Popal, Ed.D., Extension Honored Instructor, has been a teacher and educator since 1980, and has taught ESL and EFL in Asia and Europe. He has made presentations to TESOL, CATESOL, NAEB and CUBE organizations. Popal also teaches at the College of Alameda and the University of San Francisco.

Mark Posson, M.A., is an environmental, safety, health and sustainable practices management consultant. He has taught environmental and sustainability management courses for several years and is a planning commissioner in the city of Pleasanton, Calif. Posson is the former director of Environment, Safety and Health at Lockheed Martin Space Systems Company.

Suzanne Powers, M.B.A., has three decades of strategic marketing, marketing management and market planning experience. She was vice president of marketing and development at New England College of Business and Finance and director of marketing at Compass Knowledge Group, among others.

Sandra Poza, B.S., ASID, Extension Honored Instructor, has taught at UC Berkeley Extension since 1994. She is the principal of a space planning and design consulting firm in San Francisco, and lectures at the Fine Arts Museums of San Francisco on oil painting, sculpture and furniture.

David Presti, Ph.D., license PSY12835, Extension Honored Instructor, teaches neuroscience in the Department of Molecular and Cell Biology at UC Berkeley. He worked for many years in the treatment of alcohol and drug abuse at the VA Medical Center in San Francisco.

Wayne Price, M.B.A., is president of Price Graves & Company, which conducts security analyses and valuations. He is also an adviser in security issuances and investment portfolio asset allocations.

James Prost, M.B.A., two-time Extension Honored Instructor, was formerly director of marketing and sales for the Technology Products Group at Dataquest. He held positions as vice president of sales for PowerUp Software and marketing manager for Qume. He has more than 20 years of experience in marketing and sales management.

Erica Pulley, B.A., has written grant proposals for several leading Bay Area nonprofits, including the San Francisco Zoological Society, and has secured hundreds of thousands of dollars in grant awards over the years. Her fundraising interests and strength lie in researching potential donors through resources like the Foundation Center. Currently, Pulley is a freelance grant writing consultant.

Richard Ragan, M.S., CPT, Extension Honored Instructor, is principal of the Ragan Group, specializing in building high-performance work teams, conducting executive and strategic coaching, and training HR development professionals. He has been a UC Berkeley Extension instructor for more than 20 years.

Lall Ramrattan, Ph.D., is an economist with the U.S. Department of Housing and Urban Development in San Francisco.

Monica Ranes-Goldberg, Ph.D., Extension Honored Instructor, has taught biology and microbiology at Harvard University, where she received a certificate of distinction in teaching. She pursued postdoctoral studies at the Pasteur Institute in Paris, where she developed vaccines for infectious diseases.

Hillel Raz, Ph.D., has research interests in mathematical physics and is currently working on spectral properties of quantum and discrete graphs. Raz has been a math instructor since 2003.

Daniel Redline, B.A., CCRP, has more than 20 years of clinical and clinical research experience in hospital, academic medical center and industry settings. He is the director of clinical affairs for Volcano Corporation, a medical device company specializing in interventional cardiology. In addition, Redline is a board member and president-elect for the Society of Clinical Research Associates (SoCRA).

Patricia Reed, M.B.A., is an Agile expert, consultant, executive coach and co-founder of iHoriz. She is PMI’s Agile Community of Practice leader and serves as a director and Agile Alliance board member. She was senior director of IT at Gap Inc., where her responsibilities included global Agile project and portfolio management, IT strategic planning and release management, enterprise Agile adoption and business transformation, and talent management and development programs.

Deb Reeves-Gutiérrez, Ed.D., holds a doctorate in education, curriculum and instruction, and has been an educator since 2005. She has previous teaching experience with K–12 and adult students, primarily English learners. Her specializations include English learner pedagogy and practice, brain-based instructional methods and curricular design. She is a published educational researcher.

Thomas Renaud, Ph.D., project manager in the product portfolio management group at Genentech, has taught graduate and undergraduate chemistry and biology for the past 17 years. He has taught Drug Design and Discovery at UC Berkeley Extension since the course’s inception.

Darrel Richards, Ph.D., is a lecturer in the Department of Psychology, California State University, Northridge.

David Richo, Ph.D., MFT, is a teacher, workshop leader and writer who works as a psychotherapist in Santa Barbara, Calif., and San Francisco. He combines Jungian, transpersonal and mythic perspectives in his work, and is the author of more than a dozen books including Being True to Life: Poetic Paths to Personal Growth (Shambhala, 2009).

Julie Robbins, LCSW, has been practicing psychotherapy for more than 30 years. She has expertise in all areas of family violence and child maltreatment, as well as extensive experience in the areas of depression, divorce, high-conflict custody disputes, adoption and parenting. She has served as the victim services director for the San Francisco Department of Public Health and is on the adjunct faculty of Alliant University. Robbins is in private practice working with children and adults and serves on the Board of the California Professional Society on the Abuse of Children.
Larry Robinson, M.F.A., has taught painting, drawing and color theory in the Bay Area since 1979. He is owner and director of Oakdale Painting Studio in San Francisco. His work has been exhibited at the Phoenix Museum of Art; Dana Reich Gallery in San Francisco; and Claudia Chapline Gallery in Stinson Beach, Calif.

Makan Rokni, Ph.D., has taught courses in mathematics, statistics, information technology and engineering. He has researched and been published in a variety of fields, including nonlinear dynamics, spacecraft motion and information technology.

David Rompf, J.D., has published essays and articles in Harvard Review, Newsweek, Los Angeles Times, The Missouri Review, Creative Nonfiction, and many other magazines and newspapers. His essays have been cited in Best American Essays and Best American Travel Writing. He is on the editorial and executive boards of the literary journal Memoir (and).

Marco Rosa, M.A., is an HR executive who brings more than 25 years of human resources expertise in building companies such as MAP Pharmaceuticals Inc. He is currently a certified instructor in HR management at UCSC; a senior-level retained search partner; an HR executive consultant; and a certified coach/facilitator supporting senior-level executives seeking to increase their personal and professional agility, authenticity, adaptability and organizational effectiveness. Rosa has held positions as vice president of worldwide human resources with Carl Zeiss Meditec, Inc., and of human resources with COR Therapeutics, Inc. He has also held several other executive-level human resources and key administrative management positions.

Lorrie Thomas Ross, M.A.O.M., is CEO of WebMarketingTherapy.com. She is the author of The McGraw-Hill 36-Hour Course to Online Marketing (McGraw Hill, 2010). Ross has expertise as a buyer and seller of online media, specializing in results-based marketing.

Tamara Roth, B.F.A., Associate IIDA, LEED AP ID+C, is a designer at Design Blitz. She has more than nine years of experience working on large and small corporate interiors projects and more than five years of teaching experience. Roth is actively involved with the local International Interior Design Association chapter.

Debmani Roy, M.S., Ph.D., is a faculty member at Bellarmine College Prep where she teaches organic chemistry, biochemistry, and AP and general chemistry.

Rainbow Rubin, Ph.D., is an instructor of toxicology at UC Berkeley Extension and previously has taught environmental health and nutritional medicine courses. She conducts research on prevention of chronic disease and the health impacts associated with toxic exposure across the lifespan, focusing on perinatal exposures. Her previous assessment of cumulative exposure to environmental toxins from food among children included significant findings for cancer endpoints.

Abigail Rudner, B.F.A., M.A.A.E., is a freelance designer whose clients include Tower Records, Godiva, The Wall Street Journal and Super Juice. Previously, she worked at Campbells’ Soup’s design studio on packaging and promotional design for Campbells’ subsidiaries.

Tom Rusert, M.A., is a private consultant and a trainer at Speech Skills LLC. After an initial career as a high school and college speech, debate and theater coach, he moved into senior sales management, where he coached sales representatives in the high tech, finance, medical and insurance industries. Rusert has also anchored a business television network in silicon valley and an award-winning food and wine radio show in California’s wine country. He is a national spokesperson for conservation issues and recipient of the John Muir Award.

Hiromi Rustigan, M.A., has been teaching Japanese at all levels at City College of San Francisco for more than 20 years. She has also taught at other Bay Area colleges including UC Berkeley Extension and Skyline College. Rustigan co-authored the Japanese textbook Nihongo Ganbaro 1, 2, and 3 with fellow Japanese instructors at City College of San Francisco.

Diane Dorrans Saeks, B.A., is the best-selling author of 22 books. Her most recent design books are Jean-Louis Deniot Interiors (Rizzoli, 2014), Ann Getty: Interior Style (Rizzoli, 2012), Orlando Diaz-Azcuy (Rizzoli, 2009) and Michael S. Smith: Elements of Style (Rizzoli, 2005). She has also written about design, style and architecture for The New York Times, wwd.com, C California Style, PaperCity, House Beautiful, Gentry, Harper’s Bazaar and Elle Decoration. She is the founder and editor of the leading design blog The Style Saloniste.

Larry Sager, J.D., focuses on litigation, personal injury and toxic torts in his practice. He is a former staff attorney for the Ninth Circuit Court of Appeals and the Felony and Misdemeanor Divisions of the San Francisco District Attorney’s Office. Sager has taught classes on controversial legal issues for San Jose State University, worked for the White House Counsel to the President of the United States, and moderated “Your Legal Rights” on KCBS and KPOO radio.

Ashish Sahni, M.P.P., works as the assistant chancellor and chief of staff at UC Santa Cruz. Sahni’s work includes representing the chancellor on policy, community relations and operational issues. He also initiates and directs investigations and analyses on a variety of topics and oversees implementation of various campus initiatives. Sahni has degrees from UC Berkeley and Georgetown University; most recently, he earned a certificate from the Institute for Educational Management at Harvard.

Richard Samuelsen, Ph.D., is an adjunct professor at Diablo Valley College (DVC) and Laney College. He has taught chemistry courses at DVC, Laney, UC San Diego, UC Berkeley and Columbia University. When not teaching, he can be found running, bicycling, playing the piano, exploring Sierra lakes or solving 9x9 KenKen puzzles.

Curt Sanford, M.A., Ed.D., has worked in teaching ESOL and teacher training for more than 20 years. He has taught extensively in the Bay Area at community-based organizations, private intensives and San Francisco State University. He currently teaches credit composition courses at City College of San Francisco.

Geoffrey Sargent, Ph.D., is a scientist at the California Pacific Medical Center Research Institute in San Francisco, researching the genetic stability of human embryonic stem cells. He has worked in biotech for the past 10 years, most recently directing research programs at Advanced Cell Technology, a biotechnology company.

Joan Ellen Sarnat, Ph.D., ABPP, is a psychologist in private practice in Berkeley. She is a personal and supervising analyst and a member of the faculty at the Psychoanalytic Institute of Northern California. Sarnat has co-authored, with Mary Gail Frawley-O’Dea, The Supervisory Relationship: A Contemporary Psychodynamic Approach (Guilford Press, 2001), and is the author of Supervision Essentials for Psychodynamic Psychotherapies (American Psychological Association, 2015).

Rhodri Scantlebury, Psy.D., is a mental health clinical specialist for Contra Costa County Forensic Services and conducts psychiatric evaluations to criminal offenders. He specializes in evidence-based approaches to schizophrenia and addiction medicine. His teaching experience includes courses in psychology at both the undergraduate and graduate level.

Piero Scaruffi is a cognitive scientist who was the manager of the Olivetti Artificial Intelligence Center in Silicon Valley, held visiting scholarships at several academic centers—notably Harvard and Stanford universities—taught in three continents, and published several books on artificial intelligence and cognitive science. As a music historian, he has published 10 books, the latest ones being A History of Rock Music (second edition, 2009) and A History of Jazz Music (2007). He has also written extensively about cinema, literature and the visual arts on his website, scaruffi.com. His latest book of poems and meditations is Synthesis (2009).

Marc Schiffman, M.F.A., has taught a variety of writing and literature courses over the years for the University of Maryland. Schiffman has published short stories and articles in many literary journals. He is the author of The Man Who Controls the Earth (CreateSpace, 2012).
Brandon Schneider, Ph.D., taught courses at UC Berkeley, and conducted research on various aspects of language and culture there, including contemporary Italian cinema and the politics of Italian popular culture. Schneider has studied at the universities of Padova and Siena, respectively. His current interests include the films and novels of Italian director and author Paolo Sorrentino, as well as the wider intersections between contemporary media, culture and politics.

Frank C. Schultz, Ph.D. is a faculty member in the Management of Organizations, and the Economic Analysis and Policy Groups of the Walter A. Haas School of Business at UC Berkeley. His business background is extensive with B.A., M.B.A. and Ph.D. degrees in business, as well as experience with IBM, Chevron and Pillsbury. At the Haas School of Business, he specializes in the areas of leadership and strategic management. The focus of his research is on Deliberate Practice—how individuals and organizations gain competitive advantage through the development of world-class experts. His research has received recognition from the Academy of Management in the United States, and he has traveled globally to India, Brazil and China to share his findings. He is currently working on his book Deliberate Practice: What Individuals and Organizations Can Learn about Outstanding Performance from Top Performers in Sports, Science and the Arts.

Nicolette Schumacher, M.B.A., has 10 years of global experience in HR technology, leading professionals through the complexities of purchasing, implementing and leveraging technology for business outcomes. Her experience covers a wide range of industries, countries and functional business users. Schumacher has worked in corporate strategy for the office of the CEO at SAP and negotiated HR programs with a German works council. Her passion is to empower people, culture and change management while making technology fun and easy.

David Schweidel is the author of Confidence of the Heart (Milkweed Editions, 1995), winner of the Milkwed National Fiction Prize, and co-author, with Robert Boswell, of What Men Call Treasure (Cinco Puntos Press, 2008). His short stories and essays have appeared in several publications, including East Bay Express and Kansas Quarterly. In his spare time, he volunteers as a poetry teacher at a Berkeley elementary school.

Arthur Kane Scott, M.A., is an author who teaches at several California colleges and universities. He brings a global perspective to his history classes, which cover a wide range of cultures: Asian, Russian, U.S., Western and Islamic. His approach emphasizes the psychological, cultural and artistic expressions of particular peoples and eras.

Emmanuel Segmen, M.A., has taught at Merritt College in Oakland, Calif., since 1989 in the areas of human anatomy, human physiology and cadaver dissection. He prefers teaching with clinical correlations and with special consideration and preparation for those heading for careers in the health care professions.

Tracy Sestili, B.A., is founder of Social Strand Media, a social media marketing and web design agency. She also serves on Women for Winenses's board of directors as their national marketing director. A sought-out speaker, she has spoken at BlogHer, WITI, Center for Nonprofits and Social Media Strategies Summit. Previously, she was the director of operations at TiVo Inc. for almost 10 years and also co-founded a cancer nonprofit. Sestili earned her B.A. in speech communications from Shippensburg University and is the author of Taking Your Brand From the Bench to the Playing Field (Amazon and Kindle).

Ariel Shannon, M.A., grew up bilingual, in French and English. She is currently completing her dissertation. Shannon's focus is on 19th- and 20th-century Italian literature, with special interests in postcolonial migrant literature in France and Italy. Forthcoming publications include France-Algérie/Algérie-Italie?... Rupture et substitution, ou ménage à trois?.

Kevin Shea, M.B.A., is principal of Effectively Efficient Communications and executive vice president of marketing and sales for Boston Harborfest. He has nearly 30 years of experience in the financial services industry.

Billie Shepard, M.A., founder of Billie Shepard & Associates, has been a professional actor, acting teacher and presentation coach for more than 25 years. Her corporate clients include Cisco Systems, Intuit and Morrison & Foerster. She has founded five acting workshops in four states. Shepard has appeared in numerous Equity and television productions.

Vivian Shin, M.B.A., is a marketing and brand strategy guru with over 12 years of experience in small business and in large Fortune 500 companies. Prior to her role as brand director for Nutiva, she has worked with brands such as Del Monte, Johnson & Johnson, Target, Mervyn's, Lonely Planet, BBC Worldwide along with other non-profit organizations and family businesses. She has taught marketing strategy and positioning at UCLA Anderson and now brings her passion for teaching, coaching and consulting to UC Berkeley Extension.

Nima Shomali, M.B.A., is currently a senior consultant with IBM’s Strategy and Innovation Consulting Practice. He previously held positions at Goldman Sachs and the UC Berkeley Space Sciences Laboratory, and has experience designing jet engines with Pratt and Whitney. Fluent in four languages, his publications include articles in the The Washington Post and New York University (NYU)’s graduate business paper.

Jennifer Shultz, Ph.D., is an experienced online instructor in psychology and has conducted research on health disparities, smoking cessation and youth services. Shultz’s clinical training was at the Nisonger Center for Intellectual and Developmental Disabilities in Ohio.

Megan Siler, M.F.A., is an award-winning independent filmmaker who produces, directs and writes documentary and fiction films. Her work has screened at festivals internationally and has also been broadcast on public and cable television. She has been teaching film, screenwriting, film production and broadcast classes throughout the Bay Area for nearly 15 years. Siler won the Emerging Talent Award from the Los Angeles Outfest for her feature-length film The Midwife’s Tale.

Milena Simeonova, M.S., IES, LC, RA, is a licensed architect whose interest in lighting encompasses how it affects human health and well-being. Her previous employers include the Pacific Energy Center; Johnson Controls, Traxon Technologies, the Brandston Partnership and Lighting Affiliates. She is a member of the Illuminating Engineering Society of San Francisco and has published articles for GreenBi, LD+A Magazine and Healthcare Design.

John Sims, B.S., P.E., is a licensed civil engineer and general contractor with more than 30 years of experience. He is the owner of a scheduling company with projects in San Francisco and Los Angeles. Sims has planned and scheduled numerous projects for airports, BART, schools, municipal buildings, hospitals and multifamily residential buildings.

Gregory Sinclair, M.B.A., CPA, has taught at UC Berkeley Extension; at California State University, East Bay; and at San Francisco State University. His business experience includes controller and analyst positions at Wells Fargo, Crocker Trust Company and the Federal Home Loan Bank. He also provides consulting and tax services to businesses.

Gurnam Singh, Ph.D., has been teaching chemistry at Berkeley City College since January 2008. He has also taught the subject of chemistry to undergraduates at Chabot College, as well as to undergraduates and postgraduates at the various institutes affiliated with the University of Bombay (India) and Guru Nanak Dev University, Amritsar (India) for more than two decades before coming to the United States.

Siu Po Sit, Ph.D., is the vice president of clinical affairs responsible for the clinical development of neurovascular devices at Penumbra Inc., where his focus has been on the clinical development of endovascular therapy for the treatment of acute ischemic stroke and intracranial aneurysm.
Admir Skodo, Ph.D., is a visiting scholar at UC Berkeley. He has taught humanities courses at UC Berkeley Extension, Stanford Continuing Studies and Lund University. Skodo’s research and teaching is interdisciplinary, including modern intellectual and cultural history, the philosophy of history and political theory. He has published articles in leading national and international peer-review journals, including Modern Intellectual History and History of Political Thought.

Cathleen Small, M.A., has been a freelance editor for 12 years and has edited more than 200 nonfiction books, as well as numerous Web articles, technical reports and a few novels. She has taught freshman composition, mechanics and research-based writing at the college level.

James Smiley, B.A., D.C., has been teaching anatomy, physiology and biology throughout the Bay Area since 2000. He developed and teaches the online human anatomy course and teaches the classroom-based lecture and laboratory course, as well as human physiology to first-year UC Berkeley students. His research interests have ranged from health economics in managed care to indices for predicting athletic performance. He co-founded and serves as the anatomic consultant for SuperSkin, a startup company creating a protective skin through the use of carbon nanoparticles, aimed at reducing rotational forces acting on the head and neck in both high-impact sports and military combat.

Deann Smith, B.A., CKM, PMP, provides project and knowledge management consulting and training to the semiconductor and high-tech industries. She has extensive experience developing strategic initiatives with clients to implement enterprise project solutions. Smith holds project management professional (PMP®) certification from the Project Management Institute (PMI®) and is a certified knowledge manager (CKM).

Joanna Smith, M.P.H., CHA, LCSW, is the founder and CEO of Healthcare Liaison, a health care advocacy practice in Berkeley. Smith divides her time between assisting her clients in navigating through complex medical situations and teaching, both at UC Berkeley Extension and in her own credentialing program through Healthcare Liaison. She has 30 years of experience in the fields of health care advocacy, mental health and medical social work. Smith also founded the National Association of Healthcare Advocacy Consultants (www.nahac.com) in 2009 and organized its first Annual Conference in 2009. She served as the first president of NAHAC and now chairs the membership committee for the association.

Patricia Smith, M.J., is a senior corporate communication executive with 30 years of experience. Prior to establishing Patricia Smith Communications, a corporate training firm, she served nine years as communications director for Kaiser Permanente. Previously, she served in top communication positions with GE Financial Services, Bank of America, Blue Cross, Xerox Financial Services and Transamerica. Smith teaches business communication at several colleges and universities in the Bay Area.

Stefanie Smith, Ph.D., serves as director of research and evaluation at Huckleberry Youth Programs in San Francisco while maintaining a private practice that specializes in assessment and complex trauma. Previously, Smith was a health science assistant clinical professor at UCSF/SFGH, working at the Child and Adolescent Support, Advocacy and Research Center.

Sinead Smyth, J.D., LMFT, is a Certified Gottman Therapist who has had a clinical and consulting practice in Alameda since 2000. In addition to her counseling practice, she runs workshops and trainings for couples and therapists.

Socorro M. Soberano, M.F.A., has taught graphic design in the Bay Area since 2002. Prior to teaching full-time, she worked as a senior designer for a national organization specializing in corporate identity, print collateral and publication design. Her design strengths are in typography, layout design and conceptual projects.

James Sorensen, Ph.D., professor in residence, UCSF Department of Psychiatry, is former chief of substance abuse services at SF General Hospital. Sorensen received the 2012 UCSF Department of Psychiatry George Sarlo Prize for Excellence in Teaching.

Stephan Sorger, M.B.A., M.S., CMC, PE, Extension Honored Instructor, is a management consultant with On Demand Advisors, where he develops marketing strategies for high-tech companies. Previously, he held leadership roles in marketing and product development at Oracle, 3Com and NASA. He is the author of Marketing Planning: Where Strategy Meets Action (Prentice Hall, 2012). He has been teaching marketing at UC Berkeley Extension since 2003.

Glen Sparks, M.A., is currently director of the career technical education and apprenticeship programs for the Pleasanton Unified School District. He has received both charter and region awards from the Association of California School Administrators for his work in adult education. Sparks has also worked as a part-time associate professor at California State University, East Bay.

Laurel Sprigg, M.A., member of the Textile Arts Council Board of the Fine Arts Museums of San Francisco and owner of Laurel Sprigg Inc, a custom workshop providing the highest quality of soft furnishings for interior designers and architects since 1991. Sprigg’s creations have appeared in many publications and showcases.

Richard Sprott, Ph.D., is an experienced university instructor in psychology. His work has focused on language and social and cognitive development in early childhood, as well as identity and sexual development in adulthood. His research interests include the intersections of identity, culture, sexuality and well-being.

Margaret Steen, M.J., Extension Honored Instructor, is a Bay Area freelance writer, editor and writing instructor. Her work has been published in the San Jose Mercury News, Christian Science Monitor, Business 2.0, American Journalism Review, Stanford Business and Network World, as well as on HotJobs.com. She teaches online and classroom courses in writing for UC Berkeley Extension.

Gaius Stern, Ph.D., studied Greek and Roman history at UC Berkeley, where he currently teaches Greek and Roman Art in the Department of History of Art. His dissertation examined a monument in the center of Rome, the Ara Pacis Augustae. Much of his work focuses on the Augustan age, coming up on its 2,000th anniversary. Stern’s recent research focused on the Ara Pacis, Roman coins and Ancient Greece.

Peter Stonebraker, Ph.D., is retired after 35 years at Chevron Corporation. He is an expert on global chemical control regulations, material safety data sheets, product stewardship, green chemistry and toxicology as it relates to industrial chemicals. He has extensive teaching and presentation skills, having made hundreds of lectures to various Chevron customers, universities and to numerous professional societies such as the American Chemical Society, American Society for Testing and Materials, and the National Petrochemical and Refiners Association.


Marcus Straw, Ph.D., is a scientist at Bayer HealthCare Pharmaceuticals in Berkeley. He taught chemistry and biochemistry at UC Berkeley for 10 years. Straw also has more than 15 years of research experience in organic chemistry and biochemistry, both in academics and in the pharmaceutical industry.

Roberta Streimer, M.Ed., is the founder of Organizational Diplomacy, and has more than 25 years of experience consulting in the private and public sectors. Her expertise includes organizational assessment, strategic planning, mediation, executive development, management training, communication strategy, change management, performance improvement, succession planning, team building and meeting facilitation. She is also certified as a courtroom mediator and leadership coach.
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Robyn L. Stukalin, M.S., LCSW, is a gender specialist at Tom Waddell Health Center’s Transgender Tuesdays and with Trans Access. She provides and designs trainings for staff at the San Francisco Department of Public Health and is a psychotherapist in private practice.

Anu Suresh, M.S., is a biotechnology instructor for Mission Valley Regional Occupational Program in Fremont, Calif. Previously, she won the faculty at Ohlone Community College, training dislocated workers for the Bio Manufacturing Certificate Program. She is the director of Shruthi Swara Layla, and teaches and performs Carnatic vocal music.

Sarah Sutton, B.L.A., ASLA, BFQP, LEED AP, PLA, is principal of landscape architecture and sustainable design at PlaceWorks in Berkeley. She brings more than 30 years of experience practicing in the public and private sectors, including civic parks and plazas, institutional and commercial settings, housing, streetscapes, and creek and habitat enhancements.

Balasubramanian Swaminathan, B.S., CSM, PDMM, PMI-ACP, PMP, is a senior project manager, PMO (Strategic Management) at CPP Inc. He has 17 years of experience as program manager, Agile and project management coach, and research and design engineer in real-time embedded systems. He completed the Certificate Program in Project Management at UC Berkeley Extension.

Shelley Sweet, M.A., is president of I-4 Process. She provides modeling processes and data-analysis methods that aim to accelerate operational improvements and build leaders and employees who sustain operational excellence. Representative clients include Cisco, Bank of America, Chevron, Oracle, Merck, Santa Clara County and the University of California.

David Sweet-Cordero, B.S., is a native of Mexico and has been a professional interpreter for more than 20 years, with experience in a wide range of legal and community venues and settings. He is a certified state and federal court interpreter and has been a part-time studio interpreter of Contra Costa Superior Court since 2008. Sweet-Cordero taught interpreting at Laney College in Oakland from 2012 to 2014. He served on the Board of Directors of the California Federation of Interpreters from 2012 to 2014.

Michael Swett, Ph.D., is a consultant and instructor at Portland Community College and Marylhurst University. He developed the online course Psychology of Communication, which was the recipient of the Meritorious Award for the Best College-Level Distance Course in 2004 by the University Professional and Continuing Education Association.

John Tabor, B.A., is a writing and editing consultant in Torrance, Calif.

Richard K. Takahashi, M.B.A., is a benefits manager for Pacific Gas and Electric Company and has more than 20 years of diversified employee benefits experience in both the public and private sectors. He has actively managed retirement and health and welfare plans for the Lawrence Berkeley National Laboratory and other Bay Area companies, including Charles Schwab, Safeway, Clorox and McKesson.

Ahmet Taspinar, M.B.A., PMP, is a management consultant with more than 25 years of experience in project construction management in engineering/construction, petroleum, electric utilities and information systems.

Steve Taylor, M.S., PE, Extension Honored Instructor, is the founding principal of Taylor Engineering, Alameda. He has more than 25 years of commercial and industrial design experience. He was one of the primary authors of the HVAC sections of ASHRAE Standard 90.1 energy-conservation standard and California’s Title 24 energy standards. Taylor is an ASHRAE fellow.

William L. Teiser, M.Ch.E., is a registered professional engineer. He has more than 40 years of experience in program and project management, engineering management, business development, and project and process engineering. He has managed programs and projects with Bechtel Corporation for Union Carborde, Phillips Petroleum, Husky Oil, Procter & Gamble and Nabisco.

Desiree Thayer, Ph.D., is a scientist at the University of California, San Francisco. She has worked on various research projects, including the synthesis of glycopeptide antibiotics, carbohydrate biomarkers in cancer, and molecular and cell biological studies of neuronal ion channels.

Holly Thompson, M.A., is the author of the young-adult verse novels The Language Inside and Orchards, winner of the APALA Asian/Pacific American Award for Literature, both published by Delacorte/Random House, and the forthcoming middle-grade verse novel Dragon’s Mouth (Henry Holt). She is also author of the adult novel Ash (Stone Bridge Press) and the picture book The Wakame Gatherers (Shen’s Books), Thompson edited Tomo: Friendship Through Fiction—An Anthology of Japan Teen Stories (Stone Bridge Press). She serves as regional advisor for the Stone chapter of the Society of Children’s Book Writers and Illustrators.

Barry Thomson, M.Sc., studied tropical environmental science, which included field research expeditions in Trinidad and Tanzania. Since 2003, he has been teaching biology, ecology and conservation at West Valley College, and microbiology and California native plants at Cañada College. Previously, Thomson spent four years working as a naturalist guide in the Ecuadorian Amazon. Each spring, he volunteers for the California Native Plant Society and San Mateo County Parks, identifying and recording information on the distribution and abundance of rare native plants in San Mateo County.

Kerem Tomak, M.A., Ph.D., brings more than 15 years of experience as a marketing scientist and executive to his teaching career. He has expertise in the areas of price and revenue optimization, assessing promotion effectiveness, yield optimization in digital marketing and real-time analytics. Tomak has managed small- and mid-sized analytics teams at Fortune 100 companies and delivered large-scale analytics solutions for marketing and merchandising units. He holds four patents and has been published in numerous academic journals. He is a sought-after speaker in big data and business intelligence platforms for marketing analytics.

Michael A. Tompkins, Ph.D., Extension Honored Instructor, is the director of professional training at the San Francisco Bay Area Center for Cognitive Therapy, an assistant clinical professor at UC Berkeley and a founding fellow of the Academy of Cognitive Therapy.

Henry Tooryani, M.S., Extension Honored Instructor, is founder and president of MicroEstimating Inc., a preconstruction services firm. A civil engineer with 30 years of professional experience in construction and construction management, he is licensed as both a general engineering and building contractor in California.

Bac Haoi Tran, M.A., was a language lecturer at UC Berkeley from 1992-2015. He has been the Vietnamese coordinator at the Southeast Asian Studies Summer Institute at the University of Wisconsin-Madison since 2000. Tran is the author of Survival Vietnamese: How to Communicate without Fuss or Fear - Instantly! (Tuttle Publishing, 2015). He has authored many Vietnamese textbooks, including Viet Ngu Dam Thoai/ Conversational Vietnamese (Tan Van, multiple editions) and Colloquial Vietnamese: The Complete Course for Beginners (Routledge, 2012). He is a co-translator of the collection of short stories titled The Stars, The Earth, The River (Curbstone Press, 1997), as well as many other anthologized short stories.

Maggie Trapp, Ph.D., received her doctorate in English from UC Berkeley. She is currently pursuing an M.F.A. in creative writing at Pacific University. Her essays and book reviews have been published in the San Francisco Chronicle, the Seattle Weekly and Pleiades: A Journal of New Writing, among others.
Rick Trautner, M.D., is chair of Bay Psychiatric Associates, as well as medical director of adult psychiatry and chair of the Department of Psychiatry at Alta Bates Summit Medical Center. He has 30 years of experience in the field. Trautner was the recipient of the Patients’ Choice Award in 2011.

Ivan Trujillo, M.F.A., specializes in packaging and publication design and is the founder of REFORM Studio for recycled glass products. He has worked for a variety of companies, including Kimberly-Clark Corporation, Acuity Brands, Anthem and IDEO. As a freelancer designer, Trujillo worked with Dunhill, Puma, Safeway, Lexus and Marilyn Jaeger Skincare. He is the program director for Graphic and Interactive Design at UC Berkeley Extension.

Alan Tsuda, M.B.A., has experience as a consultant, technology officer, operating officer, product manager and systems analyst. He has worked on and managed a variety of projects for organizations, including General Electric, General Motors, TRW, Cypress Semiconductor and the City of San Jose.

Eileen Tumlin, M.Arch., LEED AP, is an architect who teaches design, drawing and digital design courses at colleges throughout the Bay Area. She is an Autodesk AutoCAD and Revit Certified Professional and an Autodesk Certified Instructor. Currently in private practice, Tumlin has worked on both residential and commercial projects.

Jimmie R. Turner, Ph.D., Extension Honored Instructor, is a professor of psychology at John F. Kennedy University. He served as staff psychologist, director of training and assistant program director for the Chemical Dependency Recovery Program of the Kaiser/Oakland Department of Psychiatry for 23 years.

Carlos Turner Cortez, Ph.D., will serve as the next president of Continuing Education with the San Diego Community College District. He most recently served as dean of academic pathways, workforce development and student success and acting vice president of instruction at Berkeley City College (BCC). Turner Cortez is also an adjunct assistant professor at the Rossier School of Education at USC, where he has worked in various capacities since 2001. His research interests center on the role of educators and administrators of color in the historical development of American social welfare and education policy. He is also an expert in the area of promoting equity and access in urban education through literacy and policy initiatives. Before BCC, he also served as director of education extension at UCLA. Prior to UCLA, he worked in education at the P–12 level as a classroom teacher, administrator and researcher.

Aubrey Uresti, M.A., PPS, is a marriage and family therapy intern at Longfellow Middle School, providing individual and group counseling for students and consultation to parents, teachers and administrators. She has experience in all levels of K–12 education and is an adjunct faculty member at Saint Mary’s College in the Graduate Counseling Program.

Daniel Vacanti, M.B.A., specializes in the leading, mentoring and coaching of teams in Agile practices. He has more than 12 years of experience as a software developer, designer and architect for Agile projects in the areas of telecommunication and transportation.

Sandra Van Keuren, CPA, is a tax director at Marcum LLP. She has more than 25 years of private and public accounting experience. Her diverse public accounting experience includes consulting and identifying tax issues related to entity formations, and she has extensive experience managing domestic and international tax filings for small corporations, partnerships, limited liability companies, high-net-worth individuals, not-for-profits, and trusts and estates.

Mark van Warmerdam, M.M.S., PPS, has counseled students in a variety of academic capacities, including admissions advising, career counseling, enrollment processes, leadership, ethics and resilience life. He is currently co-director of college counseling at a small, private high school.

Juhn Verano, M.S., is a prehealth professions career counselor at UC Berkeley’s Career Center, where he advises UC Berkeley students and alumni who have an interest in pursuing medical school and careers in a health profession.

Alakh Verma, M.S., is director of product development (Platform Technology Solutions) at Oracle, and has more than 20 years of experience in software technologies. He evangelizes for emerging-technologies-based solutions and services among global partners.

Christina Villarreal, Ph.D., maintains a private practice in personal and executive coaching and forensic assessment and consultation in the San Francisco Bay Area. She has taught and supervised doctoral students in psychology at Argosy University and The Wright Institute, and has published widely in newpapers, magazines, television news, scientific journals and social media/blogs.

Shelley Volz, M.A., is a research associate at the UCSF Decision Services, Breast Care Center in the Phillip R. Lee Institute for Health Policy Studies. Previously, she conducted research at UCSF and San Francisco State University on the quality of life issues among breast cancer survivors from diverse populations.

David Waldorf, M.Arch., B.Sid, CGBP, has spent more than two decades actively pursuing solutions to the global environmental crisis through his diverse work experience in residential design, construction and fabrication, commercial interiors, ergonomics, multigenerational and universal design, graphic identity, and Web design.

Joseph S. Walker, Ph.D., has more than twenty years of experience teaching courses in composition, literature and film. Walker has published essays on such authors as Don DeLillo, Paul Auster, Charles Portis, and the comic mystery novelist Kinky Friedman. He has also written extensively on contemporary film and television. He is a member of the Mystery Writers of America, and his fiction has appeared in Alfred Hitchcock's Mystery Magazine, The First Line, Flash, Pulp Modern, and other journals and websites.

Julia Wallace, LCSW, is the co-founder the Bay Area Narrative Therapy Resource. She is in private practice in the Bay Area and is a frequent lecturer on the clinical uses of narrative therapy. She has lectured at UC Berkeley, San Francisco State University, New Leaf, Dominican University and for private consulting groups.

Brian Walton, J.D., LL.M., is a corporate attorney for a financial services firm that provides contract negotiation, intellectual property rights review and business management in several states. He also teaches at the University of Phoenix and the Keller School of Management.

Roger Warren, M.B.A., PMP, is senior consulting practice manager at Kaiser Permanente. He has worked in health care, finance, high tech and manufacturing, and is an IBM and Digital Equipment Certified Project Manager. He founded WCI Consulting Inc., which provides PMO and project management consulting services to organizations of all sizes.

Gregory Watkins, Ph.D., has taught general and organic chemistry courses at San Francisco State University, the University of San Francisco and Merritt College. Currently, he works at a drug delivery startup company in San Francisco and recently completed postdoctoral research at UCSF related to tumor marker imaging. Outside of the laboratory, he enjoys collecting minerals and orchids, as well as enjoying experimental cuisine.

Daniel Weiner, Ph.D., is a clinical partner at the San Francisco Bay Area Center for Cognitive Therapy. He has served as a clinical assistant professor in the Department of Psychiatry and Human Behavior at Brown University School of Medicine. He is the author of several publications and book chapters.
INSTRUCTOR BIOGRAPHIES

Helena Weiss-Duman, M.A., PMP, has more than 17 years of event management experience in industry, academia and nonprofit settings. She currently works at UC Berkeley as the director of External Relations and Office of Protocol.

Patti Weissman, M.A., has English as a second language experience in adult schools, intensive English programs and community colleges. She has been teaching in UC Berkeley Extension’s Certificate Program in Teaching English as a Second Language since 1990.

Monica Wesolowska is a writer whose fiction has appeared in numerous journals and anthologies, including The Carolina Quarterly, Quarter After Eight, Best New American Voices 2000, Beach: Stories by the Sand and Sea and The Writing Path II: Poetry and Prose From Writers’ Conferences. She is a recipient of a fiction fellowship from the Fine Arts Work Center in Provincetown, Mass.

Emily Wolahan is the author of HINGE (National Poetry Review Press, 2015). Her poetry has appeared in journals such as Gulf Coast, Omniverse, Diagram, Boston Review and Drunken Boat. Her essays have appeared on NPM Daily, The New Inquiry and Gulf Coast. Wolahan is editor and co-founder at JERRY Magazine. She completed a Vermont Studio Center residency in 2014. She has collaborated with artist Joshua Thomson on his multimedia project Platinum Metres.

Nicola Wolfe, Ph.D., is a neuropsychologist, Alzheimer's disease researcher and adjunct faculty with Argosy University's Clinical Psychology Program in the Bay Area. Wolfe has lectured in clinical psychopharmacology in UC Berkeley's Psychology Department, in biological basis of behavior at the California School of Professional Psychology at Alliant University, and in chemical dependence and substance abuse with UC Berkeley Extension.

Stephen Wong, M.Arch., is a project manager at Kasser Permanent. He has worked on all phases of building projects, specializing in project management, construction documentation and construction administration. Wong has taught throughout the West Coast and at UC Berkeley Extension since 2001.

Susanna Wong, M.B.A., M.S., is a financial consultant at RoseRyan Inc., serving as CFO and controller for emerging growth companies in life sciences and financial sectors. Wong focuses on financial reporting, cash flow management, budgeting, forecasting, and financial planning and analysis.

Zachary Wong, Ph.D., Extension Honored Instructor, is an accomplished author and instructor of human factors and manager of high-performing teams for more than 30 years. Previously, Wong was a senior manager at Chevron with positions in research and technology; strategic planning; business analysis; health, environment and safety; mergers and acquisitions; and risk assessment.

Scott Worthge, B.S., is a marketing executive with uSamp, and has been with the company since its inception in 2008. He works with clients for the development, conduct and completion of project engagements. Worthge has more than 25 years of experience in supplier-side market research.

Alan Wortman, M.B.A., has more than thirty years of experience in marketing and product management, and has held consulting positions at Silicon Valley startups and large global technology companies. His technology marketing and product management experience includes consumer electronics, PC peripherals, mobile phone accessories, semiconductors, disk drives, enterprise big data and security software, and finance and enterprise resource planning software. Current and past employers include Logitech, IBM, Sony, Palm and CA Technologies.

Ashley Wright, B.S., M.B.A., is a professor of business management and entrepreneurship at Savannah College of Art and Design. She teaches business principles and applications at both the graduate and undergraduate levels to art and design students.

Erica Wright, M.F.A., is the author of the novel The Red Chameleon (Pegasus Books, 2014) and two poetry collections, Instructions for Killing the Jackal (Black Lawrence Press, 2011) and Silt (dancing girl press, 2009). Her poems have appeared in Blackbird, Crazyhorse, Denver Quarterly, Drunken Boat, From the Fishouse, Gulf Coast, New Orleans Review and elsewhere. She is a senior editor and the poetry editor at Guernica Magazine.

Donna Wyatt, M.S., RN, has more than 20 years of experience as a career technical education teacher. She is a founder of the California Partnership Academy.

Walter Wyckoff, M.B.A., CIS, CISA, CISSP, CPO-CSM, CTM, PMP, works as a QA team lead for Accenture, applying Agile principles to solve challenging business problems.

David Yang, J.D., LL.B., is a business and litigation attorney. Yang has litigation experience in both state and federal courts and has two published opinions in the U.S. Court of Appeals for the Ninth Circuit. He is admitted to practice in the U.S. Supreme Court and U.S. Court of Appeals, Ninth Circuit.

Yushu Yao, Ph.D., is a computer scientist at the Lawrence Berkeley National Laboratory. He has extensive hands-on experience leading the design and development of both commercial and scientific big data applications. As a computer scientist focusing on Big Data, Yao has helped many data intensive science projects to architect and implement the data analytic workflow, as well as the development and application of machine learning algorithms on large amount of data. Among the science projects, he wrote the data analytic framework for the ATLAS experiment in the Large Hadron Collider (LHC) located in Switzerland. Yao is also an advanced user of Apache Spark. He co-leads an effort to optimize the Spark framework on peta-flop supercomputer systems.
Eric Yap, M.B.A., has extensive experience in all areas of finance, accounting and business operations. He has worked for companies of various sizes in diverse industries, including manufacturing, distribution, logistics, service, retail and government, and has helped improve their sales and profits by recommending and implementing innovative ideas. In addition, Yap has been teaching a variety of business courses for Bay Area universities and community colleges for more than 12 years.

Vincent Yau, M.A., Ph.D., is a senior manager of statistical analytics in the Clinical Analytics Group at McKesson. He focuses on program evaluation, study design and data analysis for projects targeting improved medication adherence and pharmacy performance. Prior to this role, Yau was a staff scientist for the Autism Research Program at the Division of Research (DOR) at Kaiser Permanente, Northern California. He was involved with planning, coordinating and analyzing data from a number of autism studies. Prior to joining the Autism Research Program, Yau conducted research on malaria prevention and treatment in Uganda, as well as use of microbial indicators to predict beach-water quality in the United States.

Tony Yeh, M.B.A., M.Eng., Extension Honored Instructor, is the managing director in charge of proprietary research at Silicon Valley Bancorp. He has more than 20 years of corporate advisory and capital markets experience, with extensive knowledge of corporate finance, portfolio management, derivatives trading and quantitative analysis. Previously, he was a managing partner at Pacifica Strategic Advisors and a senior executive at UBS AG.

Hans Yip, M.S., is a senior information technology architect at AT&T. He has more than 20 years of software development, project management, and infrastructure and platform design experience. Yip also has more than 14 years of experience teaching computer programming, database and Web technologies at the college level.

Peter Young, M.A., a United States Fulbright Scholar, recently returned to the Bay Area from a teaching assignment at Belarusian State University’s School of Business and Management of Technology. He is a senior instructor of graduate business programs at Notre Dame de Namur University and has previously taught in Extension’s marketing program.

Mary Alice Yund, Ph.D., Extension Honored Instructor, has more than 15 years of academic research experience in developmental genetics at UC Berkeley. She has taught genetics at UC Berkeley and California State University, East Bay, and genetics, developmental biology, functional genomics and an introduction to biotechnology at UC Berkeley Extension.

Matthew Zajic, B.A., is a doctoral student in education and a graduate teaching instructor in writing at UC Davis, where he researches writing development and writing instruction concerning students with autism and attention-deficit/hyperactivity disorders and how to bridge special education research with composition studies. Outside of special education, Zajic has helped students from a variety of backgrounds in elementary, secondary and higher education settings with academic success and college preparation. He enjoys working in all areas of writing instruction, helping students figure out their writing process and helping instructors and counselors become effective writing mentors.

David Zhu, B.S., CBAP, CISA, PMP, is a director at Yahoo!, focusing on delivering online and enterprise technologies. Zhu has provided business analysis services to top organizations including Disney, Sony, ESPN, Intel, Levi’s, Medtronics, Kaiser Permanente and Volkswagen.

Minhua Zhu, Ph.D., was an instructor and lab supervisor at Case Western Reserve University and John Carroll University. She has taught introductory physics and modern physics, and supervised mechanics and electric and magnetic labs for premed students and undergraduate students. Zhu is currently working in the medical imaging field.

Yong Zhu, M.B.A., Ph.D., has more than 15 years of experience in the pharmaceutical and biotech industry. He has held positions in research, development, manufacturing, business development, sales and marketing.

Tod Zuckerman, J.D., Extension Honored Instructor, has practiced in the areas of insurance coverage and environmental law since 1980. He has been a prosecutor, defense counsel, author and general practitioner. His teaching subjects include environmental, contract, insurance and business law. Zuckerman is writing another book on environmental law.
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- Facilities Management $100 registration fee
- Leadership in Sustainability and Environmental Management $100 registration fee
- Smart Grid Technology $50 registration fee

Education

Professional Certificates
- College Admissions and Career Planning $150 registration fee
- Teaching English as a Second Language $150 registration fee

Specialized Programs of Study
- CLAD Through CTEL extension.berkeley.edu/spos/clad.html
- College Admission Counseling $100 registration fee
- Designated Subjects Adult Education Teaching Credential extension.berkeley.edu/spos/dsae.html
- Designated Subjects Career Technical Education Teaching Credential extension.berkeley.edu/spos/dscte.html
- English Learner Pedagogy $100 registration fee
UC Berkeley Extension offers widely respected professional certificates and specialized programs of study, in addition to hundreds of courses each term, to ensure students get the training they need to advance in their careers. We also offer teaching credentials and licensure courses for continuing education units (CEUs). Many of our courses, professional certificates and specialized programs of study are also available online.

**Humanities**

Specialized Programs of Study
- Mandarin Language $50 registration fee
- Spanish Language $50 registration fee

**Sciences, Mathematics and Biotechnology**

Professional Certificate
- Clinical Research Conduct and Management $150 registration fee

Specialized Programs of Study
- Advanced Biosciences Program $100 registration fee
- Clinical Laboratory Scientist Preparatory Program $100 registration fee
- Life Sciences Business $100 registration fee
- Post-Baccalaureate Health Professions Program $100 registration fee
- Project Management in the Life Science Industries $100 registration fee
- Quality and Compliance for Biotechnology $100 registration fee
- Regulatory Affairs $100 registration fee

**Technology and Information Management**

Professional Certificate
- Semiconductor IC Design $150 registration fee
- Software Development and Programming $150 registration fee

Specialized Programs of Study
- Advanced Program in Software Development $100 registration fee
- Business Intelligence and SAS Analytics Software $100 registration fee
- Data Administration and Management $50 registration fee
- Innovation Leadership for Technical Professionals $100 registration fee
- Data Analysis $100 registration fee
- Semiconductor Technology Fundamentals $100 registration fee

**Writing, Editing and Technical Communication**

Professional Certificate
- Post-Baccalaureate Certificate Program in Writing $150 registration fee

Specialized Programs of Study
- Editing $100 registration fee
- Professional Writing $100 registration fee
- Technical Communication $100 registration fee
REGISTRATION FORM FOR PROFESSIONAL CERTIFICATES AND SPECIALIZED PROGRAMS OF STUDY

Professional certificates and specialized programs of study require you to register to receive your official completion documents. We strongly recommend you register no later than after completing the third course in any curriculum. Here's how to register:

1. Submit this form by mail or in person. Be sure to include the appropriate fee (see preceding spread).
2. Complete your coursework. The program description on the Web at extension.berkeley.edu/cert and our academic representatives can guide you through this process.
3. Request your certificate or Award of Completion. When you have completed your coursework, call or email your academic representative. Once the department has verified your successful completion of all requirements, it will issue your certificate or any other relevant completion documents. For information about transcripts or duplicate documents, go to extension.berkeley.edu/static/studentservices.

PLEASE PRINT For my permanent student record, the address below is my  ❑  home  ❑  business

Name

Company/agency

Address

Daytime phone

Fax

Job title

Application fee is nonrefundable, nontransferable and must accompany your application.

❑ $150 professional certificate
❑ $100 specialized program of study
❑ $ 50 specialized program of study

(Certificate and program application fees vary; see preceding spread for details.)

Note: A separate application process is required for teaching credential programs. For more details, visit extension.berkeley.edu/cert.

Please include certificate or program title.

Title of:  ❑  Professional Certificate  ❑  Specialized Program of Study

Fee

To pay by check, make check payable to the UC Regents.

❑ Visa  ❑  MasterCard  ❑  American Express  ❑  Diners Club

Card holder name

date card expires

Billing address (if different from student address)

You can mail your completed form accompanied by check or credit card number to Dept. B, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000.

We cannot accept applications by phone.

To register online, complete the Web-based form linked in your certificate or program's page at extension.berkeley.edu/cert.
### Enroll Today!

**Online**
extension.berkeley.edu

**By Phone**
(510) 642-4111 with your credit card
Monday–Friday, 9 am–5 pm

**By Mail**
Fill out the enrollment form on the inside back cover of this catalog, and mail it to:
Dept. B, UC Berkeley Extension
1995 University Ave., Suite 110
Berkeley, CA 94704-7000

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### Free San Francisco Campus Open House

**Thursday, Jan. 14, 5:30–7 pm**
Learn more and register
extension.berkeley.edu/static/sf-open-house/

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Meet academic staff from UC Berkeley Extension after work! Receive academic advising in person, enjoy one-on-one conversations, and learn about courses and certificate programs. Light refreshments will be available. Preregistration is recommended but not required.