Professional Sequence in Editing student Lorna Partington Walsh is helping other editors launch their careers in the field with a new venture, “directly inspired by my time at Extension.” Learn more about our cover student on p. 154.
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.

<table>
<thead>
<tr>
<th>ART AND DESIGN</th>
<th>BUSINESS</th>
<th>CONSTRUCTION AND SUSTAINABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Program in Interior Design and Interior Architecture (p. 14)</td>
<td>Certificate Program in Accounting (p. 44)</td>
<td>Advanced Program in Sustainable Management (p. 98)</td>
</tr>
<tr>
<td>Certificate Program in Landscape Architecture (p. 19)</td>
<td>Certificate Program in Business Administration (p. 50)</td>
<td>Certificate Program in Construction Management (p. 94)</td>
</tr>
<tr>
<td>Professional Sequence in Graphic Design (p. 12)</td>
<td>Certificate Program in Financial Planning and Analysis (p. 61)</td>
<td></td>
</tr>
</tbody>
</table>

| BEHAVIORAL HEALTH SCIENCES |  | EDUCATION | SCIENTES, MATHEMATICS AND BIOTECHNOLOGY |
|---------------------------|  |-----------|--------------------------------------|
| Behavioral Health Sciences Department Advising (p. 24) |  | Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling (p. 104) | Clinical Laboratory Scientist Preparatory Program (p. 127) |
| Post-Baccalaureate Program for Counseling and Psychology Professions (p. 39) |  |  | Clinical Research Conduct and Management (p. 127) |
| Professional Program in Health Advocacy (p. 40) |  |  |  |

extension.berkeley.edu/infosessions
Welcome
From the Dean

Student Success Stories

Meeting our students in the hallway and hearing their stories of challenges and triumphs remains one of the most profoundly moving aspects of my job here. Education is hard, and not everyone gets it right the first time. It’s an inspiration to meet career changers and adult learners who have decided that now is the time to take charge of their futures.

Jarell Cruz, a graduate of the Clinical Laboratory Science Program, confided in us that he felt he wasn’t a good student. It wasn’t easy but, he overcame his feelings of self-doubt and approached one of his instructors, Dr. Nidhi Ahuja, saying that he needed help. Dr. Ahuja gave him some solid advice which he followed to the letter, and Jarell’s story of struggle turned into one of success. You can read his story on p. 120 of this catalog. There are many other inspiring stories throughout these pages and online. You’re sure to find a story that resonates with your career path and goals.

Dr. Ahuja took time to help one student outside of the classroom and that effort helped change that student’s life. We are fortunate to have so many talented instructors in the Bay Area and online who are nurturing the next generation of strivers and job changers and thinkers. That interaction is at the root of the UC Berkeley Extension experience. The commitment of instructors like Dr. Ahuja and students like Jarell Cruz fills me with gratitude and pride.

If you’ve taken classes with us at Extension, we hope that you have found the guidance and learning you were seeking. If you’re still pondering whether more education is right for you, now is the perfect time to make a decision that could impact your future. We’re waiting to hear your story.

Diana Wu, Ed.D.
Dean, UC Berkeley Extension
Develop Your Skills With UC Berkeley Extension

Gain Inspiration  Browse through this catalog and explore our website at extension.berkeley.edu.

Start With a Course  Courses start throughout the year in subjects ranging from business to sustainability.

Get Involved  Come to a free information session to learn how certificates can boost your career goals.

Join Our Community  Discover mentors who can help, and share your journey with other lifelong learners.
## Contents
extension.berkeley.edu

**WELCOME FROM THE DEAN** 1

**PROFESSIONAL CERTIFICATES AND SPECIALIZED PROGRAMS OF STUDY** 4

**ART AND DESIGN** 6
- Visual Arts
- Graphic and Interactive Design
- Interior Design and Interior Architecture
- Landscape Architecture

**BEHAVIORAL HEALTH SCIENCES** 22
- Counseling and Psychotherapy
- General Psychology
- Alcohol and Drug Abuse Studies
- Health Advocacy
- Public Health and Health Management

**BUSINESS** 42
- Accounting
- CPA Examination Preparation
- Agile Management
- Business Administration
- Business Analysis
- Business and Professional Communication
- Business Process Management
- Economics
- Small Business Management
- Finance
- Financial Planning and Analysis
- Human Resources
- Law
- Leadership and Management
- Marketing
- Personal Financial Planning
- Project Management

**CORPORATE AND PROFESSIONAL PROGRAMS** 88

**CONSTRUCTION AND SUSTAINABILITY** 92
- Construction Management
- HVAC
- Facilities
- Sustainability
- Energy

**EDUCATION** 102
- College Admissions and Career Planning
- Teaching English as a Second or Foreign Language (TESL/TEFL)
- Teaching Credential Programs
- Credential Fulfillment
- Professional Development for Educators

**HUMANITIES AND LANGUAGES** 114
- Humanities
- Languages
- English as a Second Language (ESL)

**SCIENCES, MATHEMATICS AND BIOTECHNOLOGY** 120
- Health Professions Preparation
- Biology
- Advanced Bioscience
- Clinical Laboratory Science
- Chemistry
- Physics
- Clinical Research
- Life Sciences Business
- Project Management in the Life Science Industries
- Regulatory Sciences
- Mathematics and Statistics

**TECHNOLOGY AND INFORMATION MANAGEMENT** 138
- Technology Leadership and Management
- Data Science and Business Intelligence
- Databases and Data Administration
- Linux/UNIX
- Software Development
- Virtual and Cloud Computing
- Web Development
- Electrical Engineering and Integrated Circuit Design

**WRITING, EDITING AND TECHNICAL COMMUNICATION** 154
- Editing
- Technical Communication
- Writing

**STUDENT SERVICES** 164
- Enrollment
- Transfers
- Drops and Refunds
- Course Credit and Grades
- Transcripts and Records
- Professional Certificates, Specialized Programs of Study and Other Curricula
- Concurrent Enrollment
- Policies and General Information
- Location Information

**INDEX** 176

**PROFESSIONAL CERTIFICATES AND SPECIALIZED PROGRAMS OF STUDY LIST AND REGISTRATION FORM** 182

**COURSE ENROLLMENT FORM** INSIDE BACK COVER

---

**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.

---

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

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.

Art and Design
- Interior Design and Interior Architecture
- Graphic Design
- Landscape Architecture
- Visual Arts

Behavioral Health Sciences
- Aging and Mental Health
- Alcohol and Drug Abuse Studies
- Child and Adolescent Treatment
- Counseling and Psychology Professions
- Eating and Weight Disorders
- Evidence-Based Therapy for Anxiety and Mood Disorders
- Health Advocacy
- Loss and Grief
- Neuropsychological Assessment
- Trauma-Informed Interventions

Business
- Accounting
- Agile Management
- Business Administration
- Business Analysis
- Business Process Management
- Finance
- Financial Planning and Analysis
- Human Resource Management
- Leadership and Management
- Marketing
- Marketing Metrics and ROI
- Paralegal Studies
- Personal Financial Planning
- Professional Communication
- Project Human Resource Management
- Project Management
- Women and Leadership

Construction and Sustainability
- Advanced Program in Sustainable Management
- Construction Management
- Facilities Management
- HVAC
- Smart Grid Technology

Education
- CLAD Through CTEL
- College Admission Counseling
- College Admissions and Career Planning
- Designated Subjects Adult Education Teaching Credential
- Designated Subjects Career Technical Education Teaching Credential
- English Learner Pedagogy
- Student Affairs and Higher-Education Administration
- Teaching English as a Second Language

Humanities
- Mandarin Language
- Spanish Language

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

Technology and Information Management
- Business Intelligence and SAS Analytics Software
- Data Administration and Management
- Data Analysis
- Software Development
- Semiconductor IC Design
- Semiconductor Technology Fundamentals
- Software Development and Programming

Writing, Editing and Technical Communication
- Editing
- Professional Writing
- Technical Communication
- Writing

Construction and Sustainability
- Advanced Program in Sustainable Management
- Construction Management
- Facilities Management
- HVAC
- Smart Grid Technology

Education
- CLAD Through CTEL
- College Admission Counseling
- College Admissions and Career Planning
- Designated Subjects Adult Education Teaching Credential
- Designated Subjects Career Technical Education Teaching Credential
- English Learner Pedagogy
- Student Affairs and Higher-Education Administration
- Teaching English as a Second Language

Humanities
- Mandarin Language
- Spanish Language

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

Writing, Editing and Technical Communication
- Editing
- Professional Writing
- Technical Communication
- Writing
NEW Courses for Summer 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.

**ART AND DESIGN**
- Exploring New Directions in Drawing, see p. 8
- User Experience Design Fundamentals, see p. 14
- User Interface Design, see p. 13

**BEHAVIORAL HEALTH SCIENCES**
- Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life, see p. 25
- Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery, see p. 24
- The End of Life Option Act: What Mental Health Clinicians Need to Know, see p. 25
- Strategies for Preventing and Treating Eating Disorders, see p. 30
- Tomorrow’s Drugs: Emerging Substances of Abuse, see p. 36
- Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive, see p. 26

**BUSINESS**
- Copywriting Communications for Marketing Professionals, see p. 74
- Daring to Live Greatly: Women Leading With Courage, see p. 73
- Legal Writing Workshop, see p. 67

**TECHNOLOGY AND INFORMATION MANAGEMENT**
- Introduction to Computers and Programming, see p. 146
- Introduction to Node.js, see p. 148

**CONSTRUCTION AND SUSTAINABILITY**
- Environmental Law, see p. 100

**HUMANITIES AND LANGUAGES**
- Horizons of Eternity: The Theban Royal Necropoleis, see p. 116
- Spanish: The Contemporary Short Story, see p. 118

**WRITING, EDITING AND TECHNICAL COMMUNICATION**
- Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir, see p. 160
- Gimmick or Genius: Experiments in Prose, see p. 159
- Sentence by Sentence: How Style Informs Meaning, see p. 160
While being a pharmacist is challenging work, **Juyun Yim** wants a career where she can express her creativity. Getting her feet wet with a drawing class, Yim is ready to fully transition into a more creatively demanding position with the Certificate Program in Interior Design and Interior Architecture. “I just tried a class and really loved it, so I kept moving forward.” Two-thirds of the way through the curriculum, Yim is developing her modern aesthetic.

**Making a career change can be difficult. How has this certificate helped in this transition?**

My fellow students; the interactions with them is probably one of the best parts of the program. There are so many different kinds of people and they each have a different style—a different train of thought. We work together on group projects and come up with ideas and help each other out. I think it’s really broadened my mind as a human being, not just as a designer.

**Any favorite classes thus far?**

One of my favorite classes is the one I’m taking now: Building Components and Systems for Interior Architecture. It’s a little bit technical, but I feel like I’m finally able to really understand buildings and structure. Even though we design spaces in our other classes, I just have a much better understanding of what I’m actually doing.

**As a career-changer, what advice would you give to someone thinking about making a change?**

I would tell them not to be afraid. I think a lot of us come in feeling very vulnerable, feeling very unsure. But we’re all kind of in the same boat. And you know you can get through it. You don’t have to be this master artist.
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
Exploring New Directions in Drawing, see p. 8
User Experience Design Fundamentals, see p. 14
User Interface Design, see p. 13

Visual Arts 8
Drawing 8
Painting 9
Photography, Film and Video 10
Other Media 10
Post-Baccalaureate Core Courses 10

Graphic and Interactive Design 12
Studio, History and Theory Courses 12
Computer Courses 13

Interior Design and Interior Architecture 14
General Interest 14

Professional Development 14
Phase I 15
Phase II 16
Phase III 18
Electives 18

Landscape Architecture 19
General Interest 19
Foundation Courses 19
Advanced Courses 20
Electives 20
Visual Arts

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

Take a Course for Fun!
Unleash your creativity with our general-interest courses in graphic and interactive design, interior design and interior architecture, landscape architecture and visual arts. You do not have to enroll in a certificate program to take our classes.

ONLINE INFORMATION SESSION
Post-Baccalaureate Certificate in Visual Arts

Wednesday, May 11, 5:15–6 pm
Online

New Term
Drawing

COURSE INFORMATION
ART X405 ● 2 semester units in Art Practice
extension-visualarts@berkeley.edu
extension.berkeley.edu/art
(510) 664-7823

Take a Course for Fun!
Unleash your creativity with our general-interest courses in graphic and interactive design, interior design and interior architecture, landscape architecture and visual arts. You do not have to enroll in a certificate program to take our classes.

NEW THIS TERM
Exploring New Directions in Drawing
ART X405.2 ● 1 semester unit in Art Practice

An elective in the Post-Baccalaureate Certificate in Visual Arts

Explore contemporary approaches to nontraditional drawing, including new possibilities in terms of media, concept and format. Gain a broader understanding of what drawing can be, study contemporary directions in drawing, and practice with unusual or nontraditional materials and the process of experimentation.

Sec. 001
Eva Bovenzi, M.F.A.
3 meetings
Friday, Saturday and Sunday, 9:15 am–4:30 pm
May 20–22
Mendocino Art Center ● $345
Jennifer Lugris is at her best when she has a paint brush in her hand. Unable to stifle her artistic inner self, Lugris began taking art courses in Los Angeles, eventually moving up to the Bay Area to dive head-first into a program that would give her the knowledge and skills to turn a passion into a career. Recently completing the Post-Baccalaureate Certificate in Visual Arts, Lugris counts herself as one of eight students accepted into UC San Barbara’s Master of Fine Arts program—“all thanks to my experience at Extension.”

Read about Lugris’ recent work on death-row inmates at extension.berkeley.edu/static/about/students/art/jlugris.jsp.
Watercolor
ART X414 • 2 semester units in Art Practice
An elective in the Post-Baccalaureate Certificate in Visual Arts
This thorough exploration of watercolor painting offers instruction and opportunities to practice basic wet and dry techniques, washes, blends and use of transparency. Explore with a variety of special techniques for solving texture and masking problems. Experienced students concentrate on composition, technical skills, paint consistency and color development.
Sec. 003
Glenn Hirsch, M.F.A.
12 meetings
Saturdays, 10 am–1:30 pm
June 4–Aug. 27 (no meeting on July 2)
San Francisco: San Francisco Campus • $455

Painting Workshop
ART X470 • 2 semester units in Art Practice
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. 014
Francesca Pastine, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 23
San Francisco: San Francisco Campus • $455

Digital 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.
Sec. 012
David Papas
10 meetings
Mondays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: San Francisco Campus • $455

Digital Photography in Practice and Context
ARCH X405.7 • 2 semester units in Architecture
An elective in the Post-Baccalaureate Certificate in Visual Arts
Learn to develop conceptual ideas, critique the work of peers and locate your work in the context of broader photographic practice—both contemporary and historical. In addition to lectures and lab time, you partake in two shooting field trips and a series of project-based assignments.
Bring samples of your work to the first class.
Prerequisite: Digital Photography Fundamentals ARCH X405 or consent of instructor
Sec. 005
Instructor to be announced
10 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 3
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.
Sec. 004
L. Thomas Pollard, Ph.D.
Enroll anytime
Online • $715

Other Media

Contemporary Art and Soft Sculpture
ART X421.4 • 2 semester units in Art Practice
An elective in the Post-Baccalaureate Certificate in Visual Arts
Explore new methods and techniques for creating and combining materials to produce unique 3-D works of art. Illustrated lectures and discussions investigate the work of modern and contemporary sculptors and fiber artists, including Neo-Dadaists and Pop, Fluxus and Conceptual artists. Course projects focus on the relationship between form and content through the creative use of found objects, paper products and textiles.
Sec. 002
Shannon Schmidt, M.F.A., M.F.A.W.
10 meetings
Thursdays, 6:30–9:30 pm
June 16–Aug. 18
San Francisco: San Francisco Campus • $455

Post-Baccalaureate Core Courses

Post-Baccalaureate Seminar 3: Portfolio and Professional Practices
ART X495.5 • 1 or 2 semester units in Art Practice
A requirement 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. 012
3 meetings
Scheduled in consultation with instructor
Contact program office for more details • $395 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. 008
Various instructors
1 meeting
Friday, 12:30–3:30 pm
Aug. 5
San Francisco: San Francisco Campus • $375
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
- Post-Baccalaureate Seminar 3: Portfolio Development and Professional Practices ART X495.1 (offered this term)
- 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.

“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.”

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
Graphic and Interactive Design

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

Take a Course for Fun!

Unleash your creativity with our general-interest courses in graphic and interactive design, interior design and interior architecture, landscape architecture and visual arts. You do not have to enroll in a certificate program to take our classes.

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 p. 13 or visit extension.berkeley.edu/spos/graphicdesign.html.

Sec. 009
1 meeting
Monday, 6:30–8:30 pm
May 16
San Francisco: San Francisco Campus $790

Sec. 010
1 meeting
Monday, 6:30–8:30 pm
Aug. 22
San Francisco: San Francisco Campus $790

Visual Design Principles
DESIGN X401.2 • 2 semester units in Design
A requirement in the Professional Program in Graphic Design
Through a series of challenging foundation projects, gain an understanding of design principles to address relevant skills, portfolio requirements and professional opportunities. Lectures and critiques incorporate gestalt theory to study perception and design composition. Software demos provide introductory computer instruction. Use technology for applied design work on screen and in print, and gain a firsthand look at this rewarding career field through guest speakers. This course is essential if you are interested in entering the field or beginning the Professional Program in Graphic Design. This course does not include computer instruction; however, software demos are provided.

Sec. 022
Abigail Rudner, B.F.A., M.A.A.E.
12 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 13 (no meetings on July 6 and 13)
San Francisco: San Francisco Campus $790

Sec. 021
Ivan Trujillo, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 26 (no meeting on July 5)
San Francisco: San Francisco Campus $790

Cogwheel by Hanna Soskina
Assignment for Visual Design Principles, DESIGN X401.2

Branding
DESIGN X411 • 2 semester units in Design
A requirement in the Professional Program in Graphic Design
This advanced course simulates the demands of the contemporary design market. Refine your design and presentation skills by working on complex projects involving multiple components. Develop and produce design proposals for specific real-world projects involving two and three dimensions. Create an appropriate goal, time line and final presentation for a comprehensive and dynamic design-identity program. The instructor selects and facilitates the design project and leads group and individual critiques of student work.

Prerequisite: Illustrator I DESIGN X461 or consent of instructor

Sec. 008
Hardy Lahn, diploma
12 meetings
Mondays, 6:30–9:30 pm
June 6–Aug. 29 (no meeting on July 4)
San Francisco: San Francisco Campus $790

Typography Fundamentals
DESIGN X450.9 • 2 semester units in Design
A requirement in the Professional Program in Graphic Design
Grasp professional typography through a broad understanding of historical and contemporary usage and the technological media associated with it. Apply professional processes to content design, and make intelligent and confident typographic design decisions.

Sec. 004
David Hake, B.S., M.Des.
12 meetings
Thursdays, 6:30–9:30 pm
June 9–Aug. 25
San Francisco: San Francisco Campus $790

Internship in Graphic Design
DESIGN X434.1 • 2 semester units in Design
Work in a new, professional environment to gain valuable experience, insight and skills that can serve you in future employment in graphic and interactive design and related fields. You share your real-world internship experience with other students in the course. Your work experience should be a place where you have not previously worked. 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 then submit the Internship Approval Request with a description of the company to the Graphic and Interactive Design program director/instructor. On approval of the internship, you set up a mutually agreeable work schedule with the company.

Prerequisites: Visual Design Principles DESIGN X401.2 and two software electives (Illustrator I DESIGN X461, Photoshop I DESIGN X462, InDesign DESIGN X496 or Web Design With Dreamweaver DESIGN X475.1) and Typography Fundamentals DESIGN X450.9

Sec. 002
Ivan Trujillo, M.F.A.
2 meetings
Scheduled in consultation with instructor
Berkeley: Golden Bear Center $500
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. 007
Abigail Rudner, B.F.A., M.A.A.E.
10 meetings
Saturdays, 1:30–4:30 pm
June 4–Aug. 20 (no meetings on July 2 and 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. 015
Jon Chester, M.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 16–Aug. 25 (no meeting on July 7)
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. 006
Socorro Soberano, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 21–Aug. 23
San Francisco: San Francisco Campus • $790

Web Design With HTML5 and CSS3

DESIGN X455 • 2 semester units in 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 HTML, 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. 005
Sharon Kaitner, M.Ed.
May 17–Aug. 9
Online • $700

Web Design With Dreamweaver

DESIGN X475.1 • 2 semester units in Design

A requirement in the Professional Sequence 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. 002
Sharon Kaitner, M.Ed.
May 24–Aug. 16
Online • $700

NEW THIS TERM

**User Interface Design**

DESIGN X475.2 • 2 semester units in Design

Examine human-computer interaction in the context of graphical user interfaces. You study the principles of information, interaction, navigation design and information architecture. Learn to effectively organize and present information with any kind of interface. Explore principles such as learnability, visibility, error prevention, efficiency and the human capabilities that motivate them, including perception, motor skills, color vision, attention and human error. Lessons in color theory, typography and an approach to design as a whole help strengthen your interface knowledge. You also implement graphical user responsive interfaces for computers, tablets, smart phones and a variety of devices.

**Prerequisite:** Knowledge of any Adobe application such as Photoshop, Dreamweaver, InDesign, Muse or Illustrator, or consent of instructor. Laptop required.

Sec. 001
Instructor to be announced
10 meetings
Wednesdays, 6:30–9:30 pm
June 15–Aug. 17
San Francisco: San Francisco Campus • $825

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 units (228 hours of instruction).

**Required Courses**

Take courses in the following order:

- Visual Design Principles DESIGN X401.2 (offered this term)
- Illustrator I DESIGN X461 (offered this term)
- InDesign DESIGN X496 (offered this term)
- Typography Fundamentals DESIGN X450.9 (offered this term)
- Photoshop I DESIGN X462 (offered this term)
- Web Design With Dreamweaver DESIGN X475.1 (offered this term)
- Graphic and Web Design Portfolio DESIGN X434

Learn More and View the Flyer

extension.berkeley.edu/spos/graphics.html
extension-graphicdesign@berkeley.edu

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
NEW THIS TERM
User Experience
Design Fundamentals
UNEX 1034

Through a combination of lectures, class discussions, and hands-on exercises, get an overview of user experience (UX) design in this one-day course, including key concepts, principles and methodologies for designing successful UX. For the exercise portions of the course, you form small groups and apply materials learned through lectures to hands-on exercises. In addition, you get an introduction to UX career paths, learn the essential skills necessary to become a successful UX practitioner, and get career guidance for transitioning into UX design. This course covers a wide range of topics, including user-centered design, concept design, design thinking, strategy, user interface design, interaction design, information architecture, visual design, content, user research, mobile design, responsive design, adaptive design, native design, card sorting, wireframes, navigation design, task analysis, task flows, usability testing, ethnographic research, competitive analysis, usage metrics, personas, heuristic evaluation, feature value analysis, prototypes, UX careers, skills assessment, skills development, resume writing, portfolio creation and job-interviewing tips.

Laptop preferred but not required.

Sec. 001
Willy Lai, B.A.
1 meeting
Saturday, 9:30 am–4:30 pm
Aug. 27
San Francisco: San Francisco Campus • $225

Introduction to UX Design
DESIGN X429 • 2 semester units in Design

Delightful, intuitive and engaging user experience has become integral to the success of products and organizations. Consequently the demand for trained user experience designers is at an all-time high. Study user experience design concepts, processes and practices in this course, including topics such as user research, personas, heuristic evaluation, information architecture, wireframing, design tools, rapid prototyping, usability assessment and design communication. Over the course of ten weeks, you work on and then present a course project of your choosing using the UX design principles shared in the class. The goal of this project is to serve as a cornerstone of your portfolio showcasing end-to-end design thinking.

While this entry-level course is suitable for people from any discipline, you must have a working knowledge of at least one of more design tools such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Axure or Sketch. Laptop required.

Sec. 005
Minakshi Mukherjee, M.S.
10 meetings
Saturdays, 9:30 am–12:30 pm
June 4–Aug. 20 (no meetings on July 2 and Aug. 13)
San Francisco: San Francisco Campus • $800

Interior Design and Interior Architecture

COURSE INFORMATION
extension-interiordesign@berkeley.edu
(510) 664-7824

Take a Course for Fun!
Unleash your creativity with our general-interest courses in graphic and interactive design, interior design and interior architecture, landscape architecture and visual arts. You do not have to enroll in a certificate program to take our classes.

FREE INFORMATION SESSION
Certificate Program in Interior Design and Interior Architecture
UNEX 1034
Find out how UC Berkeley Extension’s certificate can help you start or advance your career in interior design and interior architecture. Meet students and instructors to learn how the certificate enhances your knowledge and career prospects in this field. Tour the San Francisco Downtown Center to see where courses are held, and view examples of current students’ work. For certificate details, see p. 17 or visit extension.berkeley.edu/cert/intdes.html.

Sec. 011
1 meeting
Wednesday, 6:30–8 pm
Aug. 17
San Francisco: San Francisco Campus • Free

General Interest

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. 18.

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. 18.

Professional Development

Digital Presentation Techniques
ARCH X481 • 2 semester units in Architecture
Gain the skills to create effective concept and design drawings using 2-D and 3-D software.
For course schedule, see p. 15.

Portfolio and Professional Presentation
ARCH X413.5 • 2 semester units in Architecture
Design, develop and revise your portfolio of work in digital and print formats to feature your strongest design skills.
For course schedule, see p. 18.

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. 16.

Designing and Customizing Furniture and Fixtures
ARCH X473 • 1 semester unit in Architecture
Learn how to design, detail and fabricate custom interior fixtures, fittings and furniture.
For course schedule, see p. 18.
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. 019
Tuan Le, M.Arch.
13 meetings
Tuesdays
May 31, 6–9 pm
June 7–Aug. 23, 6–9:30 pm
San Francisco: San Francisco Campus • $850

Sec. 020
Ethan Wilson Clifton, B.Arch.
12 meetings
Mondays, 1–4:45 pm
June 6–Aug. 29 (no meeting on July 4)
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. 018
Julie Barron, B.F.A.
13 meetings
Thursdays
June 2, 6–9 pm
June 9–Aug. 25, 6–9:30 pm
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. 010
Josie Grant, M.F.A.
13 meetings
Tuesdays
May 31, 1–4 pm
June 7–Aug. 23, 1–4:30 pm
San Francisco: San Francisco Campus • $850

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 viewports.

Prerequisites: Basic knowledge of PCs and Graphic Communication I ARCH X476.1. We recommend you take this class before Revit ARCH X479.2. This course is taught only on PCs. We recommend that you have personal copies of Google SketchUp and Adobe InDesign and Photoshop to complete the homework. Plan to spend additional time outside of class to master these programs.

Sec. 015
Lauren Mallas, M.A.
13 meetings
Thursdays
June 2, 6–9 pm
June 9–Aug. 25, 6–9:30 pm
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. 010
Jennifer Mahoney, B.A.
11 meetings
Wednesdays, 9 am–4:30 pm
June 8, 1–4 pm
June 22–Aug. 10, 1–4:30 pm
Saturdays
June 25 and July 30, 9 am–4 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 InDesign and Photoshop 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. 007
David Polifko, M.F.A., M.S.
12 meetings
Tuesdays, 6–9 pm
June 7–Aug. 23
San Francisco: San Francisco Campus • $875

Condo by student Julie Boddorff
For many people, retirement provides the opportunity for leisure, travel, taking classes for personal enjoyment. But for Ben Lee, retirement means studying for a new career. After a long career in the Taiwanese financial industry, Lee and his family moved to San Francisco—specifically so he could pursue the Certificate Program in Interior Design and Interior Architecture and re-invent himself as an interior designer.

“When I retired,” Lee says, “we redecorated our two houses in Taiwan. The result was not good. My wife recommended that I study and then do the decoration myself. When I compared Taiwanese programs to UC Berkeley’s, I immediately thought, ‘This is the one I want. It has a thorough program.’”

What do you plan to do once you’ve complete the certificate?

I would like to start a new career in Taiwan. There, they rely on the interior designer, but they don’t ask many questions. Designers don’t offer a lot of suggestions, either. You don’t get detailed designs or 3-D demonstrations.

After taking this certificate, I have a good idea of how to outdo the competition. I’d like to start a company and do the project management aspect of a design. I have some good connections from my business experience. I know this group of potential clients and what they want.
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 (offered this term)
- Interior Finishes and Materials ARCH X480
- History of Architecture, Interiors and Decorative Arts II ARCH X412.5
- Revit ARCH X479.2 (offered this term)
- Space Planning ARCH X413.8
- 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
- Design Studio III ARCH X482.3 (offered this term)
- Construction Documents ARCH X414.6 (offered this term)
- Business Practices for Interior Designers ARCH X409
- Design Studio IV ARCH X482.4

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
Construction Documents
ARCH X414.6 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Interior architects and designers must be able to communicate to those who construct their designs. Learn how to produce a complete set of working drawings—from plans through details and specifications—so that your designs are realized efficiently and accurately.
Prerequisites: Design Studio II ARCH X482.2, Building Components and Systems for Interior Architecture ARCH X483, Fundamentals of Lighting Design ARCH X484 and AutoCAD ARCH X479.1
Sec. 005
Stephen K. Wong, M.Arch.
12 meetings
Tuesdays, 6–9 pm
June 7-Aug. 30 (no meeting on July 26)
San Francisco: San Francisco Campus • $925

Electives

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 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. 017
Jayne Bunce, B.F.A., ASID, CID
July 12–Aug. 23
Online • $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 life.
Sec. 008
Kelly Gearhart, B.A., LEED Fellow
July 12–Aug. 23
Online • $550

Designing and Customizing Furniture and Fixtures
ARCH X473 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Learn how to design, detail and fabricate custom interior fixtures, fittings and furniture. Understand how various materials and assembly and fabrication methods intersect while gaining the skills to specify, detail, sketch and document your designs. Activities include lectures and in-class design exercises, culminating in a custom piece for your portfolio.
Prerequisite: Graphic Communication II ARCH X476.2; Digital Presentation Techniques ARCH X481 and proficiency in Adobe Photoshop and Autodesk AutoCAD are strongly recommended.
Sec. 004
David Polifko, M.F.A., M.S.
8 meetings
Thursdays, 6–9 pm
July 7–Aug. 25
San Francisco: San Francisco Campus • $600

Sketching for Interiors
ARCH X413.1 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
In this freehand sketching class, you learn how to use quick perspective techniques, apply shade and shadow to enhance the depth and quality of your drawings, and implement light and reflection to create drama in your work. Much of the class time is spent on location, drawing directly from the built environment. This class is appropriate for design professionals and supplements Graphic Communication II ARCH X476.1.
Prerequisite: Graphic Communication I ARCH X476.1
Sec. 005
Douglas Wittnebel, M.Arch., AIA, LEED AP
6 meetings
Mondays, 1–4 pm
July 11–Aug. 15
San Francisco: San Francisco Campus • $500

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, request an internship packet from raehagner@berkeley.edu, 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.
Sec. 010
Rachael Hagner, M.Arch., AIA, IIDA
2 meetings
Scheduled in consultation with instructor
San Francisco: San Francisco Campus • $500

Portfolio and Professional Presentation
ARCH X413.5 • 2 semester units in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Your portfolio is the embodiment of your design skills, style and creativity. How well you organize and present your work is critical to the establishment of your career. In this course, explore and create digital and print portfolios. You also refine your résumé and organize your career plan.
Prerequisites: Design Studio II ARCH X482.2 and Digital Presentation Techniques ARCH X481
Sec. 005
David Polifko, M.F.A., M.S.
10 meetings
Wednesdays, 6–9 pm
June 22–Aug. 24
San Francisco: San Francisco Campus • $785
Take a Course for Fun!
Unleash your creativity with our general-interest courses in graphic and interactive design, interior design and interior architecture, landscape architecture and visual arts. You do not have to enroll in a certificate program to take our classes.

ONLINE INFORMATION SESSION
Certificate Program in Landscape Architecture
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/land.html to register.

1 meeting
Tuesday, 12:30–1:30 pm
May 3
Online • FREE

General Interest

**Landscape Graphics I**
LD ARCH X458 • 2 semester units in Landscape Architecture
Learn graphic communication methods unique to landscape architectural analysis, design and client presentation.
For course schedule, see this page.

**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.

**Principles and Elements of Design**
LD ARCH X463 • 3 semester units in Landscape Architecture
Explore and develop your creativity in this beginning studio course.
For course schedule, see this page.

**Ecology for Designers**
ARCH X404.3 • 2 semester units in Architecture
Get an introduction to the workings of land-based ecological systems.
For course schedule, see p. 20.

**Advanced Digital Visualization Tools**
ARCH X413 • 1 semester unit in Architecture
Using two industry-standard applications—a paint program and a 3-D program—explore advanced topics on how these programs can be integrated to create accurate and emotionally engaging depictions of proposed sustainable projects.
For course schedule, see p. 20.

Foundation Courses

**Landscape Graphics I**
LD ARCH X458 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Learn graphic communication methods unique to landscape architectural analysis, design and client presentation. Focus on orthographic drawing, such as plan, section and elevation; lettering; and drafting. Plan to purchase drawing equipment and tools; a list is provided at the first meeting. Bring pencils and ink pens to the first class.

Sec. 005
Eddie Chau, PLA
15 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 31 (also Saturday, Aug. 27, 11 am–2 pm)
San Francisco: San Francisco Campus • $780

**Introduction to Landscape Architecture**
LD ARCH X457 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an orientation to landscape architecture as an environmental-design profession. Lectures and field trips explore the history of landscape architecture; the central ideas of the profession; the role of the designer in the problem-solving process; and the nature, modes and scope of current landscape architectural practice.

Sec. 011
Catherine Chang, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $685

**Principles and Elements of Design**
LD ARCH X463 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Explore and develop your creativity in this beginning studio course. Experiment with 2-D and 3-D projects—balance, rhythm, focus, contrast and proportion—that are the foundation of good design. Understand how these principles interact with the elements of scale, form, color, pattern, light and texture.

Sec. 004
Stephen Albert, M.F.A.
15 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 31 (also Saturday, Aug. 27, 6:30–9:30 pm)
San Francisco: San Francisco Campus • $870
Advanced Courses

Digital Landscape Graphics
LD ARCH X465 • 2 semester units in Landscape Architecture

A requirement in the Certificate Program in Landscape Architecture

Explore landscape architecture applications such as topography, outdoor space and landscape elements in this computer-graphics course. Expand your skills using Google SketchUp and Adobe Creative Suite (Illustrator, InDesign and Photoshop). Focus on integrated work flow in your projects, combining hand drawing and AutoCAD with the graphic programs.

Sec. 003
Alyssa Olson, M.L.A., M.Arch., and Jillian Nameth, M.L.A.
12 meetings
Mondays, 6:30–9:30 pm
June 7–Aug. 29 (no meeting on July 4)
San Francisco: San Francisco Campus • $800

Construction Technology II
LD ARCH X405 • 4 semester units in Landscape Architecture

A requirement in the Certificate Program in Landscape Architecture

Build your expertise in landscape construction, layout, technical design and specification of structures (pavements, decks, fences, gates, walls, outdoor structures, arbors and furniture). Investigate design criteria, materials and methods of construction and designer-contractor documentation requirements in each of these categories.

Prerequisite: Construction Technology I
LD ARCH X404

Sec. 006
Chris Hardy, PLA
24 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 7–Aug. 25
San Francisco: San Francisco Campus • $1,450

Environmental Analysis and Design Studio
LD ARCH X474 • 4 semester units in Landscape Architecture

Take a multidisciplinary design approach by integrating data from several fields that influence the design and development of the landscape. Class projects involve a series of progressive steps in which you learn and analyze regional considerations, along with large amounts of contextual information, and then creatively address those considerations in a comprehensive master plan.

At the first class meeting, you must submit up to five samples of work showing drafting and design skills to the instructor. These samples should be on sheets no larger than 11x17 inches (reductions of larger work are acceptable); label each with your name and phone number. You must successfully complete all prerequisites and display adequate skills to be admitted to the course.

Prerequisite: Neighborhood Design Studio
LD ARCH X468 and Site Design Studio LD ARCH X464, or equivalent or consent of instructor

Sec. 002
Samuel Mathau, M.Arch., M.City Planning/Urban Design, AIA, APA
25 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–Aug. 31 (no meeting on July 4)
San Francisco: San Francisco Campus • $1,600

Electives

Ecology for Designers
ARCH X404.3 • 2 semester units in Architecture

An elective in the Certificate Program in Landscape Architecture

Get an introduction to the workings of land-based ecological systems. Gain a core understanding of the principles of ecology and learn to assess natural systems through class work and in-field studies. Focus on the applications of ecological analysis and how you can incorporate them into the planning and design of a more sustainable built environment.

Sec. 005
Dave Deppen, B.Arch., LEED AP, and Jennifer R. Berry, B.S., LEED AP
10 meetings
Wednesdays, 6:30–9:30 pm
June 22–Aug. 24
San Francisco: San Francisco Campus • $775

Advanced Digital Visualization Tools
ARCH X413 • 1 semester unit in Architecture

An elective in the Certificate Program in Landscape Architecture

Using two industry-standard applications—a paint program and a 3-D program—explore advanced topics on how these programs can be integrated to create accurate and emotionally engaging depictions of proposed sustainable projects. This is an intermediate- to advanced-level computer-graphics course for previsualization and concept development of architectural, landscape design and urban design projects.

Prerequisites: Beginning working knowledge of Adobe Photoshop and Google SketchUp, basic Internet knowledge and use of a digital camera

Sec. 002
David Vasquez, Ed.D.
8 meetings
Thursdays, 6:30–9:30 pm
June 16–Aug. 4
San Francisco: San Francisco Campus • $625

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. 009
Eddie Chau, M.L.A.
Scheduled in consultation with instructor
San Francisco: San Francisco Campus • $350

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
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 (offered this term)
- History of Landscape Architecture LD ARCH X473
- Landscape Graphics I LD ARCH X458 (offered this term)
- Spring Plants and Applications LD ARCH X444
- Autumn Plants and Applications LD ARCH X446
- AutoCAD for Landscape Architecture: Level I LD ARCH X428
- Digital Landscape Graphics LD ARCH X465
- Introductory Landscape Design Studio LD ARCH X466

Advanced Courses
- Planting Design LD ARCH X401
- Social Factors in Environmental Design LD ARCH X402
- Construction Technology I LD ARCH X404
- Construction Technology II LD ARCH X405 (offered this term)
- 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

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

Find the Quality You Want
- Certified by the Landscape Architects Technical Committee of the California Architects Board
- Qualification credit for the state licensing exam

Get the Knowledge You Need
- Landscape and urban design
- Digital and mechanical graphics
- Plants
- Portfolio presentation
- Construction technology

Learn More and View the Brochure
extension.berkeley.edu/cert/land.html
extension-landarch@berkeley.edu
Mark Langton’s years as a journalist left him with many great memories, both as an entertainment columnist for *The San Francisco Examiner* and as a theater critic for the *Marin Independent Journal*. It also led to an addiction problem. A check-in to rehab later led to the realization that what he did for a living should not make him sick. It was a light bulb moment: time for a career change.

“The rehab facility was a place where if you had an aptitude for that kind of work, they’d put you on ‘half-staff,’” Langton recalls. “I stumbled on not just an aptitude, but a passion for counseling. So I decided to go back to school.”

**What brought you to UC Berkeley Extension?**

Of all the programs that are available in this field, this one just made sense. I’m convinced that the words UC Berkeley Extension opened doors for me. I’m in the second year of the program, and already I have a paid staff counseling position, thanks in part to the kind of training I’ve received here.

**How would you describe your work?**

It’s the only field where you combine psychology, social science and chemistry... and ballet. It’s kind of a dance, kind of a minuet. You learn when to step and when to step back. It’s more of an art than a science.

I work for Ohlhoff Recovery Programs in their intensive outpatient clinic. I had been a resident in the Henry Ohlhoff House back in the ‘80s, so it’s coming full circle. My past has become my greatest asset. I’m a registered alcohol and drug trainee now, working as a staff counselor under clinical supervision. I’m already where I thought I would get in three years—in only two. I love where I am and it keeps getting better. I get to do individual counseling, psychoeducation classes, case management and group process. My favorite part? Facilitating group process. It’s like conducting a small orchestra.
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

Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life, see p. 25

Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery, see p. 24

The End of Life Option Act: What Mental Health Clinicians Need to Know, see p. 25

Strategies for Preventing and Treating Eating Disorders, see p. 30

Tomorrow’s Drugs: Emerging Substances of Abuse, see p. 36

Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive, see p. 26

---

Counseling and Psychotherapy 24
Continuing Education Workshops 24
Aging and Mental Health 25
Neuropsychological Assessment 26
Evidence-Based Therapy for Anxiety and Mood Disorders 26
Trauma-Informed Interventions 28
Child and Adolescent Treatment 29
Eating and Weight Disorders 30
Loss and Grief 31
Licensing and Relicensing Workshops and Courses 32

General Psychology 33

Alcohol and Drug Abuse Studies 36
Electives 36
Level I 38
Level II 38
Level III 39

Health Advocacy 40
Electives 40
Required Courses 41

Public Health and Health Management 41
FREE INFORMATION SESSION
Behavioral Health Sciences Department Advising
UNEX 1308
UC Berkeley Extension’s Behavioral Health Sciences Department offers a wide array of professional and post-baccalaureate certificate programs intended for both professionals and paraprofessionals interested in the fields of health and mental health. Learn about the:
- Post-Baccalaureate Program for Counseling and Psychology Professions
- Certificate Program in Alcohol and Drug Abuse Studies
- Professional Program in Health Advocacy
- Specialized ceu programs for licensed mental health clinicians
The Behavioral Health Sciences department director and advisers will be available for individual and group advising and consultation.

FREE INFORMATION SESSION
Behavioral Health Sciences Department Advising
UNEX 1308
UC Berkeley Extension’s Behavioral Health Sciences Department offers a wide array of professional and post-baccalaureate certificate programs intended for both professionals and paraprofessionals interested in the fields of health and mental health. Learn about the:
- Post-Baccalaureate Program for Counseling and Psychology Professions
- Certificate Program in Alcohol and Drug Abuse Studies
- Professional Program in Health Advocacy
- Specialized ceu programs for licensed mental health clinicians
The Behavioral Health Sciences department director and advisers will be available for individual and group advising and consultation.

NEW THIS TERM
Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery
PSYCH 1142
0.5 ceu • 5 hours CE credit: BRN, LCSW/MFT and psychologists
Get an overview of concepts and principles of rehabilitation and recovery for those with severe mental illness. Examine the evidence base for recovery (longitudinal studies, controlled studies and case studies), as well as some major currently identified evidence-based practices (social skills training, wellness recovery action plans, illness management and cognitive rehabilitation) that have been found useful in mental illness rehabilitation. The curriculum includes case materials and real-world examples. This course is intended for mental health clinicians, social service professionals, occupational therapists, nurses and others working with those with severe mental illness.

Meet Licensing and Relicensing Requirements
Many of our courses carry continuing education units (CEUs) to help you meet your professional licensure requirements.

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.

Note: As of July 1, 2016, LCSWs, MFTs and Ed.D.s earn ceu credit for relicensure under UC Berkeley Extension’s status as an APA-approved provider.
Aging and Mental Health

NEW THIS TERM
Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life

**PSYCH 1143**
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

Dementia affects 37 million people worldwide and more than 5 million in the U.S. This disease predominantly afflicts elderly people and is expected to rise significantly as population growth increases in this age range. Attend this seminar and take away strategies to assist you in recognizing, assessing, intervening and providing realistic accommodations to the affected population from initial identification to the disease’s later stages. Gain a better understanding of the causes of dementia, its different manifestations, its multiple disguises and its varying evolutionary course. Learn to use screening tools for dementia and recognize their strengths and limitations. Understand the significance of abnormal patterns of thinking and behaving early in the disease process. Leave this seminar with cognitive, vocational and social strategies that can add to your clinical arsenal.

**Sec. 001**
Simon Tan, Psy.D., ABPP
1 meeting
Saturday, 9 am–4 pm
July 9
San Francisco: San Francisco Campus  $195

NEW THIS TERM
The End of Life Option Act: What Mental Health Clinicians Need to Know

**PSYCH 1141**
0.7 ceu  7 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

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

ABX2 15—California’s physician aid-in-dying law—takes effect on 9 June 2016. Learn about the features of the bill, its impact on clinical activities and how the ethics codes of professional organizations can provide guidance for entering into this area of practice. Examine strategies to provide legal, ethical and clinically sound health care services to patients, families and communities.

**Guest Speaker**
Susie Crandall, Ph.D., currently serves as the vice president of agency collaboration and effectiveness for Hospice of the East Bay in Pleasant Hill, Calif. She is a Certified Hospice Administrator. Crandall has worked to develop policy and educate staff in both Washington and her current agency as a response to physician-assisted suicide legislation.

**Sec. 001**
David Jull-Patterson, Ph.D., FT,
Extension Honored Instructor
1 meeting
Saturday, 9 am–5 pm
July 30
San Francisco: San Francisco Campus  $215

Introduction to Geriatric Neuropsychology and Long-Term Care

**PSYCH 1039**
1.2 ceu  12 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in Aging and Mental Health and in Neuropsychological Assessment

Get an overview of geriatric neuropsychology, including presentation and demonstration of various assessment and intervention approaches, issues related to competency and capacity, advance directives, and the role of neuropsychology and clinical psychology in the long-term-care environment. Examine the collaborative relationship of neuropsychology with other disciplines, emphasizing the goal of enhanced patient care. Appropriate for licensed clinicians, students in clinical mental health programs or others (with consent of the instructor), this workshop exceeds the 10-hour precensure requirement in aging and long-term care.

**Sec. 004**
Michael Drexler, Ph.D.
2 meetings
Saturday and Sunday, 9 am–4 pm
Aug. 13–14
Berkeley: Golden Bear Center  $320

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

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
Neuropsychological Assessment

**Child Neuropsychology**

PSYCH 1011
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 Neuropsychological Assessment

Examine the processes and procedures of assessment, the types of data gathered, and the manner in which the assessment integrates the neuropsychological findings into an understanding of the child’s experience and functioning in the world. Increase your knowledge of neuropsychological issues and become more aware of when you should consider a neuropsychological assessment, what to expect from it and how to understand it.

Sec. 003
Shelley Peery, Ph.D.
1 meeting
Saturday, 9 am–5 pm
June 18
San Francisco: San Francisco Campus • $215

**Introduction to Geriatric Neuropsychology and Long-Term Care**

PSYCH 1039
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT and psychologists

Get an overview of geriatric neuropsychology, including presentation and demonstration of various assessment and intervention approaches.

For course schedule, see p. 25.

NEW THIS TERM

**Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life**

PSYCH 1143
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Gain a better understanding of the causes of dementia, its different manifestations, its multiple disguises and its varying evolutionary course. Learn to use screening tools for dementia and recognize their strengths and limitations.

For course schedule, see p. 25.

Evidence-Based Treatment of Anxiety and Mood Disorders

**NEW THIS TERM**

**Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive**

PSYCH 1140
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

Trauma, grief and loss can seriously undermine an individual’s ability to experience a sense of safety, effectively manage emotional reactions, cope with the multiple losses common in urban community settings, and effectively plan for and believe in the possibility of a hopeful future. Explore the ways in which trauma, grief and loss intersect, and learn how to implement useful strategies to assist children, youth and families in the effective management of trauma, grief and loss as part of their roadmap to healing. You gain a more complete understanding of the impact of adverse childhood experiences and examine a range of trauma-informed interventions to help cultivate resiliency-building practices in children, youth and families.

Sec. 001
Nicky MacCallum, LMFT
1 meeting
Saturday, 9 am–4 pm
Aug. 6
Berkeley: Golden Bear Center • $195

**Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment**

PSYCH 1012
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Child and Adolescent Treatment and in Evidence-Based Therapy for Anxiety and Mood Disorders

Get an overview of cognitive-behavior therapy for children and youth in this workshop. Examine separation anxiety, generalized anxiety and social phobia. Learn the cognitive-behavioral theory of anxiety disorders and how to use case formulation to develop a comprehensive treatment plan. Learn guidelines for teaching behavioral and cognitive interventions, including somatic skills training, hierarchy development, cognitive restructuring, in-vivo exposure and incentive systems.

Sec. 003
Michael Tompkins, Ph.D., Extension Honored Instructor
1 meeting
Saturday, 9 am–4 pm
June 4
Berkeley: Golden Bear Center • $195

**Culturally Tailored Cognitive-Behavioral Treatment in the Assessment and Treatment of Anxiety and Depression in Adults**

PSYCH 1105
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the professional programs in Evidence-Based Therapy for Anxiety and Mood Disorders and in Trauma-Informed Interventions

Many mental health problems among members of ethnic groups often remain unrecognized or unaddressed. Even when those who need help actually receive mental health care, adherence and follow-up rates remain low. In this workshop, you focus on evidence-based strategies to address two of the most common mental health problems among U.S. minority groups: post-traumatic stress disorders and depression. You develop the cultural sensitivity and consciousness skills necessary to deliver competent mental health care services to underserved, diverse populations with a focus on women.

Sec. 002
Nancy Liu, Ph.D.
1 meeting
Saturday, 9 am–4 pm
Aug. 20
Berkeley: Golden Bear Center • $195
**Time-Limited, Solution-Oriented Interventions With Anxiety and Mood Disorders**

PSYCH 1122
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.

Learn evidence-based practices for short-term treatment of complex issues. Expand your skills for treating anxiety and mood disorders using time-limited, solution-oriented treatments often needed by individual self-pay, employee assistance programs and managed-care clients. Time-limited, solution-oriented counseling is a specialized skill for managing difficult issues that typically require longer time frames to pinpoint and treat.

**Sec. 002**
Cynthia Front, Ph.D., MFT
1 meeting
Saturday, 9 am–4 pm
Aug. 27
San Francisco: San Francisco Campus • $195

**Integrating Mindfulness Into Your Professional Practice**

PSYCH 1114
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Discover easy and practical ways to integrate mindfulness into your work with patients, individually or in groups, to help encourage emotional regulation.

For course schedule, see p. 24.

---

**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 neuropsychological 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
- Neuropsychological Assessment, Rorschach and MMPI-2: An Update for Advanced Clinical Practice PSYCH 1052

**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
- 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
New This Term

Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive
PSYCH 1140
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
Explore the ways in which trauma, grief and loss intersect, and learn how to implement useful strategies to assist children, youth and families in the effective management of trauma, grief and loss as part of their roadmap to healing.
For course schedule, see p. 26.

Integrating Mindfulness Into Your Professional Practice
PSYCH 1114
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
Discover easy and practical ways to integrate mindfulness into your work with patients, individually or in groups, to help encourage emotional regulation.
For course schedule, see p. 24.

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
- 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-counspsych@berkeley.edu

Trauma-Informed Interventions

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 psycho-educational 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. 006
Rick Nizzardini, J.D., LCSW
2 meetings
Saturday and Sunday, 9 am–4 pm
July 23–24
Berkeley: Golden Bear Center • $320

Clinical Perspectives on Dissociation
PSYCH 1017
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Trauma-Informed Interventions
Dissociation, as an adaptive response to severe stress, is an important and often-overlooked aspect of trauma. Enhance your understanding of traumatic and dissociative response and the ways individuals manage this—including drug and alcohol use and other self-destructive behaviors—so that you can assess, track and intervene at various levels of the trauma response cycle.

Sec. 001
Peter Goetz, M.S., MFT
1 meeting
Saturday, 9 am–5 pm
Aug. 20
Berkeley: Golden Bear Center • $215
Child and Adolescent Treatment

Using Age-Appropriate Expressive Art Interventions With Children

SOC WEL 1005
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in Child and Adolescent Treatment

This hands-on, one-day experiential workshop offers professionals working with children an overview of the range and variety of expressive art interventions at appropriate developmental levels. The instructor focuses on intervention strategies used with children and their families under stress (due to loss of parents, a violent environment and so on) and children who are developmentally or neurologically challenged.

Sec. 002
Janet K. Long, M.A., ATR-BC, CTP, MFT
1 meeting
Sunday, 9 am–5 pm
Aug. 7
Berkeley: Golden Bear Center • $215

NEW THIS TERM

Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive

PSYCH 1140
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Explore the ways in which trauma, grief and loss intersect, and learn how to implement useful strategies to assist children, youth and families in the effective management of trauma, grief and loss as part of their roadmap to healing.

For course schedule, see p. 26.

Child Neuropsychology

PSYCH 1011
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Examine the processes and procedures of assessment, the types of data gathered, and the manner in which the assessment integrates the neuropsychological findings into an understanding of the child’s experience and functioning in the world.

For course schedule, see p. 26.

Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment

PSYCH 1012
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Get an overview of cognitive-behavior therapy for children and youth in this workshop.

For course schedule, see p. 26.

Professional Program in Child and Adolescent Treatment

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

Children and adolescents have unique issues that require treatment tailored to their specific emotional needs, developmental issues and family circumstances. This program offers a series of topical workshops designed to help you and other mental health professionals stay current in your work with children, adolescents and their families. Choose from electives—taught by outstanding researchers and clinicians—that help you make better assessments and diagnoses, as well as more informed referrals and other professional recommendations related to your current practice.

Curriculum Requirements

The curriculum comprises 2 required workshops and 48 hours of electives for a total of 7.2 ceu (72 hours of instruction).

You may specialize in age-specific practice, selected methods of intervention or common presenting problems. You are strongly encouraged to take at least one workshop on psychological testing or cross-cultural practice with children and families.

Required Workshops

• Psychiatric Disorders in Children and Adolescents: Diagnostic Evaluation and Treatment PSYCH 1058
• Treatments That Work: Evidence-Based Psychotherapy for Children and Adolescents PSYCH 1071

Electives

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

Learn More and View the Flyer

extension.berkeley.edu/spos/child.html
(510) 643-3883
extension-counspsych@berkeley.edu
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
- Assessment, Etiology and Diagnosis of Eating Disorders PSYCH 1008
- Cognitive-Behavioral and Psychodynamic Approaches to the Treatment of Eating and Weight Disorders PSYCH 1020 (offered this term)
- Nutrition and Eating and Weight Disorders PSYCH 1053
- 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-counspsyche@berkeley.edu

Eating and Weight Disorders

NEW THIS TERM
Strategies for Preventing and Treating Eating Disorders

PSYCH 1144
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

An elective in the Professional Program in Eating and Weight Disorders

Health and mental health professionals in a wide range of settings encounter weight management issues and more serious eating disorders. Get an introduction to intervention strategies that emphasize a weight-inclusive approach that prioritizes well-being and social determinants of health over body weight. Examine applications in medical and therapeutic settings, with special attention the needs of adolescents. You critically examine a weight-normative approach that emphasizes reaching the ideal weight as a requirement for health. The instructor uses case studies, and introduces you to a range of evidence-based approaches to prevention, early detection and treatment of eating disorders.

Sec. 001
Thea Lynch, M.S., RD
1 meeting
Saturday, 9 am–4 pm
July 16
Berkeley: Golden Bear Center • $195

Cognitive-Behavioral and Psychodynamic Approaches to the Treatment of Eating and Weight Disorders

PSYCH 1020
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

A requirement in the Professional Program in Eating and Weight Disorders

Get an overview of both the cognitive-behavioral and psychodynamic conceptualizations of eating and weight disorders. Address the use of these methods by mental health professionals to treat bulimia nervosa, anorexia nervosa and binge-eating disorders. Course content features case histories and videos to illustrate specific treatment techniques, as well as the treatment of childhood obesity.

Sec. 4
Edward Abramson, Ph.D., and Sheira A. Kahn, MFT
1 meeting
Saturday, 9 am–4 pm
Aug. 13
Berkeley: Golden Bear Center • $195

Integrating Mindfulness Into Your Professional Practice

PSYCH 1114
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Discover easy and practical ways to integrate mindfulness into your work with patients, individually or in groups, to help encourage emotional regulation.

For course schedule, see p. 24.

John Edwards has a successful psychotherapy practice, treating patients with anxiety, depression, addictions and eating disorders, as well as those who come for relationship and marriage counseling. As a gay man, he particularly wants to work more closely with the LGBT community. In broadening his clientele, Edwards is intrigued to discover the prevalence of eating disorders in this population. No stranger to UC Berkeley Extension—he has taken classes to earn CEUs—Edwards found that the Professional Program in Eating and Weight Disorders was a natural fit to better serve his clients.

“While I was completing the program, I was working at a local hospital in the inpatient psychiatric unit, where I gained experience and exposure with folks with eating disorders,” Edwards recalls. “Through this experience, I told myself this is a population that I want to work with. I wanted to get more specific training; this isn’t something you can just jump into. As a direct result of the program, I feel more competent. I have taken one other course beyond what was required to get the certificate. There’s also a course on diversity and eating disorders that I’d like to take.”
The Study of Loss and Grief

Working With Families After a Sudden Death

PSYCH 1104
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

Understand the special factors and complicating issues that frequently surface in families when there are unanticipated deaths. Gain perspective on grief, and learn strategies to ameliorate the special stresses survivors endure. You also examine the special circumstances involved in working with homicide and suicide survivors. Health, mental health, school and social service professionals who are working with families who have experienced a sudden death can benefit from this workshop.

Sec. 002
Susan Moore, M.A., FT, Extension Honored Instructor
1 meeting
Sunday, 9 am–4 pm
June 26
Berkeley: Golden Bear Center • $195

NEW THIS TERM

Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive

PSYCH 1140
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Explore the ways in which trauma, grief and loss intersect, and learn how to implement useful strategies to assist children, youth and families in the effective management of trauma, grief and loss as part of their roadmap to healing.

For course schedule, see p. 24.

NEW THIS TERM

The End of Life Option Act: What Mental Health Clinicians Need to Know

PSYCH 1141
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Examine strategies to provide legal, ethical and clinically sound health care services to patients, families and communities.

For course schedule, see p. 25.

Integrating Mindfulness Into Your Professional Practice

PSYCH 1114
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists

Discover easy and practical ways to integrate mindfulness into your work with patients, individually or in groups, to help encourage emotional regulation.

For course schedule, see p. 24.

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

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
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.

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

**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
General Psychology

COURSE INFORMATION
(510) 643-3883
extension-counspsych@berkeley.edu
extension.berkeley.edu/counseling

FREE INFORMATION SESSION
Behavioral Health Sciences Department Advising
UNEX 1308
UC Berkeley Extension’s Behavioral Health Sciences Department offers a wide array of professional and post-baccalaureate certificate programs intended for both professionals and paraprofessionals interested in the fields of health and mental health. Learn about the:
- Post-Baccalaureate Program for Counseling and Psychology Professions
- Certificate Program in Alcohol and Drug Abuse Studies
- Professional Program in Health Advocacy
- Specialized ceu programs for licensed mental health clinicians

The Behavioral Health Sciences department director and advisers will be available for individual and group advising and consultation.

Sec. 001
1 meeting
Wednesday, 6–8:30 pm
May 18
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
July 20
Online • FREE

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.

Note that this online course requires mandatory viewing of two live-streaming 3-hour lectures that are conducted within the learning management system. The first 3-hour lecture is on Saturday, June 11, and the second 3-hour lecture is on Saturday, June 18, both from 12–3 pm Pacific standard time.

Sec. 012
Richard Chiovarelli, Psy.D.
June 3–28
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.

Note that this online course requires mandatory viewing of two live-streaming 2-hour lectures that are conducted within the learning management system. The first 2-hour lecture is on Sunday, July 17, and the second 2-hour lecture is on Sunday, July 24, both from 1–3 pm Pacific standard time.

Sec. 009
Richard Chiovarelli, Psy.D.
July 10–24
Online • $205

NOW AVAILABLE 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 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/spos/psychologyprofessions.html
(510) 643-3883
extension-counspsych@berkeley.edu
Behavioral Health Sciences

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. 014
Rhodri Scantlebury, Psy.D.
14 meetings
Thursdays, 6:30–9:30 pm
June 2–Aug. 25 (also Saturday, July 16, 9 am–4 pm)
Berkeley: Golden Bear Center • $675

Sec. 011
Darrel Richards, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

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. 017
Eleana Lazarus, Ph.D.
May 24–Aug. 16
Online • $745

Sec. 018
Bernadette M. Guimberteau, Ph.D.
13 meetings
Tuesdays, 6:30–9:30 pm
July 12–Aug. 16 (also Saturdays, July 16, 9 am–12 pm and July 23–Aug. 27, 9 am–1 pm)
Berkeley: Golden Bear Center • $675

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

In five years, Pamela Rosecrance will be completing her final year in residence at the University of Tennessee Ph.D. program (where she was recently admitted to) and preparing for a clinical internship placement. And she credits the Post-Baccalaureate Program for Counseling and Psychology Professions in preparing her for this future.

Unsure if counseling and psychology was a career she wanted to move into after five years in human resources, Rosecrance was quickly assured she made the right choice with her first class.

“After that first class, I knew I wanted to complete the program and pursue my interest to study psychology in a Ph.D. program,” she remembers.

On all of her courses:
I learned about all the possible degrees and jobs that were available in the social work, psychology and counseling fields. My last class helped me navigate and prepare for the graduate school application process. The program as a whole gave me the foundational coursework necessary to be competitive for and accepted into graduate school. Without taking these courses, there would have been a steeper learning curve and classes would be much more difficult once I got to graduate school without having these prerequisites.

On her fellow classmates:
It was exciting to be in the presence of students who were interested in the same things that I was. Being around other psychology students fueled my interest in the field and in the coursework.

On her instructors:
They were all approachable and kind, with varying levels of expertise. I liked that they had different backgrounds in clinical, research and academic settings.
Psychology of Personality

PSYCH X76 • 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. 018
Christopher Gade, Ph.D.
May 10–Aug. 2
Online • $730

Sec. 019
Gretchen Reevy, Ph.D.
15 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 31 (also Saturday, July 30, 9 am–12 pm)
Berkeley: Golden Bear Center • $675

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 amnesia. Beginning with the basic structure and function of the nervous system, you examine the organic bases of behavior.

See Web for updated section number
Robert Blumenfeld, Ph.D.
Enroll anytime
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. 019
Richard Sprott, Ph.D.
14 meetings
Mondays, 6:30–9:30 pm
June 6–Aug. 29 (also Saturdays, June 25, 9 am–4 pm and Aug. 6, 9 am–12 pm; no meeting on July 4)
Berkeley: Golden Bear Center • $675

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

Positive Psychology

PSYCH X402 • 3 semester units in Psychology
45 hours CE credit

Gain an understanding of the academic field of positive psychology, which is the study of optimal human functioning. Although psychologists have traditionally focused on fixing what is wrong with people by understanding the roots of suffering, positive psychology concentrates on building what is right in people by scientifically studying strengths and values, such as optimism, resilience and courage. Gain an understanding of the research into the different dimensions of happiness and subjective well-being, and acquire skills to implement positive-psychology-based concepts in your life and practice.

Sec. 007
Lori Felton, Ph.D.
15 meetings
Tuesdays, 6:30–9:30 pm
May 31–Aug. 30 (also Saturday, June 18, 9 am–12 pm)
San Francisco: San Francisco Campus • $675

Adolescent Psychology

PSYCH X139 • 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 X81V • 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 and stress. 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

Social Psychology

PSYCH X160 • 3 semester units in Psychology

Get an introduction to the experimental methods used in the study of social psychology through reading and evaluating primary research. Examine social psychological constructs from a broad range of theoretical approaches. Learn to apply principles of introductory psychology to social phenomenon, and gain a working knowledge of established principles in social psychology.

See Web for updated section number
Elena Lazarus, Ph.D.
Enroll anytime
Online • Proctored final exam • $730

Cognitive Psychology

PSYCH X170 • 3 semester units in Psychology

Study the properties of human cognition and the principles that govern how it works. Explore how the mind perceives information from the environment and where it goes from there. Course content includes a balance of classic and recent findings in core topics in cognitive psychology (perception, memory, language comprehension and problem solving, among others) accompanied by a variety of concrete examples from experiments and real life.

See Web for updated section number
Richard Sprott, Ph.D.
Enroll anytime
Online • Proctored final exam • $730
Alcohol and Drug Abuse Studies

COURSE INFORMATION
(510) 642-1061
extension-alcoholdrug@berkeley.edu
extension.berkeley.edu/catalog

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

FREE INFORMATION SESSION
Behavioral Health Sciences Department Advising
UNEX 1308
UC Berkeley Extension’s Behavioral Health Sciences Department offers a wide array of professional and post-baccalaureate certificate programs intended for both professionals and paraprofessionals interested in the fields of health and mental health. Learn about the:
- Post-Baccalaureate Program for Counseling and Psychology Professions
- Certificate Program in Alcohol and Drug Abuse Studies
- Professional Program in Health Advocacy
- Specialized ceu programs for licensed mental health clinicians

The Behavioral Health Sciences department director and advisers will be available for individual and group advising and consultation.

Sec. 001
1 meeting
Wednesday, 6–8:30 pm
May 18
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. 37. Visit extension.berkeley.edu/cert/alcohol.html to register.

1 meeting
Tuesday, 12–12:45 pm
June 7
Online ❋ FREE

Electives
NEW THIS TERM
Tomorrow’s Drugs: Emerging Substances of Abuse
PB HLTH 1046
0.6 ceu • 6 hours CE credit: BRN, CADPT, LCSW/MFT and psychologists
An elective in the Certificate Program in Alcohol and Drug Abuse Studies

Individuals working in the substance abuse field need to be equipped with the latest high-quality, evidence-based information regarding emerging drugs of abuse. In this workshop, you examine forces driving the evolution of these drugs and review the programs and tools being used to monitor and treat their use and abuse. The specific drugs that are discussed include newly synthesized opioids, fentanyl and fentanyl analogs, cathinones, synthetic cannabinoids and synthetic hallucinogens. You examine the epidemiology, community impact, synthesis and production, and mechanism of action of these substances. You also review the medical and psychiatric consequences of their use and the populations that are particularly affected by these drugs. You also learn the most effective ways of assessing misuse and identifying the most effective and appropriate treatment approaches.

Sec. 001
Keith Flower, M.D.
1 meeting
Saturday, 9 am–4 pm
Aug. 6
Berkeley: Golden Bear Center ❋ $175

Contemporary Perspectives in the Treatment of Addiction in Multicultural Populations
PB HLTH X128
0.7 ceu • 7 hours CE credit: BRN, CADPT, LCSW/MFT and psychologists
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies

Learn to critically review the psychology of addiction, surveying models of addiction, recovery and harm reduction and the impact of these perspectives on diverse populations and oppressed communities in the United States. You pay particular attention to treatment considerations for women; people of color (especially African Americans); and the gay, lesbian and bisexual communities. You also examine the role of oppression and internalized oppression as impediments to the recovery process.

Sec. 001
Jimmie R. Turner, Ph.D.,
Extension Honored Instructor
1 meeting
Saturday, 9 am–5 pm
July 23
Berkeley: Golden Bear Center ❋ $195

Integrating Mindfulness Into Your Professional Practice
PSYCH 1114
0.7 ceu • 7 hours CE credit: BRN, CADPT, LCSW/MFT and psychologists
Discover easy and practical ways to integrate mindfulness into your work with patients, individually or in groups, to help encourage emotional regulation.

For course schedule, see p. 24.

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. 010
John de Miranda, M.Ed., LAADC
4 meetings
Saturdays, 9 am–5:30 pm
July 9–30
San Francisco: San Francisco Campus ❋ $395

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
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. 008
Keith Flower, M.D.
11 meetings
Wednesdays, 6:30–9:30 pm
June 22–Aug. 31
Berkeley: American Baptist Seminary of the West, 2606 Dwight Way, Room 202 ❋ $425
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

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
- 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 (offered this term)
- Family Recovery in Addictions Treatment PB HLTH X116
- Group Process and Practice in Addictions Treatment PB HLTH X144 (offered this term)
- Legal and Ethical Aspects of Addictions Counseling PB HLTH X135

Level III
- Counseling Interventions in the Treatment of Substance Use Disorders PB HLTH X133
- Field Experience in Addictions Counseling PB HLTH X109 OR
  Field Experience in Addictions Counseling—CADC Option PB HLTH X159

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

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
Introduction to Counseling Techniques in the Treatment of Substance Use Disorders
PB HLTH X129 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get an introduction to the basic concepts and techniques of counseling in the field of substance abuse. Explore the characteristics of an effective counselor, the counselor role, ways to recognize dysfunctional patterns of communication and ethical considerations in counseling. Practice and develop skills in listening actively, building trust, reflecting feelings and content, and using confrontation.

Sec. 009
Jimmie R. Turner, Ph.D., Extension Honored Instructor
4 meetings
Wednesdays, 6:30–9:30 pm
June 8–29 (also Saturday, June 25, 9 am–4 pm; no meeting on June 22)
Berkeley: Golden Bear Center • $285

Psychological Foundations of Addictions
PB HLTH X127 • 2 semester units in Public Health
This course will be offered in fall 2016.

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. 006
Joshua Kirsch, LCSW
2 meetings
Fridays, 9 am–5:30 pm
June 17–24
Berkeley: Golden Bear Center • $285

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 255-hour (or 36-hour) internship as part of Field Experience in Chemical Dependency PB HLTH X109.

Sec. 011
Perri Franskovskia, Ph.D.
1 meetings
Wednesday, 6:30–9:30 pm
Aug. 17
Berkeley: Golden Bear Center • $95

Diagnosis and Assessment of People With Substance Use Disorders
PB HLTH X132 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get an introduction to the basic concepts and techniques of counseling in the field of substance abuse. Explore the characteristics of an effective counselor, the counselor role, ways to recognize dysfunctional patterns of communication and ethical considerations in counseling. Practice and develop skills in listening actively, building trust, reflecting feelings and content, and using confrontation.

Sec. 009
Steven Allen, Ph.D.
9 meetings
Wednesdays, 6:30–9:30 pm
June 22–Aug. 4; no meetings on July 27 and Aug. 10
Berkeley: American Baptist Seminary of the West, 2606 Dwight Way, Room 202 • $395

Environmental Strategies for the Prevention of Alcohol and Drug Abuse Problems
PB HLTH X151 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Explore the social, political and economic factors that contribute to the rise of alcohol and other drug problems in communities. Investigate a range of policy options used to prevent alcohol and other drug problems, including conditional-use permits, responsible beverage-service programs, and restrictions on alcohol-industry marketing and advertising practices. You also review basic community-organizing approaches to support progressive prevention policies.

Sec. 008
Friedner D. Wittman, M.Arch., Ph.D.
5 meetings
Thursdays, 6:30–9:30 pm
July 21–Aug. 18
Berkeley: Golden Bear Center • $295

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 on 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. 008
John Beahan, Psy.D.
5 meetings
Mondays, 6:30–9:30 pm
July 11–Aug. 8
Berkeley: Golden Bear Center • $295

Family Recovery in Addictions Treatment
PB HLTH X146 • 1 semester unit in Public Health
18 hours CE credit: CCAPP, BRN and LCSW/MFT
This course will be offered in fall 2016.

Continuing Care and Case Coordination in Addictions Treatment
PB HLTH X134 • 2 semester units in Public Health
30 hours CE credit: BRN, LCSW/MFT and psychologists
This course will be offered in fall 2016.
Legal and Ethical Aspects of Addictions Counseling
PB HLTH X135 • 1 semester unit in Public Health
15 hours CE credit: BRN, LCSW/MFT
This course will be offered in fall 2016.

Level III

Counseling Interventions in the Treatment of Substance Use Disorders
PB HLTH X133 • 3 semester units in Public Health
This course will be offered in fall 2016.

Field Experience in Addictions Counseling
PB HLTH X109 • 2 semester units in Public Health
This course will be offered in fall 2016.

Field Experience in Addictions Counseling—CADC Option
PB HLTH X159 • 3 semester units in Public Health
This course will be offered in fall 2016.

Developing Rapport to Guide Others Out of Substance Abuse
Calculating statistical data can be a lonely business. Poring through numbers to prove causes and correlations as a psychological-health researcher at UCSF and UC Berkeley, Colin Fyfe began to miss the one-on-one communication that is part and parcel of counseling. Reminiscing on his previous experience and B.A. in psychology from Cal—focusing on safe-sex opportunities and sex-positive alternatives in the LGBTQ community—Fyfe wanted to re-invigorate himself and move to a career that was more enriching.

“I contemplated an MFT program, but the cost and being saddled with large debt turned me off,” says one of our 2016 scholarship winners. “I searched for alternative counseling paths and was enticed with the Certificate Program in Alcohol and Drug Abuse Studies’ CCAPP certification. I liked how the interdisciplinary emphasis on counseling and public health viewed addiction from various lenses—biopharmaceutical, psychological, family systems, urban planning—to acquire a holistic comprehension of the disease.”

You’re nearing completion of the certificate. How has the coursework, thus far, molded your perspective on how to be a substance abuse counselor?

All the insights I have been taught carry significance, yet it is difficult to transfer textbook knowledge to real-life experience. People will always be erratic, complicated and have issues of distress. Part of being a good counselor is to find comfort in the uncertainty, unknown and infinite nature of life. A mantra I like to integrate into my practice is that it’s not about the destination but the journey. There is no absolute remedy for addiction, and part of living a healthy life is self-care, self-love, self-maintenance. My approach to counseling will be to find the right fit for my own methodology and understanding of life.

How does your approach fit into the client/counseling relationship?

Connection is a crucial element of the recovery process as well as of experiencing the human existence. With connection comes the tug and pull of creating something—“rapport.” When the addict stops drinking, he or she begins the process of “breaking up” with the substance use of choice.

“I searched for alternative counseling paths and was enticed with the Certificate Program in Alcohol and Drug Abuse Studies’ CCAPP certification.”

It’s a challenging process, where every step toward recovery is discovering an element of truth, understanding the reasons why a behavioral pattern ensued. It’s difficult to understand one’s own irrational reasoning(s), which become multilayered as the years progress. My goal as a counselor is to assist the client to understand why and how the layers evolved, and how to prevent the behavioral pattern(s) of craving substances from continuing. The rapport required to achieve this process is symbiotic, assisting the client to overcome dependency issues while allowing me to use my expertise for the positive reward of giving back.

What do you plan to do once you complete the certificate?

I plan to work in the chemical-dependency field with a focus on the LGBTQ community. Substance abuse is five- to six-time times higher in that community because individuals must face issues of stigma, prejudice, persecution, ghettoization, pigeonholing, consumer targeting and rejection—all factors that contribute to the behavioral pattern of addiction. After acquiring first-hand experience to determine if counseling is the right life path for me, I would like to then apply to doctoral programs in clinical psychology.
Health Advocacy

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

FREE INFORMATION SESSION
Behavioral Health Sciences
Department Advising
UNEX 1308

UC Berkeley Extension’s Behavioral Health Sciences Department offers a wide array of professional and post-baccalaureate certificate programs intended for both professionals and paraprofessionals interested in the fields of health and mental health. Learn about the:

- Post-Baccalaureate Program for Counseling and Psychology Professions
- Certificate Program in Alcohol and Drug Abuse Studies
- Professional Program in Health Advocacy
- Specialized ceu programs for licensed mental health clinicians

The Behavioral Health Sciences department director and advisers will be available for individual and group advising and consultation.

Sec. 001
1 meeting
Wednesday, 6–8:30 pm
May 18
Berkeley: Golden Bear Center • FREE

Electives
Basic Medical Terminology and Insurance Issues: What a Health Advocate Needs to Know
PB HLTH 1027 • 0.7 ceu

An elective in the Professional Program in Health Advocacy
Learn basic medical terminology needed to work more effectively in a health care setting. Examine justifications and strategies for overturning insurance-claim denials so that patients can be reevaluated or reauthorized for treatment.

Sec. 002
Beverly Muller, A.A.
1 meeting
Saturday, 9 am–5 pm
July 23
Berkeley: Golden Bear Center • $195

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

(510) 642-1061
extension-publichealth@berkeley.edu
Required Courses

Introduction to Health Care Advocacy
PB HLTH X478 • 2 semester units in Public Health
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. 009
Joanna Smith, M.P.H., CHA, LCSW
May 17–Aug. 9
Online • $495

Ethical and Legal Issues in Health Care
PB HLTH X403.4 • 1 semester unit in Public Health
A requirement in the Professional Program in Health Advocacy

Explore the legal and ethical issues that health care professionals and health advocates face as a natural part of the clinical practice process. Explore the principles that guide ethical practice, the ethical dilemmas that exist in a variety of settings, and local and federal guidelines. You also investigate tools for identifying and implementing an approach for ethical professional practice in health care settings.

Sec. 003
Jim McCabe, D.S.W., M.P.H., M.S.W.
3 meetings
Saturdays, 9 am–4 pm
Aug. 6 and 13 (also Wednesday, Aug. 17, 6:30–9:30 pm)
San Francisco: San Francisco Campus • $285

Geriatric Health Care Advocacy
PB HLTH X474.1 • 1 semester unit in Public Health
A requirement in the Professional Program in Health Advocacy

With an aging population, there is an increased need for understanding the common issues that arise for the elderly and the systems that provide for their care and support. You learn the various levels of care, common psychosocial needs of the elderly, and how to assist individuals and family members with issues that arise. Understand long-term care settings, including surmounting challenges to congregate living environments, advocating for individualized care and treatment, optimizing quality of life and quality of care, and working with families and the various health care professionals in these systems.

Sec. 003
Shaye Starkey, LCSW
5 meetings
Tuesdays, 6:30–9:30 pm
June 21–July 26 (no meeting on July 5)
San Francisco: San Francisco Campus • $295

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

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.

See Web for updated section number
Joshua Gruber, M.P.H., Ph.D., and Vincent Yau, M.A., Ph.D.
Enroll anytime
Online • Proctored final exam • $495
Natalia Aranda Castro thought that when she moved to the Bay Area from her native Colombia, she would have to give up her legal career. But she soon found out that this isn’t the case at all. While taking English classes, a friend who was taking project management courses at UC Berkeley Extension told her about the Certificate Program in Paralegal Studies—and Aranda Castro dove in. Now a graduate of the program, she is working as a legal assistant/paralegal at Argumedo and Garzon Law Group law firm in San Francisco, focusing on immigration law. “The fact that I’m bilingual has been really helpful,” she says. “And having the UC Berkeley name on my resume is also something!”

What does completing the certificate mean to you?

I knew I wasn’t going to attend law school here in the States, and this certificate gave me the skills that I needed. Without this program, my career would have been stuck. This was exactly the opportunity that I was looking for. Now I can talk about plaintiffs, torts, statute of limitations and I can compare those items with the knowledge that I have from Colombia.

What advice would you give for someone who’s just starting out?

This is a the perfect start for those who are thinking about going to law school. It’s also a great way for paralegals who have several years of experience to get leverage in their careers: Coming to this program will open plenty of doors for them.
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

- Copywriting Communications for Marketing Professionals, see p. 74
- Daring to Live Greatly: Women Leading With Courage, see p. 73
- Getting Project Results Without Authority, see p. 85
- Legal Writing Workshop, see p. 67

| Accounting | 44 |
| Agile Management | 48 |
| Business Administration | 50 |
| Business Analysis | 52 |
| Business and Professional Communication | 54 |
| Competency | 54 |
| Effectiveness | 55 |
| Influence | 56 |
| Business Process Management | 57 |
| Economics | 58 |
| Finance | 58 |
| Financial Planning and Analysis | 61 |
| Human Resources | 64 |
| Law | 67 |
| Paralegal Studies | 68 |
| Leadership and Management | 70 |
| Marketing | 73 |
| Analytics and Social Media | 76 |
| Managing Marketing Communications | 77 |
| Personal Financial Planning | 78 |
| Project Management | 81 |
| Exam Preparation | 85 |
| Advanced Project Management | 85 |
| Small Business Management | 86 |
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.

Certificate Program in Accounting
Thursday, April 28, 5:30–6:15 pm
Online
Thursday, Aug. 25, 12–12:45 pm
Online

Certificate Program in Business Administration
Wednesday, Aug. 31, 12–12:45 pm
Online

Certificate Program in Finance
Tuesday, Aug. 23, 12–12:45 pm
Online

Certificate Program in Financial Planning and Analysis
Wednesday, Aug. 24, 12–12:45 pm
Online

Certificate Program in Human Resource Management
Monday, Aug. 15, 5:30–6:30 pm
San Francisco: San Francisco Campus

Certificate Program in Marketing and Professional Sequence in Marketing Metrics and ROI
Monday, Aug. 15, 6:45–7:45 pm
San Francisco: San Francisco Campus

Certificate Program in Paralegal Studies
Monday, July 25, 5:30–7 pm
San Francisco: San Francisco Campus

Certificate Program in Personal Financial Planning
Tuesday, Aug. 30, 12–12:45 pm
Online

Certificate Program in Project Management
Thursday, May 19, 1–1:30 pm
Online

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 register for the Certificate Program in Accounting.

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. 014
Joseph McPeak, M.B.A., M.S., CPA,
Extension Honored Instructor
13 meetings
Wednesdays, 6–9:30 pm
June 1–Aug. 31 (no meeting on Aug. 3)
San Francisco: San Francisco Campus • $1,050

Sec. 012
Joseph McPeak, M.B.A., M.S., CPA,
Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $1,050

Sec. 009
Andy Barnett, Ph.D., CPA,
Extension Honored Instructor
Enroll anytime
Online • Proctored final exam • $1,050

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. 47. Visit extension.berkeley.edu/cert/account.html to register.
Thursday, 5:30–6:15 pm
April 28
Online • FREE

Thursday, 12–12:45 pm
Aug. 25
Online • FREE
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 register for the Certificate Program in Accounting.

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. 010
Gregory Sinclair, M.B.A., CPA
13 meetings
Tuesdays, 6–9:30 pm
June 7–Aug. 30
Berkeley: Golden Bear Center • $1,050

Sec. 007
Martha Doran, Ph.D., CPA
May 17–Aug. 23
Online • $1,050

Sec. 006
Martha Doran, Ph.D., CPA
Enroll anytime
Online • Proctored final exam • $1,050

Intermediate Accounting I

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

A requirement in the certificate programs in Accounting and in Financial Planning and Analysis, Accounting Concentration

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

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


Sec. 047
Stephen Jacobson, M.B.A.
May 10–Aug. 16
Online • $1,050

Sec. 049
Christine Errico, M.A.
May 17–Aug. 23
Online • $1,050

Sec. 050
Marc Hyman, M.B.A.
May 17–Aug. 23
Online • $1,050

Sec. 048
Stephen Jacobson, M.B.A.
12 meetings
Mondays, 6–9:45 pm
June 6–Aug. 29 (no meeting on July 4)
San Francisco: San Francisco Campus • $1,050

See Web for updated section number
Marc Hyman, M.B.A.
Enroll anytime
Online • Proctored final exam • $1,050
**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.

**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. 036**
Yan Gelman, B.S., M.B.A.
May 10–Aug. 16
Online • $1,050

**Sec. 037**
Lali Nathan, M.B.A., M.S.
May 17–Aug. 23
Online • $1,050

**Sec. 035**
Yan Gelman, B.S., M.B.A.
13 meetings
Tuesdays, 6–9:30 pm
June 7–Aug. 24
San Francisco: San Francisco Campus • $1,050

**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. 025**
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
May 17–Aug. 23
Online • $1,050

**Sec. 024**
Marjorie Bailey, CPA
9 meetings
Saturdays, 9 am–3 pm
June 25–Aug. 27 (no meeting on July 2)
San Francisco: San Francisco Campus • $1,050

**Auditing**
UGBA XB1026 • 4 semester units in Business Administration

* A requirement 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 • $1,250

**Taxation for Corporations and Other Flow-Through Entities**
BUS ADM X419.5 • 3 semester units in Business Administration

* A requirement in the Certificate Program in Accounting

Learn about the major provisions to the tax laws for filing in calendar years 2014–2015. 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. 017**
Joseph McPeak, M.B.A., M.S., CPA, Extension Honored Instructor
13 meetings
Thursdays, 6–9:30 pm
June 2–Sept. 1 (no meeting on Aug. 4)
San Francisco: San Francisco Campus • $1,050

See Web for updated section number

Enroll anytime
Online • Proctored final exam • $1,050

**Accounting for Government and Not-for-Profit Organizations**
BUS ADM X419.4 • 3 semester units in Business Administration

Learn the concepts and practices of accounting for state and local governments and for nonprofit entities, including voluntary health and welfare agencies, hospitals, colleges and universities, and religious organizations. In addition, get an introduction to the role and process of budgeting in governmental and nonprofit organizations, as well as to the financial analysis of these organizations.

**Prerequisite:** Introduction to Financial Accounting UGBA XB102A/XBW102A or equivalent

**Sec. 004**
Kenneth Kurtz, M.A.
13 meetings
Wednesdays, 6–9:30 pm
June 1–Aug. 24
San Francisco: San Francisco Campus • $1,050
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
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
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
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
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
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.
Cost Accounting  
BUS ADM X419 • 3 semester units in Business Administration  
A requirement in the Certificate Program in Accounting; an elective in the Certificate Program in Financial Planning and Analysis  
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/XBW102A and Introduction to Managerial Accounting UGBA XB102B/XBW102B or equivalent  
Sec. 020  
Suzanne Garrett, M.B.A., PMP,  
Extension Honored Instructor  
May 17–Aug. 23  
Online • $1,050  

Sec. 021  
Instructor to be announced  
13 meetings  
Thursdays, 6–9:30 pm  
June 2–Aug. 25  
San Francisco: San Francisco Campus • $1,050  

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 the applicability of current ethical rules.  
Sec. 012  
Harry Lorsbach, M.B.A., CIA, CPA  
June 14–Aug. 23  
Online • $1,050  

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. 50.  

Financial Statement Analysis  
BUS ADM X419.2 • 2 semester units in Business Administration  
Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses.  
For course schedule, see p. 62.  

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

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. 016  
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  
June 4–July 9 (no meeting on July 2)  
Berkeley: Golden Bear Center • $800  

Value Innovation for Lean/Agile Management  
BUS ADM X474.7 • 1 semester unit in Business Administration  
An elective in the Professional Sequence in Agile Management and in the Certificate Program in Project Management  
Learn key concepts of Value Innovation, a business-maturity strategy that significantly increases the advantage over competition in existing markets and accelerates the creation of new markets to improve an organization and its processes. Through discussion, practice and games, gain an understanding of Value Innovation principles and learn to apply them to real-world business situations. Learn to take an integral view of an organization—including customers, markets, projects and their processes—using Lean and Agile thinking, innovative project-development methodologies and value-based processes.  
Sec. 003  
Patricia Reed, M.B.A., and  
Karen Walton, B.S., M.S., PMP  
2 meetings  
Saturdays, 9 am–5 pm  
July 16 and 23  
Berkeley: Golden Bear Center • $550
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

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  
extension-business@berkeley.edu  
extension.berkeley.edu/business

**ONLINE COURSE INFORMATION**

(510) 644-4979  
extension.berkeley.edu/online

**ONLINE INFORMATION SESSION**

**Certificate Program in Business Administration**

Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 51. Visit extension.berkeley.edu/cert/busad.html to register.

**Wednesday, 12–12:45 pm**  
Aug. 31  
Online • 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 programs in Leadership and Management and in Project 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. 030**  
Mark Bettini, M.B.A.  
Extension Honored Instructor

5 meetings  
Saturdays, 9 am–4 pm  
June 4–July 9 (no meeting on July 2)  
San Francisco: San Francisco Campus • $850

See Web for available section  
Kevin Shea, M.B.A.

Enroll anytime  
Online • Proctored final exam • $850

### 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. 032**  
Eric Yap, M.B.A.

5 meetings  
Saturdays, 9 am–4 pm  
July 23–Aug. 20  
San Francisco: San Francisco Campus • $850

### 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. 018**  
Gregory Sinclair, M.B.A., CPA

12 meetings  
Mondays, 6–9:45 pm  
June 6–Aug. 29 (no meeting on July 4)  
Berkeley: Golden Bear Center • $1,050

### 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. 031**  
Derek Day, M.B.A.

July 17–Aug. 9  
Online • $850

### 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. 58.

### Introduction to Marketing

BUS ADM X430.8 • 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. 74.

### International Finance

BUS ADM X436.5 • 2 semester units in Business Administration

Understand international finance from both corporate and international banking viewpoints.

For course schedule, see p. 60.

### 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. 60.
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
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. 019
Ashley Wright, B.S., M.B.A.
May 3–June 28
Online • $995

Sec. 020
Ashley Wright, B.S., M.B.A.
June 30–Aug. 25
Online • $995

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®).

Sec. 018
David Zhu, B.S.
May 3–June 28
Online • $995

Sec. 019
David Zhu, B.S.
June 30–Aug. 25
Online • $995

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 analysis. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®).

Sec. 018
Ashley Wright, B.S., M.B.A.
May 3–June 28
Online • $995

Sec. 019
Ashley Wright, B.S., M.B.A.
June 30–Aug. 25
Online • $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. 017
David Zhu, B.S.
May 3–June 28
Online • $995

Sec. 018
David Zhu, B.S.
June 30–Aug. 25
Online • $995
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

Find the Quality You Want

- Online courses
- Comprehensive and professional framework
- Concentrated curriculum for fast results

Get the Focus You Need

- Decision-quality insight
- Enterprise opportunity analysis

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

The IIBA logo is a registered trademark of the International Institute of Business Analysis.
Business and Professional Communication

COURSE INFORMATION

(extension-business@berkeley.edu)
(extension-business@berkeley.edu)

ONLINE COURSE INFORMATION

(extension-business@berkeley.edu)

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 • $625

Mediation and Conflict Resolution
BUS ADM X499.2 • 2 semester units in Business Administration
Gain the ability and confidence to resolve almost any business dispute as a mediator, negotiator or representative.

For course schedule, see p. 67.

Business Negotiating
BUS ADM X451.3 • 2 semester units in Business Administration
Learn successful negotiation skills through role play and real-world case studies.

For course schedule, see p. 67.

NEW THIS TERM
Copywriting Communications for Marketing Professionals
BUS ADM X417.9 • 1 semester unit in Business Administration
Learn to create effective content marketing copy for documents, online advertising, websites, e-blasts, direct mail and more in this project-based seminar.

For course schedule, see p. 70.

NEW THIS TERM
Legal Writing Workshop
LAW X421 • 1 semester unit in Law
In this interactive workshop, you refine writing skills and increase understanding of English grammar in the context of legal writing paralegals and legal secretaries encounter in the workplace.

For course schedule, see p. 67.

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. 72.

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. 010
Neil Fiore, Ph.D.
2 meetings
Fridays, 9 am–11:30 pm
June 3 and 10
San Francisco: San Francisco Campus • $325

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Communication Without Words: How Body Language Influences Your Message
BUS ADM 1033 • 0.75 ceu
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. 010
Janene Frahm, M.A.
1 meeting
Thursday, 8:30 am–5 pm
Aug. 4
San Francisco: San Francisco Campus • $325

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. 010
Janene Frahm, M.A.
1 meeting
Tuesday, 9 am–4 pm
June 21
San Francisco: San Francisco Campus • $325

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. 010
Tom Rusert, M.A.
2 meetings
Tuesday and Thursday, 9 am–4 pm
July 12 and 14
San Francisco: San Francisco Campus • $695

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. 010
Bille Shepard, M.A.
3 meetings
Fridays, 9 am–5 pm
July 29–Aug. 12
Belmont: Belmont Center • $625

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 introductory two-day course. Explore the steps involved in finding funding opportunities, managing and scheduling the grant proposal project, writing narrative sections that sell and editing effectively. Class time focuses on research, planning and writing strategies, not program development.
Sec. 010
Erica Pulley, B.A.
2 meetings
Fridays, 9 am–4:30 pm
Aug. 5 and 12
San Francisco: San Francisco Campus • $475

Program in Professional Communication
Managers, supervisors and executives know that communication is a mission-critical skill in the ever-changing business environment. Strong communicators are in high demand for their enhanced skills in business writing, speaking and listening; strategic communications; critical thinking; conflict management; creative problem solving; group facilitation; and more. With the Program in Professional Communication, you learn how to motivate yourself and others, communicate a consistent message, negotiate and close deals, and implement strategies for improving career prospects and advancement. In addition to acquiring these interpersonal skills, you focus on the areas of communication competency, effectiveness and influence to build a personal communication plan critical for business productivity.

Curriculum Requirements
The curriculum comprises 1 required course and a varied number of electives (at least one from each functional area) for 2 semester units and a minimum of 6.0 ceu (90 hours of instruction).

Required Course
• Essential Business Communication Skills
BUS ADM X404.1 (offered this term)

Electives
You must choose one or more electives from each grouping in Communication Competency, Effectiveness and Influence.
For a list of electives available this term, visit extension.berkeley.edu/spos/professional_communication.html.

Learn More and View the Flyer
extension.berkeley.edu/spos/professional_communication.html
(510) 642-4231
extension-business@berkeley.edu
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. 002**
BiLi the Mime
6 meetings
Tuesdays, 7–9 pm
July 19–Aug. 23
San Francisco: San Francisco Campus • $295

Speaking With Credibility and Confidence

**BUS ADM 1149 • 0.7 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. 002**
Tom Rusert, M.A.
1 meeting
Thursday, 9 am–5 pm
June 9
San Francisco: San Francisco Campus • $425

Influence

**Best Practices in Negotiation**

**BUS ADM 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 savi er negotiator in scenarios such as buying, selling and financing cars, housing and other big-ticket items.

**Sec. 009**
Gary Goodman, J.D., M.B.A., Ph.D.
1 meeting
Saturday, 8:30 am–5 pm
June 25
San Francisco: San Francisco Campus • $375

Effective Management: Leading With Vision

**BUS ADM 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. 002**
Pamela Hawley, M.A.
1 meeting
Wednesday, 9 am–12 pm
Aug. 3
San Francisco: San Francisco Campus • $325

Leading With Authenticity

**BUS ADM 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, Ph.D.
2 meetings
Saturdays, 10 am–5 pm
July 16 and 23
San Francisco: San Francisco Campus • $575

Mindful Leadership in the Workplace

**BUS ADM 1105 • 0.7 ceu**
*An elective in the Program in Professional Communication*

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. Learn how to cultivate the state of mind you need to handle difficult workplace situations while staying focused on goals and connected with people in the workplace. You gain tools drawn from the fields of mindfulness, positive psychology and peak performance 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**
Pat LaDoucer, Ph.D.
1 meeting
Friday, 9 am–5 pm
June 24
Berkeley: Golden Bear Center • $375

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Don’t Ask, Don’t Get: Negotiation for Women

BUS ADM 1061 • 0.7 ceu
(Formerly Women and Negotiation)
An elective in the Program in Professional Communication

In surveys, 2.5 times more women than men said they feel “a great deal of apprehension” about negotiating, in part due to their tendency to underestimate their value and standing in deliberations. In this session, you learn how to prepare to negotiate, build your case, present your request and clinch the deal. You gain practical skills to achieve negotiated outcomes that leave both parties feeling satisfied.

Sec. 009
Amy Levine, Ed.D.
1 meeting
Friday, 9 am–5 pm
July 29
San Francisco: San Francisco Campus • $325

NEW THIS TERM

Daring to Live Greatly: Women Leading With Courage

BUS ADM 1196 • 1.4 ceu
Explore topics such as vulnerability, courage, shame and worthiness, while examining the thoughts, behaviors and emotions that move you toward more authentic leadership and whole-hearted living.

For course schedule, see p. 73.

Business Process Management

COURSE INFORMATION
(p510) 642-4231
extension-business@berkeley.edu
extension.berkeley.edu/business

BPM C: Business Process Measurement
BUS ADM X441.3 • 1 semester unit in Business Administration
A Core Course in the Professional Program in Business Process Management

Process improvement can be one of the most powerful strategies for enhancing business operations. That strategy, however, can easily dissolve into subjective opinion and scattered problem solving. Good metrics translate high-level process objectives into something concrete and comprehensible. During this course, you work on a process from your own work environment, with the goal of supporting a vital conversation among key decision makers. Learn how to define the needed data, how to mine that data for insights on process performance and how to display the data in a way that motivates action. Examine a set of free and low-cost statistical tools and how to apply them to your process improvement plan.

Sec. 003
Jerry Talley, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
June 25 and July 9
San Francisco: San Francisco Campus • $595

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

• 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
extension.berkeley.edu/spos/bpm.html
(p510) 642-4151
extension-techeng@berkeley.edu
Introduction to Macroecomics
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. 014
Lall Ramrattan, Ph.D.
12 meetings
Mondays, 6–9:45 pm
June 6–Aug. 29 (no meeting on July 4)
Berkeley: Golden Bear Center • $1,050
See Web for updated section number
Larry O’Connell, M.A., M.B.A., M.S.
Enroll anytime
Online • Proctored final exam • $1,050

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. 030
Ashish Sahni, M.P.P.
10 meetings
Wednesdays, 6:30–9:30 pm
June 1–July 6 (also Saturdays, June 4–25, 9 am–12 pm)
San Francisco: San Francisco Campus • $850

Sec. 023
Martin Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $850

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. 015
Lall Ramrattan, Ph.D.
13 meetings
Tuesdays, 6–9:30 pm
June 7–Aug. 30
Berkeley: Golden Bear Center • $1,050

Sec. 013
Edward Derbin, M.A., M.B.A.
Enroll anytime
Online • $1,050

Economics

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. 015
Lall Ramrattan, Ph.D.
13 meetings
Tuesdays, 6–9:30 pm
June 7–Aug. 30
Berkeley: Golden Bear Center • $1,050

Sec. 013
Edward Derbin, M.A., M.B.A.
Enroll anytime
Online • $1,050

Finance

Intermediate Corporate Finance
BUS ADM X444.1 • 2 semester units in Business Administration
A requirement 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. 027
Tee Lim, M.B.A., Ph.D.
May 17–Aug. 9
Online • $850

Sec. 026
Tony Yeh, M.B.A., M.Engr., Extension Honored Instructor
10 meetings
Saturdays, 9 am–12 pm
June 4–July 9 (also Tuesdays, June 7–July 5, 6:30–9:30 pm; no meeting on July 2)
San Francisco: San Francisco Campus • $850
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.
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. 027
Tee Lim, M.B.A., Ph.D.
May 17–June 28
Online • $695

Sec. 026
Peter Lou, M.B.A., CFA,
Extension Honored Instructor
5 meetings
Mondays, 6:30–9:30 pm
June 13–July 18 (no meeting on July 4)
San Francisco: San Francisco Campus • $695

Sec. 028
Catherine Pinkas, M.B.A., PMP
July 12–Aug. 23
Online • $695

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. 033
Tee Lim, M.B.A., Ph.D.
May 24–Aug. 16
Online • $850

Sec. 034
Joseph S. Leung, M.B.A., CFA
8 meetings
Tuesdays, 6–9:45 pm
June 7–July 26
San Francisco: San Francisco Campus • $850

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 programs in Business Administration and in Personal Financial Planning

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. 019
Lawrence Cox, B.S., M.B.A.
May 17–Aug. 9
Online • $850

Sec. 018
Wayne Price, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $850

Options, Trading and Strategies

BUS ADM X435.1 • 2 semester units in Business Administration

A requirement 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.

Sec. 015
Richard Lehman, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $850

Sec. 014
Richard Lehman, M.B.A.
Enroll anytime
Online • $850

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. 80.

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, and begin to explore the ways in which value is created and measured.

For course schedule, see p. 61.

Analyzing and Preparing Your Financials

BUS ADM X475.6 • 1 semester unit in Business Administration

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.

For course schedule, see p. 86.
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. 78.

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. 50.

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. 62.

Enterprise Risk Management
BUS ADM X436.9 • 2 semester units in Business Administration
Review the issues and challenges in total risk management, and explore techniques for balancing enterprise risk and reward to enable performance optimization.
For course schedule, see p. 62.

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. 63. Visit extension.berkeley.edu/cert/financial_planning_analysis.html to register.
Wednesday, 12–12:45 pm
Aug. 24
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, Accounting Concentration 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.

Sec. 039
Bradley Fox, M.B.A.
May 10–Aug. 2
Online • $850

Sec. 040
Tee Lim, M.B.A., Ph.D.
May 17–Aug. 9
Online • $850

Sec. 041
Patricia Muscatelli, M.B.A., M.S., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $850
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. 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.

Sec. 026
Robert Coackley, B.S.
May 24–Aug. 16
Online • $850

Sec. 027
Robert Coackley, B.S.
8 meetings
Mondays, 6–9:45 pm
June 6–Aug. 1 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

FINANCIAL STATEMENT ANALYSIS
BUS ADM X419.2 • 2 semester units in Business Administration

A Core Course 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 X810A/X810B.
Intermediate Accounting I BUS ADM X421.1 and Intermediate Accounting II BUS ADM X421.2

Sec. 031
Kenneth Kurtz, M.Acc.
May 10–Aug. 2
Online • $850

Sec. 032
Donald Byrne, M.B.A., Ph.D.
May 17–Aug. 9
Online • $850

Sec. 033
Mohsin Hafeez, M.B.A., CFP
5 meetings
Sundays, 10 am–5 pm
July 31–Aug. 28
Berkeley: Golden Bear Center • $850

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. 014
Robert Coackley, B.S.
May 10–Aug. 2
Online • $850

Sec. 015
Rodney Clark, M.B.A.
9 meetings
Wednesdays, 6–9:20 pm
July 6–Aug. 31
San Francisco: San Francisco Campus • $850

PRESENTING QUANTITATIVE DATA EFFECTIVELY
BUS ADM X419.1 • 1 semester unit in Business Administration

An elective in the Certificate Programs in Accounting, in Financial Planning and Analysis, 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. 008
Randall Bolten, M.B.A.
5 meetings
Wednesdays, 6:30–9:30 pm
July 6–Aug. 3
San Francisco: San Francisco Campus • $695

Enterprise Risk Management
BUS ADM X436.9 • 2 semester units in Business Administration

A Core Course 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. 007
Robert Coackley, B.S.
May 10–Aug. 2
Online • $850

Sec. 006
Robert Coackley, B.S.
8 meetings
Wednesdays, 6–9:45 pm
June 1–July 20
San Francisco: San Francisco Campus • $850

CORPORATE FINANCIAL ANALYSIS AND MODELING
BUS ADM X436.6 • 1 semester unit in Business Administration

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.

For course schedule, see p. 60.

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. 60.

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. 78.
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
Human Resources

COURSE INFORMATION
(510) 642-4231
extension-business@berkeley.edu
extension.business@berkeley.edu
ONLINE COURSE INFORMATION
(510) 643-1550
extension.berkeley.edu/online

FREE INFORMATION SESSION
Certificate Program in Human Resource Management
UNEX 1044
Discover how UC Berkeley Extension’s professional certificate, approved by the Human Resource Certification Institute, can help you make the most of growing opportunities in human resource management. For more information about the certificate, see p. 65 or visit extension.berkeley.edu/cert/hrm.html.

Sec. 008
1 meeting
Monday, 5:30–6:30 pm
Aug. 15
San Francisco: San Francisco Campus • FREE

Essentials of Human Resources
BUS ADM X450.1 • 2 semester units in Business Administration
A prerequisite for and an elective in the Certificate Program in Human Resource Management
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. 023
Catherine McKnight, M.A.
May 10–Aug. 2
Online • $850

Sec. 022
David Schlocker, M.B.A., GPHR, SPHR
8 meetings
Mondays, 6–9:45 pm
June 6–Aug. 1 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

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. 011
Nicole Jackson, M.B.A., M.S., Ph.D.
5 meetings
Mondays, 6–9 pm
June 6–July 11 (no meeting on July 4)
San Francisco: San Francisco Campus • $695

Sec. 012
Monica Doshi Becker, B.A., SPHR
Mondays, 6–9 pm
Online • $695

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. 012
Marco Rosa, M.A.
10 meetings
Tuesdays, 6–9 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $850

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. 010
Nicole Jackson, M.B.A., M.S., Ph.D.
5 meetings
Saturdays, 9 am–4 pm
June 18–July 23 (no meeting on July 2)
San Francisco: San Francisco Campus • $850

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 employer relations, as well as the practical actions to deal with them. You learn a variety of key concepts, including communications, counseling, performance management, reward and recognition, work and family issues, 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
Jonna Hensley, M.B.A., SPHR
6 meetings
Wednesdays, 6–9 pm
July 13–Aug. 17
San Francisco: San Francisco Campus • $695

Sec. 010
Jonna Hensley, M.B.A., SPHR
July 12–Aug. 23
Online • $695
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.

“Table for an HR department of one now available.” Such is Andrea Bocanegra’s current human resources generalist position at a prominent restaurant chain. Unsure of making the career change to HR from a program coordinator role at a social enterprise accelerator program, Bocanegra started at the beginning: taking Essentials of Human Resources at UC Berkeley Extension. Not only did Bocanegra learn that, yes, moving into an HR role is the right path, but she also got validation in the form of a job interview. “In that first class,” Bocanegra says, “the instructor offered to have me interview for her company, as well as giving me a good idea of what direction I might want to go in. I met a lot of new colleagues, some of whom turned out to be my greatest friends now.”

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

Learn More and View the Brochure
extension.berkeley.edu/cert/hrm.html
(510) 642-4231
extension-business@berkeley.edu
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. 008
Jun Cruzat, M.S.I.S.E.
May 17–Aug. 9
Online • Proctored final exam • $695

Sec. 011
Nicolette Schumacher, M.B.A.
10 meetings
Thursdays, 6–9 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $850

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. 010
Amit Mohindra, B.A., B.S., M.A.
May 17–Aug. 9
Online • $850

Sec. 011
Karen Elkins Cohen, M.S., SPHR
5 meetings
Sundays, 9 am–4 pm
July 17–Aug. 21 (no meeting on Aug. 7)
Berkeley: Golden Bear Center • $850

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. 016
Resa Peay-Wainwright, B.A.
5 meetings
Saturdays, 9 am–4 pm
July 30–Aug. 27
San Francisco: San Francisco Campus • $850

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. 011
Instructor to be announced
10 meetings
Tuesdays, 6–9 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $850

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 • $850

While working as a management consultant at a Big 4 consulting firm, Shilpi Agrawal was drawn to the interactions with different clients and team members on a daily basis. Her clients were entrenched in the areas of business and systems analysis from the high-tech, health care and financial services sectors. “I loved working with people and was fascinated with how human factors plays a significant role in the success or failure of a business,” Agrawal says. “As I contemplated my career choices, HR seemed to be the most natural progression from there.”

What drew you to the Certificate Program in Human Resource Management?

Human resources has evolved from an administrative function to a business function over the last few years. More and more, HR professionals are expected to also have business knowledge. I thought a formal education was needed to learn the nuances of HR, and a certificate program would give me that confidence and credibility.
**Mediation for the Human**
**Understand the foundation of organization development (OD) and change and how it relates to the past, present and future of businesses.**

**Business Administration**

**BUS ADM X491.2**  2 semester units in Business Administration

**NEW THIS TERM**

**Legal Writing Workshop**

**LAW X421**  1 semester unit in Law

In this interactive workshop, refine your writing skills and increase your understanding of English grammar. Working specifically within the various forms of legal writing that paralegals and legal secretaries use in the workplace, you develop your organization and editing techniques, while increasing your familiarity with the written forms specific to a law practice.

**Sec. 001**

Katy Koster, M.A.

5 meetings

Tuesdays, 6–9 pm

July 26–Aug. 23

San Francisco: San Francisco Campus  •  $650

**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. 015**

Jason Lum, J.D.

May 31–Aug. 9

Online  •  $850

**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. 50.

**Organization Development and Change**

**BUS ADM X491.2**  2 semester units in Business Administration

Understand the foundation of organization development (OD) and change and how it relates to the past, present and future of businesses.

For course schedule, see p. 72.
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 lawyers. 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. 69 for more certificate details or visit extension.berkeley.edu/cert/paralegal.html.

Sec. 006
1 meeting
Monday, 5:30–7 pm
July 25
San Francisco: San Francisco Campus • 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 sought by attorneys and law firms. Learn various legal terms sought by attorneys and law firms. Learn various research, analysis and writing; and other subjects relevant to becoming a successful paralegal.

Online section must be completed within three months of receiving course login information.

See Web for updated section number
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.

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.

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.

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.

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.

See Web for updated section number
Julie Goren, J.D.
Enroll anytime
Online • $875

For Course and Schedule Information Visit Extension.Berkeley.EDU/CATALOG
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)

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

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
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. 006
Daniel Xu, J.D., M.S.
5 meetings
Thursdays, 6–9 pm
July 28–Aug. 25
Belmont: Belmont Center • $795

See Web for updated section number
Tammi Clefield, 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. 009
Larry Sager, J.D.
5 meetings
Mondays, 6–9 pm
July 18–Aug. 15
San Francisco: San Francisco Campus • $795

See Web for updated section number
Tammi Clefield, J.D., M.S.
Enroll anytime
Online • $875

Leadership and Management

COURSE INFORMATION

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

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 $15, to help you discover and discuss your strengths.

Sec. 014
Karen B. Haley Allen, M.A.
10 meetings
Wednesdays, 6–9 pm
June 1–Aug. 3
San Francisco: San Francisco Campus • $850

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 Certificate Program in Project 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. 009
Anna Ewins, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
June 18 and July 9
San Francisco: San Francisco Campus • $695

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

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. 035
Elie W. Asmar, M.S.E., CKM, PMP, Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
July 16–Aug. 13
San Francisco: San Francisco Campus • $850

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.

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

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 Leadership 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 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
- Making Power Moves: Women and Leadership BUS ADM X454.8
- Moving on Up: Women and Leadership BUS ADM X474.1
- Power and Influence: Women and Leadership BUS ADM X474.8 (offered this term)

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

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 X454.7 or equivalent; you must possess basic business writing, speaking and communication skills.

Sec. 014
Karen B. Haley Allen, M.A.
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
San Francisco: San Francisco Campus • $850

Power and Influence in Organizations
BUS ADM X499.3 • 2 semester units in Business Administration
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. 010
Eli W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $850

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

Survey the history of the management field; explore the planning, organizing, leading and controlling dimensions of the manager’s job; and analyze the transition that takes place as an individual professional takes on a management position. Learn key interpersonal and managerial skills.

Sec. 015
Instructor to be announced
10 meetings
Mondays, 6–9 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

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

Understand the foundation of organization development (OD) and change and how it relates to the past, present and future of businesses. Apply OD theories, concepts and models to modern-day organizations from Fortune 500 global companies to Silicon Valley tech companies and startups. Examine the dynamics occurring at the individual level that influence and empower organization development and change. Learn and apply the six levels of Organization Development Practice.

Sec. 005
Steve Weitz, M.S.
10 meetings
Thursdays, 6–9 pm
June 23–Aug. 25
San Francisco: San Francisco Campus • $850

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 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
- Making Power Moves: Women and Leadership BUS ADM X454.8
- Moving on Up: Women and Leadership BUS ADM X474.1
- Power and Influence: Women and Leadership BUS ADM X474.8 (offered this term)

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

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 X454.7 or equivalent; you must possess basic business writing, speaking and communication skills.

Sec. 014
Karen B. Haley Allen, M.A.
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
San Francisco: San Francisco Campus • $850

Power and Influence in Organizations
BUS ADM X499.3 • 2 semester units in Business Administration
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. 010
Eli W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
June 7–Aug. 9
San Francisco: San Francisco Campus • $850

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

Survey the history of the management field; explore the planning, organizing, leading and controlling dimensions of the manager’s job; and analyze the transition that takes place as an individual professional takes on a management position. Learn key interpersonal and managerial skills.

Sec. 015
Instructor to be announced
10 meetings
Mondays, 6–9 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

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

Understand the foundation of organization development (OD) and change and how it relates to the past, present and future of businesses. Apply OD theories, concepts and models to modern-day organizations from Fortune 500 global companies to Silicon Valley tech companies and startups. Examine the dynamics occurring at the individual level that influence and empower organization development and change. Learn and apply the six levels of Organization Development Practice.

Sec. 005
Steve Weitz, M.S.
10 meetings
Thursdays, 6–9 pm
June 23–Aug. 25
San Francisco: San Francisco Campus • $850
**Power and Influence: Women and Leadership**

BUS ADM X474.8 • 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

Successful leaders know how to wield power and influence the right people, in the right way and at the right time. Learn to use power and influence effectively and ethically in everyday work situations. Through lectures, discussions, case studies, demonstrations and interactive exercises, you gain the skills that can help you successfully influence anyone from direct reports to senior leaders.

Sec. 004
Instructor to be announced
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
San Francisco: San Francisco Campus • $625

**NEW THIS TERM**

**Daring to Live Greatly: Women Leading With Courage**

BUS ADM 1196 • 1.4 ceu

An elective in the Program in Professional Communication

In this interactive workshop, you explore the research of noted author and speaker Dr. Brené Brown to understand how it can be applied in the lives of female professionals. Her method was developed to help people live braver lives in personal and professional settings. Learn how to navigate through the vulnerability of workplace challenges and develop a courage practice to confront them. Explore topics such as vulnerability, courage, shame and worthiness, while examining the thoughts, behaviors and emotions that move you toward more authentic leadership and wholehearted living.

You are strongly encouraged to read the textbook before the first day of class.

Sec. 001
Amy Levine, Ed.D.
2 meetings
Thursday and Friday, 9 am–5 pm
June 16–17
Berkeley: Golden Bear Center • $595

---

**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. 54.

**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 and use this information to increase your ability to empower others, find balance and persist through difficult challenges.

For course schedule, see p. 56.

**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. 56.

**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. 50.

**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. 50.

**Don’t Ask, Don’t Get: Negotiation for Women**

BUS ADM 1061 • 0.7 ceu

Get a self-assessment of your negotiating style in this interactive seminar.

For course schedule, see p. 57.

---

**Marketing**

**COURSE INFORMATION**

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

**ONLINE COURSE INFORMATION**

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

**FREE INFORMATION SESSION**

**Certificate Program in Marketing and Professional Sequence in Marketing Metrics and ROI**

UNEX 1046

Find out how UC Berkeley Extension’s Certificate Program in Marketing and the Professional Sequence in Marketing Metrics and ROI equip you with a solid understanding of marketing’s most up-to-date concepts and techniques. For more information about the Certificate Program in Marketing, see p. 75 or visit extension.berkeley.edu/cert/market.html. For more information about the Professional Sequence in Marketing Metrics and ROI, see p. 77 or visit extension.berkeley.edu/spos/metrics.html.

Sec. 008
1 meeting
Monday, 6:45–7:45 pm
Aug. 15
San Francisco: San Francisco Campus • 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. 056
Woody Alexander, M.B.A.
May 17–Aug. 9
Online • $850

Sec. 054
James Prost, M.B.A., two-time Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
June 2–Aug. 11 (no meeting on June 9)
San Francisco: San Francisco Campus • $850

Sec. 055
Warren Brown, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 9
Berkeley: Golden Bear Center • $850

Sec. 053
William Hess, M.A., Ph.D., Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 15–Aug. 17
Belmont: Belmont Center • $850

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. 032
Peter Young, M.A.
May 31–Aug. 9
Online • $850

Sec. 031
Scott Worthge, B.S.
5 meetings
Sat., 9 am–4 pm
July 30–Aug. 27
San Francisco: San Francisco Campus • $850

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. 027
Suzanne Powers, M.B.A.
May 10–Aug. 2
Online • $850

Sec. 028
James Prost, M.B.A., two-time Extension Honored Instructor
10 meetings
Wednesdays, 6–9 pm
June 29–Aug. 31
San Francisco: San Francisco Campus • $850

NEW THIS TERM
Copywriting Communications for Marketing Professionals
BUS ADM X417.9 • 1 semester unit in Business Administration
An elective in the Certificate Program in Marketing
Learn to create effective content marketing copy for documents, online advertising, websites, e-blasts, direct mail and more in this project-based seminar. Explore copywriting best practices across all mediums, including print, online and video. Develop the knowledge to write powerful headlines and compelling copy content. Discover how to generate a Call-to-Action (CTA) that engages and motivates response. Investigate analytic options that offer meaningful feedback on your writing. Conceptualize, create and revise a marketing campaign that you present to the last class as a professional portfolio piece.
Sec. 001
J. Cafesin
5 meetings
Tuesdays, 6–9 pm
June 7–July 5
San Francisco: San Francisco Campus • $650

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 successful product manager or product marketing manager. Learn practical tools and solutions for product management—launch, marketing, positioning and life cycle—and for brand management. Additional topics include analyst and public relations, customer relationship management and lead-generation programs. Understand how to conduct competitive analyses and write marketing requirements documents.
Prerequisite: Introduction to Marketing BUS ADM X460.1 or equivalent
Sec. 009
Alan Wortman, M.B.A.
10 meetings
Thursdays, 6–9 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $850
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.

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

Find the Education You Want
- Courses in all aspects of marketing
- Knowledge you can use immediately
- Berkeley-quality instruction

Get the Flexibility You Need
- Online or classroom format
- Classroom locations in Berkeley, San Francisco and Belmont
New Product Development
BUS ADM X405.8 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing
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
See Web for updated section number

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

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 (ROMI). Curriculum topics include determining market share and size; 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

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

Digital Marketing
BUS ADM X464.1 • 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
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. To complete the 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).

Sec. 014
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor
May 31–Aug. 23
Online • $695

Sec. 015
Jason Miller, B.S.
July 12–Aug. 23
Online • $695
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. 010
Kerem Tomak, Ph.D.
5 meetings
Mondays, 6–9 pm
San Francisco: San Francisco Campus • $695

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. 028
Susan G. Gaide, M.B.A.
June 14–Aug. 23
Online • $850

Sec. 029
Rodrigo F. Espinosa, M.S.
10 meetings
Mondays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

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. 86.

Managing Marketing Communications

Creating an Advertising Campaign
BUS ADM X401.4 • 1 semester unit in Business Administration

An elective in the Certificate Program in Marketing

Discover how a superior creative advertising campaign can maximize your company’s media expenditure for increased ROI. Find out how the most successful advertising campaigns are developed by employing creativity, clarity and marketing focus. Learn to put that knowledge to work by creating an integrated advertising campaign across multiple media that include sales promotion and social media. Tie it all together by establishing guidelines and using effective concept/idea generation techniques. Most importantly, gain awareness in how to present and sell your ideas effectively.

You should bring paper, pens, a marker pen and a laptop to class.

Prerequisite: Advertising and Social Marketing BUS ADM X464.7 or equivalent, or consent of instructor

Sec. 004
Tom Gehrig, M.F.A.
6 meetings
Fridays, 9 am–12 pm
July 15–Aug. 19
San Francisco: San Francisco Campus • $695

Marketing Public Relations
BUS ADM X464.8 • 1 semester unit in Business Administration

An elective in the Certificate Program in Marketing

Get an overview of the marketing public relations (PR) process, including methods for both profit and nonprofit organizations, and learn the important distinction between traditional PR and marketing PR (MPR). Review the processes of developing an MPR campaign and integrating positive publicity into other marketing communications methods, such as event and cause sponsorships, social media and advertising.

Sec. 009
Michael Savod, M.B.A.
5 meetings
Tuesdays, 6:15–9:15 pm
Aug. 2–30
San Francisco: San Francisco Campus • $695

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 quantitative 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/pos/metrics.html
(510) 642-4231
textextension-business@berkeley.edu
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.

Sec. 019
Mohsin Hafeez, M.B.A., CFP®
May 31–Aug. 9
Online • $850

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 shareholders 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. 011
Martin Brook, M.B.A., CFP, Extension Honored Instructor
5 meetings
Sat., June 4
San Francisco: San Francisco Campus • $350

CFP EXAM PREPARATION
Information about the Certified Financial Planner™ (CFP®) examination is available on the Certified Financial Planner Board of Standards Inc. website: www.cfp.net.

ONLINE INFORMATION SESSION
Certificate Program in Personal Financial Planning
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 79. Visit extension.berkeley.edu/cert/pfp.html to register.

Tuesday, 12–12:45 pm
Aug. 30
Online • 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. 015
Martin Brook, M.B.A., CFP, Extension Honored Instructor
1 meeting
Sat., June 4
San Francisco: San Francisco Campus • $350
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)

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

Get the Training You Need
- Meet CFP® Certification education requirements
- Accelerated course options

Networking Opportunities
- Student advisory board
- Career night and awards dinner
### 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. 011**
Instructor to be announced
10 meetings
Thursday, 6:30–9:30 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $850

### 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. 016**
Richard Lehman, M.B.A.
May 24–Aug. 16
Online • $850

### 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. 010**
Carolyn Collins, B.A., J.D.
10 meetings
Wednesday, 6:30–9:30 pm
June 1–Aug. 3
San Francisco: San Francisco Campus • $850

### 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. 010**
Peter Philipp, M.B.A., CFA
8 meetings
Saturday, 9 am–3 pm
June 4–July 30 (no meeting on July 2)
San Francisco: San Francisco Campus • $1,050

### 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. 008**
Rich Arzaga, B.S., CCIM, CFP
5 meetings
Thursday, 6–9 pm
June 2–30
San Francisco: San Francisco Campus • $695
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

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 program details, see p. 83. Visit extension.berkeley.edu/cert/project.html to register.

Thursday, 1–1:30
May 19
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. 182
Edmond Matevosian, B.S., PE, PMP
May 3–June 28
Online + $850

Sec. 184
Anthony Minstein, CPIM, PMP, Extension Honored Instructor
May 3–June 28
Online + $850

Sec. 187
Cheryl Allen, M.S., PMP, Extension Honored Instructor
May 3–June 28
Online + $850

Sec. 185
Mark Angel, B.S., M.B.A., PMP
May 17–Aug. 9
Online + $850

Sec. 186
Ali Aiyed, Ph.D., PMP
May 24–Aug. 16
Online + $850

Sec. 194
Robert Judd, M.S., PE, PMP
10 meetings
Mondays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: San Francisco Campus • $850

Sec. 195
Roger Warren, M.B.A., PMP
10 meetings
Wednesdays, 6:30–9:30 pm
June 8–Aug. 10
Berkeley: Golden Bear Center • $850

Sec. 190
Daryl Mulins, B.S.E.E., M.B.A., CSM, PMP
10 meetings
Thursdays, 6:30–9:30 pm
June 9–Aug. 11
San Francisco: San Francisco Campus • $850

Sec. 191
Helena Weiss-Duman, M.A., PMP
6 meetings: accelerated schedule
Tuesdays, 3–8 pm
June 21–July 26
San Francisco: San Francisco Campus • $850

Sec. 183
Madeleine Bronstone, MLHR, PMP
June 30–Aug. 25
Online + $850

Sec. 188
Timothy Donahue-Bombosch, Ph.D., Extension Honored Instructor
June 30–Aug. 25
Online + $850

Sec. 189
Mark Angel, B.S., M.B.A., PMP
June 30–Aug. 25
Online + $850

Sec. 192
Alan Tsuda, M.B.A
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
July 9–Aug. 6
Belmont: Belmont Center • $850

Sec. 196
Frances Bellows, B.A., J.D., PMP
5 meetings
Saturdays, 12–5 pm
July 9–Aug. 6
San Francisco: San Francisco Campus • $850

Sec. 193
William Teiser, M.Ch.E.
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
July 30–Aug. 27
Berkeley: Golden Bear Center • $850

Sec. 197
Loy Duane Kirkpatrick, B.S., M.B.A., PMP
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
July 30–Aug. 27
San Francisco: San Francisco Campus • $850
BUSINESS

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. 064
Timothy Donahue-Bombosch, Ph.D., Extension Honored Instructor
May 3–June 28
Online • $850

Sec. 065
Catherine Pinkas, M.B.A., PMP
May 17–Aug. 9
Online • $850

Sec. 066
William Teiser, M.Ch.E.
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
June 11–July 16 (no meeting on July 2)
Berkeley: Golden Bear Center • $850

Sec. 067
Timothy Donahue-Bombosch, Ph.D., Extension Honored Instructor
June 30–Aug. 25
Online • $850

Sec. 068
Catherine Pinkas, M.B.A., PMP
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
July 30–Aug. 27
San Francisco: San Francisco Campus • $850

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. 063
Mark Angel, B.S., M.B.A., PMP
May 3–June 28
Online • $850

Sec. 064
Instructor to be announced
May 17–Aug. 9
Online • $850

Sec. 066
Catherine Pinkas, M.B.A., PMP
5 meetings: accelerated schedule
Sundays, 9 am–4 pm
June 5–July 10 (no meeting on July 3)
Berkeley: Golden Bear Center • $850

Sec. 065
Mark Angel, B.S., M.B.A., PMP
June 30–Aug. 25
Online • $850

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. 074
Alex Brown, IPMA-C, PMP
May 3–June 28
Online • $850

Sec. 075
Ali Aiyed, Ph.D., PMP
May 17–Aug. 9
Online • $850

Sec. 078
Jim O’Donnell, M.B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 8–Aug. 10
San Francisco: San Francisco Campus • $850

Sec. 077
Zachary Wong, Ph.D., Extension Honored Instructor
5 meetings: accelerated schedule
Saturdays, 10 am–5 pm
June 11–July 16 (no meeting on July 2)
Berkeley: Golden Bear Center • $850

Sec. 076
Mohammed Fennich, M.S., Ph.D., CSM, ITIL, PMP
5 meetings: accelerated schedule
Saturdays, 9 am–4 pm
June 18–July 23 (no meeting on July 2)
Belmont: Belmont Center • $850

Sec. 079
Daryl Mullins, B.S.E.E., M.B.A., CSM, PMP
10 meetings
Tuesdays, 6:30–9:30 pm
June 28–Aug. 30
Berkeley: Golden Bear Center • $850

Sec. 076
Lisa Bausell, M.B.A., PMP
June 30–Aug. 25
Online • $850
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 task, 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

Find the Quality You Want
- PMI®-registered educational provider
- Winner of the PMI® Professional Development Product of the Year Award in Academia

Get the Knowledge You Need
- Prepare for the PMP® or CAPM® Exam
- Meet PMI® professional development requirements

CERTIFICATE PROGRAM IN PROJECT MANAGEMENT

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

Find the Quality You Want
- PMI®-registered educational provider
- Winner of the PMI® Professional Development Product of the Year Award in Academia

Get the Knowledge You Need
- Prepare for the PMP® or CAPM® Exam
- Meet PMI® professional development requirements

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 task, 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®).
Professional Sequence in Project Human Resource Management

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

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. 067
Madeleine Bronstone, MLHR, PMP
May 3–June 28
Online • $850

Sec. 068
Anthony Minstein, CPIM, PMP,
Extension Honored Instructor
May 17–Aug. 9
Online • $850

Sec. 072
Catherine Pinkas, M.B.A., PMP
5 meetings: accelerated schedule
June 18–July 23 (no meeting on July 2)
San Francisco: San Francisco Campus • $850

Sec. 071
Roger Warren, M.B.A., PMP
10 meetings
Mondays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
Berkeley: Golden Bear Center • $850

Sec. 070
Ronald J. Gerola, B.S., Ed.D., M.S., PMP
10 meetings
Thursdays, 6:30–9:30 pm
June 23–Aug. 25
Belmont: Belmont Center • $850

Sec. 069
Catherine Pinkas, M.B.A., PMP
June 30–Aug. 25
Online • $850

Project Execution and Control
BUS ADM X471.9 • 2 semester units in Business Administration • 30 pdu: PMI® provider 1173
A requirement in the Certificate Program in Project Management
A successful project manager relies on an effective management processes 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. 063
Anthony Minstein, CPIM, PMP,
Extension Honored Instructor
May 3–June 28
Online • $850

Sec. 064
Anthony Minstein, CPIM, PMP,
Extension Honored Instructor
May 17–Aug. 9
Online • $850

Sec. 066
Lifong Liu, B.S., PMP
4 meetings: accelerated schedule
June 4–25
San Francisco: San Francisco Campus • $850

Sec. 065
Deann Smith, B.A., CKM, PMP
June 30–Aug. 25
Online • $850

Sec. 069
Ahmet Taspinar, M.B.A., PMP
4 meetings: accelerated schedule
July 1–29
Belmont: Belmont Center • $850

Sec. 067
Joseph Mudd, B.S., PMP
5 meetings: accelerated schedule
July 30–Aug. 27
Berkeley: Golden Bear Center • $850
Exam Preparation

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. 042
Edmond Matevosian, B.S., PE, PMP
May 3–June 28
Online • $1650

Sec. 043
Edmond Matevosian, B.S., PE, PMP
June 30–Aug. 25
Online • $1650

Sec. 044
Elie W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
8 classroom meetings for a total of 24 hours, plus 11 online hours
Thursdays, 6:30–9:30 pm
June 9–July 28
Berkeley: Golden Bear Center • $1,650

Sec. 045
Cheryl Allen, M.S., PMP,
Extension Honored Instructor
4 classroom meetings for a total of 24 hours, plus 11 online hours
Sundays, 9 am–4 pm
June 11 and 25 and July 9 and 23
Belmont: Belmont Center • $1,650

Sec. 046
Cheryl Allen, M.S., PMP,
Extension Honored Instructor
4 classroom meetings for a total of 24 hours, plus 11 online hours
Fridays, 9 am–4 pm
June 24, July 8 and 22, and Aug. 5
San Francisco: San Francisco Campus • $1,650

Advanced Project Management

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. 010
Zachary Wong, Ph.D.,
Extension Honored Instructor
5 meetings
Saturdays, 10 am–5 pm
July 30–Aug. 27
Berkeley: Golden Bear Center • $850

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. 006
Helena Weiss-Duman, M.A., PMP
2 meetings
Friday and Saturday, 9 am–5 pm
June 24–25
San Francisco: San Francisco Campus • $645

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. 005
Elie W. Asmar, M.S.E., CKM, PMP,
Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
Berkeley: Golden Bear Center • $850

NEW THIS TERM

Getting Project Results Without Authority

BUS ADM X473 = 1 semester unit in Business Administration

An elective in the Certificate Program in Project Management

It’s tricky enough to spearhead a big project when you’re the boss. But when you’re the leader of a team of people who don’t report to you, the obstacles are even greater. Learn how to establish credibility and control as a project manager. Learn a tools system to get successful project results from crossfunctional, outsourced and other types of teams. For project leaders lacking clear-cut authority, getting everyone on board—and keeping them there—can be a challenge. Examine strategies to get the best results from your team. Course topics include process tools, strengthening influence and credibility, team dynamics, building trust, influencing up, communicating with confidence, the body language of power and negotiation. Throughout the course, you are expected to actively participate in group discussions to help reinforce key concepts. Homework helps you review and apply the concepts in the real world.

Sec. 002
Helena Weiss-Duman, M.A., PMP
2 meetings
Friday and Saturday, 9 am–5 pm
July 15–16
Berkeley: Golden Bear Center • $645

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

B U S I N E S S
**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

**Analyzing and Preparing Your Financials**

BUS ADM X475.6 • 1 semester unit in Business Administration  
(Formerly Finances for Entrepreneurs and Small Business Owners)

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.

**Sec. 015**  
Sheila Cunningham, M.B.A.  
6 meetings  
Wednesdays, 6–9 pm  
June 1–July 6  
San Francisco: San Francisco Campus • $695

**Marketing Strategies for Entrepreneurs and Small Business Owners**

BUS ADM X475.5 • 2 semester units in Business Administration  
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. 014**  
Kathryn Gorges, M.A., M.B.A.  
5 meetings  
Saturdays, 9 am–4 pm  
June 18–July 23 (no meeting on July 2)  
San Francisco: San Francisco Campus • $850

**Microloans and Small Business Financing**

BUS ADM X444.4 • 1 semester unit in Business Administration  
(Formerly Microloans and Other Financing Options for the Entrepreneur or Small Business Owner)

Get an overview of funding options to secure financing for a small business, including both debt and equity options. Discover how to obtain a small business loan from microlenders and traditional banks, as well as crowdfunding, equity investors and others. Explore methods, best practices, strategies to review elements of loan packaging and loan packaging review from lenders' perspectives. Complete a customized abbreviated executive summary business plan that supplements specific funders' loan application requirements.

**Sec. 001**  
Instructor to be announced  
5 meetings  
Tuesdays and Thursdays, 6–9 pm  
June 2–16  
San Francisco: San Francisco Campus • $650

---

**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. 95 for complete certificate details.

**Professional Sequence 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. 99 for complete sequence details.
Planning and Managing Your Small Business Venture
BUS ADM X443.8 • 2 semester units in Business Administration
(Formerly Action Planning and Management for a New Business Venture)
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. 010
Instructor to be announced
10 meetings
Tuesdays, 6–9 pm
June 28–Aug. 30
San Francisco: San Francisco Campus • $850

Keys to Successful Entrepreneurship
BUS ADM X408.9 • 1 semester unit in Business Administration
(Formerly Introduction to Entrepreneurship/Opportunity Recognition)
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. 014
Mary Jean Koontz, M.B.A., D.B.A.
3 meetings
Saturdays, 9 am–4 pm
May 21–June 11 (no meeting on May 28)
San Francisco: San Francisco Campus • $695

Small Business Management
BUS ADM X402.5 • 3 semester units in Business Administration
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 • $900

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. 50.

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. 50.

New Product Development
BUS ADM X405.8 • 2 semester units in Business Administration
Explore the entire product-development process, from identifying customer needs and generating concepts to designing prototypes and launching the product.
For course schedule, see p. 76.

“UC Berkeley Extension kept my dream alive,” the recent graduate enthuses.

Although Vivek Tummalapalli comes from a business family, he pursued a master’s degree in transportation engineering and landed a career as a senior analyst at Blue Shield of California. But the family gene that harnesses the entrepreneurial spirit could not be quieted. To satisfy his hunger to launch his own business, Tummalapalli turned to the Certificate Program in Entrepreneurship and Small Business Management.

During his coursework, Tummalapalli found all the tools needed to build a business, from crafting a business plan to learning the details of management and marketing—“from A to Z,” he describes. His instructors and fellow students were terrific resources during his studies, and encourages others who eager to launch their own business to “take one subject and then continue to pursue your ambitions.”

“UC Berkeley Extension kept my dream alive,” the recent graduate enthuses.
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.

---

**Help Your Workforce Be More Prepared and Productive**

Contact us today.

**Robert David**  
Director of Corporate and Professional Programs  
robertdavid@berkeley.edu | (510) 664-4005  
corporate.berkeley.edu
**Intensive Workshops for Managers and Leaders**

**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 should 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. 005**

2 meetings

Tuesday and Wednesday, 9 am–5 pm

Aug. 9–10

Berkeley: Golden Bear Center • $1,599

---

**Intensive Institutes**

**Innovative HR Leadership for Aspiring Chief HR Officers**

**BUS ADM 1189 • 2.1 ceu**

Do you aspire to lead an HR People team? This intensive workshop will provide you with in-depth, experiential learning to succeed. Focus on evolving trends and changes in talent and workforce management, training and development, organizational structures, culture, strategy and systems thinking, as well as related topics. This intensive workshop is designed to introduce game-changing constructs and build leading-edge expertise.

**Instructor**

Jeanette Winters is a talent, change management and learning executive with skills in aligning people, strategy and opportunity. She has led corporate talent management, diversity and inclusion, organizational development and enterprise learning functions at global Fortune 500 organizations (such as Intel, American Express, Pitney Bowes and Amgen). Winters holds a doctorate in Public Administration from the University of Southern California, a Master of Higher Education Administration and a Bachelor of Arts from American University in Washington, D.C.; she is also a certified executive coach from the Hudson Institute. Winters also holds a certificate in neuroscience and leadership from the NeuroLeadership Institute. She currently is a guest lecturer at USC and Penn.

**Sec. 001**

3 meetings

Tuesday–Thursday, 7:30 am–6 pm

May 3–5

San Francisco: San Francisco Campus • $3,950

---

**Monthlong, Online Accelerators**

**Berkeley Leadership Accelerator**

**BUS ADM 1109 • 1.3 ceu**

Leadership requires a set of behaviors that you must learn to apply in a way that fits your personality and strengths. How you lead is going to be different from how another person leads: Leadership is not a one-size-fits-all discipline. In this online course—taught by UC Berkeley Haas School of Business faculty member Frank Schultz—you learn selected leadership competencies essential to being an outstanding leader. You are supported in your efforts to develop skills and knowledge through learning activities completed in the workplace and through online course content. By the end of the course, you emerge with a clear direction for developing your leadership potential.

This online course runs May 25–July 6, 2016, with four live-streaming (synchronous) class sessions: June 1, 8, 15 and 22, 5–6:15 pm PST. These sessions will be recorded for later viewing (asynchronously, on demand). You may alternate between the live and recorded sessions as your schedule permits. Before you enroll, please review our technical requirements.

**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. 001**

May 25–July 6

Online • $495
**Rapheal Gavin** is a project manager and student in the Certificate Program in Project Management at UC Berkeley Extension. Currently, he manages programs for the Ben Hudnall Memorial Trust, which partners with Kaiser-Permanente (KP) to provide employees in collective bargaining units with access to career-advancing courses. This Trust looked to UC Berkeley Extension’s Corporate and Professional Programs to help them train a workforce that could adapt to the demands of a rapidly changing health care environment.

The Trust and Kaiser were initially interested in partnering with UC Berkeley Extension because of its reputation as, in Gavin’s words, “the gold standard in education.” The Certificate Program in Project Management was the perfect fit for their employees’ needs, and the online option allowed the program to be delivered nationally.

In just over a year of the partnership, there are more than 100 KP employees taking project management classes at UC Berkeley Extension, and Gavin is excited to watch the first cohort of students earn their certificates this fall and apply their knowledge to their jobs and their careers. As Gavin says about the students’ experiences, “they see it all suddenly, ‘I’ve been doing this the whole time and, now, I can do this job better based on the methodologies I just learned’. It’s a big positive.”
While working in China at an environmental nonprofit, Simon Feng Ou wanted a career that would sustain his interest. After scanning the environmental landscape and centers of industries in the field, Feng Ou moved to San Francisco to land a job in distributed energy. But due to his lack of experience in the field, the job opportunities were not as prevalent as he’d hoped. “I quickly realized that there was a lot of knowledge that the general public and myself was just not aware of,” he says. “I was reading different articles, but I really wanted to find a program or curriculum that put that into digestible guidelines for me.” UC Berkeley Extension’s Smart Grid Technology fit the bill.

You were learning from instructors who bring their real-world experiences to the classroom. What was it like learning from them?

My introduction class instructor, YenPai Chao, was more than an instructor; he became a mentor. I had a conversation with him about my plans to transition into this industry. It was a tremendously positive experience. He took my resume and we strategized about the different ways he could help me. I still keep in touch with him.

When I took the classes, I thought that I just had to master the class content. But, I’ve also been able to get secondary benefits, as well, with networking and friendships. I got my new job—at PG&E on the business finance team—through a classmate.

What will completing the program mean to you?

It gave me the opportunity to learn while I was thinking of transitioning into a new career. It gave me credibility and showed all the work that I put in. I’ve had a really positive experience.
UC Berkeley Extension’s construction and sustainability 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.
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.

Advanced Program in Sustainable Management

Tuesday, June 21, 12–12:45 pm
Online

Certificate Program in Construction Management

Tuesday, May 24, 12–12:45 pm
Online

Certificate Program in Facilities Management

Wednesday, May 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. 95. Visit extension.berkeley.edu/cert/const.html to register.

1 meeting
Tuesday, 12–12:45 pm
May 24
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. 007
Henry Tooryani, M.S., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
June 9–Aug. 11
Berkeley: Golden Bear Center • $795

Fundamentals of Construction Law

IDS X440 • 2 semester units in Interdepartmental Studies
A Core Course in the Certificate Program in Construction Management
Whether you are an engineer, architect, project manager, developer or contractor, familiarize yourself with the variety of legal issues affecting the construction industry. California construction law is emphasized in the context of the foundational rights, statutes, case law and legal obligations relating to the industry. Upon completion of this course, you should understand, in a broad sense, the legal aspects of a construction project and be able to identify issues and legal problems as they arise.

Sec. 004
Tim McInerney, J.D.
4 meetings
Saturdays, 9 am–5:30 pm
June 18–July 16 (no meeting on July 2)
Berkeley: Golden Bear Center • $795

Managing Performance, Risk and Safety in Construction Projects

CIV ENG X452 • 2 semester units in Civil and Environmental Engineering
A Core Course in the Certificate Program in Construction Management
Integrated performance, risk and safety management on a construction project improve production, manages risks, protects workers and dramatically affects the bottom line. Effective safety execution is a precursor to value stream enhancement. Learn why production, quality, cost control and safety are equally important to the efficiency of a construction project’s operations and profitability. Examine the basic principles associated with human performance, reliable project delivery, project value creation and customer satisfaction. Enrollment is limited.

Sec. 006
Peter Furst, M.B.A., CSP, REA, Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 9
Berkeley: Golden Bear Center • $795
Certificate Program in Construction Management

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 (offered this term)
- Management in the Construction Industry CIV ENG X464 (offered this term)
- Managing Performance, Risk and Safety in Construction Projects CIV ENG X452 (offered this term)
- Preconstruction Estimating: From the Design Development Stage to the Final Bid Process CIV ENG X451 (offered this term)
- Introduction to BIM: Virtual Design and Construction Technology CIV ENG X494
- Management and Supervision: Systems, People and Performance CIV ENG X479.1
- 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
extension-techeng@berkeley.edu
Preconstruction Estimating: From the Design Development Stage to the Final Bid Process
CIV ENG X451  2 semester units in Civil and Environmental Engineering
A Core Course in the Certificate Program in Construction Management
Get a practical introduction to all aspects of construction-estimating techniques during preconstruction services, from design development to the final bid process. Collaborate with other students on practical projects, such as working on case studies, performing and simulating step-by-step approaches and techniques, and applying current construction contract delivery methods.
Sec. 004
Henry Tooryani, M.S., Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
Berkeley: Golden Bear Center  $795

Lean Construction Transformation
CIV ENG X479.2  2 semester units in Civil and Environmental Engineering
An elective in the Certificate Program in Construction Management
Many of the elements of Lean thinking that have been applied to manufacturing are easily adapted to construction project delivery and organizational processes. Understand how Lean concepts, coupled with creative transformational thinking, can create an enterprise architecture of standardization, integration, communication and outside-the-box approaches that can reinvent organizations and improve and sustain performance.
Sec. 003
Peter Furst, M.B.A., CSP, REA, Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 8–Aug. 10
Berkeley: Golden Bear Center  $795

Intermediate LEED v4: Applications of Green Building Practices
CIV ENG X495.1  1 semester unit in Civil and Environmental Engineering
An elective in the certificate programs in Construction Management, in HVAC and in Facilities Management
If you are a commercial green professional—such as a LEED Green Associate—who is pursuing further professional accreditation or advanced knowledge in green building, learn to apply fundamental green building concepts. Gain an overview of the latest version of LEED and the exam content for the LEED AP Building Design + Construction (BD+C) credential from the Green Building Certification Institute (GBCI). You also review application of LEED concepts, technical components and calculations of LEED credits, case studies and the administration process.
Sec. 004
Kelly Gearhart, B.A., LEED AP
2 meetings
Saturdays, 9 am–5 pm
June 11 and 25
San Francisco: Downtown Center  $525

Advanced LEED v4: Implementing LEED Strategies
CIV ENG X496  1 semester unit in Civil and Environmental Engineering
An elective in the certificate programs in Construction Management and in HVAC
Learn to manage the LEED project administration process through hands-on education. Gain proficiency with LEED Online, project checklists and submittal templates, and learn from project challenges and best practices. Examine technical contents of LEED programs in Building Design + Construction (BD+C), Existing Buildings: Operations and Maintenance (EB: O&M) and Interior Design + Construction (ID+C). Examine real-world case studies, and take a mock building to LEED Platinum status. This course is particularly beneficial if you are a commercial-sector green professional, such as a LEED Accredited Professional.
Sec. 004
Kelly Gearhart, B.A., LEED AP
2 meetings
Saturdays, 9 am–4:30 pm
Aug. 13 and 27
San Francisco: Downtown Center  $525

HVAC System Load Calculations and Psychrometry
MEC ENG X469  2 semester units in Mechanical Engineering
A requirement in the Certificate Program in HVAC
Understand the thermodynamic principles of air-vapor mixtures; learn practical applications and use of psychrometric tables and charts; examine psychrometric processes of cooling, heating, humidification, dehumidification and air-stream mixture; and study effective measurement tools and methods. Learn how to calculate HVAC system load and apply the principles of psychrometric processes to the design of air-conditioning and heating systems and energy management. Study best practices in system-design strategies for LEED from real-world case studies.
Sec. 006
Andrew Ostrowski, P.E.
10 meetings
Mondays, 6:30–9:30 pm
April 18–June 27 (no meeting on May 30)
San Francisco: Downtown Center  $795

Intermediate LEED v4: Applications of Green Building Practices
CIV ENG X495.1  1 semester unit in Civil and Environmental Engineering
Learn to apply fundamental green building concepts.
For course details, see this page.

Advanced LEED v4: Implementing LEED Strategies
CIV ENG X496  1 semester unit in Civil and Environmental Engineering
Learn to manage the LEED project administration process through hands-on education.
For course details, see this page.
Certificate Program in HVAC

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
- HVAC Ductwork and Piping Systems MEC ENG X470
- HVAC System Design Considerations MEC ENG X472
- HVAC System Load Calculations and Psychrometry MEC ENG X469 (offered this term)

**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
Sustainability

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

ONLINE INFORMATION SESSION
Advanced Program in Sustainability Management
Participate in an online information session. A moderator answers your questions after a presentation of program benefits. For program details, see p. 100. Visit extension.berkeley.edu/spos/sust.html to register.

1 meeting
Tuesday, 12–12:45 pm
June 21
Online • FREE

NEW THIS TERM
Environmental Law

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/construction

NAT RES X467 • 1 semester unit in Natural Resources
A Core Course in the Advanced Program in Sustainable Management; a requirement 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. 001
Barbara Toole O’Neil, M.S., CHMM, QEP
2 meetings
Saturdays, 9 am–5 pm
July 16 and 23
San Francisco: Downtown Center • $495
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
- Facilities Management: Commercial Real Estate ARCH X461
- Facilities Management: Operations and Maintenance ARCH X420.1
- 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.

Learn More and View the Flyer
extension.berkeley.edu/cert/facilities.html
(510) 642-4151
extension-techeng@berkeley.edu
**Sustainability Leadership: Strategies and Paradigms**

NAT RES X419 • 1 semester unit in Natural Resources

A Core Course in the Advanced Program in Sustainable Management

Examine the fundamental qualities, attributes, and competencies to be an effective sustainability leader. Learn how to determine whether your company is organized in a sustainable manner. This course also helps you understand what is required of you as a leader when the demands of declining resources affect your company’s bottom line. Learn how to effectively communicate sustainability in your work environments; link green initiatives to cost savings and brand recognition; and engage shareholders and stakeholders in making decisions that move individuals, teams, and companies toward sustainability. **Enrollment is limited.**

**Sec. 006**
Miriam Karell, M.S.

5 meetings
Tuesdays, 6:30–9:30 pm
Aug. 2–30
Berkeley: Golden Bear Center • $495

---

**Environmental Management Systems: ISO 14000**

NAT RES X422 • 2 semester units in Natural Resources

A Core Course in the Advanced Program in Sustainable 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. 006**
Mark Posson, M.A., and Thomas Kato

4 meetings
Fridays, 8:30 am–4:30 pm
June 10–July 8 (no meeting on July 1)
Berkeley: Golden Bear Center • $695

---

**Principles of Ecology for Nonscientists**

NAT RES X454 • 1 semester unit in Natural Resources

A Core Course in the Advanced Program in Sustainable Management

Learn the principles of ecology and concepts of life processes, and understand the movement of energy and materials through natural systems, population dynamics and biodiversity. Identify and critically discuss the connection between ecological principles and common issues related to sustainability and human behavior. Examine the practical applications of ecology in conservation biology, wetland management, natural resource management, city planning and urban ecology, community health, and economics. Learn about human ecology and ecopsychology, and study a broad spectrum of interrelated global issues through case studies. Understand the relationships between ecology and commerce, trade, world food supply and ocean decline.

**Sec. 003**
William G. Coleman, B.A.

5 meetings
Wednesdays, 6:30–9:30 pm
July 6–Aug. 3
Berkeley: Golden Bear Center • $495

---

**Advance Program in Sustainable Management**

The Advanced Program in Sustainable Management covers the foundational topics in sustainability, carbon management, environmental business strategy, project implementation, environmental law and policy, compliance management systems and climate change risk-mitigation strategies. Learn how to comply with environmental regulations, as well as design and implement sustainability practices in cost-effective ways in the public and private sectors. Complete the courses that will enhance your knowledge and skills in the areas that reflect your career objectives.

**Curriculum Requirements**

The program comprises 6–9 Core Courses (10 semester units) for a total of 150 hours of instruction.

**Core Courses**

You must take 10 semester units from this list:

- Introduction to Climate Change, Environment and Sustainability NAT RES X444
- Introduction to Environmental Sustainability Economics and Policy NAT RES X443
- Introduction to Natural Capital and Ecological Asset Management NAT RES X444.3
- Carbon Management and Business Strategy CIV ENG X438.1
- Managing Sustainable Change in an Organization NAT RES X447
- Environmental Law NAT RES X467 (offered this term)
- California Environmental Protection and Leadership NAT RES X4445
- Sustainability Leadership: Strategies and Paradigms NAT RES X419 (offered this term)
- Environmental Management Systems: ISO 14000 NAT RES X422 (offered this term)
- Greening Your Supply Chain: Life Cycle Assessment Tools NAT RES X434
- Principles of Ecology for Nonscientists NAT RES X454 (offered this term)

Learn More
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 a 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 • 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. 009**
  YanPei Chao, M.B.A., M.S.
  2 meetings
  Saturdays, 9 am–5 pm
  May 7 and 14
  Belmont: Belmont Center • $525

- **Smart Grids: Internet of Things**
  EL ENG X423.4 • 1 semester unit in Electrical Engineering
  A requirement in the Professional Series in Smart Grid Technology
  Internet of Things refers to current attempts to translate the success of the online network effect into that of smart objects. Taking smart energy grids as a model, you investigate topics such as wireless-sensor network issues, the role of middleware, radio frequency identification (RFID) and sensor network technologies, and security and privacy issues.
  
  **Sec. 005**
  Michael Hsieh, Ph.D.
  2 meetings
  Saturdays, 8:30 am–4:30 pm
  June 25 and July 9
  Belmont: Belmont Center • $525

- **Smart Grids: Microgrids**
  EL ENG X423.5 • 1 semester unit in Electrical Engineering
  A requirement in the Professional Series in Smart Grid Technology
  Microgrids can be an ideal way to intelligently integrate renewable resources, enable customer participation, add reliability, bring diversification of energy sources, reduce carbon emissions and lower life-cycle costs. Microgrids are the local-level building blocks of the modern, smart power grid. Examine a variety of microgrid topics, including distributed generation, wind, photovoltaics, fuel cells, supervisory control and data acquisition (SCADA) systems, securing smart grids, matching community needs, smart meters and devices.
  
  **Sec. 005**
  Michael Hsieh, Ph.D.
  2 meetings
  Saturdays, 8:30 am–4:30 pm
  July 23 and Aug. 6
  Belmont: Belmont Center • $525

Learn More and View the Flyer
extension.berkeley.edu/spos/smartgrid.html
(extension-techeng@berkeley.edu)

---

Energy

COURSE INFORMATION
(extension-techeng@berkeley.edu)
(extension.berkeley.edu/construction)
Kim Jones knows the importance of education. A high-school dropout, Jones returned to school to receive his GED, which was soon followed by an associate’s and then a master’s. After working in corporate America, Jones returned to the education sector, working as a school counselor. During this role, he decided he wanted to focus more on teaching adults—as a GED instructor at Vallejo Unified and West Contra Costa Unified.

“They’re asking me questions in the interview,” the recently credentialed graduate says, “and I’m replying, ‘I have total confidence I can build your course outlines,’ ‘I can build your curriculum for your classes,’ ‘I can make sure you have proper technology resources.’ I could see it on their faces that they were impressed. It’s all because of what I learned in Dr. Vicky Pontius’ Curriculum Design and Assessment course and Dr. Robert Iler’s Integrating Technology Into Education course. They really gave me the confidence to put together the course outlines, put together the curriculum, build a syllabus and do all those things that I learned in the teaching credential program. I got the tools and the support to have the confidence to do it at Berkeley—it’s awesome.”

On choosing UC Berkeley Extension:
When I was researching programs, I kept seeing UC Berkeley Extension. I did more research—San Francisco State was an option—but I wanted Berkeley on my resume.

On his instructors:
I have seen a lot of teachers. But Drs. Iler and Pontius are the most impressive teachers that I’ve ever seen. Dr. Pontius taught me how to make a lesson plan that can engage my students and Dr. Iler taught me how to deliver it to engage the student.

On his fellow classmates:
In this program, there were a lot of people who are already teachers and were very smart in their strategies. We’re all teachers, but sometimes we encounter the same barriers but in different forms, and so it’s always great to hear from others. I learned a great deal from people in the program.

On future endeavors:
This program expanded my ambition. I wanted to teach was one thing, but now I want to build, design the curriculum, make the course outline, run the school. I want to make a difference, and collaborate with the teachers and the community.
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.
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**

**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. 105. Visit extension.berkeley.edu/cert/college.html to register. For program details, see p. 106. Visit extension.berkeley.edu/spos/admission.html to register.

**Thursday, June 23, 12:15–1 pm**
Online

**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. 016**
Nancy Schubb, M.A.
May 17–Aug. 9 (also 2 classroom meetings in Berkeley at Golden Bear Center: Sundays, June 12 and July 10, 1–5 pm)
Online • $985

**Sec. 017**
Kristin Conner, M.S.
8 meetings
Saturdays, 9:30 am–5 pm
July 9–Aug. 27
Berkeley: Golden Bear Center • $985

**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. 020**
Aubrey Uresti, M.A., PPS
4 meetings
Sundays, 9 am–4:30 pm
July 17–Aug. 7
Berkeley: Golden Bear Center • $485

**Specialized Courses in College Advising**

**Collegiate Recruiting and Advising the High School Athlete**

EDUC 1015 • 0.4 ceu
Learn techniques to advise high school students-athletes through the collegiate recruiting process. Review the collegiate athletic system and general eligibility rules, and get an overview of opportunities within California and throughout the United States. Learn to analyze and develop opportunities for student-athletes with a range of athletic abilities and academic interests.

**Sec. 002**
Erik Ellefsen, Ed.D., ACSI
1 meeting
Sunday, 1–5 pm
June 26
Berkeley: Golden Bear Center • $175
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
- College Admissions Advising B
  EDUC X369.4
- Counseling Techniques for Educators
  EDUC X365.6 (offered this term)
- Practicum in College Admission Advising
  EDUC X361.9

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
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. 015**
Steven West, Ph.D.
13 meetings
Thursdays, 6–9 pm
June 16–Aug. 25 (also Saturdays, July 23 and Aug. 20, 10 am–4 pm)
Berkeley: Golden Bear Center • $575

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. 012**
Brian Ng, M.A.
8 meetings
Thursdays, 6–9:45 pm
June 9–Aug. 4 (no meeting on July 28)
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. 017**
Angela Blackwell, M.A.
4 meetings
Saturdays, 9 am–5 pm
June 4–25
San Francisco: San Francisco Campus • $550

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. 107 or visit extension.berkeley.edu/cert/tesl.html.

**Sec. 008**
1 meeting
Thursday, 5:30–7 pm
May 26
Berkeley: Golden Bear Center • FREE
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
- 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

Learn More and View the Brochure
extension.berkeley.edu/cert/tesl.html
(510) 642-1172
extension-tesol@berkeley.edu

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.
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.

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. 028
Carlos Turner Cortez, Ph.D.
May 31–June 14
Online • $315

Sec. 027
Anu Suresh, M.S.
2 meetings
Sundays, 9 am–5:30 pm
July 10 and 17
Berkeley: Golden Bear Center • $315

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. 017
Angela Blackwell, M.A.
5 meetings
Wednesdays, 6–9 pm
June 1–29
San Francisco: San Francisco Campus • $395

Sec. 018
Shoshana Bianchi-McElwee, M.A.
5 meetings
Wednesdays, 6–9 pm
June 1–July 13 (no meetings on June 15 and July 6)
Berkeley: Golden Bear Center • $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. 010
Sedique Popal, Ed.D., Extension Honored Instructor
13 meetings
Mondays and Wednesdays, 6–9:30 pm
June 1–July 18 (no meeting on July 4)
Berkeley: Golden Bear Center • $575

Teaching Credential Programs

COURSE INFORMATION
(510) 642-1171
extension-education@berkeley.edu
extension.berkeley.edu/education
**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. 011**

Instructor to be announced

4 meetings

Sundays, 9 am–5:30 pm

July 10–31

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 students from lower socioeconomic backgrounds, 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. 009**

James Iler, M.A., Extension Honored Instructor

2 meetings

Saturdays, 9 am–5:30 pm

Aug. 6 and 13

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. 011**

James Iler, M.A., Extension Honored Instructor

4 meetings

Saturdays, 9 am–5:30 pm

June 18–July 16 (no meeting on July 2)

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)
- Foundations of Adult Education EDUC X366.22 (offered this term)
- Adult Education Instructor Practicum EDUC X366.21

**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.

---

**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.
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: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 009
Nina Ghiselli, Psy.D.
4 meetings
Sundays, 9 am–5:30 pm
July 24–Aug. 14
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

Examine the history and traditions of career technical education (CTE) and its impact on contemporary CTE programs and the economy of California. Develop a professional perspective by examining contemporary education policies and teaching practices in relation to fundamental issues, theories and research in education.

Prerequisite: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 012
Anu Suresh, M.S.
4 meetings
Saturdays, 9 am–5:30 pm
June 25–July 23 (no meeting on July 2)
Berkeley: Golden Bear Center • $515

Sec. 013
Vicki Pontius, Ed.D.
July 12–Aug. 16
Online • $515

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: Early Orientation EDUC X366.13 or consent of instructor and program director

Sec. 009
Instructor to be announced
4 meetings
Saturdays, 9 am–5:30 pm
June 25–July 23 (no meeting on July 2)
Berkeley: Golden Bear Center • $515
Credential Fulfillment

COURSE INFORMATION
(510) 642-1171
extension-education@berkeley.edu
extension.berkeley.edu/education

CLAD Through CTEL

CTEL 0: 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. 021
John Carr, Ph.D., Donna Altes, B.A., Deb Reeves-Gutiérrez, Ed.D., and Sherri DeFina, M.A.
1 meeting
Thursday, 10:30 am–12:30 pm
June 16
Berkeley: Golden Bear Center • $40

CTEL 1: Culture and Inclusion
EDUC X374.A • 3 semester units in Education
A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy
Examine culture; cultural diversity; and the relationship to academic achievement, development, implementation and evaluation of culturally inclusive instruction. Topics include cultural concepts and perspectives, cultural contact, cultural diversity in California and the United States, cross-cultural interaction, the roles of culture in the classroom and the school, culturally inclusive learning environments, family and community involvement, and culturally inclusive curriculum and instruction.

Sec. 007
Sherri DeFina, M.A.
6 meetings
Wednesday, Thursday, Friday, Monday, Tuesday and Wednesday, 9 am–5:30 pm
June 22–29
Berkeley: Golden Bear Center • $555

CTEL 2: Language and Language Development
EDUC X374.B • 3 semester units in Education
A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy
Develop a research-based conceptual understanding of language systems, structures, forms, functions and variations of both aural and written language forms. In addition to studying the specific linguistic and sociolinguistic challenges of English learners, you learn how to directly apply discourse and pragmatics to assess and instruct English learners.

Sec. 007
John Carr, Ph.D.
6 meetings
Wednesday, Thursday, Friday, Monday, Tuesday and Wednesday, 9 am–5:30 pm
July 6–13
Berkeley: Golden Bear Center • $555

CTEL 3: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE
EDUC X374.D • 4 semester units in Education
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. 008
Donna Altes, B.A.
8 meetings
Thursday–Monday, 9 am–5:30 pm
July 14–25 (no meetings on weekend days)
Berkeley: Golden Bear Center • $620

CTEL 4: Assessment of English Learners
EDUC X374.C • 2 semester units in Education
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. 007
Deb Reeves-Gutiérrez, Ed.D.
4 meetings
Tuesday–Friday, 9 am–5:30 pm
July 26–29
Berkeley: Golden Bear Center • $495
CLAD Through CTEL

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 (offered this term)
- CTEL 2: Language and Language Development EDUC X374.B (offered this term)
- 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.

Professional Program in English Learner Pedagogy

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 (offered this term)
- CTEL 2: Language and Language Development EDUC X374.B (offered this term)
- 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

Contact the Education department at (510) 642-1171 for registration information and individualized guidance through the certification process.
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. 005**
Peter Alter, Ph.D.
2 meetings
Sundays, 9 am–5:30 pm
July 24 and 31
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. 004**
John Carr, Ph.D.
1 meeting
Friday, 9 am–5:30 pm
July 15
Berkeley: Golden Bear Center • $215

**Integrating Technology Into Education**
EDUC X366.15 • 1 semester unit in Education

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.

*For course schedule, see p. 109.*

**Instructional Strategies**
EDUC X366.14 • 2 semester units in Education

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.

*For course schedule, see p. 109.*

**Curriculum Design and Assessment**
EDUC X366.16 • 2 semester units in Education

Study curriculum and instructional planning and the role of integrated academic and career technical education curricula.

*For course schedule, see p. 109.*
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 COURSE
Horizons of Eternity: The Theban Royal Necropoleis, see p. 116

Humanities 116
History and Culture 116
Literature 116
Philosophy and Religion 117
Wine Studies 117
Languages 118
Spanish 118
English as a Second Language (ESL) 119
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. 004
Arthur Kane Scott, M.A.
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

Survey classic and modern work to recognize what makes a well-crafted motion picture. For course schedule, see p. 10.

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. 006
Thaïs Miller, M.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 3
San Francisco: San Francisco Campus ● $575

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 X8BW17 • 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. 159.

Philosophy and Religion

Political and Religion
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. 003 Admir Skodo, M.A., Ph.D.
6 meetings
Thursdays, 6–9 pm
June 2–July 7
Berkeley: Golden Bear Center • $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 Eric Boynton, M.A., Ph.D.
Enroll anytime Online • Proctored final exam • $695

The Country Wines of France
UNEX 1125
Many famous regions of France are making top-flight wines that are not yet household names like Bordeaux, Burgundy and Champagne. Learn about the food-friendly wines of Alsace, the bone-dry white wines of the Loire Valley and the powerful red wines of the Rhône. France’s southern region is also explored from Provence to the border with Spain. Discover dessert wine gems from throughout the country.
Please bring six glasses to each session. You must be at least 21 years old to enroll.
Sec. 002 Christopher Greene, B.A.
5 meetings
Wednesdays, 6:30–9:30 pm
May 25–June 22
San Francisco: San Francisco Campus • $375

Wine Studies

Comparative Philosophy
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. 003 Admir Skodo, M.A., Ph.D.
6 meetings
Thursdays, 6–9 pm
June 2–July 7
Berkeley: Golden Bear Center • $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 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 Karla Suomalma, M.A., M.Phil., Ph.D.
Enroll anytime Online • Proctored final exam • $695
Professional Program in 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

Professional Program in Spanish Language

Acquire a foundation in Spanish to work in a global community. In 2014, employers in the Bay Area advertised more than 8,000 distinct job opportunities for individuals with skills in Spanish. Whether it’s in business, government, health care, education or other industries, employers are increasingly in need of professionals who can speak Spanish to better engage in a multicultural setting. The Professional Program in Spanish Language is a structured sequence of courses that helps you reach intermediate to beginning-advanced proficiency in Spanish. Electives give you the option to practice your Spanish 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.

- Spanish: Beginner SPANISH X416
- Spanish: Intermediate I SPANISH X417
- Spanish: Intermediate II SPANISH X418
- Spanish: Advanced I SPANISH X419
- Spanish: Advanced II SPANISH X420

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

Learn More and View the Flyer
extension.berkeley.edu/spos/spanish.html
(510) 643-1110
extension-humanities@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
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. 017
Brian Ng, M.A.
10 meetings
Wednesdays, 6–9 pm
June 15–Aug. 24 (no meeting on July 27)
Berkeley: Golden Bear Center • $550

Advanced Grammar Skills in ESL
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 effectiveness 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. 011
Sepideh Hosseini, M.A.
10 meetings
Tuesdays, 6–9 pm
June 7–Aug. 9
Berkeley: Golden Bear Center • $550

Sec. 012
Steven West, Ph.D.
10 meetings
Wednesdays, 6–9 pm
June 8–Aug. 10
Berkeley: Golden Bear Center • $550

Business English for ESL Students
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. 015
Brett Yokom
9 meetings
Mondays, 6–9:30 pm
June 6–Aug. 8 (no meeting on July 4)
Berkeley: Golden Bear Center • $550

Sec. 016
Brett Yokom
9 meetings
Wednesdays, 6–9:30 pm
June 8–Aug. 10 (no meeting on Aug. 3)
Berkeley: Golden Bear Center • $550

Idiomatic English and Oral Communication Skills for ESL
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. 011
Sepideh Hosseini, M.A.
10 meetings
Wednesdays, 6–9 pm
June 8–Aug. 10
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. 014
Shoshana Bianchi-McElwee, M.A.
10 meetings
Tuesdays, 6–9 pm
May 31–Aug. 9 (no meeting on June 14)
Berkeley: Golden Bear Center • $550
As an undergraduate at SF State, Jarell Cruz was having trouble getting into classes—either they were only offered every other semester or they were full. But he needed to complete specific classes to apply for the university’s Clinical Laboratory Science program. Instead of waiting and hoping to get into a specific course, Cruz quickly and easily enrolled in those much-needed classes at UC Berkeley Extension, starting with Immunology.

“It was online, so it was very convenient,” he says. “It was also fun because we had a lot of forums that we had to respond to. We had icebreakers and we had to introduce ourselves. And I saw a lot of other CLS students, so it was easy to talk to them. I liked that class a lot, so I enrolled in Quantitative Analysis and then Medical Microbiology.”

It was while taking his last class that Cruz got the support he needed to apply for the CLS program. “I was actually never really a great student, and I didn’t do that well on the first two tests,” he remembers. “In the beginning of the semester, my instructor Nidhi Ahuja told us that if we ever felt like we were struggling to tell her. And I thought, ‘Well, this is about the time I should actually do that.’ She gave me advice on how to do better. Mostly, she believed in me, and I didn’t even believe in myself. I just followed everything she suggested, and then I ended up getting As on everything so I could apply to the CLS program.”

Today, Jarell is fully entrenched in his CLS program, having finished the didactic portion and now doing clinical rotations at Kaiser Regional. But his education doesn’t stop here. Cruz plans to take additional Extension courses to prepare him to apply to an M.B.A. 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.

**Health Professions Preparation**  122

Biology  123

Advanced Biosciences  126

Clinical Laboratory Science  127

Chemistry  128

Mathematics and Statistics  130

**Physics**  132

Regulatory Sciences  132

Quality and Compliance  132

Regulatory Affairs  133

Clinical Research  134
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.

Clinical Laboratory Scientist Preparatory Program
Saturday, July 23, 10–11:30 am
San Francisco: San Francisco Campus
Tuesday, Aug. 2, 4–5:30 pm
Berkeley: Golden Bear Center

Certificate Program in Clinical Research Conduct and Management
Thursday, Aug. 4, 4–5:30 pm
Berkeley: Golden Bear Center
Saturday, Aug. 13, 10–11:30 am
Belmont: Belmont Center

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

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 Professions Preparation

COURSE INFORMATION
(510) 643-6901
extension-science@berkeley.edu
extension.berkeley.edu/sciences

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
April 22
Online • FREE

1 meeting
Friday, 12–1 pm
May 20
Online • FREE

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.
Enroll anytime
Online • $315
Biology

COURSE INFORMATION
(510) 643-6918
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 643-5932
extension-science-online@berkeley.edu
extension.berkeley.edu/online

Genetics
MCELLBI 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 multifactoral 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. 028
Mary Alice Yund, Ph.D., Extension Honored Instructor
14 meetings
Tuesdays and Thursdays, 6:30–9:45 pm
June 7–July 21
Berkeley: Golden Bear Center • $880

General Biology I
MCELLBI X15 • 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. 019
Riham Abouleisa, Ph.D.
15 meetings
Tuesdays and Thursdays, 6–10 pm
June 2–July 21
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. Develop laboratory skills such as instrumentation, data analysis and observation. This course is associated with General Biology I MCELLBI X15A.

Sec. 017
Riham Abouleisa, Ph.D.
15 meetings
Mondays and Wednesdays, 6–10 pm
June 6–July 27 (no meeting on July 4)
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.

Sec. 018
Ying Liu, Ph.D.
15 meetings
Tuesdays and Thursdays, 6–10 pm
June 7–July 26
Berkeley: Golden Bear Center • $980

General Biology Laboratory II
INTEGBI X15.1B • 2 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. 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.

Sec. 018
Ying Liu, Ph.D.
15 meetings
Mondays and Wednesdays, 6–10 pm
June 8–Aug. 1 (no meeting on July 4)
Oakland: Merritt College, 12500 Campus Dr., Room S421 • $980
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. 031
James Smiley, B.A., D.C.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 2–July 21
Berkeley: Golden Bear Center • $880

Human Anatomy Laboratory
INTEGBI X108 • 1 semester unit in Integrative Biology
An elective in the Post-Baccalaureate Health Professions Program

Examine the functional anatomy of the human body through gross and microscopic examination. Topics concentrating on basic mechanisms underlying human life processes and important diseases affecting normal human function.

Prerequisite: General Human Anatomy INTEGBI X104 must be completed with a C or better or taken concurrently.
Sec. 020
James Smiley, B.A., D.C.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
Oakland: Merritt College, 12500 Campus Dr., Room S202 • $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. 017
Peter Niloufari, M.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
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 the 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. 016
Peter Niloufari, M.D.
15 meetings
Mondays and Thursdays, 6:30–9:30 pm
June 7–July 26
Hayward: Life Chiropractic College, 2501 Industrial Blvd.; See Web for updated room number • $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. 038**
Christina Morales, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
Berkeley: Golden Bear Center • $880

**Microbiology Laboratory**

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.

**Prerequisite:** General Microbiology or Medical Microbiology MCELLBI X134 lecture must be taken concurrently or taken previously.

**Sec. 013**
Judith Owiti, Ph.D.
15 meetings
Tuesdays and Thursdays, 6–9 pm
June 7–July 21
Oakland: Merritt College, 12500 Campus Dr., Room $406 • $880

**Neuroscience**

MCELLBI X108 • 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 overview of the fundamental principles of the organization, function and development of the human nervous system, including neural development and diseases. Examine experimental approaches from anatomy to molecular biology, and critically evaluate papers from the primary scientific literature. This course is a foundation for advanced study in the neurosciences.

**Prerequisite:** One year of college-level general biology for majors

**Sec. 007**
Instructor to be announced
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
San Francisco: San Francisco Campus • $880

**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. 033**
Geoffrey Sargent, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
San Francisco: San Francisco Campus • $880

**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. 009**
Nidhi Ahuja, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 7–July 26
Belmont: Belmont Center • $880
Advanced Biosciences Program

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

Immunology
MCELLBI 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. 030
Rajeev Banerjee, M.S., Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 7–July 26
Berkeley: Golden Bear Center • $880

The Biology of Human Cancer
MCELLBI X124 • 3 semester units in Molecular and Cell Biology
An elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program

Learn cancer-biology fundamentals, including cell proliferation, cell death, the process of metastasis and tumor progression, oncogenes and tumor suppressor genes, and cancer therapeutics. Explore scientific and clinical research on cancer through readings and presentations.

Prerequisites: One semester of general biology required; some molecular biology background recommended
Sec. 008
Michael H. Bachmann, M.D., Sc.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 6–July 27 (no meeting on July 4)
Belmont: Belmont Center • $880

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. 127.

Advanced Biosciences

COURSE INFORMATION
(510) 642-8108
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 643-5932
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. 016
Monica Ranes-Goldberg, Ph.D.
May 17–Aug. 9
Online • $585

Biochemistry
MCELLBI X115A • 3 semester units in Molecular and Cell Biology

Study the common molecular processes and chemical reactions that underlie diverse life forms.

For course schedule, see p. 125.

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. 123.
Clinical Laboratory
Science

COURSE INFORMATION

(510) 642-8108 extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION

(510) 643-5932 extension-science-online@berkeley.edu
extension.berkeley.edu/online

FREE INFORMATION SESSION

Clinical Laboratory Scientist
Preparatory Program

UNEK 1053
Attend a free, no-obligation event to learn more about the Clinical Laboratory Scientist
Preparatory Program at UC Berkeley Extension. See this page or visit extension.berkeley.edu/spos/clsl_prep.html for more program details.

Sec. 008
1 meeting
Saturday, 10 am–11:30 pm
July 23
San Francisco: San Francisco Campus • FREE

Sec. 007
1 meeting
Tuesday, 4–5:30 pm
Aug. 2
Berkeley: Golden Bear Center • FREE

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. 027
Instructor to be announced
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 7–July 26
San Francisco: San Francisco Campus • $880

Electives

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

Learn More and View the Flyer
extension.berkeley.edu/spos/clsl_prep.html
(510) 642-8108 extension-science@berkeley.edu
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. 013
Nichole Coleman, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 7–July 26
San Francisco: San Francisco Campus • $880

Biochemistry

MCCELLBI X115A • 3 semester units in Molecular and Cell Biology

Study the common molecular processes and chemical reactions that underlie diverse life forms.

For course schedule, see p. 125.

Genetics

MCCELLBI 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. 123.

Immunology

MCCELLBI 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. 126.

Medical Microbiology

MCCELLBI 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. 125.
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. 023
Richard Samuelson, Ph.D.
15 meetings
Tuesdays and Thursdays, 6–9:30 pm
June 21–Aug. 9
Berkeley Campus: See Web for updated location • $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, alkyines, 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. 022
Gregory Watkins, Ph.D.
15 meetings
Mondays and Wednesdays, 6–10 pm
June 20–Aug. 10 (no meeting on July 4)
Berkeley: Golden Bear Center • $980

Sec. 023
Richard Samuelson, Ph.D.
15 meetings
Mondays and Wednesdays, 1–5 pm
June 20–Aug. 10 (no meeting on July 4)
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. 024
Heike Held, Ph.D.
15 meetings
Tuesdays and Thursdays, 6–10 pm
June 21–Aug. 9
Berkeley Campus: See Web for updated location • $980

Sec. 025
Michael Kelleher, Ph.D.
15 meetings
Tuesdays and Thursdays, 1–5 pm
June 21–Aug. 9
Berkeley Campus: See Web for updated location • $980

Biochemistry
MCELLBI X15A • 3 semester units in Molecular and Cell Biology
Study the common molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 125.

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. 128.
**Mathematics and Statistics**

**COURSE INFORMATION**

(510) 643-0598
extension-mathstat@berkeley.edu
extension.berkeley.edu/sciences

**ONLINE COURSE INFORMATION**

(510) 643-0598
math_stats_online@berkeley.edu
extension.berkeley.edu/online

**DISCONTINUATION NOTICE**

The Self-Paced Classroom Courses in Mathematics are being discontinued. Students registering in these courses for summer 2016 will have only 1 semester to complete course work. No further registrations in these courses will be accepted after summer 2016. Most of these courses are also available in classroom and/or online format. See the UC Extension catalog/website for details. For all questions, email extension-mathstat@berkeley.edu or call (510) 643-0598.

**Mathematics**

**Mathematics Refresher**

MATH 1003 • 2.8 ceu

Brush up on essential math skills, including selected topics in algebra, geometry, trigonometry, probability and statistics. This course is intended for students planning to take statistics or more advanced mathematics and for those preparing for the mathematics sections of standardized tests, including the GRE, GMAT and MCAT.

**Sec. 013**

Dieter Jurkat, M.S.,
Extension Honored Instructor

4 meetings

Saturdays, 9 am–5 pm

June 4–25

San Francisco: San Francisco Campus • $350

**Math for Management**

MATH X402 • 2 semester units in Mathematics

Fulfills the quantitative proficiency recommendation 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.

**Prerequisite:** Two years of high school algebra. A recent course in college algebra is recommended.

**Sec. 007**

Steven Pon, Ph.D.

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 recommendation 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. **Note:** Intended for students outside the physical sciences and engineering who do not plan to take more advanced mathematics courses.

**Prerequisite:** Three years of high school mathematics, including trigonometry

**Sec. 016**

Dieter Jurkat, M.S.,
Extension Honored Instructor

12 meetings

Mondays and Wednesdays, 6–9:45 pm

June 6–July 18 (no meeting on July 4)

San Francisco: San Francisco Campus • $650

**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 and one year of high school geometry

**Sec. 005**

Flor Feldman, M.Sc., Extension Honored Instructor

Enroll anytime

Online • Proctored final exam • $720

**Calculus 1**

MATH X11 • 4 semester units in Mathematics

Fulfills the quantitative proficiency recommendation for 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.

**Prerequisite:** Three years of high school mathematics, including trigonometry and 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
Self-Paced Classroom Courses in Mathematics

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.

The Self-Paced Classroom Courses in Mathematics are being discontinued. Students registering in these courses for summer 2016 will have only 1 semester to complete course work. No further registrations in these courses will be accepted after summer 2016. Most of these courses are also available in classroom and/or online format. See the UC Berkeley Extension website for details. For all questions, email extension-mathstat@berkeley.edu or call (510) 643-0598.

Algebra and Trigonometry
MATH XP-S • 1–2 semester units in Mathematics
Prerequisite: Two years of high school math or equivalent

Precalculus
MATH X32-S • 1–4 semester units in Mathematics
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math with one year of algebra

Analytic Geometry and Calculus
MATH X16A-S • 1–4 semester units in Mathematics
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math, including trigonometry

Calculus 1
MATH X1A-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three-and-a-half years of high school math, including trigonometry and analytic geometry, or precalculus

Calculus 2
MATH X1B-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Prerequisite: Calculus MATH X1A-S or MATH XB16A or equivalent

Statistics

Introduction to Statistics
STAT XB2 • XB2w2 for online sections
4 semester units in Statistics
An elective in the Advanced Biosciences Program and in the Clinical Laboratory Scientist Preparatory Program. Classroom-version only is an elective 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. 024
Dieter Jurkat, M.S., Extension Honored Instructor
15 meetings
Tuesdays and Thursdays, 6–10 pm
June 2–July 21
San Francisco: San Francisco Campus • $720

Sec. 020
Makan Rokni, Ph.D.
Enroll anytime
Online • Proctored final exam • $860

Algebra and Trigonometry
MATH XP-S • 1–2 semester units in Mathematics
Prerequisite: Two years of high school math or equivalent

Precalculus
MATH X32-S • 1–4 semester units in Mathematics
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math with one year of algebra

Analytic Geometry and Calculus
MATH X16A-S • 1–3 semester units in Mathematics
Three semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math, including trigonometry

Calculus 2

MATH X1B-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Prerequisite: Calculus MATH X1A-S or MATH XB16A or equivalent

Calc 2
MATH X12 • 4 semester units in Mathematics
This continuation of Calculus MATH X11 includes techniques and applications of integration, infinite sequences and series, first-order ordinary differential equations, exact equations, second-order ordinary differential equations, oscillation and damping, and series solutions of ordinary differential equations.
Prerequisite: Calculus MATH X11 or equivalent
Sec. 002
Hillel Raz, Ph.D.
Enroll anytime
Online • Proctored final exam • $860

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. 78.

Algebra and Trigonometry
MATH XP-S • 1–2 semester units in Mathematics
Prerequisite: Two years of high school math or equivalent

Precalculus
MATH X32-S • 1–4 semester units in Mathematics
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math with one year of algebra

Analytic Geometry and Calculus
MATH X16A-S • 1–3 semester units in Mathematics
Three semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three years of high school math, including trigonometry

Analytic Geometry and Calculus
MATH X1B-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three-and-a-half years of high school math, including trigonometry and analytic geometry, or precalculus

Calculus 1
MATH X1A-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Three or more semester units in this course satisfy the quantitative proficiency recommendation for the Haas School of Business Evening and Weekend M.B.A. Program.
Prerequisite: Three-and-a-half years of high school math, including trigonometry and analytic geometry, or precalculus

Calculus 2

MATH X1B-S • 1–4 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
Prerequisite: Calculus MATH X1A-S or MATH XB16A or equivalent

Business Evening and Weekend M.B.A. Program.

A recent course in college algebra is recommended.

Sec. 010
Flor Feldman, M.Sc., Extension Honored Instructor
13 meetings
Mondays and Wednesdays, 6:30–10 pm
June 20–July 27 (also Saturdays, July 9 and 23, 10 am–1:30 pm; no meeting on July 4)
San Francisco: Berkeley Bear Center • $675

For detailed information about the course structure and refund policy, call (510) 642-1061, visit extension.berkeley.edu/static/math or email extension-mathstat@berkeley.edu.
Physics

COURSE INFORMATION
(510) 643-6918
extension-science@berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 643-5932
extension-science-online@berkeley.edu
extension.berkeley.edu/online

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. 018
William Caudy
15 meetings
Mondays and Wednesdays, 6–10 pm
June 20–Aug. 10 (no meeting on July 4)
Berkeley: Golden Bear 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 Laboratory II PHYSICS X3.1B.

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. 021
Austin Hedeman, M.A., Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 23–Aug. 11
Berkeley Campus: See Web for updated location • $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

Regulatory Sciences

COURSE INFORMATION
(510) 642-1062
biotech_online@berkeley.edu
extension.berkeley.edu/sciences

Quality and Compliance

Principles of Quality and Compliance

PB HLTH X401.6 • 1 semester unit in Public Health
A requirement in the Professional Program in Quality and Compliance for Biotechnology; an elective in the professional programs in Life Sciences Business and in Regulatory Affairs
Get an introduction to the regulatory authorities whose regulations must be implemented to ensure compliance with the laws governing the biotech industry. Learn to understand what the regulations require and how to apply them in principle.

Prerequisites: College-level biology, biochemistry, chemistry or engineering

Sec. 006
Peter Calcott, B.Sc., D.Phil.
2 meetings
Fridays and Saturdays, 9 am–5 pm
June 18 and 25
Berkeley: Golden Bear Center • $575

Good Manufacturing Practices (GMP): Quality Control (QC) in Quality and Compliance

PB HLTH X401.7 • 1 semester unit in Public Health
Gain an understanding of the quality control function and the difference between quality assurance (QA) and quality control (QC) and the role and function of the QC department. Learn to critically understand what industry regulations require and how to apply them. As a biopharmaceutical and device professional, you learn to apply the current best practices and project management tools and techniques to the pharmaceutical, medical device and biologics industries, with particular attention to Chemistry, Manufacturing and Controls (CMC) planning and implementation.

Prerequisites: One year of college-level biology, biochemistry, chemistry or engineering

Sec. 006
Peter Calcott, B.Sc., D.Phil.
2 meetings
Friday and Saturday, 9 am–5 pm
July 1–2
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.
Prerequisites: College-level biology, biochemistry, chemistry or engineering
Sec. 010
Ronald Carlson, Ph.D.
2 meetings
Tuesday and Wednesday, 9 am–5 pm
May 31–June 1
Berkeley: Golden Bear Center • $575

BLA/NDA/MAA Submissions and Commercialization
PB HLTH X402.2 • 2 semester units in Public Health
A requirement in the Professional Program in Regulatory Affairs
Understand the role of regulatory affairs in the course of clinical trials. In addition to learning roles and responsibilities, study how they interface between the professional and other departments and the regulatory bodies. Using case studies, master the various components and processes to enable a successful licensure of a biotechnology product.
Sec. 003
Linda Yang, Ph.D.
4 meetings
Fridays and Saturdays, 9 am–5 pm
June 3–11
Berkeley: Golden Bear Center • $975

Post-Approval Activities
PB HLTH X403.1 • 2 semester units in Public Health
A requirement in the Professional Program in Regulatory Affairs
Understand the role of regulatory affairs after licensure and commercialization of a biopharmaceutical product, including responsibilities and relationships with other functions. Using case studies, examine Phase 4 studies, safety surveillance, label management, sNDA, sBLA preparation and submissions, prior approval supplements, CBE-30 and annual reportable supplements, field alerts, and recalls.
Prerequisites: One year of college-level biology, biochemistry, chemistry or engineering
Sec. 003
Linda Yang, Ph.D.
2 meetings
Sundays, 9 am–5 pm
June 5 and 12
Berkeley: Golden Bear Center • $575

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 3–4 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
• 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
• 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
biotech_online@berkeley.edu
Professional Program in Regulatory Affairs

Regulatory affairs personnel are the first-line assurance that a company’s products and documentation are in accordance with regulatory bodies worldwide. The Professional Program in Regulatory Affairs provides the training to manage these activities and review Federal Drug Administration regulations and other guidelines, Good Pharmaceutical Practice (GXP) principles and ethical considerations covering the development of drugs and dosiers for clinical trials and licensure. Additional coursework draws from the related functional areas of clinical research, product and process development, manufacturing and supply chain, and quality and compliance. Many required 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 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/NDAs/MAA Submissions and Commercialization
  PB HLTH X402.2 (offered this term)
- Harmonization Across Worldwide Applications
  PB HLTH X402.1
- IND/CTA Enabling Studies and Agency Interfaces
  PB HLTH X402.4
- IND/CTA Preparation and Submission
  PB HLTH X402.3
- Post-Approval Activities
  PB HLTH X403.1 (offered this term)

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
biotech_online@berkeley.edu

Clinical Research

COURSE INFORMATION
(510) 642-1062
biotech_online@berkeley.edu
extension.berkeley.edu/sciences

FREE INFORMATION SESSION
Clinical Research Conduct and Management Certificate Program
UNEX 1032
Master practical aspects of clinical trial conduct and management, including trial design, planning, implementation, data analysis, regulatory and procedural guidelines, and ethical considerations. Learn more at a free, no-obligation event.

PB HLTH X400.1
3 semester units in Public Health

Introduction to Clinical Research: Clinical Trial Phases and Design
PB HLTH X400.2
3 semester units in Public Health

PB HLTH X400.3
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.4
3 semester units in Public Health

Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting
PB HLTH X400.5
3 semester units in Public Health

Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.2
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, pre-study visits and more.

Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 024
Peter Dubinsky, B.S.
May 3–June 28
Online • $1895

Sec. 025
Peter Dubinsky, B.S.
June 30–Aug. 25
Online • $1895

Introduction to Clinical Research: Clinical Trial Phases and Design
PB HLTH X400.2
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. 026
Peter Dubinsky, B.S.
May 3–June 28
Online • $1895

Sec. 027
Peter Dubinsky, B.S.
June 30–Aug. 25
Online • $1895

PB HLTH X400.3
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
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. 025
May 3–June 28
Online • $1895

PB HLTH X400.5
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.6
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, pre-study visits and more.

Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 026
Peter Dubinsky, B.S.
May 3–June 28
Online • $1895

Sec. 027
Peter Dubinsky, B.S.
June 30–Aug. 25
Online • $1895

PB HLTH X400.7
Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting
PB HLTH X400.8
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. 025
May 3–June 28
Online • $1895

PB HLTH X400.9
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.10
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, pre-study visits and more.

Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 026
Peter Dubinsky, B.S.
May 3–June 28
Online • $1895

Sec. 027
Peter Dubinsky, B.S.
June 30–Aug. 25
Online • $1895

PB HLTH X400.11
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities
PB HLTH X400.12
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, pre-study visits and more.

Prerequisite: Introduction to Clinical Research: Clinical Trial Phases and Design PB HLTH X400.2

Sec. 026
Peter Dubinsky, B.S.
May 3–June 28
Online • $1895

Sec. 027
Peter Dubinsky, B.S.
June 30–Aug. 25
Online • $1895
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-sciences 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
biotech_online@berkeley.edu
(510) 642-1062

“I 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.”
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. 023
Daniel Redline, B.A., CCRP
June 30–Aug. 25
Online • $1,895

Professional Program in Life Sciences Business

Learn the specific business needs of the life science industries. Focusing on the aspects of business and development unique to biotechnology, medical devices, vaccines and pharmaceuticals, the Professional Program in Life Sciences Business provides the knowledge to start, develop, expand and operate a successful business in the life science industries. Electives cover other areas within the life science and business and management industries to ensure that professionals from all backgrounds can communicate effectively and understand the roles of various functions within disparate business units. Choose from bioscience electives that apply to multiple programs, allowing you to earn credit while tailoring the program to meet your needs.

Curriculum Requirements
The curriculum comprises 5 required courses and a minimum of 2 electives for a total of 6 semester units (at least 125 hours of instruction).

Required Courses
- The Drug Development Process: An Intensive Seminar PB HLTH 1023
- Life Sciences Business and Marketing: Their Integral Role for Success BUS ADM X442.4
- Life Sciences Business Development BUS ADM X440.8
- Life Sciences Product Marketing: It’s All in the Plan BUS ADM X442.5
- Venture Funding and Due Diligence: Financing a Biotechnology Company BUS ADM X496.8

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

Learn More and View the Flyer
extension.berkeley.edu/spos/lifesciences_business.html
(510) 642-1062
biotech_online@berkeley.edu

Professional Program in Project Management in the Life Science Industries

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
- Opportunities and Challenges in Managing Global Projects BUS ADM X484.4
- Alliance Management in the Life Sciences Industry BUS ADM X484.5
- Best Practices in Project Management for the Life Science Industries BUS ADM X484.6
- Project Management for Effective CMC Planning BUS ADM X484.7

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

Learn More and View the Flyer
extension.berkeley.edu/spos/project_lifesciences.html
(510) 642-1062
biotech_online@berkeley.edu
NEW Courses for Summer 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.

ART AND DESIGN
Exploring New Directions in Drawing, see p. 8
User Experience Design Fundamentals, see p. 14
User Interface Design, see p. 13

BEHAVIORAL HEALTH SCIENCES
Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life, see p. 25
Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery, see p. 24
The End of Life Option Act: What Mental Health Clinicians Need to Know, see p. 25
Strategies for Preventing and Treating Eating Disorders, see p. 30
Tomorrow’s Drugs: Emerging Substances of Abuse, see p. 36
Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive, see p. 26

BUSINESS
Copywriting Communications for Marketing Professionals, see p. 74
Daring to Live Greatly: Women Leading With Courage, see p. 73
Legal Writing Workshop, see p. 67

CONSTRUCTION AND SUSTAINABILITY
Environmental Law, see p. 100

HUMANITIES AND LANGUAGES
Horizons of Eternity: The Theban Royal Necropoleis, see p. 116
Spanish: The Contemporary Short Story, see p. 118

TECHNOLOGY AND INFORMATION MANAGEMENT
Introduction to Computers and Programming, see p. 146
Introduction to Node.js, see p. 148

WRITING, EDITING AND TECHNICAL COMMUNICATION
Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir, see p. 160
Gimmick or Genius: Experiments in Prose, see p. 159
Sentence by Sentence: How Style Informs Meaning, see p. 160
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 COURSES

Introduction to Computers and Programming, see p. 146
Introduction to Node.js, see p. 148

Technology Leadership and Management  140
Data Science and Business Intelligence  141
Data Analysis  141
Business Intelligence and SAS Analytics  142
Databases and Data Administration  143
Data Administration and Management  143
Linux/UNIX  144

Software Development  144
Software Development and Programming  146
Advanced Software Development  147

Web Development  148

Electrical Engineering and Integrated Circuit Design  149
Semiconductor Technology Fundamentals  149
Semiconductor IC Design  150
Technology Leadership and Management

COURSE INFORMATION
(510) 642-4151
techeng@berkeley.edu
extension.berkeley.edu/technology

ONLINE COURSE INFORMATION
(510) 643-1550
extension.berkeley.edu/online

DISCONTINUATION NOTICE
The Professional Sequence in Innovation Leadership for Technical Professionals has been discontinued, effective April 4, 2016. No further registrations to this program will be accepted. For all questions, email extension-techeng@berkeley.edu or call (510) 642-4151.

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. 019
Mark Angel, B.S., M.B.A., PMP
May 10–Aug. 2
Online • $895

Leadership and Technology Management
BUS ADM X487.1 • 2 semester units in Business Administration
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
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
Through mastery of basic financial management skills and knowledge of their importance on decision making, planning and control, you develop the capability to work effectively with financial specialists. Examine financial concepts—profit and loss, cash flow and balance sheets, for example—to understand how to make sound financial judgments as they affect your department. You also study team management skills in general to support your comprehensive business understanding. You learn these financial management essentials from a user rather than producer perspective, which mirrors the needs of a technical manager or director.

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

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. 015
Todd Landreneau, Ph.D., CHC, CPHQ
May 10–Aug. 2
Online • $895

NEW THIS TERM
Introduction to Computers and Programming
COMPSCI X444.4 • 2 semester units in Electrical Engineering
Get an overview of computer technology and programming.
For course schedule, see p. 146.

Software Quality Assurance Methodologies: Practices in the Software Industry
EL ENG X449.3 • 2 semester units in Electrical Engineering
In this course, you focus mostly on the standard software quality-assurance methodologies practiced throughout the software industry, drawing a clear distinction between software quality assurance and software testing.
For course schedule, see p. 146.

Software Project Management
BUS ADM X434 • 2 semester units in Business Administration
Review software project management and discuss the latest approaches, methodologies and standards of software development.
For course schedule, see p. 146.
Data Science and Business Intelligence

COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

Data Analysis

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 and 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. 004
Stephan Sorger, M.B.A., M.S., PE, Extension Honored Instructor
8 meetings
Tuesdays, 6:15–10 pm
June 7–July 26
San Francisco: San Francisco Campus • $845

Programming With R
EL ENG X480.1 • 2 semester units in Electrical Engineering
Get an introduction to the R programming language for data manipulation, statistical analysis and graphics applications. Thousands of libraries or packages are available for everything from time-series analysis and machine learning to data visualization. As a result, R is rapidly becoming the language of choice for engineers, scientists, researchers and business analysts who engage in data preparation and analysis and generate high-quality typographical and graphical results.
Sec. 007
Puneet Sangal
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
San Francisco: San Francisco Campus • $795

Introduction to Big Data
COMPSCI X409.2 • 1 semester unit in Computer Science
A requirement in the Professional Program in Data Administration and Management
Get an introduction to Big Data, very large or complex data sets that cannot adequately be stored, processed or analyzed using traditional database technologies. Learn how to design and use a Big Data system using Lambda Architecture (LA), which provides methods to scale and handle complexity.
Sec. 007
Ronald Petty, M.B.A., M.S.
10 meetings
Thursdays, 6:30–9:30 pm
June 2–Aug. 4
San Francisco: San Francisco Campus • $795

Introduction to Relational Database Management Systems
COMPSCI X409.1 • 2 semester units in Computer Science
Learn effective relational database design, and receive a general overview of relational database management systems (DBMS).
For course schedule, see p. 144.

Managing Data(bases) Using SQL
EL ENG X401.9 • 2 semester units in Electrical Engineering
Get in-depth training of the core Structured Query Language (SQL), with particular focus on Data Query Language (DQL) and Data Manipulation Language (DML).
For course schedule, see p. 143.

Business Intelligence With SQL Server
EL ENG X404.8 • 2 semester units in Electrical Engineering
Learn to analyze and develop a business intelligence (BI) system, including programming examples using Microsoft SQL Server.
For course schedule, see p. 143.

Concepts of Relational Database Management Systems
COMPSCI X408 • 3 semester units in Computer Science
Study techniques for creating and using database applications.
For course schedule, see p. 144.

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
- Data Modeling and Database Design
  EL ENG X402.5

- Introduction to Data Sciences and Analytics
  COMPSCI X407.9
  (offered this term)

- Introduction to the SAS System
  STAT X446

- Practical Machine Learning (With R)
  COMPSCI X460 (offered this term)
- Python for Data Analysis and Scientific Computing
  COMPSCI X433

Learn More and View the Flyer
extension.berkeley.edu/technology.html
(510) 642-4151
extension-techeng@berkeley.edu
Professional Sequence in Business Intelligence and SAS Analytics Software

Improve your practical skill set in the mechanics of analysis using numerical methods with the Professional Sequence in Business Intelligence and SAS Analytics Software. Develop your ability to use this powerful software program to analyze and mine data. Then, generate comprehensive reports that are meaningful to senior managers, a skill that can get you noticed within your organization. Instructors with extensive experience in statistical modeling and data mining ensure that you receive the proper knowledge to handle large data sets and a full range of SAS skills to manipulate that data quickly, with definitive statistical confidence levels.

Curriculum Requirements
The curriculum comprises 5 required courses for a total of 10 semester units (150 hours of instruction).

Required Courses
- Introduction to the SAS System
  STAT X405 (offered this term)
- Advanced Programming Using the SAS System
  STAT X405.5
- Data Analysis Using the SAS System
  STAT X446
- Machine Learning and Data Mining Using SAS
  STAT X405.6 (offered this term)
- Database Marketing and Data-Driven Customer Relationship Management
  (CRM) BUS ADM X481.9

Learn More
extension.berkeley.edu/spos/sas.html
(510) 642-4151
extension-techeng@berkeley.edu

Business Intelligence and SAS Analytics

For software-requisite information for SAS courses, contact the department at (510) 642-4151.

Introduction to the SAS System

STAT X405 • 2 semester units in Statistics
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. 010
Jianmin Liu, Ph.D.
9 meetings
Thursdays, 6–9:30 pm
June 2–July 28
San Francisco: San Francisco Campus • $895

Predictive Analytics Using the SAS System

STAT X446.1 • 2 semester units in Statistics
A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software; a Core Course in the Professional Program in Data Analysis

In today’s big data era, more and more organizations are intensifying their focus on data analysis and business intelligence to optimize their operations. Acquire in-depth knowledge on advanced predictive analytics topics. In addition to a course project, you undertake various predictive analytics techniques through hands-on exercises, computer lab teaching and vigorous homework assignments. Throughout the course, the instructor uses real-world scenarios to illustrate the significant role that predictive analytics plays. You pay particular attention to developing your ability to effectively interpret the outcomes of statistical models. You also focus on time series data analysis and survival analysis using the SAS system.

Prerequisite: Introduction to the SAS System
STAT X405, or equivalent professional experience (basic knowledge of SAS tools).

Sec. 002
Jianmin Liu, Ph.D.
9 meetings
Tuesdays, 6–9:30 pm
May 31–July 26
San Francisco: San Francisco Campus • $895

Machine Learning and Data Mining Using SAS

STAT X405.6 • 2 semester units in Statistics
A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software

Learn the technical essentials of machine learning and data mining using SAS and SAS Enterprise Miner. Machine learning utilizes algorithms that iteratively learn from data to find hidden insights. Data mining is used to analyze large data sets to find patterns, correlations, and anomalies that can be used to predict outcomes. The growing variety and volume of data available to organizations today make machine learning and data mining essential techniques for making informed decisions that can increase revenues, cut costs, reduce risk, and more. This course is especially valuable for data scientists, data miners, database and marketing professionals, risk analysts, and fraud investigators.

Sec. 005
Jianmin Liu, Ph.D.
4 meetings
Saturdays, 9 am–5:30 pm
June 11–July 9 (no meeting on July 2)
San Francisco: San Francisco Campus • $895

Learn More
extension.berkeley.edu/spos/sas.html
(510) 642-4151
extension-techeng@berkeley.edu
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

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. 010
Andrew Oppel, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 3
San Francisco: San Francisco Campus • $795

Data Administration and Management

Managing Data(bases) Using SQL

EL ENG X401.9 • 2 semester units in Electrical Engineering

A requirement in the Professional Program in Data Administration and Management; a Core Course in the Professional Program in Data Analysis

Get in-depth training of the core Structured Query Language (SQL), with particular focus on Data Query Language (DQL) and Data Manipulation Language (DML). Data Definition Language (DDL) and Data Control Language (DCL) are also covered briefly. You learn the concepts of SQL through lectures and hands-on exercises. Additional class exercises, tests and projects further enhance your learning experience. Upon successful completion of the course, you are able to write and understand complex SQL statements and gain a basic understanding of database operations.

Sec. 007
Michael C. Kremer, M.S., Ph.D., Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
July 19–Aug. 23
San Francisco: San Francisco Campus • $795

Business Intelligence With SQL Server

EL ENG X404.8 • 2 semester units in Electrical Engineering

A required course in the professional programs 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. 013
Erick Ahrens, B.S., M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 28–Aug. 30
San Francisco: San Francisco Campus • $795

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 (offered this term)
- 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
(510) 642-4151
extension-techeng@berkeley.edu

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

143
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. 003
Andrew Oppel, B.A.
Enroll anytime
Online • Proctored final exam • $799

Introduction to MySQL and PHP
EL ENG X495.1 • 2 semester units in Electrical Engineering
In this practical introductory course, discover why MySQL is a powerful tool in today’s applications.
For course schedule, see p. 149.

Introduction to Big Data
COMPSCI X409.2 • 2 semester units in Computer Science
Get an introduction to Big Data, very large or complex data sets that cannot adequately be stored, processed or analyzed using traditional database technologies.
For course schedule, see p. 141.

Linux/UNIX
COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

Linux Command Line: An Introduction
COMPSCI X452 • 2 semester units in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Intended for developers and administrators, this course immerses you in Linux system architecture, command line interface and introductory system administration. You master the use of Linux operating environments from desktop environments to server farms using Linux commands, Linux shells and Linux scripting frameworks. You also get an introduction to the concepts and mechanisms of Linux system administration.
You should be familiar with and have a working knowledge of computing in general.

Sec. 003
Lalitha Krishnamurthy, M.S.
5 meetings
Saturdays, 9 am–4 pm
June 18–July 23 (no meeting on July 2)
San Francisco: San Francisco Campus • $795

Software Development
COURSE INFORMATION
(510) 642-4151
extension-techeng@berkeley.edu
extension.berkeley.edu/technology

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. 003
Allen Holub
4 meetings
Saturdays and Sundays, 9 am–6 pm
July 30–Aug. 7
San Francisco: San Francisco Campus • $795

Android Application Programming
EL ENG X411.9 • 2 semester units in Electrical Engineering
Learn to build Android applications using GUIs and custom views, integrate content provider connections, understand bound and unbound services, schedule notification alarms and manage Internet resources. Java programmers and developers who would like to program Android mobile devices gain a comprehensive understanding of the Android platform architecture and Software Development Kit (SDK).

Sec. 007
Lalitha Krishnamurthy, M.S.
5 meetings
Saturdays, 9 am–4 pm
July 30–Aug. 27
San Francisco: San Francisco Campus • $795
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 (offered this term)
- Software Quality Assurance Methodologies: Practices in the Software Industry EL ENG X449.3 (offered this term)
- Introduction to DevOps COMPSCI X433.5

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 (offered this term)

Programming Courses
- Introduction to C Language Programming EL ENG X424 (offered this term)
- First Course in Java EL ENG X429.9 (offered this term)
- Python Programming EL ENG X442.3 (offered this term)

Systems Administration Courses
- UNIX/Linux System Fundamentals COMPSCI X426.1A
- Linux Command Line: An Introduction COMPSCI X452 (offered this term)

Technical Writing Courses
- Technical Communication I JOURN X465
- 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 (offered this term)

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

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

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 (offered this term)
- Software Quality Assurance Methodologies: Practices in the Software Industry EL ENG X449.3 (offered this term)
- Introduction to DevOps COMPSCI X433.5

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 (offered this term)

Programming Courses
- Introduction to C Language Programming EL ENG X424 (offered this term)
- First Course in Java EL ENG X429.9 (offered this term)
- Python Programming EL ENG X442.3 (offered this term)

Systems Administration Courses
- UNIX/Linux System Fundamentals COMPSCI X426.1A
- Linux Command Line: An Introduction COMPSCI X452 (offered this term)

Technical Writing Courses
- Technical Communication I JOURN X465
- 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 (offered this term)

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

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

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 (offered this term)
- Software Quality Assurance Methodologies: Practices in the Software Industry EL ENG X449.3 (offered this term)
- Introduction to DevOps COMPSCI X433.5

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 (offered this term)

Programming Courses
- Introduction to C Language Programming EL ENG X424 (offered this term)
- First Course in Java EL ENG X429.9 (offered this term)
- Python Programming EL ENG X442.3 (offered this term)

Systems Administration Courses
- UNIX/Linux System Fundamentals COMPSCI X426.1A
- Linux Command Line: An Introduction COMPSCI X452 (offered this term)

Technical Writing Courses
- Technical Communication I JOURN X465
- 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 (offered this term)

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

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
Software Project Management
BUS ADM X434 • 2 semester units in Business Administration
Review software project management and discuss the latest approaches, methodologies and standards of software development. You learn to evaluate initial development costs and schedules; define test and prototype activities; determine risk management approaches; and manage the full software life cycle from the proposal stage to the retirement stage. This course is intended for software managers and principal computer scientists.
Prerequisite: B.A. or B.S., or consent of instructor
Sec. 005
Alka Jarvis, M.B.A.
5 meetings
Saturdays, 9 am–4 pm
June 4–July 9 (no meeting on July 2)
Belmont: Belmont Center • $795

Python Programming
EL ENG X442.3 • 1 semester unit in Computer Science
A Core Course in the Certificate Program in Software Development and Programming
Python, an open-source scripting language that allows rapid application development of both large and small software systems, is object oriented by design and provides an excellent platform for learning the basics of language programming. Learn this language, ideal for team projects, that provides access to databases, CGI programming, system administration and other useful services.
Although no previous programming experience is required, you must have access to a computer running Python or access to the Internet to download Python.
Sec. 007
Carl Limsico, B.A.
Enroll anytime
Online • Proctored final exam • $595

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. 011
Thomas Albert, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
June 1–Aug. 3
San Francisco: San Francisco Campus • $795

Linux Command Line: An Introduction
COMPSCI X452 • 2 semester units in Computer Science
Intended for developers and administrators, this course immerses you in Linux system architecture, command line interface and introductory system administration.
For course schedule, see p. 144.
Introduction to HTML and CSS
COMPSCI X433.4 • 2 semester units in Computer Science
This project-driven course focuses on hyper-text markup language (HTML5) and cascading stylesheet (CSS) implementation.
For course schedule, see p. 148.

Introduction to Information Systems Analysis and Design
COMPSCI X422 • 3 semester units in Computer Science
Study information analysis and logical specification of the system development process in an organizational context.
For course schedule, see p. 140.

Introduction to Relational Database Management Systems
COMPSCI X403.1 • 2 semester units in Computer Science
Learn effective relational database design, and receive a general overview of relational database management systems (DBMS).
For course schedule, see p. 143.

Concepts of Relational Database Management Systems
COMPSCI X408 • 3 semester units in Computer Science
Study techniques for creating and using database applications.
For course schedule, see p. 144.

Javascript and jQuery: An Introduction
COMPSCI X452.1 • 2 semester units in Computer Science
Learn the fundamentals of front-end JavaScript, widely used for extending the functionality and interactivity of websites.
For course schedule, see p. 149.

Advanced Software Development
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 American National Standards Institute’s (ANSI) standard 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

Advanced Program in Software Development
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

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. 010  
Carl Limsico, B.A.  
Enroll anytime  
Online • $715

Advanced Java: Developing With APIs  
EL ENG X436.4 • 2 semester units in Electrical Engineering  
A Core Course in the Advanced Program in Software Development, Programming Category  
The breadth and depth of Java APIs have long been pivotal enablers for its widespread adoption in enterprise platforms. As a working Java programmer, get a jump-start using APIs recently added in new releases of the JDK (Java Development Kit), as well as an explanation of how these improve on and are supported by APIs included in earlier releases. APIs covered include concurrency utilities, collections, regular expressions, the new date and Time, NIO and IO, RMI, Java APIs for Web Socket and JSON Processing, Java APIs for RESTful and XML Web Services (JAX-RS, JAX-WS), stream and collector, fork/join, servlet, JSF, JavaFX, Swing/AWT, Contexts and Dependency Injection (CDI), Java Persistence API (JPA), JDBC, Java Message Service (JMS), and logging. Understand how the JDK now supports the functional as well as object-oriented and imperative paradigms. Upon successful completion of this course, you should be able to evaluate, select and integrate open-source and proprietary tools and techniques that leverage these key Java APIs’ JDK.  
Sec. 003  
Christine Bouamalay, M.S.,  
Extension Honored Instructor  
th 10 meetings  
Thursdays, 6:30–9:30 pm  
June 23–Aug. 25  
San Francisco: San Francisco Campus • $795

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.  
For course schedule, see p. 140.

Web Development

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 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 hyper-text 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. 003  
Sharon Kaitner, M.Ed.  
8 meetings  
Wednesdays, 6–9:45 pm  
June 1–July 20  
San Francisco: San Francisco Campus • $795

NEW THIS TERM  
Introduction to Node.js  
COMPSCI X405.2 • 1 semester unit in Computer Science  
Learn the features and functions of Node.js, an open-source, cross-platform, JavaScript-based, runtime environment for developing server-side Web applications. Node.js applications are written in JavaScript and can run outside of a browser on Windows, Mac OS X, and Unix/Linux. You gain a high-level understanding of Node.js, including, Node.js environment and setup, REPL terminal, Node.js Package Manager (NPM), callback concept, event loop, event emitter, data streams, file system, global objects, utility modules, Web module, express framework and RESTFul API.  
Sec. 001  
Hans Yip, M.S.  
5 meetings  
Tuesdays, 6:30–9:30 pm  
Aug. 2–30  
San Francisco: San Francisco Campus • $595
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 processing 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. 009
Michael C. Kremer, M.S., Ph.D.,
Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
San Francisco: San Francisco Campus • $795

PHP Programming for the Web

EL ENG X490 • 1 semester unit in Computer Science
Learn the fundamentals of PHP—Hypertext Preprocessor, how PHP functions in the Web’s client-server relationship and how it relates to standard HTML. You gain an understanding of one of the most common uses for PHP: handling the data created by an HTML form. Other topics include writing PHP scripts, using PHP to manage data and creating Web applications with PHP. You also learn some of PHP’s more advanced features and security issues.

Prerequisite: You should have a hosted website with 10 MB of disk space, MySQL and PHP. In general, most Web hosts offer workable sites. Free PHP Web-hosting options are also available.

Sec. 003
Robert Adams, M.S.
Enroll anytime
Online • $595

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

Semiconductor Technology Fundamentals

Introduction to Microelectronics

EL ENG X480 • 1 semester unit in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals

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

Electrical Engineering and Integrated Circuit Design

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 Microelectronic Circuits

EL ENG X481 • 1 semester unit in Electrical Engineering
A requirement in the Professional Sequence in Semiconductor Technology Fundamentals

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 PSPICE 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 • $795
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

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

Computer Simulation of Electronic Circuits

EL ENG X485 • 1 semester unit in Electrical Engineering
An elective in the Professional Sequence in Semiconductor Technology Fundamentals

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 • $750

Fundamental Analog ICs

EL ENG X489 • 2 semester units in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design and in the Professional Sequence in Semiconductor Technology Fundamentals

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

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 Sequence in Semiconductor Technology Fundamentals

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 • $750

Semiconductor IC Design

Digital ICs

EL ENG X484 • 2 semester units in Electrical Engineering
An elective in the Certificate Program in Semiconductor IC Design

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

IC Filters and Oscillators

EL ENG X490 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design

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

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
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
- Instructors approved by UC Berkeley
- Academic curriculum with professionally relevant courses

Get the Flexibility You Need
- Online convenience

Learn More
extension.berkeley.edu/cert/icdesign.html
(510) 642-4151
extension-techeng@berkeley.edu
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 X481.1 (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

Capstone Semiconductor IC Design
EL ENG X492 • 1 semester unit in Electrical Engineering
A requirement in the Certificate Program in Semiconductor IC Design
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 Sequence in Semiconductor Technology Fundamentals
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 Sequence in Semiconductor Technology Fundamentals
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
NEW Courses for Summer 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.

**ART AND DESIGN**
- Exploring New Directions in Drawing, see p. 8
- User Experience Design Fundamentals, see p. 14
- User Interface Design, see p. 13

**BEHAVIORAL HEALTH SCIENCES**
- Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life, see p. 25
- Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery, see p. 24
- The End of Life Option Act: What Mental Health Clinicians Need to Know, see p. 25
- Strategies for Preventing and Treating Eating Disorders, see p. 30
- Tomorrow’s Drugs: Emerging Substances of Abuse, see p. 36
- Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive, see p. 26

**BUSINESS**
- Copywriting Communications for Marketing Professionals, see p. 74
- Daring to Live Greatly: Women Leading With Courage, see p. 73
- Legal Writing Workshop, see p. 67

**TECHNOLOGY AND INFORMATION MANAGEMENT**
- Introduction to Computers and Programming, see p. 146
- Introduction to Node.js, see p. 148

**CONSTRUCTION AND SUSTAINABILITY**
- Environmental Law, see p. 100

**HUMANITIES AND LANGUAGES**
- Horizons of Eternity: The Theban Royal Necropoleis, see p. 116
- Spanish: The Contemporary Short Story, see p. 118

**WRITING, EDITING AND TECHNICAL COMMUNICATION**
- Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir, see p. 160
- Gimmick or Genius: Experiments in Prose, see p. 159
- Sentence by Sentence: How Style Informs Meaning, see p. 160
Not only is **Lorna Partington Walsh** enhancing her creative writing by learning the ins and outs of editing, she’s also helping other editors launch their careers in the field. Titled Embark Editorial Agency, Walsh’s new venture matches newly trained copy editors with writers and nonprofits, providing real-world work experience. “This was directly inspired by my time at Extension,” she explains.

“All of my instructors were so supportive when I talked with them about setting up the agency,” she continues. “It was their encouragement that gave me the confidence that this could be a good idea. Having taken a break from a career in the nonprofit sector to work on my writing, it is great to get back to benefiting nonprofits, particularly small ones that can’t afford to pay for copy-editing services but need their materials to be professional. Thanks to Extension, I’ve found a new career path that enables me to combine everything I’m interested in.”

**You took the courses online. What was that experience like?**

I was a bit concerned that I wouldn’t feel particularly engaged, but I’ve worked really hard to get involved in the class discussions. Now, I actually feel that online courses, for me, are better than learning in the classroom. I would check in every night online, and even when I went to see my family in England, I could continue to participate.

**Do you have a favorite experience while in the program?**

I was asked to copy edit the new *Ursa Minor* journal. It was a brilliant opportunity I would not have had any other way. The first edition is out and I’m really proud to have been a part of it. It was a real confidence boost for me, and I felt like I’d made it as an editor.

In general, it’s very satisfying to wrestle a sentence into shape. I enjoyed that about my own work; the self-editing was always a lot of fun. I like the collaboration with writers because you’re not there to impose your own views. You’re there to help that writer communicate in the best way, and I get a lot of joy from making something that was pretty good into something that sparkles.
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
Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir, see p. 160
Gimmick or Genius: Experiments in Prose, see p. 159
Sentence by Sentence: How Style Informs Meaning, see p. 160
Editing

**COURSE INFORMATION**

(510) 642-6362  
escretion-letters@berkeley.edu  
extension.berkeley.edu/writing

**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. 048**  
Barbara Magalnick, M.S.  
May 10–Aug. 2  
Online • $645

**Sec. 049**  
Diane Martin, M.A.  
May 10–Aug. 2  
Online • $645

**Sec. 051**  
Instructor to be announced  
May 10–Aug. 2  
Online • $645

**Sec. 050**  
Rita Kasperek, M.F.A.  
May 24–Aug. 16  
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. 020**  
Lisa Carlson, B.A.  
May 10–Aug. 2  
Online • $645

**Sec. 021**  
Rita Kasperek, M.F.A.  
May 10–Aug. 2  
Online • $645

**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. 114.
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. 021
Elizabeth King Humphrey, B.A., M.F.A.
May 17–Aug. 9
Online • $645

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

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

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
Professional Sequence in Technical Communication

The rapidly expanding software, hardware, consumer electronics, biopharmaceutical and financial services industries have increased the demand for technical communicators and editors in the Bay Area and beyond. Technical communicators play a vital role in bridging the gap between subject-matter experts (such as scientists and engineers) and those who must understand how to implement their ideas. The Professional Sequence in Technical Communication offers the skills to translate complex concepts and gain a competitive edge in the field.

Curriculum Requirements
The curriculum comprises 3 required courses and 1–2 electives for a total of 8 semester units (120 hours of instruction).

Required Courses
- Technical Communication I JOURN X465
- Technical Communication II JOURN X466 (offered this term)
- Technical Editing JOURN X437 (offered this term)

*Technical Writing ENGLISH X412, offered this term, may be substituted for Technical Communication I JOURN X465

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

Learn More
extension.berkeley.edu/spos/techcom.html
(510) 642-4151
extension-techeng@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

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

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, coherence 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. 006
Arun Nevader, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 7–Aug. 9
Berkeley: Golden Bear Center • $795
Screenwriting Fundamentals

ENGLISH X463.8 • 1 semester unit in English
Writing for visual media requires being able to conceptualize and shape a story that can be told through images. In this 8-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, and writing and cinematic exercises, you gain screenwriting skills and storytelling techniques applicable to all types of visual media.

Sec. 002
Megan Siler, M.F.A.
8 meetings
Wednesdays, 6:30–9:30 pm
June 8–Aug. 3 (no meeting on July 27)
Berkeley: Golden Bear Center • $495

Creative Writing

NEW THIS TERM
Gimmick or Genius: Experiments in Prose

ENGLISH X489 • 1 semester unit in English
Nonfiction writers borrow from fiction and fiction writers borrow from nonfiction, often in ways that disarm readers, grab our attention and present us with writing that is new and challenging. In this course, you look at the shapes of conventional stories and essays; what is meant by terms like weave and composition; and how the parts add up to form a unified, dramatic whole. You then explore samples of fiction and creative nonfiction that have experimented with unusual shapes, structures and unique voices. The goal of the course is to experiment with these writing elements and to attempt to create work in a new or nonnarrative form.

Sec. 001
Daniel Coshnear, M.F.A.
5 meetings
Tuesdays, 6:30–9:30 pm
June 21–July 26 (no meeting on July 5)
San Francisco: San Francisco Campus • $395

Story Structure Workshop: Scene, Character, Dialogue

ENGLISH X463.7 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Focus on character and story structure/plot, the two most fundamental of the five elements of narrative storytelling (character, plot, setting, theme and writing style). Discuss and analyze traditional and contemporary storytelling paradigms. As an example, you investigate Gustav Freytag’s traditional division of plot into five parts similar to the five acts of a play—exposition, rising action, climax, falling action and resolution—and the contemporary cinema-based three-act story structure, (setup, confrontation and resolution). This course is appropriate for fiction and long-form nonfiction writers.

Sec. 002
Stephen Albert, M.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 16–Aug. 18
San Francisco: Downtown Center • $575

The Craft of Writing

ENGLISH X424 • 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. 024
Janelle Thornton, M.A.
May 17–Aug. 9
Online • $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. 015
Marc Schiffman, M.F.A.
May 24–Aug. 16
Online • $575

FREE PUBLIC EVENT

19th-Annual Student Reading Series

Hear students in the Writing Program and contributors to Ursa Minor share their works of poetry, nonfiction and fiction at these annual reading events in May.

Books Passage
Saturday, May 7, starts at 2 pm
1 Ferry Building, San Francisco

Books Inc.
Saturday, May 14, starts at 4 pm
1491 Shattuck Ave., Berkeley

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. 016
Marc Schiffman, M.F.A.
May 24–Aug. 16
Online • $575

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. 012
Holly Thompson, M.A.
May 24–Aug. 16
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 student work. Enrollment is limited to 18.

We recommend you have some previous creative writing experience and an idea for a novel.

Sec. 009
Instructor to be announced
May 24–Aug. 16
Online • $575

NEW THIS TERM
Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir
ENGLISH 1017 • 0.5 ceu
In this one-day, interactive workshop you learn ways to shape compelling action, as well as integrate backstory that doesn’t weigh the narrative down. Review the connections between plot points, characters’ decisions and how to keep the pace up so the reader continues happily turning pages. As the workshop progresses, you have a chance to try out different free-write exercises, with the opportunity to share what you’ve created in a supportive atmosphere.

Sec. 001
Laurie Ann Doyle, M.F.A.
1 meeting
Saturday, 10 am–4 pm
June 11
Berkeley: Golden Bear Center • $195

Sentence by Sentence: How Style Informs Meaning
ENGLISH 1018 • 0.8 ceu
How do novelists create suspense with syntax? How can an effective sentence become a brilliant one? In this class for experienced writers, study the purposeful use of stylistic techniques. You read very closely to see how the construction of sentences can advance the mood and meaning of a literary work. Lectures cover topics such as diction, syntax, cadence and imagery. Readings focus on illustrative excerpts by fine prose stylists, and you use these models to compose brief pieces in class. Together, you and your fellow students heighten your attention to language and expand your repertoire as creative writers.

Sec. 001
Deborah Lichtman, Ph.D.
4 meetings
Fridays, 1:30–3:30 pm
July 8–29
Berkeley: Golden Bear Center • $395

NEW THIS TERM
Poetry Workshop
ENGLISH X428 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Hone your writing through supportive, guided group response. Give and receive constructive criticism in a balanced, sensitive way without losing touch with the wildness and mystery of your own creative inspiration and unique approach to the poetic form. Read and discuss a variety of published poems to explore alternative techniques and ideas that may inform your work. Broaden your knowledge of poetry and its many possibilities, allowing you to experiment and stretch toward new expression. Enrollment is limited to 18.

Sec. 006
Caroline Goodwin, M.F.A.
10 meetings
Mondays, 6:30–9:30 pm
June 13–Aug. 22 (no meeting on July 4)
Berkeley: Golden Bear Center • $595

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. 006
Various instructors
Scheduled in consultation with instructor
Berkeley: Golden Bear Center • $195

NEW THIS TERM
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. 116.

NEW THIS TERM
Spanish: The Contemporary Short Story
SPANISH X37 • 2 semester units in Spanish
Examine the Latin American short story and its historical and social context.

For course schedule, see p. 118.
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.

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html
(510) 642-6362
extension-letters@berkeley.edu

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.
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
- Introduction to Public Relations Writing JOURN X481 (offered this term)
- Fundamentals of Freelancing ENGLISH 1004
- Writing for Social Media: Prose That Works for Web 2.0 ENGLISH X468
- 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
510 642-6362 extension-letters@berkeley.edu

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. 028
Maggie Trapp, Ph.D.
May 10–Aug. 2
Online • $575

Sec. 027
Lindsey Crittenden, M.A., Extension Honored Instructor
10 meetings
Wednesdays, 6–9 pm
June 1–Aug. 3
San Francisco: San Francisco Campus • $575

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. 005
Stuart Froman, M.A.
4 meetings
Saturdays, 9 am–1 pm
July 9–30
Berkeley: Golden Bear Center • $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

NOW ONLINE
Journalism Workshop
JOURN X473 • 2 semester units in Journalism
An elective in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Get a practical, task-based introduction to news writing and reporting, and learn standards embraced by the best media practitioners, old and new. Study story selection and planning. Learn how to develop sources; interview and research; write fast, vivid prose; and revise and edit. You also get an introduction to multimedia and blogging.

Sec. 007
Katya Cengel, B.A.
May 10–Aug. 2
Online • $550

Introduction to Public Relations Writing
JOURN X481 • 1 semester unit in Journalism
A requirement in the Specialized Program in Professional Writing

Study the essentials of public relations and get a start on a new career. Learn how to make your message newsworthy and how to understand media conventions so you can pitch effectively and ensure optimum coverage. Learn how to write press releases and email pitches and how to package and sell them. Explore techniques to spread your news through strategic use of new media. Final press packets are critiqued by the instructor, giving you the experience to think and write as both a publicist and a journalist.

Sec. 006
Timothy Peters, B.S., M.A.
July 12–Aug. 23
Online • $395

Writing the Feature Story
JOURN X473 • 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. 010
Katya Cengel, B.A.
May 10–Aug. 2
Online • $575
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. 015
David Rompf, J.D.
May 24–Aug. 16
Online • $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. 157.

Bringing a Writing Dream to Life
It takes a leap of faith to follow your passions—especially when you’re an undergrad and have to declare a major. Do you start your academic journey to be the next Pulitzer Prize–winning author? Or, do you take a more practical route and take general business courses to land that first job? For Post-Baccalaureate Certificate Program in Writing graduate with distinction—and one of our first scholarship winners—Aisa Valenzuela, she opted for the latter: studying IT in college but never ignoring her desire to write.

Working as an IT project manager in her native Philippines, Valenzuela’s love for the written word became too great to ignore, so she picked up some freelance magazine writing. Desiring a formal education to ease the path of her career change, Valenzuela also needed a curriculum that was flexible enough to meet her demanding schedule. UC Berkeley Extension’s writing certificate fits her needs. “There was a good mix of courses available across several genres and disciplines,” she says. “I liked that the courses were offered both online and in the classroom. I took the online courses when I lived in the Philippines and the classroom courses when I moved to San Francisco last year. I was able to complete the certificate quickly and with a lot of flexibility.”

For any aspiring writer, getting constructive feedback is key to sharpening the skill set. In both her online and classroom courses, Valenzuela was able to receive that necessary advice while also providing a built-in organization to keep her on track. “I was really impressed with how structured the courses were and how effective the online method of instruction was. I got a lot of really good feedback. In the classroom, I really appreciated the personal relationships I formed and the networking opportunities that arose from my teachers and classmates. I have a writing partner that I met in class!”

“I feel grateful that this certificate gave me the inspiration and skills to make this career change.”

Interested in pursuing a journalism career where she can blend her backgrounds of writing and tech, Valenzuela feels well prepared to build her portfolio while freelancing. She has contributed her time and efforts to UC Berkeley Extension’s first writing publication, Ursa Minor. She has attended her instructor Margo Perin’s book launch and public reading, “Opening my eyes to, ‘Yes, you can do this!'” And, she has been published in a Philippine magazine, thanks to an assignment in her Journalism Workshop course. “That class showed me that I have the skills, but now I need to hustle, work hard and create my own opportunities. I feel grateful that this certificate gave me the inspiration and skills to make this career change. I know that I have grown not just as a writer, but also as a human being. This certificate gives my resume a sense of credibility and legitimacy.”
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. 171. 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/student/services/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. 170 for further information.

Phone
Call (510) 642-4111. Telephone registration hours are 9 am–5 pm Pacific time, Monday–Friday, except holidays (see p. 171). 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. 173 for center hours and location.

When to Enroll
Enrollment for the summer 2016 term opens April 4. 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 start date.

Paying Your Enrollment Fees

Methods of Payment
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.

Check: (with imprinted address and telephone number) made payable to UC Regents. A $25 charge is assessed for each returned check.

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.

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
americs (National Service Trust)
You can use your Segal Education Award to enroll and directly pay UC Berkeley Extension for your course tuition fees and registration and application fees for professional certificates and other programs. On successful completion of your course(s), you can also request to receive a $190 per course textbook allowance. To enroll, complete a UC Berkeley Extension enrollment form, log on to https://my.americorps.gov and request to transfer the course fee to UC Berkeley Extension. Print a copy or screenshot of the Americorps voucher, attach it to your enrollment form and follow instructions on the form to enroll by mail or in person. For more information, visit extension.berkeley.edu/static/studentservices/enrollment/americorps.

Enrollment Confirmation
When you enroll through the Extension website or by phone, you receive a receipt via email after your payment is processed. If you enroll in person at the Golden Bear Center, the cashier gives you a receipt, and on request, can also email you an enrollment confirmation and receipt.

Wait List for Courses
If the course section you have selected for enrollment is full, a Join Waitlist button will appear. Click on that button and fill in the requested information. You are notified if space becomes available. If we do not hear from you within 24 hours of notification, the space is offered to the next person on the wait list. If you are wait listed, you should not attend the first class meeting unless you are specifically advised to do so by Student Services. Student Services maintains the wait list; instructors cannot approve enrollments from the wait list.

Transfers
You can request to change sections or to enroll in a different course 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.

Unless specified otherwise in the program, course or section description, all transfer requests are subject to a nonrefundable transfer processing fee of $35 per class and must be made within the following transfer policy time lines. Transfer requests that are a result of a course cancellation are not subject to the transfer processing fee.

Approval for transfers are based on course and space availability and the scheduled course start date. Any difference in course fees is assessed and due at the time of the transfer. Transfer requests will not be approved and processed until all outstanding balances to the university are paid. If you have any questions regarding the transfer policy, please call (510) 642-4111 or email extension-refund@berkeley.edu.

Note: All transfer deadlines below apply to the class in which you are currently enrolled. Different add/drop and withdrawal policies and deadlines apply to concurrent enrollment courses. For more information, refer to extension.berkeley.edu/static/studentservices/concurrent.

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 $50 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.
Drops/Refunds for Classroom and Hybrid Courses

Unless otherwise specified in the program, course or section description, you may request a drop/refund within the following time lines.

- Courses with fewer than six meetings: You must make your drop/refund request no later than one day prior to the first course meeting.
- Courses with six or more meetings: You must make your drop/refund request no later than one day prior to the second course meeting. The time line for drop/refunds varies from one to 14 days after the course start date depending upon the meeting pattern of the course.

Drops/Refunds for Online Courses

Unless otherwise specified in the program, course or section description, you may request a drop/refund within the following time lines:

- Fixed-date online courses: You can request drop/refunds up to six days after the course start date.
- Continuous enrollment online courses: You can request drop/refunds up to six days after you enroll.

Drop/Refund and Transfer Appeals

The drop/refund and transfer deadlines and policies are strictly enforced. For continuous enrollment online courses, the maximum enrollment period as stated on the program, course or section descriptions is strictly enforced and extensions to the course end date are not available. Please refer to Grades below for information on withdrawing from your course without academic penalty.

Exceptions to the drop/refund and transfer policy will be considered only under the most unusual circumstances that can be supported with official documentation. For further information, visit extension.berkeley.edu/static/studentservices/enrollment/#refund4 or email extension-refund@berkeley.edu.

Cancellation of Courses and Schedule Changes

Extension cancels courses only when absolutely necessary, but we must reserve the right to do so, as well as to reschedule courses and change instructors. UC Berkeley Extension receives no state or University funding and is self-supporting from course fees. If a course is canceled, you may either request a transfer to another course or you automatically receive a full refund, usually within four weeks.

Discounts

For information regarding discounts and programs for UC Berkeley faculty, staff and alumni, please visit extension.berkeley.edu/static/studentservices/enrollment/#discounts.

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 andXBW100–199: 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
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. 164 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.

 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. 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 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.

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 Withdrawed 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. Withdrawal 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. 165 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’ (I) 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 course work 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 = 4.0, B = 3.0, C = 2.0, D = 1.0 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 appeal it to 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, 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. 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

UC Berkeley Extension transcript requests are submitted via our online transcript ordering service: https://www.credentials-inc.com/cgi-bin/dvcgtmp.pgm?ALUMTROEX1312

#### Pricing Schedule

Shown below are charges and processing times for various transcript order options:

- **Regular Request (7-10 Business Days)**
  - $15 per transcript
- **Rush Request (2 Business Days)**
  - $15 + $15 per transcript
- **Domestic Federal Express**
  - $17 per recipient
- **International Federal Express**
  - $35 per recipient
- **Processing Charge for All Orders**
  - $2.25 per transcript

Standard processing times for regular requests are sent with 7-10 business days of order submission. Your transcript includes all courses for which final grades have been submitted and recorded. Rush orders will be sent within 2 business days of payment and receipt of the signed authorization. Default shipping is U.S. Mail, but you can pay an additional surcharge to have your transcript sent via Federal Express with a tracking number. All orders require a signed authorization page that you will need to sign and return to Credential Solutions. This will be provided to you at the time of your order.

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.

If you have any questions about the ordering process, please contact us at extension-records@berkeley.edu or 510-642-4111, option 3.

### 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 the previous 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. 170.

### 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. 182–183.)

#### 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. 184. 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.

Requirements
See the individual certificate or program descriptions for required and elective courses. A program GPA of 2.5 is the minimum required for completion of a certificate or program, and you must complete each course in any certificate or program with a grade of C or better. Higher grades are required in some programs.

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 totaling 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.
Accepted transfer credit within the UC system is calculated into your program GPA.
Accepted transfer credit from institutions outside of the UC system is not calculated into your program GPA.
After you have started your program, no transfer credit is allowed into the program, and you must complete the remainder of your requirements 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 record (transcript), the certificate of participation is not noted separately as a completed program on your transcript.

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-finasst@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.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 assistance office at extension-finasst@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 $150 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/credpro 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 classes 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 provide 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 94704-7700. 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 (undergraduate-level)</td>
<td>12 semester units</td>
<td>6–11.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 200-299 (graduate-level)</td>
<td>12 semester units</td>
<td>6–11.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 300-399 (professional courses in education)</td>
<td>8 semester units</td>
<td>6–7.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 400-499 (professional courses in subjects other than education)</td>
<td>8 semester units</td>
<td>6–7.9 semester units</td>
</tr>
</tbody>
</table>

For more information, please visit extension.berkeley.edu/static/studentservices/concurrent.

**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 by the University of California, email extension-studentaffairs@berkeley.edu.

**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 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.

**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).
Policies and General Information

Holidays
UC Berkeley Extension is closed on:
Memorial Day May 30
Fourth of July July 4
Labor Day Sept. 5

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.

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., 1955 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.

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) 642-3333. 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) 643-5732
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 cannot be accepted.) Please note that the library Wi-Fi options are limited for Extension students. For more information on Wi-Fi access, see p. 173.

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 $50 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 extension.berkeley.edu/static/international/ for additional information about available full-time programs.

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, martial 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/csainfo.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) 664-7981
Office hours: Monday–Friday, 8:30 am–5 pm, except holidays (see p. 171). 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.
atwifi: 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. 171, 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.
atwifi: Available free for AT&T customers and for a fee to the general public.

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.
atwifi: Available free for AT&T customers and for a fee to the general public.

CalVisitor: a campus-wide visitor Wi-Fi network.

Parking
Hourly parking is available in both the garage and rear parking pad during normal hours of operation. The rate will be $2/hour, with a daily maximum of $20. There is no discounted evening rate or an early bird rate. Payment may be made by telephone or by using the self-service payment machines in the garage. Visa, MC, AMEX and Discover are accepted. To pay by telephone, go to paybyphone.com or call (866) 234-7275. Indicate location 9947. There is a $0.35 fee for paying by telephone. The self-service machine will also accept cash payment.

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.

Parking 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. 171 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. 171, 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 weekday 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. 171, for information about the accessibility of UC Berkeley Extension courses.

Public Transportation and Auto Access
Visit extension.berkeley.edu/static/locations for detailed information on how to get to the San Francisco Campus.

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.
American Fiction, 117
Abnormal Psychology, 34
American Politics, Introduction to, 116
Accounting Ethics, 48
Analog IC Design, 150
Accouting for Government and Not-for-Profit Organizations, 46
Analog ICs, Fundamental, 150
Accounting I, Intermediate, 45
Analytic Geometry and Calculus-A, 130
Accounting, Advanced, 46
Analyzing and Preparing Your Financials, 86
Accounting, Cost, 48
Android Application Programming, 144
Actor Within, The: Improving Your Business Presentation and Communication Skills, 55
Addiction in Multicultural Populations, Contemporary Perspectives in the Treatment of, 36
Addiction, Treatment and Recovery, Cultural, Social and Historical Overview of, 36
Addictions Counseling, Addressing Co-Occurring Disorders in, 38
Addressing Co-Occurring Disorders in Addictions Counseling, 38
Adolescent Psychology, 35
Adult Education, Foundations of, 110
Advanced Accounting, 46
Advertising Campaign, Creating an, 77
Agile Management Mastery, 49
Agile Management, Introduction to, 49
Agile Management: Principles and Practices, 48
Aging and Long-Term Care, Licensure Workshop on, 32
Alcohol and Drug-Related Problems, Environmental Strategies for the Prevention of, 38
Aligning Human Resource Initiatives With Business Success, 64
Alzheimer’s, Other Dementias and Difficult Geriatric Behaviors: Clinical Diagnosis and Treatment for Improving Quality of Life, 25
American Environmental and Cultural History, 116
American Environmental and Cultural History, 116
American Environmental and Cultural History, 116
American Fiction, 117
American Politics, Introduction to, 116
Analog IC Design, 150
Analog ICs, Fundamental, 150
Analytic Geometry and Calculus-A, 130
Analyzing and Preparing Your Financials, 86
Android Application Programming, 144
Anxiety and Depression in Adults, Culturally Tailored Cognitive-Behavioral Treatment in the Assessment and Treatment of, 26
Applied Business Process and System Analysis, 140
Applied Economics for Business, 58
Art of Film, The, 10
Art of Film, The, 10
Auditing, 46
AutoCAD, 15
Basic Corporate Finance, 61
Basic Financial Mathematics and Financial Calculators, 78
Basic Medical Terminology and Insurance Issues: What a Health Advocate Needs to Know, 40
Behavioral Finance, 80
Berkeley Leadership Accelerator, 90
Best Practices in Negotiation, 56
Big Data, Introduction to, 141
Biochemistry, 125
Biochemistry, Introductory, 125
Biological Psychology, 35
Biography I, General, 123
Biography II, General, 123
Biological Psychology, 35
Biological Psychology, 35
BLA/NDA/MAA Submissions and Commercialization, 133
BLA/NDA/MAA Submissions and Commercialization, 133
BPM C: Business Process Measurement, 57
Branding, 12
Business Analysis Essentials and Planning, 52
Business Negotiating, 70
Valuation, 62
Writing Fundamentals, 54
Writing Review, 54
Essentials of, 50
Career Planning for College Admissions, 104
Career Preparation and Self-Care in Working With Individuals With Substance Use Disorders, 38
Career Seminar in Counseling and Psychology, 33
Career Technical Education Foundations, 110
Cell Biology, 125
Chemistry I, General, 128
Chemistry I, Organic, 129
Chemistry I, General, 129
Laboratory I, General, 129
Laboratory I, Organic, 129
Chemistry I, General, 129
Laboratory I, General, 129
Child Abuse and Incest: Assessment, Reporting and Treatment, 32
Child Neuropsychology, 26
Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment, 26
Clinical Research: Clinical Trial Phases and Design, 134
Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting, 134
Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities, 134
Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management, 136
Cognitive Psychology, 35
Cognitive-Behavioral and Psychodynamic Approaches to the Treatment of Eating and Weight Disorders, 30
Collegiate Recruiting and Advising the High School Athlete, 104
Index
INDEX OF COURSES

Cultural Tailored Cognitive-Behavioral Treatment in the Assessment and Treatment of Anxiety and Depression in Adults, 26
Current Topics in the Biosciences, 126
Curriculum Design and Assessment, 109

D

Daring to Live Greatly: Women Leading With Courage, 73
Data Sciences and Analytics, Introduction to, 141
Design Principles and Elements, 15
Design Studio I, 16
Design Studio II, 16
Design Studio III, 16
Design, Principles and Elements of, 19
Designers, Ecology for, 20
Designing and Customizing Furniture and Fixtures, 18
Designing Training Programs, 66
Developing the Novel, 160
Developmental Psychology, Introduction to, 35
Diagnosis and Assessment of People With Substance Use Disorders, 38
Digital ICs, 150
Landscape Graphics, 20
Marketing, 76
Photography Fundamentals, 10
Photography in Practice and Context, 10
Presentation Techniques, 15
Visualization Tool, Advanced, 20

Don’t Ask, Don’t Get: Negotiation for Women, 57
Drawing Fundamentals, 8
Drawing Handscrolls, 9
Drawing, Exploring New Directions in, 8
Drawing, Figure, 9

E

Early Orientation, 108
Ecology for Nonscientists, Principles of, 100
Editorial Workshop I: Introduction to Copyediting, 156
Editorial Workshop II: Intermediate Copyediting, 156
Editorial Workshop, Advanced: Substantive Editing, 157
Educators, Counseling Techniques for, 104
Effective Interventions in Schizophrenia and Other Severe Mental Illnesses: Psychosocial Rehabilitation and Recovery, 24
Leadership and Management: Understanding and Influencing the Dynamics of Organizations, 70
Leadership, Principles of, 90
Management: Leading With Vision, 56
Performance Management, 64

Elicitation, Requirements Management and Communication, 52
Employee Benefit Plans, 66
Employee Recruitment, Selection and Placement, 64
Employee Relations, 64
Employment Benefits and Personal Financial Planning, 80
Employment Law, 67
End of Life Option Act, The: What Mental Health Clinicians Need to Know, 25
English Novel, The, 116
Enterprise and Requirements Analysis, 52
Enterprise Risk Management, 62
Entrepreneurs/Intrapreneurs, Innovation for, 140
Entrepreneurship, Keys to Successful, 87
Environmental Analysis and Design Studio, 20
Environmental Law, 100
Environmental Management Systems: ISO 14000, 100
Environmental Strategies for the Prevention of Alcohol and Drug-Related Problems, 38
Epidemiology, Principles of, 41
ESL Teachers, Grammar Fundamentals for, 106
Essential Business Communication Skills, 54
Essential Paralegal Studies Part I: Foundational Skills, 68
Essential Paralegal Studies Part II: Authority, Research and Writing, 68
Essentials of Business, 50
Essentials of Human Resources, 64
Essentials of Management, 72
Estate Planning, 80
Ethical and Legal Issues in Health Care, 41
Ethical Practice, Cultural Diversity and Social Justice, 32
Exploring New Directions in Drawing, 8
Exploring Your Creative Writing Potential, 160

F

Facilities Management, Introduction to, 98
Fiction, Mystery, 117
Figure Drawing, 9
Finance for Nonfinancial Technical Managers, 140
Finance, Behavioral, 80
Finance, International, 60
Financial Accounting, Introduction to, 44
Financial Risk Management, Fundamentals of, 60
Financial Statement Analysis, 62
Finding Your Story: Creative Intersections Between Plot and Character in Fiction and Memoir, 160
First Course in Java, 146
Fostering Wellness, 112
INDEX OF COURSES

Foundations of Adult Education, 110
Fundamental Analog ICs, 150
Fundamental Mixed-Signal Design, 152
Fundamentals of Construction Law, 94
Fundamentals of Data Communications and Networking, 149
Fundamentals of Financial Risk Management, 60
Fundamentals of Interior Design, 18
Fundamentals of Linguistics for ESL Teachers, 106

G

General Biology I, 123
Biology II, 123
Biology Laboratory I, 123
Biology Laboratory II, 123
Chemistry I, 128
Chemistry Laboratory I, 129
Human Anatomy, 124
Nutrition, 41
Psychology, 35

Genetics, 123
Geriatric Health Care Advocacy, 41
Geriatric Neuropsychology and Long-Term Care, Introduction to, 25
Getting Project Results Without Authority, 85
Gimmick or Genius: Experiments in Prose, 159
Good Manufacturing Practices (GMP): Quality Control (QC) in Quality and Compliance, 132
Grammar Fundamentals for ESL Teachers, 106
Grammar Skills in ESL, Advanced, 119
Grammar, Mechanics and Usage for Editors, 156
Grant Writing for Professionals, 55
Graphic Communication I, 15
Graphic Communication II, 15
Graphic Design, Internship in, 12
Great Novels You Always Meant to Read, 116
Group Process and Practice in Addictions Treatment, 38

H

Health Care Advocacy, Introduction to, 41
Health Care, Ethical and Legal Issues in, 41
Health Careers Seminar I, 122
Hematology, 127

High-Tech Product Management and Marketing, Introduction to, 74
History of the United States, Introduction to the: From Colonial Settlement to the Civil War, 116
History of the United States, Introduction to the: From the Civil War to the Present, 116
Horizons of Eternity: The Theban Royal Necropoleis, 116
HTML and CSS, Introduction to, 148

Human Anatomy Laboratory, 124
Anatomy, General, 124
Capital Analytics, Introduction to, 66
Factors, Advanced: Improving Personal Effectiveness and Influence, 85

Physiology Laboratory, 124
Physiology, Introduction to, 124
Resource Systems and Technology, 66
Resources, Essentials of, 64
HVAC System Load Calculations and Psychrometry, 96

IC Filters and Oscillators, 150
Idiomatic English and Oral Communication Skills for ESL, 119
Illustrator I, 13

Immunology, 126
Improve Your Self-Confidence and Presence With the Art of Mime, 56
Income Taxes and Personal Financial Planning, 78

InDesign, 13
Indexing: Theory and Application, 157
Information Systems Analysis and Design, Introduction to, 140
Innovation for Entrepreneurs/Intrapreneurs, 140
Innovative HR Leadership for Aspiring Chief HR Officers, 90

Instructional Strategies, 109
Insurance in Personal Financial Planning, 78
Integrated Behavioral Pharmacology of Substance Use and Mental Health Disorders, 36
Integrating Mindfulness Into Your Professional Practice, 24

Integrating Technology Into Education, 109
Intensive PMP®/CAPM® Exam Preparation, 85
Interior Design, Fundamentals of, 18
Interior Design, Internship in, 18
Interiors, Color Theory and Application for, 15
Interiors, Sketching for, 18
Intermediate Accounting I, 45
Intermediate Accounting II, 46
Intermediate Corporate Finance, 58
Intermediate LEED v4: Applications of Green Building Practices, 96

Internal Workplace Mediation for the Human Resources Professional, 67
International Finance, 60
Internship in Graphic Design, 12
Internship in Interior Design, 18
Introduction to Agile Management, 49
American Politics, 116
Big Data, 141

C Language Programming, 146
Chemistry, 129
Clinical Research: Clinical Trial Phases and Design, 134

Introduction to Computers and Programming, 146
Counseling Techniques in the Treatment of Substance Use Disorders, 38
Data Sciences and Analytics, 141
Developmental Psychology, 35
Facilities Management, 98
Financial Accounting, 44
Geriatric Neuropsychology and Long-Term Care, 25
Health Care Advocacy, 41
High-Tech Product Management and Marketing, 74
HTML and CSS, 148
Human Capital Analytics, 66
Human Physiology, 124
Information Systems Analysis and Design, 140
Landscape Architecture, 19
Macroeconomics, 58
Managerial Accounting, 45
Marketing, 74
Microeconomics, 58
Microelectronic Circuits, 149
Microelectronics, 149
MySQL and PHP, 149
Node.js, 148
Public Relations Writing, 162
Relational Database Management Systems, 143
Semiconductor Devices, 149
Statistics, 131
the History of the United States: From Colonial Settlement to the Civil War, 116
the History of the United States: From the Civil War to the Present, 116
the SAS System, 142
UX Design, 14
Writing Fiction, 160

Introductory Biochemistry, 125
Biology With Lab, Part A, 124
Biology With Lab, Part B, 124
Composition, 162
Organic Chemistry, 129
Investments in Personal Financial Planning: General Principles and Methods, 78

J

Java, Advanced: Developing With APIs, 148
Java, First Course in, 146
Java: Discovering Its Power, 148
JavaScript and jQuery: An Introduction, 149

Node.js, 148
Public Relations Writing, 162
Relational Database Management Systems, 143
Semiconductor Devices, 149
Statistics, 131
the History of the United States: From Colonial Settlement to the Civil War, 116
the History of the United States: From the Civil War to the Present, 116
the SAS System, 142
UX Design, 14
Writing Fiction, 160

Introductory Biochemistry, 125
Biology With Lab, Part A, 124
Biology With Lab, Part B, 124
Composition, 162
Organic Chemistry, 129
Investments in Personal Financial Planning: General Principles and Methods, 78

K

Keys to Successful Entrepreneurship, 87
L

Landscape Architecture Internship, 20
Landscape Architecture, Introduction to, 19
Landscape Graphics I, 19
INDEX OF COURSES

Landscape Graphics, Digital, 20
Law, Employment, 66
Law, Environmental, 100
Leadership and Technology Management, 140
Leading With Authenticity, 56
Lean Construction Transformation, 96
LEED v4, Advanced: Implementing LEED Strategies, 96
LEED v4, Intermediate: Applications of Green Building Practices, 96
Legal Writing Workshop, 67
Licensure Workshop on Aging and Long-Term Care, 32
Linguistics for ESL Teachers, Fundamentals of, 106
Linux Command Line: An Introduction, 144
Machine Learning and Data Mining Using SAS, 142
Macroeconomics, Introduction to, 58
Management, Essentials of, 72
Management Accounting, Principles of, 50
Management in the Construction Industry, 94
Managerial Accounting, Introduction to, 45
Managing Change and Ambiguity in the Workplace, 70
Managing Data(bases) Using SQL, 143
Managing Performance, Risk and Safety in Construction Projects, 94
Marketing Analytics I, 76
Analytics II, 76
Intelligence, 77
Public Relations, 77
Research: Concepts and Techniques, 74
Strategies for Entrepreneurs and Small Business Owners, 86
Strategy, 74
Digital, 76
Introduction to, 74
Mathematics Refresher, 130
Math for Management, 130
Mediation and Conflict Resolution, 67
Medical Microbiology, 125
Mergers and Acquisitions, 62
Microbiology Laboratory, 125
Microeconomics, Introduction to, 58
Microelectronic Circuits, Introduction to, 149
Microelectronics, Introduction to, 149
Microloans and Small Business Financing, 86
Mime, Improve Your Self-Confidence and Presence With the Art of, 56
Mindful Leadership in the Workplace, 56
Mixed-Signal Design, 152
Mixed-Signal Design, Fundamental, 152
MySQL and PHP, Introduction to, 148
Mystery Fiction, 117
Negotiating, Business, 70
Negotiation, Best Practices in, 56
Neuroscience, 125
New Product Development, 76
Node.js, Introduction to, 148
Nonfiction Workshop, Creative, 163
Novel, Developing the, 160
Nutrition, General, 41
Options, Trading and Strategies, 60
Organic Chemistry I, 129
Organic Chemistry Laboratory I, 129
Organic Chemistry, Introductory, 129
Organization and Management, 50
Organization Development and Change, 72
Organizational Communication Strategies for Managers, 72
Overview of Trauma-Informed Assessment and Intervention, 28
Painting Fundamentals, 9
Painting Workshop, 10
Paralegal Business Law, 68
California Procedures, 68
Contract Law, 68
Criminal Law, 68
Family Law, 68
Intellectual Property Law, 70
Studies Part I, Essential: Foundational Skills, 68
Studies Part II, Essential: Authority, Research and Writing, 68
Tort Law, 70
Pen and Ink Drawing, 9
Performance Management, Effective, 64
Personal Financial Planning Capstone, 80
Personal Financial Planning Insurance in, 78
Personal Financial Planning, Investments in: General Principles and Methods, 78
Philosophy, Comparative, 117
Photoshop I, 13
PHP Programming for the Web, 149
Physics II, 132
Physics Laboratory II, 132
Physics, Concepts of, 132
Planning and Managing Your Small Business Venture, 87
Poetry Workshop, 160
Political Theology: Christian, Islamic, Jewish and Radical Perspectives, 117
Portfolio and Professional Presentation, 18
Portfolio Review, 10
Positive Psychology, 35
Post-Approval Activities, 133
Post-Baccalaureate in Writing Mentorship, 160
Post-Baccalaureate Mentorship, 10
Post-Baccalaureate Seminar 3: Portfolio and Professional Practices, 10
Power and Influence in Organizations, 72
Power and Influence: Women and Leadership, 73
Power of Listening, The, 55
Precalculus, 130
Preconstruction Estimating: From the Design Development Stage to the Final Bid Process, 96
Predictive Analytics Using the SAS System, 142
Presenting Quantitative Data Effectively, 62
Principles and Elements of Design, 19
Principles of Business Law, 67
Ecology for Nonscientists, 100
Effective Leadership, 90
Epidemiology, 41
Management Accounting, 50
Quality and Compliance, 132
Regulatory Affairs, 133
Sociology: A Multicultural Perspective, 116
Sustainability, 18
Program Management, 85
Programming With R, 141
With Ruby, 144
C#, 147
C++, 147
Python, 146
Project Cost and Procurement Management, 82
Project Execution and Control, 84
Project Leadership and Building High-Performing Teams, 82
Project Management, 81
Project Schedule and Risk Management, 84
Project Scope and Quality Management, 82
Pronunciation Improvement for Effective Communication in ESL, 119
Psychology of Communication, 34
of Personality, 35
Abnormal, 34
Adolescent, 35
Biological, 35
Cognitive, 35
General, 35
Positive, 35
Research Methods in, 34
Psychopharmacology, Clinical, 32
Public Relations Writing, Introduction to, 162
Python Programming, 146
Quality and Compliance, Principles of, 132
Quantitative Analysis: Applications in Clinical Chemistry, 128

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
<table>
<thead>
<tr>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Investments for Financial Planners, 80</td>
</tr>
<tr>
<td>Regulatory Affairs, Principles of, 133</td>
</tr>
<tr>
<td>Relational Database Management Systems, Concepts of, 144</td>
</tr>
<tr>
<td>Relational Database Management Systems, Introduction to, 143</td>
</tr>
<tr>
<td>Research Methods in Psychology, 34</td>
</tr>
<tr>
<td>Revit, 16</td>
</tr>
<tr>
<td>SQL, Managing Data(bases) Using, 143</td>
</tr>
<tr>
<td>Statistics, Introduction to, 131</td>
</tr>
<tr>
<td>Story Structure Workshop: Scene, Character, Dialogue, 159</td>
</tr>
<tr>
<td>Strategic Brand Management, 76</td>
</tr>
<tr>
<td>Strategic Marketing Planning, 76</td>
</tr>
<tr>
<td>Strategies for Preventing and Treating Eating Disorders, 30</td>
</tr>
<tr>
<td>Substance Use and Mental Health Disorders, Integrated Behavioral Pharmacology of, 36</td>
</tr>
<tr>
<td>Substance Use Disorders, Diagnosis and Assessment of People With, 38</td>
</tr>
<tr>
<td>Survey of Personal Financial Planning, 79</td>
</tr>
<tr>
<td>Sustainability Leadership: Strategies and Paradigms, 100</td>
</tr>
<tr>
<td>Sustainability, Principles of, 18</td>
</tr>
<tr>
<td>T</td>
</tr>
<tr>
<td>Talent Management and Workforce Development, 66</td>
</tr>
<tr>
<td>Taxation for Corporations and Other Flow-Through Entities, 46</td>
</tr>
<tr>
<td>Teaching English Learners and Students With Learning Difficulties in an Inclusive Classroom, 113</td>
</tr>
<tr>
<td>Teaching Pronunciation as a Communicative Skill, 108</td>
</tr>
<tr>
<td>Technical Communication II, 158</td>
</tr>
<tr>
<td>Technical Editing, 158</td>
</tr>
<tr>
<td>Technical Education Foundations, Career, 110</td>
</tr>
<tr>
<td>Technical Writing, 158</td>
</tr>
<tr>
<td>Technology Into Education, Integrating, 109</td>
</tr>
<tr>
<td>Time-Limited, Solution-Oriented Interventions With Anxiety and Mood Disorders, 27</td>
</tr>
<tr>
<td>Tomorrow's Drugs: Emerging Substances of Abuse, 36</td>
</tr>
<tr>
<td>Total Compensation, 66</td>
</tr>
<tr>
<td>Training Programs, Designing, 66</td>
</tr>
<tr>
<td>Trauma, Loss, Grief and Resilience: Helping Children, Youth and Families Thrive, 26</td>
</tr>
<tr>
<td>Two-Day Business Presentation Skills Workshop, 55</td>
</tr>
<tr>
<td>Typography Fundamentals, 12</td>
</tr>
<tr>
<td>U</td>
</tr>
<tr>
<td>User Experience Design Fundamentals, 14</td>
</tr>
<tr>
<td>User Interface Design, 13</td>
</tr>
<tr>
<td>Using Age-Appropriate Expressive Art Interventions With Children, 29</td>
</tr>
<tr>
<td>UX Design, Introduction to, 14</td>
</tr>
<tr>
<td>V</td>
</tr>
<tr>
<td>Value Innovation for Lean/Agile Management, 48</td>
</tr>
<tr>
<td>Views of the Absolute in World Religions, 117</td>
</tr>
<tr>
<td>Visual Arts, Color Theory for the, 9</td>
</tr>
<tr>
<td>Visual Design Principles, 12</td>
</tr>
</tbody>
</table>
Cal Alumni Members

Save 10% on Courses at UC Berkeley Extension

Cal Alumni Association (CAA) members enjoy access to all UC libraries, career networking and counseling, along with other great benefits. Membership is open to all, so join now.

alumni.berkeley.edu
(888) 225-2586

You must enroll by phone or in person through UC Berkeley Extension to receive the discount. Limitations apply. Visit extension.berkeley.edu/static/studentservices/enrollment/#discounts for details.
# Professional Certificates and Specialized Programs of Study

## Art and Design
### Professional Certificates
- Interior Design and Interior Architecture  
  $150 registration fee  
- Landscape Architecture  
  $150 registration fee  
- Post-Baccalaureate Certificate in Visual Arts  
  $150 registration fee  
  $50 nonrefundable application fee

### Specialized Programs of Study
- Graphic Design  
  $100 registration fee

## Business
### Professional Certificates
- Accounting  
  $150 registration fee  
- Business Administration  
  $150 registration fee  
- Business Analysis  
  $150 registration fee  
- Finance  
  $150 registration fee  
- Financial Planning and Analysis  
  $150 registration fee  
- Human Resource Management  
  $150 registration fee  
- Leadership and Management  
  $150 registration fee  
- Marketing  
  $150 registration fee  
- Paralegal Studies  
  $150 registration fee  
- Personal Financial Planning  
  $150 registration fee  
- Project Management  
  $150 registration fee

### Specialized Programs of Study
- Agile Management  
  $100 registration fee  
- Business Process Management  
  $50 registration fee  
- Marketing Metrics and ROI  
  $100 registration fee  
- Professional Communication  
  $50 registration fee  
- Project Human Resource Management  
  $100 registration fee  
- Women and Leadership  
  $100 registration fee

## Construction and Sustainability
### Professional Certificates
- Construction Management  
  $150 registration fee  
- Facilities Management  
  $150 registration fee  
- HVAC  
  $150 registration fee

### Specialized Programs of Study
- Advanced Program in Sustainable 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/dsccte.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
  $100 nonrefundable application 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 Certificates
- 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
- 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

[ ] Mr. [ ] Ms.
Name

Company/agency (Business address only)

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

[ ] To pay by check, make check payable to the UC Regents.

[ ] Visa [ ] MasterCard [ ] American Express [ ] Diners Club

Billing address

(If different from student address)

Term and year in which you first completed (or will enroll in) courses that apply to this certificate or program:

Please list UC Berkeley Extension courses already completed that satisfy curriculum requirements:

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.
Please send this entire page when you mail your enrollment information. Thank you.

PLEASE PRINT For my permanent student record, the address below is my ☐ home ☐ business.
☐ This is an updated address. ☐ I am enrolling in an online course.

Mr. ☐ Ms. ☒

Company/agency
(For business address only)

Address

Daytime phone*

Fax

Title/occupation

Social Security number†

Student number ☐ X ☐

Courses: The course title, course number and section number are essential for processing your enrollment.
Note: Students with special needs, please call (510) 643-5732 or email dss-extension@berkeley.edu at least two weeks prior to your class start date.

<table>
<thead>
<tr>
<th>Course title and course number</th>
<th>Fee less discount if applicable ‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (city)</td>
<td>Beginning date</td>
</tr>
<tr>
<td>Section number</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course title and course number</th>
<th>Fee less discount if applicable ‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (city)</td>
<td>Beginning date</td>
</tr>
<tr>
<td>Section number</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

† The University is required by federal law to report your Social Security number and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. Social Security number disclosure is mandatory. This notification is provided to you as required by the Federal Privacy Act of 1974.

‡ Discounts must include a copy of valid California Alumni Association membership card.

☐ Check enclosed (Make check payable to UC Regents.)
☐ Purchase order attached (See p. 164.)
☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club

Account number                Date card expires

Credit card holder’s billing information if different from student information above.

Name

Billing address

Total payment $ For refund policy, see p. 165.

©2016 by the Regents of the University of California
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

UC Berkeley Extension has three terms:
• Spring
• Summer
• Fall

New courses start almost every month.

Check extension.berkeley.edu for current course information and to enroll.

Three Main Bay Area Locations and Online Convenience Anywhere

Belmont Center
1301 Shoreway Road, Suite 400

Berkeley Golden Bear Center
1995 University Ave.

San Francisco Campus
160 Spear St., Floors, 5, 6 and 7

extension.berkeley.edu