May–August
SUMMER 2010
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Welcome from the Dean

Make This Your Summer of Success

UC Berkeley Extension has been in the quality-education business for well over 100 years. During that time, we’ve helped tens of thousands of students develop skills in subjects ranging from electrical engineering to economics to editing. This summer, let Extension help you achieve educational excellence in a field that matters to you.

For a quick summer dip into learning, we have an array of one-day courses that can inspire and motivate you. For instance, Agile Management can teach you how to be a more effective manager in today’s ever-changing business environment. The Psychology of Weight Reduction helps therapists and health-care workers understand issues of body image. Extension’s one-day course on Green IT for Sustainability can help you make the case for saving energy in your own company.

If you’re looking for a more immersive educational experience, you also have plenty of options—including a brand-new series of courses on smart grids, developed so that engineers can better understand the green energy initiatives of the 21st century. Or consider the Certificate Program in Clinical Research Conduct and Management, which features new requirements to meet the challenges of an industry that is always looking for talent with the most up-to-date training. And our accelerated project management courses deliver the maximum career-building skills in the shortest possible time.

Whether you have a day or an entire summer to spend learning, there’s always time for quality education. Browse the catalog to find a course that could give you a competitive edge, come to an information session for a no-obligation introduction to learning in one of our several Bay Area locations, or simply visit us online at extension.berkeley.edu. We look forward to sharing the experience of learning with you this summer.

Diana Wu, Ed.D.
Dean, UC Berkeley Extension
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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. UC Berkeley Extension maintains UC Berkeley’s high academic standards in creating and administering all courses, certificates, and programs, which are consistent with Extension policy and University of California Academic Senate regulations.
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 they need not only to advance in their careers but also to succeed in life.

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

To help working adults and full-time students reach their goals, Extension offers hundreds of courses every term, beginning nearly every week of the year, in the evenings and on the weekends at multiple locations in Berkeley, San Francisco, and Redwood City. For even greater convenience, many of our courses, professional certificates, and specialized programs of study are also available via online instruction.
### Art and Design
- Post-Baccalaureate Certificate in Visual Arts
- Professional Sequence in Graphic Design
- Certificate Program in Interior Design and Interior Architecture
- Certificate Program in Landscape Architecture

### Behavioral and Health Sciences
- Professional Program in Trauma-Informed Interventions
- Professional Program in the Study of Loss and Grief
- Professional Program in the Treatment of Anxiety Disorders
- Professional Program in Aging and Mental Health
- Professional Program in the Treatment of Mood Disorders
- Professional Program in Child and Adolescent Treatment
- Professional Program in Neuropsychological Assessment
- Certificate Program in Alcohol and Drug Abuse Studies

### Business
- Certificate Program in Accounting
- Certificate Program in Business Administration
- Certificate Program in Finance
- Paralegal Studies Program
- Certificate Program in Management
- Certificate Program in Marketing
- Professional Sequence in Marketing Metrics
- Professional Sequence in Integrated Marketing Communications
- Professional Series in Strategic Online Marketing
- Professional Sequence in Personal Financial Planning
- Professional Sequence in Wealth Management
- Professional Sequence in Project Human Resource Management
- Certificate Program in Project Management
- Professional Sequence in Project Quality Management
- Professional Sequence in Project Risk Management

### Computer Technology and Information Management
- Post-Baccalaureate Certificate Program in Information Systems and Management (ISM)
- Professional Sequence in Business Intelligence and SAS Analytics Software
- Professional Sequence in Database Management
- Three-Course Series in Microsoft Access
- Professional Series in Virtual and Cloud Computing
- Certificate Program in UNIX/Linux System Administration
- Professional Sequence in Java Programming

### Education
- Designated Subjects Adult Education Teaching Credential
- Professional Program in Adult Education
- Designated Subjects Career Technical Education Teaching Credential
- Professional Program in Career Technical Education
- CLAD Through CTEL
- Professional Program in English Learner Pedagogy
- Certificate Program in Teaching English as a Second Language
- Professional Program in College Admission Counseling

### Engineering, Construction, and Facilities Management
- Certificate Program in Construction Management
- Professional Sequence in Facilities Management
- Certificate Program in HVAC
- Professional Series in Smart Grid Technology
- Online Certificate Program in Integrated Circuit Design and Techniques

### Humanities, Languages and Personal Development
- Professional Sequence in Wine Studies

### Sciences, Biotechnology, and Mathematics
- Post-Baccalaureate Health Professions Program
- Professional Program in Project Management for Biopharmaceuticals
- Certificate Program in Clinical Research Conduct and Management
- Professional Program in Quality and Compliance for Biotechnology

### Sustainability Studies
- Professional Program in Sustainable Design
- Professional Program in Solar Energy and Green Building
- Professional Program in Sustainability and Energy
- Professional Program in Sustainability and Transportation
- Professional Program in Leadership in Sustainability and Environmental Management
- Professional Program in Corporate Social Responsibility Reporting
- Professional Program in Responsible Global Change Management

### Writing, Editing, and Technical Communication
- Professional Sequence in Editing
- Professional Sequence in Technical Communication
- Post-Baccalaureate Certificate Program in Writing
Sharpen your professional skills. UC Berkeley Extension has the courses you need to stay up to date and develop in all aspects of art and design.

Learn the latest techniques in graphic design. Discover the newest trends in green building. Or take a studio class in drawing, painting, sculpture, or photography. Focus on landscape architecture, interior design, or visual arts, and earn a certificate from a program that professionals recognize for quality. Work with award-winning designers, artists, and industry professionals to refine your portfolio, gain hands-on experience with local firms, and develop the professional network to advance your career.

Evening, weekend, and online classes offer the flexibility that fits your busy schedule. For the professional credential you need and the supportive atmosphere of professional and artistic growth you want, there’s no better place than UC Berkeley Extension.
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Find out how to be your best. Come to a free information session to 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.

Post-Baccalaureate Certificate in Visual Arts
May 19, 6:30–8 pm
San Francisco: A&D Center
EDP 023721

Professional Sequence in Graphic Design
May 24, 6:30–8 pm
San Francisco: A&D Center
EDP 023697

Interior Design and Interior Architecture
May 12, 6:30–8 pm
San Francisco: A&D Center
EDP 023663

Landscape Architecture
May 11, 6:30–8 pm
San Francisco: A&D Center
EDP 023655

Anastasia Meadors
Director
Art and Design
Program Director
Visual Arts

Rachael Hagner
Program Director
Interior Design and Interior Architecture

J.C. Miller
Program Director
Landscape Architecture

Brett O’Hara
Program Director
Graphic Design
Visual Arts

Art History and Museum Studies

The Grand Tour: Art and Travel of the 18th Century
X426.5 • 1 semester unit in Art History

In the eighteenth century, the “grand tour” was de rigueur for the privileged classes. Today’s travelers have many of the same motivations: to see the important art sites and experience the culture and people. This course creates a virtual “grand tour” that will spark the imagination of traveling contemporary students of art and cultural history. The tools of art history are explored as a means to experience the tastes of the time and to analyze the arts and monuments.

EDP 014977
Birgit Urmson, M.A.
5 meetings
Wednesdays, 6:30–9:30 pm
June 2–June 30
San Francisco: Art and Design Center • $325

Art of the Impressionists
X102.8 • 2 semester units in Art History

Everybody loves Impressionism, but few understand how radical its roots were and how thoroughly it overturned centuries of artistic convention. Take a deeper look at paintings you think you know, and develop an understanding that enriches your appreciation of this critical artistic movement. Explore the debt Impressionists owe to both Romantic naturalism and Japanese print-making, and research how the new concept of the avant-garde informed the painters and their critical reception. Understand the artistic personalities of painters such as Manet, Monet, Degas, and even Cézanne, whose rigorous explorations of composition, form, and light led the way to the intellectual exuberance of 20th-century art. You also look at an array of world-famous paintings and explore them in detail. Note: This course runs concurrently with the exhibit “Impressionism: Masterpieces from the Musee d’Orsay,” appearing at the De Young Museum from May 22–September 6. Gain an in-depth understanding of Impression in this course and make the most of this blockbuster show.

EDP 014902
Josine Smits, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 15–August 17
San Francisco: Art and Design Center • $455

Bay Area Art
X411 • 2 semester units in Art History

Is there a specific quality to art in the Bay Area? Has art in Northern California distinguished itself from the hegemony of New York and Los Angeles? In this course, you explore these questions by looking at various artists and styles, from paintings by the Society of Six to the photography of Weston, Adams, and Cunningham to contemporary photography, mixed media, and installation by emerging artists of this region. The course looks for a distinctive regional aesthetic in individual works of art and current exhibitions.

EDP 024026
Amy Berk, M.F.A.
10 meetings
Saturdays, 1:30–4:30 pm
June 12–August 21 (no meeting July 3)
San Francisco: Art and Design Center • $455

Contemporary Art Theory and Criticism
X491 • 2 semester units in Art History

This course offers you the essential tools needed to discuss and analyze contemporary art. Through an exploration of a wide range of writing on art theory, aesthetics, and criticism, as well as the direct experience of artworks in museums and galleries, you develop the ability to engage in critical thinking, discussion, and writing about this challenging genre of art.

Prerequisite: Contemporary Art X121 or consent of instructor

EDP 014886
DeWitt Cheng, M.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 17–August 19
San Francisco: Art and Design Center • $455

Online Courses

The Art of Film Page 12
Creating Websites with HTML Page 14

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Location Guide  For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1985 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Post-Baccalaureate Certificate in Visual Arts

The Post-Baccalaureate Certificate in Visual Arts provides a critical bridge between talent and skill. This exciting curriculum provides the rigorous studio practice and the conceptual and art-historical framework necessary to develop a portfolio of work for application to graduate programs in fine art. We offer a Berkeley-quality education in the visual arts that can be completed on a part-time or full-time basis.

Curriculum Requirements
The curriculum consists of a minimum of 13 courses for a total of 24 semester units (360 hours of instruction), including 6 required courses (10 semester units), 1 art history elective (2 semester units), and a minimum of 6 visual arts electives (12 semester units). Note: Revised requirements apply to new students enrolling in this certificate on or after April 1, 2010.

Required Courses
We recommend taking these courses in the following sequence:

- Visual Dynamics X401 (offered fall term)
- Modern Art: History and Theory X441 (offered fall term)
- Contemporary Art: History and Theory X442 (offered spring term)
- Critique Seminar X495 (offered spring term)
- Portfolio Development and Professional Practices X495.1 (offered summer term)
- Visual Arts Portfolio Review X801 (offered summer term)

Electives
See the website for a complete list of available electives.

Learn More and View the Brochure
extension.berkeley.edu/cert/visualarts.html
(415) 284-1041
visualarts@unex.berkeley.edu

Enroll using EDP 022442
Post-Baccalaureate Core Courses

Portfolio Development and Professional Practices for the Visual Arts

X495.1 • 2 semester units in Art

Are you ready to step out of the studio and explore professional opportunities for working artists? Prepare for this transition by gaining insights into the business and politics of the art world and getting guidance on optimizing your portfolio for professional presentation. Discussions examine the value of graduate education, the state of the art market, practical realities of applying for grants and public commissions, and the role that the media plays in developing an artistic career.

Prerequisite: Critique Seminar X495

EDP 014605
Amy Berk, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 10
San Francisco: Art and Design Center • $455

Post-Baccalaureate Mentorship

X495.5 • 1 semester unit in Art

Students in the Post-Baccalaureate Certificate Program in Visual Arts are expected to develop a cohesive body of work that demonstrates both a personal approach to the process of art making and a skill level appropriate for potential application to graduate programs, as well as the ability to discuss their conceptual intent and artworks in formal, philosophical, and historical terms. This mentorship helps you meet these goals through individual guidance and evaluation from an approved program instructor. Monthly meetings give you the opportunity to evaluate your artistic growth and discuss issues of meaning and content, technique, and formal resolution in your artwork. This course is open only to students who have registered for the Post-Baccalaureate Certificate Program in Visual Arts.

EDP 014944
Various instructors
3 meetings scheduled in consultation with instructors
June 18–August 27
San Francisco: Art and Design Center • $325

Visual Arts Portfolio Review

801

All students enrolled in the Post-Baccalaureate Certificate in Visual Arts must successfully complete a portfolio review to receive the certificate. Students completing the program must produce a cohesive body of work and should be able to discuss their art in formal, philosophical, and historical terms. This final review is conducted by program faculty to determine students’ readiness for graduate study and to provide feedback on their portfolios.

EDP 014928
Various instructors
1 meeting
Friday, 1:30–4:30 pm
August 13
San Francisco: Art and Design Center • $355

Drawing

Drawing Fundamentals

X405 • 2 semester units in Art

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

Sec. 1 EDP 014589
Pamela Lanza, M.F.A.
12 meetings
Saturdays, 10 am–1 pm
June 5–August 21
San Francisco: Art and Design Center • $455

Sec. 2 EDP 014894
Christian Fagerlund, M.F.A.
12 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 25
San Francisco: Art and Design Center • $455

Process Drawing

X406.7 • 1 semester unit in Art

Learn a drawing method that turns elements of chance and unconscious processes into compelling and meaningful images. Study strategies to develop automatic and accidental marks into a structured visual language and create an ongoing dialog between the drawn image and your creativity. Through a series of assignments and demonstrations, you learn to create a portfolio that reflects your sensitivity to visual balance and expand your awareness of how to use your subconscious to create complex compositions.

Bring the following items to class: 19” x 24” Bristol, smooth surface; Speedball ink drawing handle and tip C6 or equivalent; nonwaterproof Black India ink or equivalent; three small water containers.

Prerequisite: Drawing Fundamentals X405 or consent of instructor

EDP 024067
Ireneusz (Irek) Ciesiolkiewicz, M.Arch.
2 meetings
Saturday and Sunday, 9 am–5 pm
August 18 and 29
San Francisco: Art and Design Center • $325

Perspective Drawing for Artists

X406.6 • 1 semester unit in Art

This course is for artists at all levels who want to learn to use perspective to depict spatial and volumetric depth in their paintings and drawings. Beginning with simple line sketches and building skills in more complex tonal drawings, you learn to create a sense of the third dimension with the figure, still life, and landscape as your subjects. You examine one- and two-point perspective methods and learn to add reality with shades and shadows from a chosen light source. In the last part of the course, you apply the skills you have learned to an individual project.

Prerequisite: Drawing Fundamentals X405 or consent of instructor

EDP 024075
Ireneusz (Irek) Ciesiolkiewicz, M.Arch.
2 meetings
Saturday and Sunday, 9 am–5 pm
August 26 and 29
San Francisco: Art and Design Center • $325

Pen and Ink Drawing

X432 • 2 semester units in Art

Explore both traditional and innovative approaches to line drawing with pen and ink. Demonstrations introduce you to the different types of pens, papers, and inks. Course projects cover a full repertoire of line-making techniques, including gesture, contour, hatching, stippling, developed lines, and freestyle lines, as well as the use of ink washes for grounds and shading. Note: Bring black felt-tip, gel, or rollerball drawing pens and a 9” x 12” sketchbook to the first class.

Prerequisite: Drawing Fundamentals X405 or consent of instructor

EDP 014985
Pamela Lanza, M.F.A.
12 meetings
Mondays, 6:30–9:30 pm
June 7–August 30 (no meeting July 5)
San Francisco: Art and Design Center • $455

Exploring the Portrait and Self-Portrait

X434 • 2 semester units in Art

Artists have long used the portrait as a way to expand the language of drawing, to respond to the social world around them, or to look into their own souls. In this course, you explore the expressive use of line, the dramatic values of light and shadow, and the basics of human anatomy in weekly homework assignments and by drawing models in class. Slide-illustrated lectures present portraits and self-portraits using mood, memory, photography, abstraction, and fantasy as expressive tools. Note: Bring an 18” x 24” newsprint pad, an 18” x 24” drawing pad, pencils, and charcoal to the first class.

Prerequisite: Drawing Fundamentals X405 or consent of instructor

EDP 014563
Glenn Hirsch, M.F.A.
12 meetings
Mondays, 6:30–9:30 pm
June 7–August 30 (no meeting July 5)
San Francisco: Art and Design Center • $455
Painting

**Painting Fundamentals**

X410 • 2 semester units in Art

Get an introduction to the essential materials and techniques of painting, including building and stretching a canvas, mixing color, underpainting, glazing and washing, dry brushing, and using a palette knife. You also explore fundamental elements in the use of composition, line, contrast, texture, and color.

Demonstrations, slide-illustrated lectures, and individual and group critiques give you a basis for developing visual awareness and artistic self-expression.

**EDP 014993**

Larry Robinson, M.F.A.
10 meetings
Wednesdays, 6–9:40 pm
June 9–August 18 (no meeting July 7)
San Francisco: Art and Design Center • $455

**Painting Workshop**

X470 • 2 semester units in Art

By focusing on personal expression, this workshop gives you an opportunity to explore your creative ideas. You are encouraged to take risks, to explore unpredictable rather than predictable painting, and to engage in painting rather than picturemaking.

Participation in group critiques and class discussion augments individual critiques from the instructor.

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

**EDP 024018**

Larry Robinson, M.F.A.
10 meetings
Thursdays, 6–9:40 pm
June 10–August 19 (no meeting July 8)
San Francisco: Art and Design Center • $455

**Figure Painting**

X437 • 2 semester units in Art

Investigate both perceptual and conceptual approaches to painting the figure. Using oil or acrylic paints, you learn methods of painting the figure using dynamic two-dimensional composition, color, and expressive techniques. Intensive weekly painting sessions working with a model combine with slide-illustrated lectures, demonstrations, readings, and critiques to improve your practical mastery and theoretical understanding.

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

**EDP 014597**

Christian Fagerlund, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 24
San Francisco: Art and Design Center • $455

**Mixed Media Painting**

X440 • 2 semester units in Art

Creative possibilities multiply for an artist combining painting, drawing, and collage in the same piece. Building on your basic artistic skills, you learn various painting and drawing methods, textual effects, and collage techniques that encourage improvisation and experimentation in your work. The instructor demonstrates the use of water-based painting media and their combination with drawing media, including pencil, charcoal, and ink. Slide-illustrated lectures explore the use of mixed media by contemporary artists.

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

**EDP 014571**

Glenn Hirsch, M.F.A.
12 meetings
Saturdays, 10 am–1 pm
June 5–August 21
San Francisco: Art and Design Center • $455

**Other Media**

**Monoprinting Fundamentals**

X4171 • 2 semester units in Art

Monotype is an exciting and versatile print-making technique that allows artists to quickly develop and expand their creative ideas. Get a thorough grounding in the techniques, materials, and use of the printing press through lectures, demonstrations, and hands-on work. You receive group and individual critiques on your work. A field trip to Aurobora Press promises you added inspiration.

**EDP 014936**

Heather Wilcoxon, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 24
San Francisco: Art and Design Center • $455

**The Found Object: Recycling as Art**

X456 • 2 semester units in Art

Explore the possibilities of making art from used, discarded, discovered, demolished, and recovered objects and materials. In this course, you create projects with found materials using a wide variety of approaches and methods, including collage, assemblage, installation, video, photography, and performance. In addition, you learn about the historical and contemporary ideas behind the use of found materials in art, including social and political commentary, surrealism and the dream world, and nostalgia and memory.

**EDP 014910**

Sarah Barmness, M.F.A.
12 meetings
Mondays and Thursdays, 6:30–9:30 pm
June 28–August 5 (also one Saturday field trip to be arranged; no meeting July 5)
San Francisco: Art and Design Center • $455

**Illustrating Children’s Books**

Learn the fundamentals of children’s book illustration and produce a professional book proposal ready to send to publishers.

For course details and schedule, see page 14.
Photography, Film, and Video

Digital Photography Fundamentals
X405 • 2 semester units in Architecture

Digital cameras require the same knowledge, skills, and artistry as conventional photographic equipment. Learn the basics of digital cameras through an overview of the fundamentals of photography and photographic terminology. The instructor covers the software available for image editing and demonstrates digital effects you can create with your camera. You receive one-on-one time with the instructor to help you learn about your particular make and model of digital camera. Note: A Digital SLR Camera with interchangeable lenses and “raw capture” capability is recommended but not required.

EDP 014969
David Papas
8 meetings
Saturdays, 1–4:45 pm
July 10–August 28
San Francisco: Art and Design Center • $455

Intermediate Digital Photography
X405.2 • 2 semester units in Architecture

Move beyond the basics of digital photography to learn additional skills and terminology, including RAW file work flow, color management, and the preparation of files for output. Develop your conceptual skills with assignments that emphasize individual expression, and participate in lectures, critiques, lab work, and field trips that enhance your knowledge and experience. Note: Bring samples of your previous work to the first class.

Prerequisite: Digital Photography Fundamentals X405 or consent of instructor

EDP 024042
Bryan Hewitt, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 11
San Francisco: Art and Design Center • $455

Photography Workshop
X406.1 • 2 semester units in Architecture

Explore creative ideas while working in either traditional film materials or digital media. Through concept-based assignments, you learn to develop a language to discuss and think critically about photographs. Slide-illustrated lectures, demonstrations, critique, and course projects clarify the technical aspects of photographs while encouraging innovative approaches to picture making.

Prerequisite: Intermediate Digital Photography X405.2, Intermediate Photography X2, or consent of instructor

EDP 024059
Marisa Aragona, M.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 17–August 26 (no meeting July 1)
San Francisco: Art and Design Center • $455

Introduction to Digital Filmmaking
X10 • 2 semester units in Film Studies

Digital video supplied the filmmaker with new tools and brought the filmmaking process to the average person. This course shows you how digital video can enhance the process of film. You learn directing, lighting, camera, and sound techniques. You also learn to use a Sony PD-150 video camera and Apple Final Cut Pro, a nonlinear editing program. On an individual basis, you produce a short digital video project, from conception to production and editing. Note: Video camera equipment is provided for use during class time only. You must bring your own FireWire and external hard drive for course assignments.

EDP 024034
David L. Brown, M.A.
12 meetings
Thursdays, 6:30–9:30 pm
June 10–August 26 (also one field trip to be announced; no meeting August 12)
San Francisco: Art and Design Center • $695

The Art of Film
X20 • 3 semester units in Film Studies

Learn the techniques of evaluating and appreciating films. Surveying a range of classic and modern works, you learn to recognize what makes a well-crafted motion picture, discover how motion pictures are made, and investigate current film theories. Topics include the handling of space and time in motion pictures, as well as 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.

EDP 867739
L. Thomas Pollard, Ph.D.
Enroll anytime
Online • $715

Location Guide
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 188. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1911 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Graphic and Interactive Design

COURSE INFORMATION
(415) 284-1041
designarts@unex.berkeley.edu
extension.berkeley.edu/subject/graphic.html

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

FREE INFORMATION SESSION
Professional Sequence in Graphic Design

UC Berkeley Extension’s Professional Sequence in Graphic Design offers a study of timeless design principles, accompanied by an appreciation of historical and current design trends. Come hear how you can learn from industry professionals to build a comprehensive portfolio and advance in the field.

EDP 023697
1 meeting
Monday, 6:30–8 pm
May 24
San Francisco: Art and Design Center • FREE

Studio, History, and Theory Courses

Graphic Design Studio I
X30 • 3 semester units in Design
Graphic design encompasses many specialties, from advertising to Web design, illustration to packaging. Through a series of challenging foundation projects, you gain an understanding of the basic principles of graphic design. Design-related skills, portfolio requirements, and work opportunities are also discussed. Guest lecturers give a firsthand look at the imagination and skills applied in graphic design. This course is essential for those interested in entering the field and for students beginning the Professional Sequence in Graphic Design.

EDP 014324
Enoch Davis, B.A.
15 meetings
Thursdays, 6:30–9:30 pm
June 3–August 26 (also Saturdays, June 26 and July 31, 9:30 am–12:30 pm)
San Francisco: Art and Design Center • $625

Graphic Design Studio III
X411 • 2 semester units in Design
This advanced course simulates the demands of the contemporary design market. Refine your design and presentation skills by working on a complex project involving multiple components. You develop and produce design proposals for a specific "real-world" project involving two and three dimensions. Working in teams, you create an appropriate goal, timeline, and final presentation for a dynamic design identity program. The instructor selects and facilitates the design project and leads group and individual critiques of student work.

Prerequisites: Graphic Design Studio I and II

EDP 014134
Chris Roberts, B.A.
11 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 24 (also Saturday, July 10, 9:30 am–4 pm; no meeting June 22 and August 10)
San Francisco: Art and Design Center • $515

Learn More and View the Brochure
extension.berkeley.edu/spos/graphicps.html
(415) 284-1041
designarts@unex.berkeley.edu
Enroll using EDP 022406

Graphic Design shapes visual and social culture. The fundamentals of graphic design—exciting ideas, effective communication, and historical context—are essential to everyone working in the field. The Professional Sequence in Graphic Design offers a study of timeless design principles, accompanied by an appreciation of historical and current design trends. Learn from industry professionals to build a comprehensive portfolio and advance in the field.

Curriculum Requirements
The curriculum consists of 4 required courses and 2 electives for a minimum of 11 semester units (177 hours of instruction).

Required Courses (and Recommended Sequence)
- Graphic Design Studio I X30 (offered every term)
- Graphic Design Studio II X43 (offered spring term and fall term)
- Graphic Design Studio III X411 (offered summer term)
- Graphic Design Studio IV: Portfolio X434 (offered fall term)

Electives Available This Term
- Business Basics for Graphic Designers X493
- Illustrating Children’s Books X437
- Illustrator I X461
- InDesign X496
- Principles of Publication Design X405
- Typography and Typographic Design X413
Typography and Typographic Design
X413 • 2 semester units in Design
Typography is the backbone of graphic design, and the ability to design effectively with type is essential for a graphic designer. This course surveys the development of type from its origins in pictographs and calligraphy to current trends in digital typography. You learn the history of widely used type styles, their designers, and the purposes for which individual typefaces were intended. In-class exercises focus on the mechanics of type design, visual appropriateness, and type legibility.
EDP 014142
Alastair Johnston, Extension Honored Instructor 10 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 11
San Francisco: Art and Design Center • $485

Business Basics for Graphic Designers
X493 • 1 semester unit in Design
An understanding of the graphic design marketplace is essential for anyone working—or planning to work—in the field. Learn how to take on contracts, start your own design firm, or look for full-time work in the design world. You explore a range of business challenges that designers face, from legal hurdles to what to charge for a logo. Real-world projects are presented as case studies, and you practice creating contracts, schedules, and project bids.
Prerequisite: Familiarity with the language and tools of graphic design. Although this course is not production-oriented, some assignments require the use of a computer.
EDP 014621
Shel Perkins, B.A., B.F.A.
5 meetings
Tuesdays, 6:30–9:30 pm
June 8–July 6
San Francisco: Art and Design Center • $335

Illustrating Children’s Books
X437 • 2 semester units in Design
To become a children’s book illustrator, you need skill, style, technique, and a sense of how to tell a story through pictures. This overview of children’s book illustration enables you to develop an effective portfolio for introducing your work to publishers. The instructor discusses how to develop an illustration style, technique, and media. The course also covers book production from idea to publication.
EDP 014340
Kristine Brogno, B.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 10–August 12
San Francisco: Art and Design Center • $475

Computer Courses

InDesign
X496 • 2 semester units in Design
Adobe InDesign is the standard page layout application for publishing and graphic design and a basic requirement for any job in the field. This hands-on class explores the fundamentals of InDesign—including its unique typographic and graphic capabilities—while offering shortcuts and tips for using the program’s tools most efficiently. You develop several real-world projects for print, PDF, and the Web. Enhance your professional skill set by mastering this exciting program.
Prerequisite: Familiarity with the language and tools of graphic design. Although this course is not production-oriented, some assignments require the use of a computer.
EDP 014118
Diane Burns
7 meetings
Tuesdays, 6:30–9:30 pm
June 1–June 22
(Also Saturdays, June 12 and June 26, 9 am–12 pm)
San Francisco: Art and Design Center • $790

Illustrator I
X461 • 2 semester units in Design
Adobe Illustrator is the industry-standard tool for creating vector graphics, a must-have in any graphic designer’s toolbox. Through step-by-step instructions, you learn to use Illustrator’s powerful drawing tools to create original artwork. You also learn how to use the pen tool, transformation tools, layers, color palettes, and gradients, as well as Illustrator’s amazing typographic capabilities. This course is for both print and Web designers.
Prerequisite: Familiarity with the language and tools of graphic design. Although this course is not production-oriented, some assignments require the use of a computer.
EDP 014126
Michael Starkman, M.F.A.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 23 (no meeting June 28 and July 5)
San Francisco: Art and Design Center • $790

Creating Websites with HTML
X4531 • 2 semester units in Computer Science
Recipient of the Distinguished Course Award from the University Continuing Education Association (UCEA)
HTML is the universal language that underpins every page displayed on the Web. Using a straightforward, step-by-step approach, you build pages of increasing sophistication and design, acquiring a sound working knowledge of HTML and Web design.
EDP 877895
Julia Ann Smith, Ph.D.
Enroll anytime
Online • $595

Interior Design and Interior Architecture

COURSE INFORMATION
(415) 284–1070
interiorodes@unex.berkeley.edu
extension.berkeley.edu/subject/interior.html

FREE INFORMATION SESSION
Interior Design and Interior Architecture
Find out how UC Berkeley Extension’s certificate can help you advance or start your career in interior design and interior architecture. This no-obligation session also gives you an opportunity to meet students and teachers in the program to learn how earning the certificate enhances your knowledge and career prospects in interior design. Prospective students are also able to tour the Art and Design Center at Third and Mission streets to see where courses are held and view examples of work produced by current students. For certificate details, visit extension.berkeley.edu/cert/interides.html.
EDP 023663
1 meeting
Wednesday, May 12, 6:30–8 pm
San Francisco: Art and Design Center • FREE

Phase I

Introduction to Interior Design
X408.4 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
The field of interior design blends creative expression with practical application. Gain an understanding of the profession, its history, and its related specialties and disciplines. Slide-illustrated lectures and discussions help you develop an awareness of the basic principles of design and aesthetics by studying the work of past and present designers and architects.
Sec. 1 EDP 014217
Jayne Bunce, B.F.A., ASID, CID
10 meetings
Mondays and Wednesdays, 2–5 pm
June 7–July 12 (no meeting July 5)
San Francisco: Art and Design Center • $585
Sec. 2 EDP 014209
Sandra Pozzi, B.S., ASID
10 meetings
Mondays, 6:30–9:30 pm
June 14–August 23 (no meeting July 5)
San Francisco: Art and Design Center • $585

FOR COMPLETE COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU

16
Art and Design

Principles and Elements of Design
X412.1 • 4 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Explore and develop your creativity in this beginning studio course. Learn the principles—balance, harmony, rhythm, emphasis, contrast, and proportion—that are the foundation of good design by experimenting with 2-D and 3-D projects. Understand how these principles interact with the elements of scale, form, color, and texture. Note: Section 3 (EDP 024083) which begins on June 2, is geared toward landscape architecture students.

Sec. 1 EDP 014308
Shalini Agrawal, M.Arch.
15 meetings
Tuesdays, 1–5 pm
June 1–August 31 (also one Saturday or Sunday meeting to be arranged)
San Francisco: Art and Design Center • $785

Sec. 2 EDP 014316
Todd Polisikin, B.Arch.
15 meetings
Wednesdays, 6–10 pm
June 2–August 25 (also two Saturday or Sunday meetings to be arranged)
San Francisco: Art and Design Center • $785

Sec. 3 EDP 024083
Carlisle Becker, M.L.A., Extension Honored Instructor
15 meetings
Wednesdays, 6–10 pm
June 2–August 25 (also two Saturday or Sunday meetings to be arranged)
San Francisco: Art and Design Center • $785

Perspective Drawing
X413.4 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Learn the principles of linear perspective drawing that have captivated audiences since the Renaissance. Learn to work within the limitations of computer-generated perspectives to create powerful hybrids of digital rendering and linear perspective. Through historic examples, drawing projects, and Google SketchUp wireframe manipulation, you learn mechanical perspective drawing and how to get the best results from modeling software. Bring your own laptop to class.

Prerequisite: Drafting X412.2 or consent of instructor

EDP 014548
Jennifer Mahoney, B.A.
15 meetings
Mondays, 6–10 pm
June 7–August 23 (also Saturday, July 24 and Sundays, July 11 and 18, 9 am–4 pm; no meeting July 5 or July 26)
San Francisco: Art and Design Center • $795

Drawing Fundamentals
Develop your observational abilities and rendering skills through projects that explore the principles of light, space, composition, and perspective.

For course details and schedule, see page 10.

Rapid Visualization Techniques
X419 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
The ability to sketch design ideas confidently is invaluable to designers. Learn how to sketch quickly, generating visual ideas, working from nonvisual sources and establishing a method for accurate freehand perspective drawing.
Prerequisite: Perspective Drawing X413.4 or consent of instructor. Drawing Fundamentals X405 is strongly recommended.

EDP 014266
Paul Nowicki, B.Arch.
15 meetings
Thursdays, 2–5 pm
June 3–August 26 (also three Saturday or Sunday meetings to be arranged; no meeting July 22)
San Francisco: Art and Design Center • $775

AutoCAD Design Studio
X437 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Learn to use drafting and editing commands in AutoCAD and then progress to developing plans and elevations at a schematic design level. Note: Bring one USB flash drive, 256 MB minimum, to the first class.

Prerequisites: Drafting X412.2 and basic PC operating knowledge

EDP 014514
Kyle Miller, B.A.
12 meetings
Thursdays, 6:30–9:30 pm
June 3–August 19
San Francisco: Art and Design Center • $760

Phase II

Color Theory and Application for Interiors
X417.7 • 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 available to design compelling interior spaces. You first review color theory in this course, then explore color and its effect on interior spaces in detail. You develop greater sensitivity to color, and discover how it influences our environment. Two field trips (to be announced) enhance your expertise in the use of color.

EDP 014225
Vesta Kirby, M.F.A.
15 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 31 (also two meetings to be arranged)
San Francisco: Art and Design Center • $785

Design Presentation Techniques I
X412.8 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Designers must be able to present a project graphically in a medium and a format that enhance the solution to the project and speak clearly to the viewer. In this studio course, you learn to use a variety of tools—colored pencils, magic markers, watercolors—and the vocabulary to present your designs in the most effective way.

Prerequisite: Drafting X412.2 and Perspective Drawing X413.4, or consent of instructor

EDP 014258
Paul Nowicki, B.Arch.
10 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 18 (no meeting July 21)
San Francisco: Art and Design Center • $725

Phase III

Professional Applications of AutoCAD
X438 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
After a quick review of projects produced in AutoCAD Design Studio, this class progresses into more advanced commands such as xrefs, blocks with attributes, xclip. You learn to produce drawings in “paper space” and plot them on large sheets and multiple viewports. Then, take detailed drawings of plans and elevations to the design development level. Note: Bring one USB flash drive, 256 MB minimum, to the first class.

Prerequisite: AutoCAD Design Studio X437 or consent of instructor

EDP 014282
Stephen Wong, M.Arch.
12 meetings
Tuesdays, 6–9 pm
June 1–August 24 (no meeting July 27)
San Francisco: Art and Design Center • $775

Design Presentation Techniques II
X412.9 • 2 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture
Whether you’re in the architectural, landscape, or interior design fields, learn computer skills to create effective concept and design drawings. Gain the skills you need to produce presentation-quality drawings that use basic computer techniques to augment your artistic skills. Programs and techniques taught in this course—such as Adobe Photoshop, Illustrator, and InDesign and Google SketchUp—can be used for both large- and small-format presentations.

Prerequisites: Perspective Drawing X413.4, AutoCAD Design Studio X437, and Design Presentation Techniques I X412.8 or consent of instructor

EDP 024109
Shannon Prince-Thomas, M.Arch, Associate AIA
10 meetings
Tuesdays, 6:30–9:30 pm
June 29–August 31
San Francisco: Art and Design Center • $755
## Phase IV

### Portfolio and Professional Presentation

**X413.5 • 2 semester units in Architecture**

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

The way you present yourself as a designer is critical to establishing a successful career. In this course, you design and develop your portfolio in both traditional and digital formats and then edit the content to feature your strongest design skills. You also refine your résumé and develop a career plan based on the trends and opportunities in the field.

**Prerequisites:** Studio II: Residential X408.2 and Design Presentation Techniques II X412.9 or consent of instructor

**EDP 014274**
Jennifer Dye, M.A.
15 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 18 (no meeting June 30)
San Francisco: Art and Design Center • $750

### Internship in Interior Design

**X409.2 • 2 semester units in Architecture**

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

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/architectural concern with which to intern before the course begins. A total of 90 internship hours is required within a period of six months. Before registration, you should call the Interior Design office at (415) 284-1070 to receive an internship packet and then complete a request form for your site approval. To complete the internship, you must provide a daily journal, a paper, an oral presentation summarizing your internship, and an evaluation from your job supervisor.

**Prerequisite:** Studio II: Residential X408.2 or consent of instructor

**EDP 014233**
Rachael Hagner, M.Arch., AIA, IDA
2 meetings
Wednesdays, 6–9 pm
June 2 and August 25
San Francisco: Art and Design Center • $485

### Electives

**NEW THIS TERM**

#### Graphic Communication I

**X476.1 • 3 semester units in Architecture**

Learn the language and uses of mechanical drafting in this foundation course. Produce floor and ceiling plans, sections, and elevations that communicate your design concepts. Throughout the process, you gain an understanding of industry standards and learn how information is organized in a set of construction documents. In addition, you examine the principles of perspective drawing and explore types of pictorial drawings to create one- and two-point perspectives.

**EDP 014241**
Amos Malkin, B.Arch., AIA
15 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 31 (also one Saturday or Sunday meeting to be arranged)
San Francisco: Art and Design Center • $800

#### Bathroom Design

**X413.6 • 1 semester unit in Architecture**

Learn the fundamentals of bathroom layout and design in this course, focusing on the practicality and overall aesthetics of the space. Learn to apply the process for selecting and using materials and plumbing fixtures that are appropriate. Through hands-on projects, you gain experience in producing everything from initial concepts to working drawings. **Note:** Graphic presentation skills are essential.

**Prerequisite:** Drafting X412.2

**EDP 014290**
Tiffany Leichter, B.Arch.
8 meetings
Mondays, 6–9 pm
July 12–August 30
San Francisco: Art and Design Center • $500

#### Revit I

**X463 • 2 semester units in Architecture**

Learn the basic principles in Revit building information modeling (BIM) and its uses in the design process. You participate in hands-on activities to help familiarize yourself with a parametric 3-D modeling program that takes you from design to preliminary construction documentation and presentation layout. You then create floor plans using basic building components, coordinated elevations, 3-D perspectives, and documentation using the Revit program.

**Prerequisites:** Drafting X412.2 and Space Planning X413.8 or consent of instructor

**EDP 014373**
Tamara Roth, B.F.A., LEED AP ID+C, Associate IDA
12 meetings
Saturdays, 1:30–4:30 pm
June 5–August 28 (no meeting July 3)
San Francisco: Art and Design Center • $775

#### Fundamentals of AutoCAD

**X469 • 1 semester unit in Architecture**

Learn the basic commands used for AutoCAD in this five-week course. This class is ideal for those who have never used a computer-aided drawing program or for those who would like an introduction to the tools used to create drawings in AutoCAD Design Studio. These computer skills are vital to the practice of interior design. **Note:** Bring one thumb drive, 256 MB minimum, to the first class.

**Prerequisites:** Basic knowledge of PC operation and beginning drafting skills

**EDP 014530**
Shalini Agrawal, M.Arch.
5 meetings
Saturdays, 9 am–1 pm
July 17–August 14
San Francisco: Art and Design Center • $475

**NEW THIS TERM**

#### LEED/Green Rating Systems for Interior Design

**X488 • 1 semester unit in Architecture**

Explore the current sustainability rating systems under LEED, PG&E, and local jurisdictions by taking a project through the various steps of certification. Upon completing the course, you gain an applied understanding of not only the most widely recognized green rating systems but also the constantly evolving green movement as it relates to interiors.

**EDP 014365**
Jennifer H. Downing, B.F.A., LEED AP
8 meetings
Tuesdays, 6:30–8:30 pm
July 13–August 31
San Francisco: Art and Design Center • $375
Certificate Program in Interior Design and Interior Architecture

The professional interior designer is qualified by education, experience, and examination to enhance the function and quality of interior spaces. The Certificate Program in Interior Design and Interior Architecture provides an affordable and comprehensive interior design education that combines studio courses with the study of design theory, history, presentation skills, and resources. Learn from industry professionals, and build a comprehensive portfolio to enter the field of interior design.

Note: Professional certificate will be revised, effective fall term, 2010.

Curriculum Requirements

The curriculum consists of 29 required courses for a total of 77 semester units (1,140 hours of instruction).

Required Courses

Phase I
- Introduction to Interior Design X408.4 (offered every term)
- Principles and Elements of Design X412.1 (offered every term)
- Drafting X412.2 (offered future term)
- Drawing Fundamentals X405 (offered every term)
- Perspective Drawing X413.4 (offered every term)
- Rapid Visualization Techniques X419 (offered every term)
- AutoCAD Design Studio X437 (offered every term)
- Space Planning X413.8 (offered spring and fall terms)

Phase II
- Materials of Interior Design X414 (offered spring and fall terms)
- History of Architecture, Interiors, and Decorative Arts I X412.4 (offered fall term)
- History of Architecture, Interiors, and Decorative Arts II X412.5 (offered spring term)
- Color Theory and Application for Interiors X412.7 (offered every term)
- Design Presentation Techniques I X412.8 (offered summer term)
- Design Theory and Process X443.2 (offered future term)
- Studio I: Conceptual Design, Residential, and Commercial X408.1 (offered spring and fall terms)
- Current Issues in Design X414.4 (offered spring and fall terms)

Phase III
- Lighting Design X408.5 (offered fall term)
- Professional Applications of AutoCAD X438 (offered every term)
- Studio II: Residential X408.2 (offered spring and fall terms)
- Design Presentation Techniques II X412.9 (offered summer term)
- Building Construction and Systems for Interior Architecture X413.2 (offered spring term)
- Construction Documents X414.6 (offered fall term)
- Detailing for Interiors X414.3 (offered future term)
- Studio III: Commercial X408.3 (offered spring and fall terms)

Phase IV
- Studio IV: Advanced Commercial X408.7 (offered spring and fall terms)
- Business Practices for Interior Designers X409 (offered spring term)
- Portfolio and Professional Presentation X413.5 (offered summer term)
- Internship in Interior Design X409.2 (offered summer term)

Electives Available This Term
- Graphic Communication I X476.1
- Bathroom Design X413.6
- Revit I X463
- Revit II X463
- Fundamentals of AutoCAD X469
- LEED/Green Rating Systems for Interior Design X488

Learn More and View the Brochure
extension.berkeley.edu/cert/intdes.html
(415) 284-1070
interiordes@unex.berkeley.edu
Enroll using EDP 022137
Landscape Architecture

COURSE INFORMATION
(415) 284-1070
landarch@unix.berkeley.edu
extension.berkeley.edu/subject/landscape.html

FREE INFORMATION SESSION
Landscape Architecture
Discover how UC Berkeley Extension’s certificate program can prepare you for success in the growing and challenging field of landscape architecture. This short program will include an overview presentation, an opportunity to meet program staff, and a question-and-answer period.

For more information about the certificate, see page 19 or visit extension.berkeley.edu/land.html.

EDP 023655
1 meeting
Tuesday, May 11, 6:30–8 pm
San Francisco: Art and Design Center • FREE

Foundation Courses

Introduction to Landscape Architecture
X25 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an orientation to landscape architecture as one of the environmental design professions in this survey, a beginning course in the Certificate Program in Landscape Architecture. 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.

EDP 014175
Catherine Chang, B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 14–August 23 (no meeting July 5)
San Francisco: Art and Design Center • $585

Principles and Elements of Design
This required studio course provides opportunity to explore and develop your creativity by learning the principles and elements that are the foundation of good design.

For course details and schedule, see page 15.

Gardens, Parks, and Urban Open Spaces I
X416 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Examine the development of the built environment in terms of landscape architecture, architecture, urban design, and their interrelationship. Topics in this course include the influences of Egypt, Mesopotamia, Greece, and Rome; Islamic achievements in Asia; the medieval landscape in Europe; urban planning during the Italian Renaissance; baroque influences in Europe; gardens of Eastern Asia; the emergence and evolution of public parks and open spaces; and contemporary issues. The emphasis throughout the course is on the evolution and growth of the profession of landscape architecture.

EDP 844449
Jim Chappell, B.Arch., M.C.P., named Honored Instructor in 2005
May 18–August 10
Online, proctored final exam • $815

Landscape Graphics II
X17 • 1 semester unit in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
This continuation of Landscape Graphics I X15 emphasizes sharpening visual thinking skills for applications in which drawing is used to communicate ideas, processes, and images. A series of drawing exercises includes illustration techniques for plans and elevations. The instructor covers rendering techniques with media such as colored pencils, pastels, markers, pencils, and ink.

Prerequisite: Landscape Graphics I X15

EDP 014639
H. Lynn Harrison, B.Arch.
15 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 31 (also one Saturday or Sunday meeting to be arranged)
San Francisco: Art and Design Center • $685

Summer Plants and Applications
X445 • 3 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an introduction to approximately 125 species of trees, shrubs, and ground covers in this field-trip course. Examine in detail visual characteristics, nomenclature, nurturing requirements, and design application for these species. You learn to recognize the plants in several stages of maturity and to develop a plant palette to prepare basic planting plans. Wear walking shoes. Site locations vary weekly.

EDP 014647
Stephen Albert, M.F.A.
12 meetings
Saturdays, 9 am–1 pm
June 5–August 28 (no meeting July 3)
San Francisco: Art and Design Center • $750

Advanced Courses

Construction Technology II
X405 • 4 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Build your expertise in three central areas of landscape construction: layout, irrigation systems design, and technical design and specification of structures (pavements, decks, fences, gates, arbors, and furniture). You investigate design criteria, materials and methods of construction, and designer-contractor documentation requirements in each of these categories.

Prerequisites: All foundation courses, Studio L2: Project Planning and Design X406, and Construction Technology I X404

EDP 014654
Timothy Coppola, M.L.A.
30 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 1–August 31 (also three Saturday or Sunday meetings to be arranged)
San Francisco: Art and Design Center • $1,080

AutoCAD for Landscape Architecture: Level I
X428 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an introduction to CAD techniques that augment traditional drafting skills. Learn how to create landscape architectural drawings; use layers, linetypes, and color to display drawings for plotting; use commands to draw and edit objects; and develop a symbol library. Architectural Desktop and Land Desktop are explored on a limited basis. Note: Bring a USB Flash, jump, or stick drive to the first class. Course fee includes $50 lab fee.

Prerequisites: Landscape Graphics I X15, Landscape Graphics II X17, and working knowledge of PCs

EDP 014183
Douglas Godfrey, M.L.A.
12 meetings
Mondays, 6–9:30 pm
June 7–August 30 (no meeting July 5)
San Francisco: Art and Design Center • $1,150
Certificate Program in Landscape Architecture

Landscape architecture is a vital field dealing with a broad range of complex and far-reaching issues. Successful work in the field requires a comprehensive and high-quality education. The Certificate Program in Landscape Architecture offers a preprofessional curriculum focused on the numerous and varied opportunities that exist in landscape architecture.

This professional certificate not only enables you to develop a diverse array of skills but also aims to reflect current practice as well as anticipates changes so that you are well equipped to make worthwhile contributions from the outset of your career. The curriculum encourages individual creativity and expression while emphasizing the practical applications of design solutions. In short, the professional certificate offers realistic exposure to the theory and business of landscape architecture.

Curriculum Requirements
The curriculum consists of 21–22 required courses (depending on specific electives taken) for a total of 63 semester units (945 hours of instruction).

Required Foundation Courses
- Introduction to Landscape Architecture X25 (offered every term)
- Principles and Elements of Design X412.1 (offered every term)
- Gardens, Parks, and Urban Open Spaces I X416 (offered fall term and online)
- Gardens, Parks, and Urban Open Spaces II X418 (offered spring term)
- Landscape Graphics I X15 (offered spring and fall terms)
- Landscape Graphics II X17 (offered spring and summer terms)
- Spring Plants and Applications X444 (offered spring term) or Summer Plants and Applications X445 (offered summer term)
- Autumn Plants and Applications X446 (offered fall term)
- Studio L1: Environmental Design X116 (offered fall term)
- AutoCAD for Landscape Architecture: Level I X428 (offered fall and summer terms)

Required Advanced Courses
- Construction Technology I X404 (offered spring term)
- Construction Technology II X405 (offered summer term)
- Planting Design X401 (offered spring and fall terms)
- Advanced AutoCAD for Landscape Architecture: Level II X433 (offered spring term)
- Social Factors in Environmental Design X402 (offered fall term)
- Professional Practice in Landscape Architecture X427 (offered fall term)
- Studio L3: Advanced Landscape Architectural Design X408 (offered spring term)
- Studio L4: Environmental Analysis and Design X407 (offered fall term)
- Studio L5: Site Planning Practicum X409 (offered spring term)

Electives Available This Term
- Herbaceous Plants and Applications X23
- Tools of Preservation: Managing Change in Cultural Landscapes X451
- Portfolio Workshop

Learn More and View the Brochure [extension.berkeley.edu/cert/land.html](http://extension.berkeley.edu/cert/land.html)  
(415) 284-1070  
landarch@unex.berkeley.edu

Enroll using EDP 022186
Electives

Herbaceous Plants and Applications
X23 • 1 semester unit in Landscape Architecture

Take weekly field trips throughout the Bay Area, and discover approximately 90 specimens of herbaceous plants suited for use in well-designed gardens. In addition to identifying these plant specimens by scientific and common names, you learn their cultural needs and gain an appreciation for their use in traditional and contemporary gardens.

The course emphasizes annual and perennial species—including summer bulbs, grasslike plants, ferns, aquatic plants, ground covers, and others that provide valued summer features—with special attention to these specimens’ points of identification and any qualities of fragrance, texture, and taste when appropriate. Class meeting locations change weekly and meet regardless of weather conditions, so please dress accordingly. Comfortable walking shoes are recommended.

EDP 014167
Quin Ellis, A.S.
9 meetings
Saturdays, 9 am–12 pm
June 26–August 28 (no meeting July 3)
Berkeley Campus: See Web for room details • $500

Tools of Preservation: Managing Change in Cultural Landscapes
X451 • 1 semester unit in Landscape Architecture

The preservation of historically significant and culturally important landscapes is a vibrant and growing aspect of landscape architectural practice. Get an introduction to these fundamental tools of the preservation process, and gain an understanding of the function and application of these tools in this survey course. Subject area experts will visit the class as guest lecturers to explain and discuss specific aspects of the preservation process. Learn effective strategies and techniques for managing and enhancing culturally important landscapes as they are inevitably confronted with change or threatened with demolition.

EDP 014522
J.C. Miller, M.A., ASLA
6 meetings
Saturdays, 10 am–1 pm
July 24–August 28
San Francisco: Art and Design Center • $575

Portfolio Workshop

0.5 ceu

The importance of a compelling portfolio cannot be emphasized enough. This two-day workshop is a catalyst to begin your portfolio or refine your existing portfolio. Discover the basics of designing and organizing your portfolio, selecting the best size format, and choosing the most appropriate graphic reproduction technique. Review a collection of real portfolios and learn the relative merits and faults of each. Choice of materials, graphic design, and portfolio cover are discussed. Bring your existing portfolios to class for an evaluation. Bring your laptop if applicable.

EDP 014381
Jacob Tobias, M.L.A.
2 meetings
Saturday, June 26, 9 am–12 pm, and Saturday, July 10, 10 am–12 pm
San Francisco: Art and Design Center • $225

Visit Our Sustainability Studies Section

Explore the many facets of sustainability with UC Berkeley Extension’s courses and programs. Learn about everything from green packaging to the latest environmental regulations. Pick the courses that will help you create a more sustainable world, whether you’re an engineer, a business person, an artist, or someone who just wants to make a difference.

Visit page 134 for complete descriptions of our sustainable design courses and programs.

Summer Courses and Programs

• Principles of Sustainable Design
• Practical Application of Sustainable Design
• The Role of the Designer in a Sustainable World
• Creative Collaboration for Sustainable Planning
• The Building Envelope
• Sustainable Building Materials
• Ecological Cities
• Professional Program in Sustainable Design
As the University of California’s academic division for continuing education, UC Extensions provide innovative courses for adults in California, nationwide, and around the globe. Designed for working professionals, these accessible, relevant courses and certificate programs can provide you with the skills, knowledge, and connections to achieve your personal and professional goals. Many courses are offered evenings, weekends, and online.

Here are just a few courses offered through other UC Extensions this term.

**UC DAVIS EXTENSION**
www.extension.ucdavis.edu
- Understanding Autism Spectrum Disorders (online)
- The Tomales Bay Workshops: Creative Writing Conference
- OIV Wine Marketing Program
- Energy and New Uses of Organic Residuals Conference
- Introduction to Winemaking (online)

**UC RIVERSIDE EXTENSION**
www.extension.ucr.edu
- Digital Arts and Design Summer Academy
- Intervention with Struggling Readers
- CISCO Academy
- Video Game Character Design Workshop
- Forensic Nursing and SANE (online)
- Yoga: Philosophy and Practice Workshop

**UC IRVINE EXTENSION**
www.extension.uci.edu
- Green Supply Chain (online)
- Spa and Hospitality Certificate (online)
- Appraisal Studies in Fine and Decorative Arts Certificate
- Medical Product Development Certificate (online)
- Social Media and Web 2.0 Specialized Studies (online)

**UC SAN DIEGO EXTENSION**
extension.ucsd.edu
- ADMET Process Certificate (online)
- Emergency Department Nursing (online)
- Opportunistic Planning: Workable Strategy for Public Sector Management (online)
- MATLAB Programming for Science and Engineering (online)
- English for Medical and Healthcare Professionals (online)
Behavioral and Health Sciences
Find out how to be your best. Come to a free information session to 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.

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| Public Health and Health Management | 35 |

Get the best 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.

Earn a certificate in alcohol and drug abuse studies developed with UC Berkeley School of Public Health. Or enhance your assessment and treatment skills in a clinical case seminar or workshop. Each course and workshop offers the theoretical and practical information you need to stay up to date and build new expertise. For the education that helps you be your best in your practice, come to UC Berkeley Extension.

UC Berkeley Extension is an approved provider by the California Board of Behavioral Sciences, the American Psychological Association, the Board of Registered Nurses, and the California Association of Alcoholism and Drug Abuse Counselors.
For more information, visit extension.berkeley.edu/subject/counspsys.html

Meet Licensing/Relicensing Requirements and Continuing Education Units

Many of our courses carry Continuing Education Units (CEUs) to help you meet your professional licensure requirements. Continuing education credit (CE), if available, is listed after the course title.

Note the following abbreviations:

BRN: Board of Registered Nursing (provider #00226), continuing education for registered nurses
CAADAC: California Association of Alcoholism and Drug Abuse Counselors (provider X4C-99-116-0803), continuing education for Certified Alcohol and Drug Counselors
LCSW/MFT: Board of Behavioral Sciences (provider #PCE 1505), mandatory continuing education for licensed clinical social workers and marriage and family therapists
CE credit for psychologists: UC Berkeley Extension is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. UC Berkeley Extension maintains responsibility for this program and its content.

Counseling and Psychotherapy

CONTINUING EDUCATION WORKSHOPS

The Psychology of Weight Reduction: Eating, Exercise, and Body Image

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

Although clients rarely consult mental health professionals for the sole purpose of losing weight, eating and body image issues frequently emerge in the course of treatment. In addition to anorexia nervosa, binge-eating disorder, and bulimia nervosa, weight issues often play a role in disorders such as depression, sexual difficulties, and body dysmorphic disorder. Following a brief summary of epidemiological data and an overview of pharmaceutical and medical treatments of obesity, this workshop focuses on psychological issues associated with weight regulation. The workshop also covers childhood obesity and eating disorders.

EDP 404822
Edward Abramson, Ph.D.
1 meeting
Saturday, 9 am–4 pm
June 26
Berkeley: Golden Bear Center • $195

ASD (Autism Spectrum Disorders) Chronic Conditions and Integrated Care Model

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

An elective in the Professional Program in Child and Adolescent Treatment

Gain an understanding of autism spectrum disorders, and review the current research in the field. Learn the assessment and diagnostic skills you need to work with children and adolescents who are exhibiting signs of autism, and examine some of the most common treatment approaches in treating this chronic disease. You also get an introduction to an integrated care model that is used in a variety of health and mental health settings. This workshop is intended for licensed clinicians, child development professionals, nurses, and other allied health professionals involved in the diagnosis and treatment of autistic disorders.

EDP 404749
Maria-Pilar Bernal-Estevez, M.D.
1 meeting
Saturday, 9 am–5 pm
August 7
Berkeley: Golden Bear Center • $205

NEW THIS TERM

Helping Couples Succeed in Long-Term Relationships: The Marriage Meeting Program

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

The divorce rates for first and second marriages are 50 percent and 60 percent, respectively. This workshop offers a proactive, preventive strategy for strengthening marriages: the Marriage Meeting Program. Demonstrated to increase marital happiness, this self-help tool teaches you to empower couples with practical, step-by-step instructions to conduct weekly “marriage meetings.” You review a range of effective communication skills and learn how to integrate the Marriage Meeting Program with various other treatment methods, including Gottman’s, cognitive-behavioral approaches, 12-step programs, multicultural practices, and more. Guest lecturer: Daniel B. Wile, Ph.D.

EDP 404319
Marcia Naomi Berger, LCSW
1 meeting
Friday, 9 am–4 pm
June 18
Berkeley: Golden Bear Center • $195

An Experiential Introduction to Art Therapy

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

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

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

EDP 404137
Janet K. Long, M.A., MFT, ATR-BC, CTP
2 meetings
Saturday and Sunday, 9 am–5 pm
August 14 and 15
Berkeley: Golden Bear Center • $315
Trauma-Informed Interventions

NEW THIS TERM

Treating Sexual Trauma in the Clinical Setting
0.6 ceu • 6 hours CE credit: BRN, LCSW, MFT, and psychologists

An elective in the Professional Program in Trauma-Informed Interventions

This workshop explores the wide range of sexual traumas that many clients bring into various clinical settings. In addition to learning strategies for assessing trauma within diverse populations, including male survivors of sexual abuse, you examine crisis-response treatment strategies, individual and group therapy, and ways to manage counter-transference and vicarious trauma reactions. Teaching techniques include large and small group discussions, videos, exploration of vignettes, and a guest speaker.

EDP 404269
Rick Nizzardini, J.D., MSW
1 meeting
Saturday, 9 am–4 pm
June 19
Berkeley Campus: See Web for room details • $195

Clinical Perspectives on Dissociation

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

An elective in the Professional Program in Trauma-Informed Interventions (formerly Clinical Perspectives on Trauma and Dissociation)

Psychological trauma has impacts on physical, emotional, biochemical, and mental levels. Dissociation, as an adaptive response to severe stress, is an important and often-overlooked aspect of trauma. This workshop focuses on enhancing 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.

EDP 404392
Peter Goetz, M.S., MFT
1 meeting
Saturday, 9 am–4 pm
July 17
Berkeley Campus: See Web for room details • $195

Location Guide
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

Professional Program in Trauma-Informed Interventions

Researchers have documented the prevalence of trauma in the vast majority of public-sector clients. Programs and systems that are 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 can 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 consists of 3 required workshops (24 hours) and 3 electives for a total of 4.2 ceu (42 hours of instruction).

Required Courses
- Overview of Trauma-Informed Assessment and Intervention 1.2 ceu (offered spring term)
- Neurobiology of Complex Trauma 0.6 ceu (offered spring term)
- Trauma and Grief: Impacts on Clients and the Clinician 0.6 ceu (offered summer term)

Electives Available This Term
- Treating Sexual Trauma in the Clinical Setting 0.6 ceu
- Clinical Perspectives on Dissociation 0.6 ceu

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

Enroll using EDP 402355

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
Professional Program in The Study of Loss and Grief

The Professional Program in the Study of Loss and Grief is designed for professionals in a variety of settings who work with people who have experienced loss and grief and would like to advance their learning in this specialized area of practice. Participants will gain an understanding of current issues in the field of loss and grief counseling and will be better able 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 consists of 2 required workshops and a minimum of 3 electives (34 hours of instruction) for a total of 6.4 ceu (64 hours of instruction).

Required Workshops
• Introduction to Loss and Grief Issues: Refreshing Old Skills, Learning New Skills 1.8 ceu (offered spring term)
• Clinical Case Seminar in Loss and Grief 1.2 ceu (offered spring term)

Electives Available This Term
• An Experiential Introduction to Art Therapy 1.4 ceu
• Grief Support: After a Sudden Death or Long-Term Illness 1.2 ceu
• Support Group Facilitation Skills for Mental Health Professionals 0.6 ceu

Learn More and View the Flyer
extension.berkeley.edu/spos/loss.html
(510) 643-3883 counpsych@unex.berkeley.edu
Enroll using EDP 402231

Loss and Grief

Support Group Facilitation Skills for Mental Health Professionals
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
Gain new skills and refresh your basic tools for effective facilitation of group process for people dealing with loss and grief, including applying skillful language interventions in dealing with problem group members and developing techniques for deepening the group experience. The skills learned in this workshop are useful to facilitators of groups in a variety of clinical settings that target specific presenting problems of grief and loss, such as divorce, illness, and adoption.

EDP 404335
Susan Moore, M.A., FT
1 meeting
Saturday, 9 am–4 pm
July 17
Berkeley: Golden Bear Center • $205

Grief Support: After a Sudden Death or Long-Term Illness
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT, and psychologists
An elective in the Professional Program in the Study of Loss and Grief
In this two-day workshop, you learn about the complicating issues and counseling needs of mourners of these losses. Practical support skills are covered that enhance your professional competencies and clinical expertise in coping with overwhelming circumstances. Didactic material, case examples, experiential activities, and a panel of bereaved are used to increase knowledge and to further integrate practical and assessment skills. This workshop is intended for health and mental health professionals, clergy, and other individuals working with clients coping with grief and loss and is not intended for the newly bereaved.

EDP 404186
Susan Moore, M.A., FT, and Jennifer Groebe, LCSW
2 meetings
Saturday and Sunday, 9 am–4 pm
August 7 and 8
Berkeley: Golden Bear Center • $305

Anxiety Disorders

Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT, and psychologists
An elective in the Professional Program in the Treatment of Anxiety Disorders and the Professional Program in Child and Adolescent Treatment
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. You also learn guidelines for the teaching of behavioral and cognitive interventions, including somatic skills training, hierarchy development, cognitive restructuring, in-vivo exposure, and how to design incentive systems.

EDP 404350
Michael A. Tompkins, Ph.D., named Honored Instructor in 2005, and Katherine Martinez, Psy.D.
1 meeting
Saturday, 9 am–4 pm
June 19
Berkeley: Golden Bear Center • $195

Clinical Case Seminar: Anxiety Disorders
0.7 ceu • 7 CE credit: BRN, LCSW/MFT, and psychologists
A required workshop in the Professional Program in the Treatment of Anxiety Disorders.
This follow-up to a series of workshops on anxiety disorders treatment lets you review your own cases with a master clinician and your peers. The format is open-ended to allow ample time for discussion, though the workshop does highlight principles associated with cognitive-behavioral therapy of anxiety disorders and the use of medications. Class size is limited so that sufficient time is allotted for individual case review.

EDP 404145
Scott Granet, M.S.W., LCSW
1 meeting
Saturday, 9 am–5 pm
July 10
Berkeley: Golden Bear Center • $195
Professional Program in The Treatment of Anxiety Disorders

Anxiety disorders affect up to 40 million American adults age 18 years and older in a given year. An increasing number of evidence-based treatment approaches can help most people overcome some of the most common anxiety disorders, including generalized anxiety disorder, panic disorders, obsessive-compulsive disorders (OCD), post-traumatic stress disorders (PTSD), and social and more specific phobias. In the Professional Program in the Treatment of Anxiety Disorders, clinicians learn about some of the major tools used in a variety of settings. Courses provide an update on aging and mental health and increase your own assessment and intervention approaches. You can incorporate into their practice.

**Curriculum Requirements**

The curriculum consists of 2 required workshops (35 hours) and 1 elective (e.g., childhood/youth, mindfulness, coexisting disorders, etc.) for a total of 4.0 ceu (40 hours of instruction).

**Required Workshops**
- Understanding and Treating Anxiety Disorders (offered fall term)
- From Worry to Panic: Phobias, GAD, and Panic Disorders (offered spring term)
- Treating Obsessive-Compulsive Disorder and Body Dysmorphic Disorder (offered fall term)
- Post-Traumatic Stress Disorder: Assessment and Treatment (offered spring term)
- Clinical Case Seminar: Anxiety Disorders (offered fall term)

**Elective Available This Term**
- Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment 0.6 ceu

Learn More and View the Flyer
extension.berkeley.edu/spos/anxiety.html
(510) 643-3883
counspsych@unex.berkeley.edu
Enroll using EDP 402347

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Professional Program in Aging and Mental Health

As the U.S. population ages, the number of age-related morbidities will increase and the need for knowledgeable health, social service, and mental health professionals will continue to grow. The Professional Program in Aging and Mental Health includes a series of courses on aging and mental health research and counseling tools used in a variety of settings. Courses are aimed at helping professionals stay current in this field and become better clinicians in their work with older adults and their families.

**Curriculum Requirements**

The curriculum consists of 2 required workshops (24 hours) and 36 hours of electives for a total of 6.0 ceu (60 hours of instruction).

**Required Workshops**
- Assessment and Treatment of Mental Health in Older Adults 1.2 ceu (offered fall term)
- Clinical Case Seminar on Aging and Mental Health 1.2 ceu (offered summer term)

**Electives Available This Term**
- Differentiating Effects of Depression and Dementia 0.6 ceu
- Introduction to Geriatric Neuropsychology and Long-Term Care 1.2 ceu

Learn More and View the Flyer
extension.berkeley.edu/spos/aging.html
(510) 643-3883
counspsych@unex.berkeley.edu
Enroll using EDP 402321

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**Aging and Mental Health**

**Differentiating Effects of Depression and Dementia**

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

An elective in the Professional Program in Aging and Mental Health and in the Professional Program in the Treatment of Mood Disorders

Learn to recognize signs of depression in the elderly, i.e., cognitive versus emotional versus neurovegetative signs) and differentiate them from signs of dementia in this workshop. Examine the criteria for diagnosis of dementia as well as the varying courses of disease progression (e.g., depression heralding dementia, depression co-morbid with dementia, depression as a consequence of having dementia). Then learn to analyze the prevalence rate of depression across different types of dementia, investigate psychiatric and neuropsychological correlates that differentiate pseudodementia from dementia, and learn how they can be extrapolated from clinical interview and cognitive testing results.

EDP 404194
Shelley Peery, Ph.D.
1 meeting
Saturday, 9 am–5 pm
July 31
San Francisco: Downtown Center • $205

**Clinical Case Seminar on Aging and Mental Health**

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

A requirement in the Professional Program in Aging and Mental Health

Learn to apply your own experience in the field of aging and mental health and increase your own assessment and treatment skills. You should prepare a brief case study to discuss in the workshop. Using these presentations, you enhance your ability to work with the elderly in a variety of settings, learn how to examine your own practice, and expand your ability to work with older persons and their families.

Prerequisite: Completion of at least one other workshop in the Professional Program in Aging and Mental Health or consent of instructor

EDP 404152
Patrick Arbore, Ed.D.
2 meetings
Saturdays, 9 am–4 pm
July 10 and July 17
San Francisco: Art and Design Center • $305

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

This workshop provides an overview of geriatric neuropsychology, including presentation and demonstration of various assessment and intervention approaches.

For course details and schedule, see page 29.
Mood Disorders

Differentiating Effects of Depression and Dementia

Learn to recognize signs of depression in the elderly, and differentiate them from signs of dementia in this workshop.

For course details and schedule, see page 27.

Child and Adolescent Treatment

Understanding ADHD in the Classroom and the Clinic

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

An elective in the Professional Program in Child and Adolescent Treatment

Improve your understanding of ADHD and its clinical assessment through the use of case studies and the application of a clear conceptual framework. Because some symptoms of ADHD are part of normal development, a diagnosis of ADHD must be made very carefully. In this workshop, you review current assessment instruments, including structured and semistructured diagnostic interviews and commonly used rating scales. You learn how to differentiate ADHD from other common childhood conditions and examine how to assess related areas of functioning beyond ADHD, including co-morbid conduct problems, mood disturbance, and impairment. Intended primarily for health and mental health clinicians and school personnel, the course offers you a thorough understanding of ADHD that you can apply in clinical or educational settings.

EDP 404947
Steve Lee, Ph.D.
1 meeting
Saturday, 9 am–4 pm
July 17
Berkeley: Golden Bear Center $195

Child Neuropsychology

Study processes and procedures of assessment, types of data gathered, uses and limitations of test data, and integration of neuropsychological assessment.

For course details and schedule, see page 29.

Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment

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

For course details and schedule, see page 26.

ASD (Autism Spectrum Disorders) Chronic Conditions and Integrated Care Model

Learn the assessment and diagnostic skills you need to work with children and adolescents who are exhibiting signs of autism, and examine some of the most common treatment approaches in treating this chronic disease.

For course details and schedule, see page 24.

Professional Program in The Treatment of Mood Disorders

Mood disorders are the most prevalent psychiatric condition, accounting for 25 percent of patients in psychiatric inpatient settings, 65 percent of psychiatric outpatients, and as many as 10 percent of all patients seen in nonpsychiatric medical settings. The Professional Program in the Treatment of Mood Disorders is a series of workshops that review state-of-the-art assessment and treatment of this clinical problem. Participants gain an understanding of current issues in the field of mood disorders and become better able to make assessments, informed referrals, and other professional recommendations.

Curriculum Requirements
The curriculum consists of 2 required workshops and 3 electives for a total of 3.0 ceu (30 hours of instruction). At least one elective must focus on a specific population (e.g., adolescents, older adults, women).

Required Workshops
- Diagnosis and Treatment of Bipolar Mood Disorders 0.6 ceu (offered fall term)
- Evidence-Based Psychotherapy for Mood Disorders 0.6 ceu (offered spring term)

Elective Available This Term
- Differentiating Effects of Depression/Dementia 0.6 ceu

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

Enroll using EDP 402272

Professional Program in Child and Adolescent Treatment

Children and adolescents have unique issues that require treatment tailored to their specific emotional needs, developmental issues, and family circumstances. The Professional Program in Child and Adolescent Treatment offers a series of advanced and topical workshops designed to help mental health professionals stay current in their work with children, adolescents, and their families. A range of electives is also offered each semester by outstanding researchers and clinicians in the field, allowing students to make better assessments and diagnoses as well as more informed referrals and other professional recommendations related to their current practice.

Curriculum Requirements
The curriculum consists of 2 required workshops (24 hours) and 48 hours of electives for a total of 7.2 ceu (72 hours of instruction). Students may specialize in age-specific practice, selected methods of intervention, or common presenting problems. All participants 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 1.2 ceu (offered fall term)
- Treatments That Work: Evidence-Based Psychotherapy for Children and Adolescents 1.2 ceu (offered spring term)

Elective Available This Term
- Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment 0.6 ceu

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

Enroll using EDP 402206
Neuropsychological Assessment

Child Neuropsychology
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT, and psychologists
An elective in the Professional Program in Neuropsychological Assessment and the Professional Program in Child and Adolescent Treatment

Examine topics in child neuropsychology such as the processes and procedures of the assessment, the types of data gathered, uses and limitations of test data, and the manner in which the assessment integrates the neuropsychological findings into an understanding of the child's experience and functioning in the world. As a result of your participation in the coursework and lectures, you 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.

EDP 404343
Kristin Gross, Ph.D.
1 meeting
Saturday, 9 am–5 pm
August 14
Berkeley: Golden Bear Center • $205

Introduction to Geriatric Neuropsychology and Long-Term Care
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT, and psychologists
An elective in the Professional Program in Neuropsychological Assessment and the Professional Program in Aging and Mental Health

This workshop provides an overview of geriatric neuropsychology, including presentation and demonstration of various assessment and intervention approaches, with discussion, as time permits, of issues related to competency/capacity, advance directives, and the role of neuropsychology and clinical psychology in the long-term-care environment. The collaborative relationship of neuropsychology with other disciplines is also discussed, 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 meets and exceeds the 10-hour prelicensure requirement in aging and long-term care. Note: This workshop runs concurrently with Introduction to Geriatric Neuropsychology and Long-Term Care.

EDP 404111
Michael L. Drexler, Ph.D. (license PSY11161)
2 meetings
Saturday and Sunday, 9 am–4 pm
July 24 and 25
San Francisco: Art and Design Center • $295

Forensic Neuropsychological Assessment of Criminal Offenders
0.6 ceu • 8 hours CE credit: BRN, LCSW/MFT, and psychologists
An elective in the Professional Program in Neuropsychological Assessment

This workshop is designed for mental health professionals who are interested in the neuropsychological and psychological evaluation of criminal offenders. Data from a research project conducted within a prison psychiatric treatment program are described and applied to the clinical evaluation of criminal offenders. Topics include: the demographics of prison inmates, developmental factors, violence and drug use, neuropsychological functioning, Rorschach evaluation, risk factors for violence in the community and in prison, and ways in which sexual offenders differ from nonsexual offenders.

EDP 404699
Myla Young, Ph.D.
1 meeting
Saturday, 9 am–4 pm
June 26
San Francisco: Downtown Center • $195

Forensic Neuropsychological Assessment
0.7 ceu (offered spring and fall terms)
An elective in the Professional Program in Neuropsychological Assessment: Rorschach and MMPI-2

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

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

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

Required Courses
- Advances in Human Brain Science for Clinicians 0.7 ceu (offered spring and fall terms)
- Introduction to Neuropsychological Assessment 0.7 ceu (offered fall term)
- Neuropsychological Assessment: Rorschach and MMPI-2 1.3 ceu (offered spring term)

Electives Available This Term
- Child Neuropsychology 0.7 ceu
- Forensic Neuropsychological Assessment of Criminal Offenders 0.6 ceu
- Introduction to Geriatric Neuropsychology and Long-Term Care 1.2 ceu

Learn More and View the Flyer
extension.berkeley.edu/spos/neuro.html
(510) 643-3883
counspych@unex.berkeley.edu
Enroll using EDP 402214
Licensing/Relicensing Workshops and Courses

Child Abuse and Incest: Assessment, Reporting, and Treatment
0.7 ceu • 7 hours CE credit: BRN
Meets the requirement of training in child abuse and incest assessment, reporting, and treatment for licensure in California by the Board of Psychology or the Board of Behavioral Sciences.
Learn to place child abuse and neglect within its historical and cultural context, then proceed to a review of the requirements of California child-abuse reporting laws. Learn how to identify the signs of abuse and neglect: physical and behavioral indicators in the child, indicators in the parent, family dynamics and patterns of interaction, and environmental factors. You also learn guidelines for assessment and discuss the special challenges of interviewing children.
EDP 404327
Julie Robbins, M.S.W., LCSW
1 meeting
Friday, 9 am–5 pm
June 11
San Francisco: Art and Design Center • $215

Human Sexuality: Prelicensure Workshop
1.0 ceu • 10 hours CE credit: BRN
Meets the requirement of training in human sexuality for licensure in California by the Board of Psychology or the Board of Behavioral Sciences.
Learn the information required to meet licensing requirements and deepen and enrich your understanding of the challenges both you and your clients confront. Explore the relationship between intimacy and sexuality, with an emphasis on the various ways people experience, express, and draw meaning from their sexuality. The instructors make extensive use of case studies, slides, and videos to illustrate the presentations.
EDP 404277
Rick Nizzardini, J.D., MSW
2 meetings
Saturday, August 14, 9 am–4 pm
Sunday, August 15, 9 am–1 pm
Berkeley: Golden Bear Center • $285

Licensure Workshop on Aging and Long-Term Care
0.3 ceu • 3 hours CE credit: BRN, LCSW/MFT, and psychologists
Satisfies the Board of Psychology and the Board of Behavioral Sciences 3-hour requirement for training in aging and long-term care.
Get an overview of some of the most important aspects of geriatric neuropsychology and geropsychology. This workshop exceeds the relicensure requirement for a course in the biological, psychological, and social aspects of aging and long-term care. Note: This workshop runs concurrently with Introduction to Geriatric Neuropsychology and Long-Term Care.
EDP 404129
Michael L. Drexler, Ph.D. (license PSY11161)
1 meeting
Saturday, 9 am–12:30 pm
July 24
San Francisco: Art and Design Center • $95

Ethical Decision Making in Complex Cases
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT, and psychologists
Satisfies the law and ethics course requirement for psychologists, MFTs, and LCSWs that is required during each license renewal cycle.
Clinical dilemmas can present mental health professionals with circumstances in which they may have no clear legal, ethical, or policy directives to guide them. This highly interactive workshop, designed by the American Psychological Association, teaches you a model to use in making sound, ethical decisions and provides practice in using the model with difficult cases.
EDP 404304
David Jull-Patterson, Ph.D.
1 meeting
Saturday, 9 am–4 pm
July 10
Berkeley: Golden Bear Center • $195

Assessment and Treatment of Alcohol and Drug Problems
X437 • 1 semester unit in Public Health
Meets the requirement of training in assessment and treatment of chemical dependency for licensure and relicensure in California by the Board of Psychology or the Board of Behavioral Sciences.
Mental health and health professionals who want to increase their understanding of chemical dependency and its treatment can benefit from this course. It presents an overview of the diagnosis and treatment of chemically dependent clients, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Note: Students are expected to visit two self-help meetings and do a brief write-up.
EDP 897886
Nancy Piotrowski, Ph.D.
Enroll anytime
Online • $385

Alcohol and Drug Abuse Studies

COURSE INFORMATION
(510) 643-6901
alcdrug@unex.berkeley.edu
extension.berkeley.edu/counseling

Continuing Education Hours
CAADAC: continuing education for Certified Alcohol and Drug Counselors, California Association of Alcoholism and Drug Abuse Counselors (provider 4C-99-16003).

FREE INFORMATION SESSION
Certificate Program in Alcohol and Drug Abuse Studies
Students, instructors, and staff discuss how to earn the certificate and the benefits of having it in terms of career development, personal growth, and job opportunities. Staff members discuss the program’s history, philosophy, cost, and completion time. Some instructors are present to describe their courses. Current students share the intellectual, conceptual, and personal challenges they have faced in the program and the changes they have experienced as a result of attending. For certificate details, visit extension.berkeley.edu/cert/alcohol.html.
EDP 423087
1 meeting
Tuesday, 7–8:30 pm
May 25
Berkeley: Golden Bear Center • FREE

For complete course and schedule information, visit extension.berkeley.edu
Certificate Program in Alcohol and Drug Abuse Studies

Making a difference in the lives of people with serious alcohol- and drug-related problems is a driving motivator behind addictions counseling. Rigorous, up-to-date, and thorough training will increase the quality and effectiveness of treatment services in the addictions field. The Certificate Program in Alcohol and Drug Abuse Studies has been developed by UC Berkeley Extension in association with the UC Berkeley School of Public Health. The curriculum is based on a developmental sequence of study designed to challenge your current beliefs about the problem of drug and alcohol abuse, increase your knowledge, and augment your skills. Instructors have extensive training and experience and represent a variety of professions and backgrounds.

Curriculum Requirements

The curriculum consists of 14 required courses (with an additional 20 hours of electives) for a total of 21 semester units (340 hours of instruction).

Required Courses

Level I
- Behavioral Pharmacology and Biomedical Foundations of Chemical Dependency X126 (offered every term)
- Psychological Foundations of Chemical Dependency X127 (offered every term)
- Cultural, Social, and Historical Overview of Alcohol- and Drug-Related Problems X128 (offered spring and fall terms)
- Introduction to Counseling Techniques in Chemical Dependency X129 (offered every term)

Level II
- Diagnosis and Assessment in Chemical Dependency X132 (offered every term)
- Continuing Care and Case Coordination in Chemical Dependency X134 (offered spring and fall terms)
- Environmental Strategies for the Prevention of Alcohol and Drug Problems X151 (offered spring and summer terms)
- Family Recovery in Chemical Dependency X116 (offered spring and summer terms)

Level III
- Legal Aspects of Chemical Dependency Treatment X135 (offered summer and fall terms)
- Group Process and Practice with Chemically Dependent Populations X144 (offered spring and summer terms)
- Addressing Co-Occurring Disorders in Addictions Counseling X413 (offered summer and fall terms)
- Career Preparation and Self-Care in Addictions Counseling (offered fall term)

Learn More and View the Brochure

extension.berkeley.edu/cert/alcohol.html
(510) 643-6901
alcdrug@unex.berkeley.edu
Enroll using EDP 402222

FIND THE QUALITY YOU WANT
- DEVELOPED WITH UC BERKELEY SCHOOL OF PUBLIC HEALTH
- MEETS CAADAC 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
Electives

Integrating Motivational Interviewing into Your Clinical Practice
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT, CAADAC, and psychologists
An elective in the Certificate Program in Alcohol and Drug Abuse Studies
Motivational Interviewing (MI) is an evidence-based technique that focuses on behavior change. There is considerable empirical support for using MI with substance-use disorders, eating disorders, treatment adherence, gambling, and health-related behavior change. This workshop provides an introduction to MI and an opportunity for clinicians to learn and practice clinical skills. The content should be of interest to newcomers as well as those with some background in MI.
EDP 404897
Joshua Kirsch, M.S.W.
1 meeting
Friday, 9 am–5 pm
August 20
Berkeley: Golden Bear Center • $205

AA and Other Mutual Help Groups: How They Work
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT, CAADAC, and psychologists
An elective in the Certificate Program in Alcohol and Drug Abuse Studies
Alcoholics Anonymous (AA) is a mutual-help organization with 2 million members worldwide. This workshop reviews the research evidence on the role of Narcotics Anonymous (NA) in achieving and maintaining recovery from substance abuse. The workshop also covers the role of spirituality in recovery and examines who benefits most from AA and NA facilitation.
EDP 404863
Sarah Ellen Zemore, Ph.D.
1 meeting
Friday, 9 am–5 pm
July 23
Berkeley: Golden Bear Center • $195

Level I

Introduction to Counseling Techniques in Chemical Dependency
X129 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
This course is designed to introduce paraprofessionals to the basic concepts and techniques of counseling in the field of substance abuse. You 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 active listening, building trust, reflecting feelings and content, and using confrontation for your career in substance abuse counseling.
EDP 404871
Jimmie R. Turner, Ph.D.
Mondays, 6:30–9:30 pm
July 12–July 26 (also Saturday, July 24, 9 am–4 pm)
Berkeley: Golden Bear Center • $275

Behavioral Pharmacology and Biomedical Foundations of Chemical Dependency
X126 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
For centuries, chemical dependency has been seen as a character flaw rather than a medical condition. Research, however, shows a strong biological basis for addiction. Examine the genetic predisposition to alcoholism, the classification of drugs based on their effect on behavior, the metabolism of drugs, and the treatment of withdrawal symptoms. Other topics include neurotransmitter theory and drug-related depression, suicide, and violence. You study in-depth how to integrate this complex medical model with 12-step and other approaches to recovery. You also review basic neuroanatomy and physiology.
EDP 404921
Mark W. Stanford, Ph.D., Extension Honored Instructor
10 meetings
Thursdays, 6:30–9:30 pm
June 17–August 19
San Francisco: Downtown Center • $375

Psychological Foundations of Chemical Dependency
X127 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
This course identifies current understanding of the causes of chemical dependency and the approaches to its treatment, including the psychotherapeutic, family systems, disease, and medical models, as well as 12-step and other self-help models. Behavioral-cognitive, social-psychological, and developmental theories of motivation and behavior change are examined in terms of the contributions they can make to treatment strategies appropriate to the varied and complex needs of the addicted population. Special emphasis is given to such critical aspects of recovery as overcoming denial and resistance and working with codependents.
EDP 414052
Terry McClanahan, Psy.D.
4 meetings
Saturdays, 9 am–5 pm
June 19, July 10, August 7, and August 28
Berkeley Campus: See Web for room details • $375

Cultural, Social, and Historical Overview of Alcohol- and Drug-Related Problems
This course will be offered in fall 2010.

Level II

NEW THIS TERM
Addressing Co-Occurring Disorders in Addictions Counseling
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. This course focuses on what you need to know 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. This course also examines research-based interventions such as motivational interviewing, social skills training, grounding, and cognitive behavioral therapy.
EDP 404954
Perri Franskovik, Ph.D.
2 meetings
Friday and Saturday, 9 am–5 pm
July 30 and 31
Berkeley: Golden Bear Center • $275
Family Recovery in Chemical Dependency
X116 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Review assessment, intervention, and treatment in chemically dependent families using a developmental model of recovery. Topics include needs, concerns, and resistances of individual members and the family as a whole; the dynamics of codependency; a comparison of approaches to family recovery; treatment techniques appropriate to the different phases of family recovery; and strategies to help prevent family relapse.
EDP 414094
Karen Kaufman, Ph.D.
5 meetings
Tuesdays, 6–9 pm
June 1–July 6 (also Saturday, July 17, 9 am–4 pm; no meeting June 8 and June 22)
Berkeley: Golden Bear Center • $335

Diagnosis and Assessment in Chemical Dependency
X132 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
This course identifies and defines an addiction syndrome; reviews various physiological, psychological, and social variables in making a diagnosis; and discusses the legal and financial constraints in making referrals. Topics include a review of treatment alternatives and their underlying philosophies, how to match a client with the most appropriate alternative, and how to develop an effective treatment and referral plan. The use of the DSM-IV and difficulties in dual diagnosis receive special attention.
EDP 404939
Nancy A. Piotrowski, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 10
Berkeley: Golden Bear Center • $385

Group Process and Practice with Chemically Dependent Populations
X144 • 1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Group interventions continue to be a major strategy to treat addictions. They are increasingly considered a cost-effective intervention, based on a growing body of knowledge about best practices. Gain an understanding of group process and dynamics in treating chemically dependent adults. In addition to the theory behind group work, you cover how to select patients, how to be a group leader, and methods appropriate to two types of groups: the transitional (open) group and the closed group. Structured time is given to practice in small groups.
EDP 404913
Tony Scuderi, Psy.D, D.Min., CACD, CCS
5 meetings
Mondays, 6:30–9:30 pm
June 7–July 12 (no meeting July 5)
San Francisco: Art and Design Center • $285

Environmental Strategies for the Prevention of Alcohol and Drug Problems
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 our communities. You 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.
EDP 414086
Andrew Treno, Ph.D.
5 meetings
Thursdays, 6:30–9:30 pm
June 17–July 15
Berkeley: Golden Bear Center • $285

Legal Aspects of Chemical Dependency Treatment
X135 • 1 semester unit in Public Health
This course will be offered fall 2010.
Continuing Care and Case Coordination in Chemical Dependency
This course will be offered in fall 2010.

Level III

Counseling Interventions in Chemical Dependency
X133 • 3 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get an overview of the basic strategies and skills needed for effective treatment of chemical dependency. Review such approaches such as psychotherapy, self-help, 12-step programs, and family models in residential/nonresidential and drug/drug-free settings. Other topics include the use of individual and group techniques, developing the most effective approach for a client’s needs, and the ways in which substance-abuse clients differ from mental-health clients. You also have an opportunity to practice and develop your skills.
Prerequisites: All Level I and II courses
EDP 414045
Jimmie R. Turner, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 15–July 27 (also Saturdays, June 19, July 17, August 14 and 21, 10 am–5 pm; no meeting June 22)
Berkeley: Golden Bear Center • $695
Field Experience in Chemical Dependency and Field Experience (CAADAC Option)
These courses will be offered in fall 2010.

Online Courses
General Nutrition Page 35
Abnormal Psychology Page 34
General Psychology Page 34
Adolescent Psychology Page 35
Psychology of Communication Page 35
ENROLL TODAY
extension.berkeley.edu/online ☎ (510) 642-4111
General Psychology

**Introduction to Developmental Psychology**

- **X140 • 3 semester units in Psychology**
- 45 hours CE credit: BRN

In this survey course, study the life-span developmental approach to developmental psychology, including prenatal life development. Gain perspective on biological, physical, cognitive, emotional, language, sociocultural, and spiritual changes across the life span, from prenatal and birth through the major stages of childhood, adolescence, and adulthood. You study fundamental theories, perspectives, and critical thinking about historical and current arguments in the field. Course requirements include student research projects and brief class presentations.

**EDP 404285**

Richard Sprott, Ph.D.

- 13 meetings
- **Wednesdays, 6:30–9:30 pm**
- **June 16–August 25 (also Saturdays, July 10 and 17, 10 am–5 pm)**
- Berkeley Campus: 2308 Tolman Hall • $565

**Theories of Personality**

- **X175 • 3 semester units in Psychology**
- 45 hours CE credit: BRN

Examine theories of personality development, structure, and functioning in this course. You learn key concepts in the field and increase your understanding of the development of human personality. Readings include the theories of Freud, Jung, Adler, and Maslow, as well as the representative works of current learning theorists and humanistic theorists. The course includes group discussions, guest lecturers, and student presentations.

**EDP 404244**

Michael Sh Hopkins, Ph.D.

- 13 meetings
- **Tuesdays, 6:30–9:30 pm**
- **June 15–August 24 (also Saturdays, July 10 and August 14, 10 am–5 pm)**
- San Francisco: Downtown Center • $565

**Research Methods in Psychology**

- **X106 • 3 semester units in Psychology**
- 45 hours CE credit: BRN

This course provides you with an understanding of the scientific methods behind psychological research and is especially designed for those preparing for careers in psychology. You learn methods of designing, collecting, analyzing, and interpreting data using examples from a variety of specialty areas in psychology. You conduct several research projects, including a final project of your own design that helps you think more critically about scientific research in general.

**Prerequisite:** A lower-division general psychology course.

**EDP 404160**

Bernadette Marie Guimberteau, Ph.D.

- 8 meetings
- **Saturdays, 10 am–5 pm**
- **June 12–July 31 (also Saturday, August 7, 10 am–1 pm; no meeting July 3)**
- Berkeley Campus: See Web for room details • $565

Positive Psychology

**X402 • 3 semester units in Psychology**

45 hours CE credit: BRN

Gain an understanding of the new academic field of positive psychology, the study of optimal human functioning. While psychologists have traditionally focused on “fixing what is wrong with people” by understanding the roots of suffering, such as depression and anxiety, positive psychology concentrates on “building what is right in people” by scientifically studying strengths and values, such as optimism, resilience, and courage. In this course, you become familiar with the research into the different dimensions of happiness/subjective wellbeing and acquire skills to implement positive psychology-based concepts in your life and practice.

**EDP 404368**

Alan Bisarya, M.A. Ed.

- 15 meetings
- **Wednesdays, 6:30–9:30 pm**
- **June 16–August 25 (also Saturdays, June 26, July 10, 24, and August 28, 1–4 pm; no meeting August 11)**
- Berkeley: Golden Bear Center • $565

**General Psychology**

**XN1 • 3 semester units in Psychology**

45 hours CE credit: BRN

**Important:** Special academic policies apply to XN courses. See page 181.

Psychology is the scientific study of behavior. In a sense, everyone is a psychologist; people explore their surroundings, observe themselves and others, and try to understand and explain their own and other people’s behavior. Get an introduction to the principal areas, problems, and concepts of psychology, including topics such as development, learning, perceptions, emotion, personality, stress, and pathology. Demonstrate your understanding of the course topics through a research paper and final exam.

**EDP 867569**

Gwynne Paccheco, Ed.D.

Enroll anytime

Online, proctored final exam • $730

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**Counseling and Psychotherapy as a Career Option**

- **1.8 ceu • 18 hours CE credit**

Investigate the myriad training and licensing options available for mental health professionals. Designed to provide you with information as well as a support group, this workshop 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. You also complete a personal inventory designed to aid your self-assessment for a career in mental health. Enrollment is limited.

**EDP 404376**

Daniel Frankocz, Psy.D.

- 3 meetings
- **Friday and Sunday, 10:30 am–5:30 pm**
- **July 9 and 11**
  - (also Saturday, July 17, 10:30 am–4:30 pm)
  - San Francisco: Art and Design Center • $385

**Abnormal Psychology**

- **X146 • 3 semester units in Psychology**
- 45 hours CE credit: BRN

Designed for anyone interested in the way humans perceive and respond to experiences, and especially for people considering careers in psychology, this course helps you learn the dynamics and prevention of abnormal behavior, including neuroses, psychoses, character disorders, psychosomatic reactions, schizophrenia, and other abnormal personality patterns.

**Sec. 1 EDP 404251**

Michael Sh Hopkins, Ph.D.

- 13 meetings
- **Wednesdays, 6:30–9:30 pm**
- **June 16–August 25 (also Saturdays, June 26 and July 24, 10 am–5 pm)**
- San Francisco: Downtown Center • $565

**Sec. 2 EDP 867566**

Darrel Dean Richards, Ph.D.

Enroll anytime

Online, proctored final exam • $730
Adolescent Psychology
X1391 • 3 semester units in Psychology
45 hours CE credit: BRN
Explore current theories about the physical, mental, emotional, social, and personality characteristics of adolescents. 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 groups, and the community.
EDP 867556
Darrel Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam • $730

Psychology of Communication
X1561 • 3 semester units in Behavioral Health and Science
45 hours CE credit: BRN
Recipient of the Meritorious Award for the Best College-Level Distance Course from the University Continuing Education Association (UCEA)
Understand the processes of perception, cognition, motivation, emotion, learning, memory, and creativity in combination with social roles, group affiliations, and cultural background to explore how people communicate to themselves, to other individuals, within small groups, within large organizations, via mass communication, and in cross-cultural communications.
Prerequisite: Students must have completed lower-division coursework in general psychology prior to enrolling in this course.
EDP 867572
Michael Swett, Ph.D.
Enroll anytime
Online, proctored final exam • $730

Public Health and Health Management

COURSE INFORMATION
(510) 643-6901
pubhealth@unex.berkeley.edu
extension.berkeley.edu/counseling
ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Health Policy in the United States
X55 • 2 semester units in Public Health
Get an overview of the health care system with specific focus on past and current public policies that have shaped health care in the United States. In particular, you examine health policy, health services financing, and organization. You analyze current health policies and how those policies impact the cost, quality, and access to services to better understand and critique them from an informed health policy perspective.
EDP 404889
Robin Flagg, M.P.H.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 17 (no meeting July 6)
Berkeley: Golden Bear Center • $375

Principles of Epidemiology
X186 • 2 semester units in Public Health
30 hours CE credit: BRN
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. You 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.
Note: Please bring a calculator to class. Enrollment is limited.
EDP 404905
Trisha Hue, M.P.H., Ph.D.
10 meetings
Wednesdays, 6–9 pm
June 16–August 11 (also Saturday, August 14, 9 am–3:30 pm; no meeting June 30)
San Francisco: Downtown Center • $375

Introduction to Health Economics
X52 • 2 semester units in Public Health
This course introduces the applications of economics to health care and medical care issues. You discuss the special features of medical care as a commodity; demand for health services, and the economic explanations for the health-care providers, insurance markets, and technology diffusion. You also touch on policy issues such as universal health insurance and international comparisons. The training helps you to form your own vision of the economics of health care as a health services manager, analyst, or civic leader.
Prerequisite: An undergraduate introductory economics course
EDP 414060
David Murray, M.Sc., MCRP
9 meetings
Thursdays, 6:30–9:30 pm
June 10–July 29 (also Saturday, July 17, 10 am–5 pm)
Berkeley: Golden Bear Center • $375

General Nutrition
X18 • 3 semester units in Nutritional Sciences
Intended for students in health-related careers or those who want a better understanding of the subject, the course teaches you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. You learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics covered include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; nutrient requirements in various stages of human development; and current food issues, including food safety.
Prerequisite: A background in high school or introductory college-level chemistry, biology, or physiology is recommended but not required.
EDP 877530
Alanna Nimau Vigil, M.S., RD
Enroll anytime
Online, proctored final exam • $770

Location Guide
For detailed information, see page 185.
Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Be the best in your business. UC Berkeley Extension helps you get there with the education to succeed in an ever-changing workplace. Earn a certificate that not only meets your profession’s highest standards but also earns the respect of your peers. Acquire technical savvy as well as the leadership and communication skills that make the difference in getting ahead. Take a course focused on exactly what you need to know now.

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Find out how to be your best. Come to a free information session to 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.
Call for Instructors

UC Berkeley Extension invites highly qualified instructors to submit course proposals, and résumés or letters of interest to jobs@unex.berkeley.edu. Information about current course offerings is available at extension.berkeley.edu. UC Berkeley Extension is committed to diversity in its staff, faculty, and student body and invites all qualified people to apply. AA/EEO

NEW THIS TERM

Federal Income Taxes for Individuals
X414.8 • 3 semester units in Business Administration

Master the fundamentals of individual income tax and the related issues of federal tax compliance. Understand the basic principles of individual taxation, and gain a working knowledge of the tax laws. Gain a broad and thorough understanding of the tax-planning process and its application in an accounting-related environment. Some topics in the course include taxable income recognition and characterization, capital gains and disposition of property, business and personal itemized deductions, and personal exemptions.

EDP 314401
Michael Fontanello, B.S., CPA
13 meetings
Tuesdays, 6–9:30 pm
June 1–August 24
San Francisco: Art and Design Center • $775

NEW THIS TERM

Accounting for Government and Not-for-Profit Organizations
X414.9 • 3 semester units in Business Administration

Learn the concepts and practice of accounting for state and local governments and for not-for-profit entities, including voluntary health and welfare agencies, hospitals, colleges and universities, and religious organizations. In addition, you will get an introduction to the role and process of budgeting in governmental and not-for-profit organizations, as well as the financial analysis of these organizations.

EDP 314435
Kenneth Kurtz, M.Acc.
13 meetings
Wednesdays, 6–9:30 pm
June 2–August 25
San Francisco: Downtown Center • $775

Cost Accounting
X419 • 2 semester units in Business Administration

An elective in the Certificate Program in Accounting, Accounting for Controllers Specialization

This course is an intensive study covering basic cost accumulation systems and refinements used to determine costs of products or activities in various types of enterprises. It emphasizes managerial cost analysis and management decision planning.

Prerequisites: Introduction to Financial Accounting XB102A and Managerial Accounting XB102B or equivalent

Sec. 1 EDP 314708
Danny Lee, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 3
San Francisco: Downtown Center • $710

Sec. 2 EDP 887603
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $730

Introduction to Financial Accounting
XB102A • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting. Important: Special academic policies apply to XB courses. See page 181.

This course covers financial accounting fundamentals and the identification, measurement, and reporting of the financial effects of economic events on enterprises. Topics include accrual accounting concepts; transaction analysis, recording, and processing (journals and ledgers); preparation, understanding, and analysis of financial statements; accounting for sales and cost of sales; inventory valuation; depreciation of operational assets; and accounting for investments, liabilities, and present value concepts.

Sec. 1 EDP 314377
Erich Zielonka, M.A.
13 meetings
Tuesdays, 6–9:30 pm
June 1–August 24
Berkeley: Golden Bear Center • $775

Sec. 2 EDP 314393
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
13 meetings
Wednesdays, 6–9:30 pm
June 2–August 25
San Francisco: Downtown Center • $775

Sec. 3 EDP 877084
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Sec. 4 EDP 877092
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770
UC Berkeley Extension’s Certificate Program in Accounting is designed to provide students with a broad and thorough understanding of accounting principles and financial reporting practices, to keep students abreast of innovations in the field, and to enhance proficiency in accounting-related functions such as financial analysis and data interpretation. This professional certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. It offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the University of California, Berkeley’s Haas School of Business; and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum consists of 7 required courses (3 core courses and 4 specialization courses) for a total of 18–19 semester units (at least 270 hours of instruction).

**Required Core Courses**
We recommend you begin the program with Introduction to Financial Accounting.

- Introduction to Financial Accounting XB102A (offered every term and online)
- Introduction to Managerial Accounting XB102B (offered every term and online)
- Intermediate Financial Accounting II X421.2 (offered every term and online)

**Accounting for Controllers Specialization**
- Cost Accounting X419 (offered summer term and online)
- Advanced Financial Accounting X421.3 (offered spring term and online)
- Taxation for Corporations and Other Flow-Through Entities X419.5 (offered spring and fall terms and online)
- Principles of Business Law X410.1 (offered every term and online)

**Accounting for Financial and Business Analysts Specialization**
- Basic Corporate Finance X430.1 (offered every term and online)
- Financial Statement Analysis X419.2 (offered spring and summer terms online)
- Advanced Financial Accounting X421.3 (offered every term and online)
- Business Valuation X431.9 (offered spring and summer terms and online)

**Learn More and View the Brochure**
extension.berkeley.edu/cert/account.html
(510) 642-4231
business@unex.berkeley.edu
Enroll using EDP 152074
### Online Courses

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### Introduction to Managerial Accounting

**XB102B • 3 semester units in Business Administration**

A requirement in the Certificate Program in Accounting. Important: Special academic policies apply to XB courses. See page 181.

This course introduces the concepts, theory, and practice of the cost control function of management. The purpose of this course is to show what information is needed within an organization, where this information can be obtained, and how this information can be used by managers to plan, control, and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and ABC management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision making, and transfer pricing.

**Sec. 1 EDP 314484**
Gregory Sinclair, M.B.A., CPA  
13 meetings  
Tuesdays, 6–9:30 pm  
June 1–August 24  
San Francisco: Downtown Center • $775

**Sec. 2 EDP 897546**
Martha S. Doran, Ph.D., CPA  
Online, proctored final exam • $770

### Intermediate Financial Accounting I

**X4211 • 3 semester units in Business Administration**

This course builds on the financial accounting concepts and principles covered in Introduction to Financial Accounting XB102A. Following an in-depth review of the accounting environment and the nature of accounting information, the course covers time value of money concepts and explores all of the basic financial statements. Detailed attention is given to how enterprises account for assets: cash, accounts receivable, inventories, property and equipment, intangible assets, and long-term investments.

**Prerequisite:** Introduction to Financial Accounting XB102A or equivalent.

**EDP 844498**
Michael Tydlaska, CPA  
May 18–August 10  
Online, proctored final exam • $815

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### Intermediate Financial Accounting II

**X4212 • 3 semester units in Business Administration**

A requirement in the Certificate Program in Accounting

This course expands upon the financial accounting concepts and principles developed in Intermediate Financial Accounting I. 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 include earnings per share, the statement of cash flows, accounting changes, and error corrections.

**Prerequisites:** Introduction to Financial Accounting XB102A or equivalent. This course typically follows Intermediate Financial Accounting X4211, but that course is not a prerequisite.

**Sec. 1 EDP 314526**
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor  
13 meetings  
Thursdays, 6–9:30 pm  
June 3–August 26  
San Francisco: Downtown Center • $775

**Sec. 2 EDP 844506**
Kelly Pope, Ph.D.  
May 18–August 10  
Online, proctored final exam • $815

### Advanced Financial Accounting

**X4213 • 3 semester units in Business Administration**

An elective in the Certificate Program in Accounting

This course provides students with a comprehensive understanding of consolidated financial statements and how to prepare them. The focus is 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 nonprofit organizations. Limited time is devoted to exploring certain tax aspects of consolidated financial statements.

**Prerequisite:** Substantial accounting background

**EDP 897082**
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor  
Enroll anytime  
Online, proctored final exam • $770

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**Location Guide**

For detailed information, see page 185.

Berkeley: Campus  •  See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center  •  1995 University Ave., Berkeley

Redwood City: Peninsula Center  •  1991 Broadway St., Redwood City

San Francisco: Downtown Center  •  425 Market St., 8th Floor (enter on Fremont St.), San Francisco

San Francisco: Art and Design Center  •  95 Third St., San Francisco

Online  •  Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other  •  Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

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42  FOR COMPLETE COURSE AND SCHEDULE INFORMATION  VISIT EXTENSION.BERKELEY.EDU
Auditing

XB126 • 4 semester units in Business Administration

Examine the professional 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. You also prepare for the auditing section of the CPA exam and work as part of a team on an audit plan.

Prerequisites: Intermediate Financial Accounting I X4211 and Intermediate Financial Accounting II X4212 or equivalent experience, or consent of instructor

EDP 877118
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Financial Statement Analysis

X419.2 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance specialization and an elective in the Certificate Program in Accounting, Accounting for Financial and Business Analysts Specialization

This course focuses on the effective analysis of financial statements, integrating the concepts and principles you learned in previous accounting courses. You examine the analytical tools for assessing a company’s performance, the concept of quality of earnings, approaches to valuation, and other issues.

Prerequisites: Introduction to Financial Accounting XB102A, access to Microsoft Excel, and basic Excel skills

Sec. 1 EDP 314500
John Johns, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 17 (no meeting July 20)
Berkeley Campus: 155 Barrows Hall • $715

Sec. 2 EDP 897074
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam $715

Online Courses

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Business Administration

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ONLINE COURSE INFORMATION

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FREE INFORMATION SESSION
Business Administration

Learn how a certificate in business administration from UC Berkeley Extension can benefit your career, whether you want to start your own company, break into business, enter the global marketplace, or earn an M.B.A.

For information about the program, visit extension.berkeley.edu/cert/busad.html.

Enroll anytime

Location Guide

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

Business Administration

Essentials of Business

X406.8 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration, Business Essentials and M.B.A. concentrations

This course is an introduction to the goals, processes, and operations of business enterprises for students without any previous business knowledge. The main focus is on the functions that a company must manage effectively to be successful. These include accounting, finance, human resource management, marketing, operations management, and strategic planning. Attention is also given to the legal environment in which businesses operate and the importance of business ethics and corporate citizenship.

Sec. 1 EDP 314542
Peter H. Lou, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
May 26–July 28
Berkeley Campus: 174 Barrows Hall • $715

Sec. 2 EDP 314534
Mark E. Bettini, M.B.A., Extension Honored Instructor
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $715

Sec. 3 EDP 314963
Instructor to be announced
10 meetings
Wednesdays, June 2–August 4
Redwood City: Peninsula Center • $715

Sec. 4 EDP 897314
Kevin M. Shea, M.B.A.
Enroll anytime
Online, proctored final exam • $715

Fundamentals of Finance

X412.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration, Business Essentials and International Business Concentrations; an elective in the Certificate Program in Business Administration, M.B.A. Concentration

This course provides a broad, practical introduction to financial management for students without any previous knowledge of finance or accounting. The course covers 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.

Prerequisites: The course assumes no prior knowledge of finance or accounting. Although the course emphasizes conceptual understanding over detailed numerical analysis, it does use basic math, such as solving an equation with one unknown.

Sec. 1 EDP 314633
Patricia Muscatelli, M.B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 2–August 4
San Francisco: Downtown Center • $715

Sec. 2 EDP 314948
Kirk Knapp, M.S.E.E., M.B.A., CFP, CFA
5 meetings
April 17–July 10 (no meeting July 3)
San Francisco: Peninsula Center • $715

San Francisco: Downtown Center • $715
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. To meet these goals, this professional certificate offers three concentrations: Business Essentials, M.B.A. Foundation, and International Business. All three concentrations employ materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. This certificate offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the University of California, Berkeley, Haas School of Business; and taught by working professionals with many years of practical business experience. **Note:** Requirements may change in 2010.

**Curriculum Requirements**

- The Business Essentials curriculum consists of 6 required courses and 1 elective for a total of 15 semester units (225 hours of instruction).
- The M.B.A. Foundation curriculum comprises 5 required courses and 1 elective for a total of 16 or 17 semester units (240 or 255 hours of instruction).
- The International Business curriculum consists of 5 required courses and 2 electives for a total of 15 semester units (225 hours of instruction).

**Business Essentials Specialization Required Courses**

- Essentials of Business X406.6 (offered every term and online)
- Accounting for Managers X421.5 (offered every term)
- Essentials of Economics X402.8 (offered every term)
- Fundamentals of Finance X412.5 (offered every term)
- Introduction to Marketing X460.1 (offered spring and fall terms and online)
- Introductions to Microeconomics X2 (offered every term and online)
- Introduction to Statistics X82 (offered every term and online)
- Organization and Management X490.1 (offered summer term and online)

**M.B.A. Foundation Specialization Required Courses**

- Essentials of Business X406.6 (offered every term and online)
- Accounting for Managers X421.5 (offered every term)
- Essentials of Economics X402.8 (offered every term)
- Fundamentals of Finance X412.5 (offered every term)
- Introduction to Marketing X460.1 (offered every term and online)

**International Business Specialization Required Courses**

- International Business Management X495.1 (offered online)
- Accounting for Managers X421.5 (offered every term)
- Essentials of Economics X402.8 (offered every term)
- Fundamentals of Finance X412.5 (offered every term)
- Introduction to Marketing X460.1 (offered every term and online)

**Electives**

See extension.berkeley.edu/cert/busad.html for a list of available electives in each of the three specializations.

**Learn More**

extension.berkeley.edu/cert/busad.html

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business@unex.berkeley.edu

**Enroll using EDP 152025**
Organization and Management

X490.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration, Business Essentials and M.B.A. concentrations

Organizational complexity and the growing unpredictability of business circumstances require high-level leadership strategies and skills in resolving disputes, managing diversity, inspiring excellence, and building productive teams. Using case studies, small-group discussions, and examples from Bay Area organizations, you explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

Sec. 1 EDP 304345
Gene Hendrix, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
June 5–July 10 (no meeting July 3)
Redwood City: Peninsula Center • $675

Sec. 2 EDP 304527
Gene Hendrix, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
July 31–August 28
San Francisco: Downtown Center • $675

Sec. 3 EDP 844948
Catherine Pinkas, M.B.A., PMP
May 18–August 10
Online • $730

Business Analysis Essentials and Planning

Learn business analysis fundamentals as well as the planning and monitoring knowledge area—the first of the seven generally accepted areas that define the profession’s framework.

See page 76 for complete course details and schedule.

NEW THIS TERM

Elicitation, Requirements Management, and Communication

Learn how to manage conflicts, issues, and changes to ensure that stakeholders and the project team agree on the solution scope and how requirements are communicated.

See page 76 for complete course details and schedule.

International Business

Import/Export: Trade Operations

X495.9 • 2 semester units in Business Administration

As economic globalization increases, the potential for companies and individuals to expand markets and increase their sales is greater than ever. For those who embrace importing and exporting opportunities, knowledge of the fundamentals of international merchandise trade is essential. You gain a comprehensive knowledge of the mechanics of international trade, including topics such as payment methods, risk analysis, modes of transportation, and import/export documentation.

EDP 897199
Tekle Sebhatu, Ph.D., M.B.A.
Enroll anytime
Online • $575

International Business Management

X495.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration, International Business Concentration

In this course, you examine successful international business strategies and learn how to internationalize your business and your career. Learn the basics of marketing, economics, finance, and business negotiation in an international context. The course uses an entrepreneurial perspective but prepares you for participation in larger international businesses.

EDP 897173
Christopher Lai, M.B.A., Ph.D.
Enroll anytime
Online • $715

Communicating Across Cultures: Marketing and Sales Challenges Around the World

X495.7 • 2 semester units in Business Administration

Global transactions are becoming the norm in business, and marketing and sales professionals face a variety of communications challenges in adapting to the international marketplace. Examine the theories of specific culture-bridging tools and techniques needed by today’s international sales and marketing practitioners.

EDP 897181
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $575

Professional Program in Solar Energy and Green Building

Get a comprehensive orientation to the solar industry, including perspectives on policy, economics, technology, business market leaders and best practices, emerging market trends, opportunities, and threats.

See page 139 for complete program details.

Business Communication

COURSE INFORMATION

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

ONLINE COURSE INFORMATION

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Business Communication: Writing and Speaking

X404.7 • 2 semester units in Business Administration

A requirement in the Certificate Program in Management

Learn to be more confident and effective when making written and oral presentations. Coursework includes drafting a wide range of documents—including e-mails, memos, letters and reports—as well as learning interpersonal communication techniques and how to give presentations.

EDP 304303
Barbara Nelson, M.A.
5 meetings
Saturdays, 9 am–5 pm
July 14–August 7
San Francisco: Downtown Center • $675

NEW THIS TERM

Grant and Proposal Writing for Professionals

1.3 ceu

In today’s competitive business climate, poorly written proposals that do not meet a funding or government agency’s requirements won’t make it through the first stage of review. Learn to meet the challenges of writing proposals that ensure your organization remains competitive. Gain the skills necessary to tackle the proposal-writing process—from finding funding and contracting opportunities and scheduling tasks to writing and editing effective proposals. Class time focuses on research, planning, and writing strategies.

EDP 304246
Melanie Wise, M.A.
2 meetings
Saturdays, 9 am–4:30 pm
August 14 and August 21
San Francisco: Downtown Center • $395
Business Writing Review

X455 • 1 semester unit in English

Your skill in crafting letters, e-mails, memos, and reports determines how effectively you deliver your message to, or on behalf of, your organization. In this course, you 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 fits your subject and audience.

EDP 877852
Margaret Steen, M.J.
Enroll anytime
Online • $950

Business Negotiating

X4513 • 2 semester units in Business Administration

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. This highly interactive course teaches you successful negotiation skills through role play and case studies from real life, giving you the knowledge and experience to handle difficult conversations, communicate with people from different cultures, uncover hidden value, and negotiate salary. In short, you learn techniques to overcome obstacles that prevent you from reaching your goals.

Sec. 1 EDP 304295
Terence K. Hirn, M.B.A., Extension Honored Instructor
5 meetings
Saturdays, 9 am–5 pm
June 5–July 10 (no meeting July 13)
Berkeley: Golden Bear Center • $675

Sec. 2 EDP 304287
Terence K. Hirn, M.B.A., Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 9–August 18 (no meeting June 23)
San Francisco: Downtown Center • $675

Cross-Cultural Insight and Effectiveness in the Global Workplace

1.5 ceu

The global workplace characterizes and defines many business environments. Examine the hidden cultural values and beliefs directly influencing management styles, individual and team behavior, and communication patterns across cultures. Live “data” from corporate clients illustrates how culture can impact work behaviors, including those associated with virtual projects and teams. Expect to gain unexpected insights into and raise your awareness of communication effectiveness in the global workplace.

EDP 304576
Deena Levine, M.A.
5 meetings
Tuesdays, 6:30–9:30 pm
June 22–July 27 (no meeting July 13)
Berkeley Campus: 104 Barrows Hall • $425

Two-Day Business Writing Workshop

1.2 ceu

Learn to get important points across quickly in your business writing. Examine how best to target readers, select and organize information, and use clear language. Then apply these techniques to job-related memos, e-mails, letters, reports, and other documents to ensure that you communicate in an effective and concise manner.

EDP 304311
Margaret Steen, M.J.
2 meetings
Tuesdays, 9 am–4 pm
June 8 and June 15
San Francisco: Downtown Center • $575

Two-Day Business Presentation Skills Workshop

1.2 ceu

Learn to represent yourself more effectively in today’s highly competitive business climate. Through a series of on-camera exercises, you are coached in the practical tools necessary to create dynamic, professional presentations. You 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. Enrollment is limited to 16 participants.

EDP 304568
Edward Atter, B.A.
2 meetings
Tuesday and Thursday, 9 am–4 pm
August 17 and 19
San Francisco: Downtown Center • $575

Mediation and Conflict Resolution Seminar

In this intensive 40-hour training, you gain the skills and confidence to resolve almost any business dispute as a mediator, negotiator, or representative.

For course details and schedule, see page 54.

Location Guide

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center • 1995 University Ave., Berkeley

Redwood City: Peninsula Center • 1991 Broadway St., Redwood City

San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco

San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
### Economic Indicators: Making Sense of Market Data

**X408.4 • 2 semester units in Business Administration**

Recipient of the Distinguished Course Award for excellence in distance learning from the University Continuing Education Association (UCEA); an elective in the Certificate Program in Business Administration, Business Essentials Concentration

In this course, you focus on several key economic indicators that are monitored closely by financial analysts, economists, and governments around the world. You examine the business cycle to place each indicator in a context that allows you to understand seemingly contradictory market reactions to newly released indicators. Upon completion, you should have the ability to critically analyze news and data from financial and economic news sources, as well as assess what impact a market reaction to a newly released indicator will have on a particular situation.

**EDP 897041**

Martin A. Medeiros, M.A., Extension Honored Instructor

Enroll anytime

Online • $865

### Introduction to Microeconomics

**X2 • 3 semester units in Economics**

A requirement in the Certificate Program in Business Administration, M.B.A. Concentration; an elective in the Certificate Program in Business Administration, Business Essentials Concentration

Study how markets work and gain a real understanding of the role of economics in business, public and private decision making. Learn how to think about the ways that 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 in your everyday business dealings to make more effective decisions.

**Sec. 1 EDP 314476**

Lail Ramrattan, Ph.D.

13 meetings

Thursdays, 6–9:30 pm

June 3–August 26

Berkeley: Golden Bear Center • $715

**Sec. 2 EDP 877050**

Edward T. Derbin, M.A., M.B.A.

Enroll anytime

Online, proctored final exam • $715
Entrepreneurship and Small Business

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

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

NEW THIS TERM
Introduction to Entrepreneurship/
Opportunity Recognition
X408.9 • 1 semester unit in Business Administration
Learn the essentials to becoming a successful entrepreneur and
avoiding common pitfalls. Gain foundational knowledge and
explore the strengths and weaknesses of your entrepreneurial
plan. Topics include defining and refining the idea, developing
the opportunity, and business venture planning and delivery.
You learn the importance of the business plan as preparation
for launching your business venture, managing the business,
and obtaining investor dollars.
EDP 304600
Linda Carman, M.A.
3 meetings
Saturdays, 9 am–4 pm
August 14–August 28
Berkeley: Golden Bear Center • $525

NEW THIS TERM
Managing a Small Business Venture:
Business Operations, Systems, and
Action Planning
X443.8 • 2 semester units in Business Administration
Learn the critical and practical aspect of managing a small
business venture and implementing solutions that work. You
focus on the key person—the business owner—who must have
or develop skills in project management, time management,
and decision making, as well as managing others, to
successfully start and effectively manage a small business.
On successful completion, you gain an understanding and
appropriate appreciation of basic business operations and management
systems for people and stages of business and learn how to
implement a specific business action plan that focuses on
effective management solutions.
EDP 304923
Paul Terry, B.Comm.
10 meetings
Mondays, 6–9 pm
June 14–August 30 (no meeting July 5
and August 16)
San Francisco: Downtown Center • $675

Small Business Management
X105 • 3 semester units in Business Administration
Gain the skills and knowledge that can help you start a small
business. Learn to coordinate your operations to increase your
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.
EDP 877068
Judith L. Forbes, M.B.A., Ph.D.
Enroll anytime
Online • $770

Essentials of Business
For students without any previous business knowledge, this
course provides an introduction to the goals, processes, and
operations of business enterprises.
For course details and schedule, see page 42.

Professional Program in Facilities Management
Earn a credential from one of the few educational providers
in the country with a program recognized by the International
Facilities Management Association (IFMA). Fulfill the academic
requirements to become a Certified Facilities Manager (CFM).
If you’re new to facilities management, the program lets you
quickly qualify for the Facility Management Professional (FMP)
designation.
See page 103 for complete program details.

Fundamentals of Finance
Gain an understanding of financial management so you can
apply financial tools to business decisions.
For course details and schedule, see page 42.

Certificate Program in
Project Management
Acquire the skills you need to complete high-quality projects
on task, on time, and within budget. Most of our project
management courses apply toward professional development
units (PDUs) recognized by the Project Management Institute
(PMI).
See page 67 for complete certificate details.

Certificate Program in HVAC
Today’s smart buildings require energy-efficient, safe, and
comfortable indoor climates. A certificate from UC Berkeley
Extension provides you with in-depth training to design and
operate heating, ventilation, and air conditioning (HVAC)
systems that meet the latest energy-conservation standards.
See page 105 for complete certificate details.

Certificate Program in
Construction Management
Get the knowledge and skills to successfully manage a range
of projects, from small residential construction jobs to state-
of-the-art facilities.
See page 101 for complete certificate details.

Web Video Marketing Workshop
Explore the basics of Web video marketing for your site, direct
marketing e-mail campaign, or social media channels in this
one-day workshop.
For course details and schedule, see page 61.

Introduction to Web Video Marketing
Find out why and how to use Web video to market your startup,
organization, or business.
For course details and schedule, see page 61.
Behavioral Finance
X436.7 • 2 semester units in Business Administration
Finance and the financial industry touch every person’s life (professional and personal) in a profound way. Look at the financial industry and practice within the context of behavioral theory to understand the psychological aspect and reactions of individuals to financial markets and economic conditions. More than three decades of academic research on how human behavior and psychology affect financial decisions (and thus markets) is beginning to enter the public domain. Learn how this new approach either supports or refutes conventional wisdom.

EDP 314344
Richard Lehman, M.B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $715

Basic Corporate Finance
X430.1 • 2 semester units in Business Administration
An elective in the Certificate Program in Accounting, Accounting for Financial and Business Analysts Specialization
The foundation course for the Certificate Program in Finance, this course serves as a prerequisite for most of the other finance courses offered by UC Berkeley Extension.
Get an introduction to the concepts and methods financial managers use to make effective investing and financing decisions, and begin an exploration of the ways in which value is created and measured. Specific attention is devoted to the financial management context; the time value of money; risk and return, the cost of capital, and 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.
Prerequisites: One course in economics and one in financial accounting, or consent of instructor
Recommended: Basic Financial Mathematics and Financial Calculators, or equivalent skills

Sec. 1 EDP 314468
Patricia Muscatelli, M.B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $715

Sec. 2 EDP 844514
Marc Hyman, M.B.A.
May 18–August 10
Online, proctored final exam • $730

HANDS-ON
Basic Financial Mathematics and Financial Calculators
0.6 ceu
This workshop provides a one-day, hands-on introduction to the basic mathematics used in finance, including instruction in Microsoft Excel. In-class examples and problems include bank accounts, mutual fund returns, and home mortgages. Note: Students who are unsure of their math skills will find this class helpful preparation for Basic Corporate Finance X430.1 and Survey of Personal Financial Planning X433.
It is preferred that you bring a HP 12C calculator to class, but the HP 17B, HP 10B, and TI BA II Plus are also acceptable.
Prerequisite: High school–level algebra (no calculus required).

EDP 314724
Catherine Bradford, M.S., CFP, ChFC
1 meeting
Saturday, 10 am–5 pm
June 5
San Francisco: Downtown Center • $290

Accounting for Managers
Get an overview of financial and cost accounting principles and how they can be used for effective management. Topics include financial statements, income measurement, budgeting, cost allocation, and profit- and cost-center accounting.
For course details and schedule, see page 41.

Intermediate Corporate Finance
X444.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance
This course, a continuation of Basic Corporate Finance, rounds out the comprehensive overview of corporate finance topics and examines the concepts, techniques, and tools used by financial managers in their attempts to make effective investing, financing, and working capital management decisions. Specific attention is devoted to advanced capital budgeting topics, financing decisions, working capital management, and multinational finance.
Prerequisites: Basic Corporate Finance X430.1 You should also be proficient with computer spreadsheets and basic financial mathematics and financial calculators.

EDP 897611
Lawrence Cox, B.S., M.B.A.
Enroll anytime
Online, proctored final exam • $715
Certificate Program in Finance

The UC Berkeley Extension Certificate Program in Finance is an integrated sequence of courses that gives students a broad, thorough, and up-to-date foundation in finance and the practical tools needed to thrive as effective financial investment managers or analysts. This professional certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. It offers the advantage of a curriculum overseen by an advisory board of business and education leaders and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum consists of 4 required core courses, 3 required specialization courses, and 1 elective for a total of 16 semester units (240 hours of instruction).

Required Core Courses
- Intermediate Corporate Finance X444.1 (offered spring and fall terms and online)
- Corporate Financial Analysis and Modeling X435.6 (offered spring and summer terms and online)
- Fundamentals of Risk Management X436.5 (offered spring and fall terms)
- International Finance X430.8 (offered spring and fall terms and online)

Corporate Finance Specialization
- Advanced Corporate Finance X431.5 (offered spring term and online)
- Financial Statement Analysis X419.2 (offered spring and summer terms and online)
- Business Valuation X431.9 (offered spring and summer terms and online)

Investment Management Specialization
- Investment Portfolio Management X431.2 (offered spring and fall terms)
- Options and Other Financial Derivatives X435.1 (offered summer and fall terms and online)
- Security Analysis X425.5 (offered spring and fall terms)

Capital Markets/Treasury Specialization
- Debt Markets and Fixed Income Investments X436.3 (offered spring term)
- Derivative Securities X436.4 (offered spring and fall terms)
- Advanced Portfolio and Risk Management X436.6 (offered spring and summer terms)

Elective Available This Term
- Basic Corporate Finance X430.1

Learn More
extension.berkeley.edu/cert/finance.html
(510) 642-4231
business@unex.berkeley.edu
Enroll using EDP 152041
Hands-On

Corporate Financial Analysis and Modeling

X435.6 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Finance

This hands-on computer core course provides you with the skills to apply the theories, concepts, and tools covered in Basic Corporate Finance and Intermediate Corporate Finance to the development of spreadsheet knowledge that can be used for effective financial analysis and financial decision making. Specific attention is devoted to developing spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation, and capital budgeting.

Prerequisites: Basic Corporate Finance X430.1 completion of or concurrent enrollment in Intermediate Corporate Finance X444.1 and basic proficiency with computer spreadsheets

Sec. 1 EDP 314558
Kirk Knapp, M.S.E.E., M.B.A., CFP, CFA
5 meetings
Tuesdays, 6:30–9:30 pm
June 1–June 29
San Francisco: Downtown Center • $470

Sec. 2 EDP 897470
Catherine Pinkas, M.B.A., PMP
Enroll anytime
Online • $575

Advanced Corporate Finance

X4315 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance specialization

Essential financial tools and techniques are applied in a series of case studies selected to illustrate the analysis of critical corporate finance decisions. The cases deal with topics such as valuation, capital issues, dividend policy, mergers and acquisitions, derivative instruments and risk management, and ethical issues. The case studies further examine the theoretical concepts and models of finance and how they apply to realistic situations.

Prerequisites: Basic Corporate Finance X430.1 and Intermediate Corporate Finance X444.1. You should also be proficient with computer spreadsheets and financial calculators.

EDP 897397
Joseph McPeak, M.S., M.B.A., CPA,
Extension Honored Instructor
Enroll anytime
Online • $715

Business Valuation

X4319 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance Specialization; an elective in the Professional Sequence in Personal Financial Planning and in the Certificate Program in Accounting, Accounting for Financial and Business Analysts Specialization

Learn to apply financial and economic theory to investment, financing, and dividend decisions in order to identify ways to maximize shareholder returns. 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/private placements, leveraged buyouts, performance-based executive compensation, agency costs, control premiums/costs of marketability, and real options.

Prerequisites: Basic Corporate Finance X430.1 and Introduction to Financial Accounting X6102A, or consent of instructor and professional experience

Sec. 1 EDP 314617
Robert Coackley, B.S.
10 meetings
Wednesdays, 6:30–9:30 pm
June 2–August 4
San Francisco: Downtown Center • $715

Sec. 2 EDP 897108
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $715

Options and Other Financial Derivatives

X4351 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Investment Management Specialization

Get a comprehensive understanding of how options and other related derivatives can be analyzed and used. Discuss case studies of real-life examples in class to demonstrate and evaluate equity, index options, and flex options. Through class discussions, you learn about the tools and develop the skills necessary to evaluate and apply options and derivatives for income and investment hedging purposes, as well as income and speculation purposes. No prior knowledge of options and futures markets is assumed.

Prerequisite: Basic Corporate Finance X430.1 or equivalent

Sec. 1 EDP 314641
Amy Hoffman, B.A., CFP
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $715

Sec. 2 EDP 897124
Richard Lehman, M.B.A.
Enroll anytime
Online, proctored final exam • $715

Fundamentals of Finance

Gain an understanding of financial management so you can apply financial tools to business decisions.

For course details and schedule, see page 42.

International Finance

X430.8 • 2 semester units in Business Administration

A requirement in the Certificate Program in Finance and an elective in the Certificate Program in Business Administration, Business Essentials Concentration

This course covers international finance from both corporate and international banking viewpoints, financial constraints on international business, and differences between domestic and international environments. You 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 X430.1 or equivalent

Sec. 1 EDP 314492
Reggie Murray, Ph.D.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
Berkeley: Golden Bear Center • $715

Sec. 2 EDP 897629
Grace Kahl, M.B.A.
Enroll anytime
Online, proctored final exam • $715
Talent Management and Workforce Development
X493.9 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Talent management is critical to the success of any organization. It has evolved beyond the hiring and firing of employees to cover all elements of human capital strategy, from employee selection, retention, performance management, and compensation to succession planning, diversity, and more. This course, intended for professionals who manage talent across a broad spectrum of organizations, surveys the core elements of talent management and teaches you how to develop effective talent management systems within your organization.
EDP 304493
Resa Peay-Wainwright, B.A.
5 meetings
Saturdays, 9 am–4 pm
June 19–July 24 (no meeting July 3)
San Francisco: Downtown Center • $675

Total Compensation
X493.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Compensation, as well as benefits programs, needs to reflect the changing business landscape and unprecedented organizational challenges. Study total compensation and rewards programs that address a range of monetary and nonmonetary options that extend beyond salary compensation and benefits for employees. You learn how to integrate total compensation packages with other basic human resources functions, including recruitment, performance contributions, development, and retention.
EDP 304501
Resa Peay-Wainwright, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 29–August 31
San Francisco: Downtown Center • $675

Human Resource Systems and Technology
X482.2 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management
Explore the strategic role of human resources systems in the effective management of an organization. You learn practical tools to develop a plan to use technology more effectively in the human resources department. You must have a basic understanding of computers and must be comfortable using the Internet to search and perform basic browsing activities. This course is completely paperless; to succeed, you must bring a laptop with WiFi capability to every class.
EDP 314195
Jun Cruzat, M.S.
10 meetings
Wednesdays, 6:30–9:30 pm
June 23–August 25 (also Monday, August 30, 6:30–9:30 pm; no meeting July 7)
Berkeley: Golden Bear Center • $675

Employee Relations
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 employee 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/family issues, employee assistance, sexual harassment, diversity management, and ways to handle formal complaints and discipline. The course format includes lectures and discussions, guest speakers, interactive exercises, case studies, and readings.
EDP 304931
Susan J. Gallagher, M.S.
6 meetings
Saturdays, 10 am–1 pm
June 12–July 24 (no meeting July 3)
San Francisco: Downtown Center • $575

Location Guide
For detailed information, see page 185.
Berkeley: Campus • see campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

FREE INFORMATION SESSION
Human Resource Management
Discover how UC Berkeley Extension’s newly updated certificate program, 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 program, see page 53 or visit extension.berkeley.edu/cert/hrm.html.
EDP 303909
1 meeting
Monday, 5:30–7:30 pm
May 17
San Francisco: Downtown Center • FREE

EDP 304238
1 meeting
Wednesday, 5:30–7 pm
August 18
San Francisco: Downtown Center • FREE

Essentials of Human Resources
X450.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management and an elective in the Certificate Program in Business Administration, M.B.A. Foundation Concentration
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. 1 EDP 304220
David Schlocker, M.B.A., SPHR
10 meetings
Mondays, 6:30–9:30 pm
June 14–August 30 (no meeting June 28 and July 5)
San Francisco: Downtown Center • $675

Sec. 2 EDP 844530
Catherine McKnight, M.A.
May 18–August 10
Online • $675
Employee Recruitment, Selection, and Placement
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, standardizing selection interviews, and making hiring decisions. The course also offers techniques for recruiters who manage multiple openings.

EDP 304253
Nicole Jackson
5 meetings
Saturdays, 9 am–4 pm
July 31–August 28
San Francisco: Downtown Center • $675

Employee Benefit Plans
X450 • 2 semester units in Business Administration
An elective in the Certificate Program in Human Resource Management
Get a general introduction to employee benefit plans. You study the most common types of discretionary benefits and learn how they are selected and administered. The instructor outlines legal requirements, administrative problems, and available options, as well as government-mandated plans such as workers’ compensation and Social Security. You 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. You pay special attention to the effects of tax reform in benefits planning.

EDP 897157
Richard K. Takahashi, M.B.A.
Enroll anytime
Online • $695

Designing Training Programs
X490.7 • 2 semester units in Business Administration
An elective in the Certificate Program in Human Resource Management
Learn a systematic design process that addresses how to prepare measurable program objectives, select appropriate methods and materials, and ultimately create a complete program that effectively satisfies these objectives. Designed for those with training responsibilities either as a developer or manager tasked with implementing a training solution, this experiential course uses lectures, group discussions, and peer project review to ensure that your organization’s training goals are met.

Prerequisites: Training and Learning in Organizations X499.1 and Performance Analysis and Needs Assessment X491, or consent of instructor
EDP 304592
Richard Ragan, M.S., CPT, Extension Honored Instructor
8 meetings
Wednesdays, 6:30–9:30 pm
July 21–August 25 (also Saturdays, July 17 and August 28, 9 am–5 pm)
Berkeley: Golden Bear Center • $875

Law

Principles of Business Law
X410.1 • 2 semester units in Business Administration
An elective in the Certificate Program in Accounting, Accounting for Controllers specialization
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. You 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.

EDP 844480
Jason Lum, J.D.
May 18–August 10
Online • $730

Intellectual Property Law
X412 • 2 semester units in Business Administration
Examine patent, copyright, trademark, and trade-secret law in the high-tech commercial sector. You pay special attention to the Internet, software licensing, recent technological developments, and recent trends in the legislative and legal arenas. Anyone involved in the creation, acquisition, use, sale, marketing, licensing, and ownership of intellectual property can benefit greatly from this course.

EDP 897066
Brien C. Walton, LL.M., J.D.
Enroll anytime
Online • $715

Location Guide
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 185. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Certificate Program in Human Resource Management

The Certificate Program in Human Resource Management is designed to help human resource professionals develop the knowledge, methods, and skills necessary to meet the 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 prepares you to be your organization’s internal consultant and strategic business partner.

Curriculum Requirements
The curriculum consists of 7 required core courses and 2 electives for a total of 17 semester units (258 hours of instruction).

Required Courses
• Essentials of Human Resources X450.1 (offered every term)
• Employee Recruitment, Selection, and Placement X450.8 (offered every term)
• Effective Performance Management X452.3 (offered spring and fall terms)
• Total Compensation X493.8 (offered every term)
• Human Resource Systems and Technology X482.2 (offered every term)
• Talent Management and Workforce Development X493.9 (offered every term)
• Employee Relations X454.4 (offered every term)

Electives Available This Term
• Designing Training Programs X490.7
• Employee Benefit Plans X450

Learn More and View the Brochure
extension.berkeley.edu/cert/hrm.html
(510) 642-4231
business@unex.berkeley.edu
Enroll using EDP 152058

The required courses in this program have been approved for recertification credit hours toward Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) recertification through the HR Certification Institute. For more information about certification or recertification, and which electives may also qualify, visit www.hrci.org. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute’s criteria to be preapproved for recertification credit.


**Paralegal Studies**

**FREE INFORMATION SESSION**

**Paralegal Studies Program**

Learn how in as little as six months you can prepare for a career as a paralegal with UC Berkeley Extension’s high-quality program taught by practicing attorneys and available in formats to suit your schedule.

For information about the program, visit extension.berkeley.edu/cert/paralegal.html.

**EDP 304444**

1 meeting
Tuesday, 5:30–7 pm
July 20
Berkeley: Golden Bear Center • FREE

**EDP 304428**

1 meeting
Wednesday, 5:30–7 pm
July 21
San Francisco: Downtown Center • FREE

**EDP 304436**

1 meeting
Thursday, 5:30–7 pm
July 22
Redwood City: Peninsula Center • FREE

**Essential Paralegal Studies Part I: Foundational Skills**

**X418 • 2 semester units in Law**

Study the foundational paralegal qualifications most sought by attorneys and law firms. Learn various aspects of paralegal skills, including legal terminology, court structure, legal ethics, evidence, investigation, interviewing, analysis, and other areas relevant to becoming an excellent paralegal. **Note:** Online section must be completed within three months of enrollment date.

**EDP 317072**

Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

**Paralegal California Procedures**

**X407 • 1 semester unit in Law**

Study California court rules and procedures, as well as how to properly access and cite those rules and procedures. You learn strategies to locate rules relevant to a variety of situations so that you don’t have to rely on mere memorization. You investigate documents and filing procedures in California so that you are able to assist attorneys in identifying and applying trial court rules. You also learn about the ongoing educational requirements for paralegals in California. **Note:** Online section must be completed within two months of enrollment date.

**Sec. 1 EDP 317057**

Julie Goren, J.D.
Enroll anytime
Online • $875

**Sec. 2 EDP 304659**

David Yang, J.D., LL.B.
5 meetings
Thursdays, 8:30–9:30 pm
July 29–August 26
San Francisco: Downtown Center • $795

**Sec. 3 EDP 304675**

Chauné Williams, J.D.
5 meetings
Thursdays, 8:30–9:30 pm
July 29–August 26
Berkeley: Golden Bear Center • $795
Paralegal Business Law

X404 • 1 semester unit in Law

Gain an accessible and straightforward understanding of the law of business organizations. Study relevant examples from the day-to-day practices of business lawyers and their paralegals. You learn the four basic business organizations: sole proprietorships, partnerships, corporations, and limited liability companies. Note: Online section must be completed within two months of enrollment date.

Sec. 1 EDP 317024
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Sec. 2 EDP 304402
David Yang, J.D., LL.B.
5 meetings
Thursdays, 6:30–9:30 pm
June 24–July 22
Berkeley: Golden Bear Center • $795

Paralegal Intellectual Property Law

X409 • 1 semester unit in Law

Explore trademark law, copyright law, and patent law as it relates to a paralegal's role within intellectual property representation. By the end of the course, you gain the quantifiable skills in the area of intellectual property law to be able to function under an attorney's supervision. Specifically, you learn terminology relevant to the area of intellectual property law and are able to identify the elements of trademark procedures, including infringement. Learn to identify the elements of copyright procedures, including infringement, and patent application, ownership, and transfert. Note: Online section must be completed within two months of enrollment date.

Sec. 1 EDP 317065
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Sec. 2 EDP 304667
Emmalena Quezada, J.D.
5 meetings
Thursdays, 6–9 pm
June 10–July 8
San Francisco: Downtown Center • $795

Paralegal Contract Law

X405 • 1 semester unit in Law

Learn how to form effective legal contracts, how contracts are performed, the remedies for nonperformance or breach of contract, and third-party contracts. Contracts are involved in virtually every field of law, and the contract drafting, analysis, and litigation skills you learn in this course can be applied to a wide variety of legal situations. You examine different kinds of contracts and draft a contract as part of your study. Note: Online section must be completed within two months of enrollment date.

EDP 317032
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Paralegal Tort Law

X403 • 1 semester unit in Law

Get an overview of personal injury, product liability, and malpractice law in this course. Examine the intentional torts of battery, assault, false imprisonment, intentional infliction of mental distress, trespass to chattel, trespass to property, and conversion, as well as analysis of negligence, breach of duty, causation and damages, liability issues and defenses, and malpractice. Note: Online section must be completed within two months of enrollment date.

EDP 307991
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Paralegal Criminal Law

X406 • 1 semester unit in Law

Learn how to assist a criminal attorney as a paralegal. You study substantive and procedural criminal law and learn to identify the elements of and defenses against criminal changes. You learn about levels of criminal intent, the rationale of criminal law, the purpose of criminal punishment, and the role that the U.S. Constitution plays in the criminal justice system. Note: Online section must be completed within two months of enrollment date.

EDP 307983
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Paralegal Family Law

X410 • 1 semester unit in Law

Learn the paralegal’s role in a family law practice. Topics include jurisdictional issues, child custody and visitation matters, child support issues, property rights and division, and spousal support considerations. You also examine issues of traditional marriage and alternative marriage, as well as paternity proceedings, adoption, and surrogacy rights. Note: Online section must be completed within two months of enrollment date.

EDP 317016
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

Climate Change and Law AB 32: What It Means for You

Examine requirements set forth in California Assembly Bill AB 32, which establishes statewide emission limits and enforceable standards to meet those limits to join a burgeoning industry that seeks to minimize the manmade effects of climate change.

For course details and schedule, see page 145.

Paralegal Intellectual Property Program

According to the U.S. Department of Labor Bureau of Labor Statistics, “Paralegals are projected to rank among the fastest growing occupations” and will continue to grow at a pace faster than average through 2018. California offers attractive employment opportunities for paralegals in law firms, corporate legal departments, and government offices specializing in many different areas of the law. UC Berkeley Extension’s Paralegal Studies Program offers a comprehensive, accelerated program designed by paralegals for paralegals and taught by practicing attorneys. We prepare you thoroughly and expeditiously for employment as a paralegal through training that meets California’s paralegal requirements. Upon successful completion, you will be eligible to call yourself a paralegal in the state of California.

Curriculum Requirements

The curriculum for both hybrid and online programs consists of 2 required courses and 4 electives for a total of 8 semester units of academic credit (360 hours of instruction).

Required Courses

• Essential Paralegal Studies I X418 (offered spring and fall terms online)
• Essential Paralegal Studies II X419 (offered spring and summer terms and online)

Electives Available This Term

• Paralegal Tort Law X403 (offered online only)
• Paralegal Business Law X404 (offered online only)
• Paralegal Contract Law X405 (offered online only)
• Paralegal Criminal Law X406 (offered online only)
• Paralegal California Procedures X407
• Paralegal Family Law X410 (offered online only)
• Paralegal Intellectual Property Law X409 (offered online only)

Learn More and View the Brochure

extension.berkeley.edu/spos/paralegal.html
(510) 642-4231
business@unex.berkeley.edu

Enroll using EDP 302687

Statement Regarding California Regulatory Requirements

The UC Berkeley Extension online and hybrid Paralegal Studies Program is in compliance with California Business & Professions Code §6450 through §6454. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This program meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 8 semester units of academic credit for the program.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
Leadership and Management

COURSE INFORMATION

(510) 642-4231
business@unex.berkeley.edu
extension.berkeley.edu/subject/leadership.html

FREE INFORMATION SESSION

Management

Find out how this UC Berkeley Extension certificate program can help you build the essential skills for effective management that can make a tangible difference in your career.

For information about the program, visit extension.berkeley.edu/cert/mgt.html.

EDP 303411
1 meeting
Wednesday, 5:30–7 pm
May 26
San Francisco: Downtown Center • FREE

EDP 304141
1 meeting
Tuesday, 5:30–7 pm
August 17
San Francisco: Downtown Center • FREE

Essentials of Management

X475.4 • 2 semester units in Business Administration

A requirement in the Certificate Program in 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 the management role. You also learn key interpersonal and managerial skills.

EDP 304337
2 semester units in Business Administration

Gene Hendrix, Ph.D., Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
June 22–August 17 (no meeting August 17)
San Francisco: Downtown Center • $675

Leadership: The Role of Power and Authority

X439.2 • 2 semester units in Business Administration

A requirement in the Certificate Program in Management

Learn how power, authority, influence, and tradition converge in the hands of a skilled leader. You study a conceptual framework for practicing effective leadership, how and when to apply the different elements of leadership, how to negotiate, how to use power and influence in the absence of formal authority, and how to promote organizational commitment and optimism through enhanced leadership skills.

EDP 304286
Elie Asmar, M.S.E., PMP, CKM,
Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 23–August 25
San Francisco: Downtown Center • $675

Fundamentals of Leadership Theory and Practice

X454.7 • 2 semester units in Business Administration

Examine the history of leadership theory and its practical applications in business or educational settings through the various lenses of sociology, psychology, political science, and management. Study the ethical dimensions of leadership, with special attention on charismatic leadership and motivation. You explore the field of leadership studies, with its multiple and often contradictory definitions, to hone your own definition of leadership.

EDP 304212
Glenn Tober, M.A.
5 meetings
Saturdays, 9 am–5 pm
July 31–August 28
San Francisco: Art and Design Center • $675

NEW THIS TERM

Design Thinking for Better Innovation

0.8 ceu

Do you wrestle with finding the “right” ideas, selling your solutions and managing the risk of failure when working on innovative projects? Learn how the creative problem-solving process of design thinking helps you innovate quickly and decrease risks and costs. Learn and apply the principles used by successful designers in a variety of fields, as taught by the Haas Business School and the Stanford d.school and used at IDEO. The experiential format of this course guides you in learning the process, then practicing your skills with real challenges in a team environment.

EDP 304504
Helene Cahen, M.A.
1 meeting
Saturday, 9 am–5 pm
June 12
San Francisco: Downtown Center • $395

Managing at a Distance

0.7 ceu

Today’s increasingly flexible, global workforce adds new challenges for both managers and team members. For managers, the ability to manage employees in different locations and time zones is a critical skill necessary for achieving results. Failure to adequately address these challenges can lead to ineffective communication, poor relationships, and ultimately reduced productivity. Learn best practices for communicating with remote employees, creating positive supportive relationships, and establishing strong work practices to bridge the distance. Leave the course with an action-oriented plan to implement selected practices with your team.

EDP 304725
Sharon Shoemaker, M.S.
1 meeting
Thursday, 9–5 pm
June 24
San Francisco: Art and Design Center • $250

Organization and Management

Using case studies, small-group discussions, and examples from Bay Area organizations, this course explores issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

For course details and schedule, see page 44.

Business Communication: Writing and Speaking

Gain experience in drafting a wide range of business communications, including e-mails, memos, letters, and reports. In addition, you give several oral presentations that are videotaped and critiqued in class.

For course details and schedule, see page 44.

Accounting for Managers

Get an overview of financial and cost accounting principles and how they can be used for effective management. Topics include financial statements, income measurement, budgeting, cost allocation, and profit-and-loss accounting.

For course details and schedule, see page 41.
Critical thinking, communication skills, and versatility are taking their place alongside technical or quantitative knowledge as the managerial assets valued most by today’s organizations. UC Berkeley Extension’s Certificate Program in Management reflects this new reality. Its curriculum emphasizes the human factors and leadership components of management—the qualitative aspects of managing—rather than the strictly analytical approaches and quantitative subjects that most programs teach. Real-world management decisions take into account a wide range of factors: customer service, market positioning, operational logistics, social responsibility, public relations, and much more. These factors reflect the multidimensional complexity of running a business.

Managers succeed not only through quantitative analysis but also by projecting leadership strength, clearly communicating challenging yet achievable goals, and modeling a vibrant and productive corporate culture. The best managers, in short, tend to draw from the widest array of capabilities. This professional certificate offers you the opportunity to become this kind of manager through a sequence of integrated courses.

Curriculum Requirements
The curriculum consists of 4 core courses and 3 additional general management courses for a total of 14 semester units (210 hours of instruction).

Required Courses
• Essentials of Management X475.4 (offered every term)
• Business Communication: Writing and Speaking X404.7 (offered every term)
• Leadership: The Role of Power and Authority X439.2 (offered every term)
• Business Ethics and Social Responsibility X400.4 (offered fall and spring terms)

Electives Available This Term
• Organization and Management X490.1
• Fundamentals of Finance X312.5
• Introduction to Marketing X460.1

Learn More and View the Brochure
extension.berkeley.edu/cert/mgt.html
(510) 642-4231
business@unex.berkeley.edu
Enroll using EDP 302695
Certificate Program in Project Management

Acquire the skills you need to complete high-quality projects on task, on time, and within budget. Most of Extension's project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute (PMI).

See page 67 for complete certificate details.

Certificate Program in Construction Management

Get the knowledge and skills to successfully manage a range of projects, from small residential construction jobs to state-of-the-art facilities.

See page 101 for complete certificate details.

Professional Program in Leadership in Sustainability and Environmental Management

Study a recognized body of knowledge on the topics of sustainability leadership and change management, environmental law and policy, compliance management systems, and climate change risk mitigation strategies.

See page 142 for complete program details.

Professional Program in Corporate Social Responsibility Reporting

Ensure your organization considers sustainability in its decision-making processes, and learn how to effectively articulate its socially responsible practices to key stakeholders.

See page 143 for complete program details.

Professional Program in Responsible Global Change Management

Get an introduction to the interrelated issues of environmental quality, sustainability, and ecosystem health—presented in language relevant to business, government, and nonprofits alike.

See page 144 for complete program details.

Professional Program in Sustainability and Energy

Focus on energy use and its impact on the environment in this professional program from UC Berkeley Extension. Understand the impact of current energy-use patterns on climate change and of climate change law, such as California’s AB 32, on local government and businesses.

See page 140 for complete program details.

Professional Program in Sustainability and Transportation

Learn to recognize the benefits of sustainability management and apply its techniques to improve transportation decision making.

See page 141 for complete program details.

Marketing

**COURSE INFORMATION**

(510) 642-4231
business@unex.berkeley.edu
extension.berkeley.edu/subject/marketing.html

**ONLINE COURSE INFORMATION**

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

**FREE INFORMATION SESSION**

**Marketing, Marketing Metrics, and Integrated Marketing Communications**

Find out how UC Berkeley Extension’s Certificate Program in Marketing and the specialized programs of study in Marketing Metrics and Integrated Marketing Communications equip you with a solid understanding of marketing’s most up-to-date concepts and techniques that can enhance your job skills and help you be more effective in this critical business function. For information about the certificate and programs, visit extension.berkeley.edu/subject/marketing.html.

**EDP 303446**

1 meeting
Monday, 5:30–7 pm
May 24
San Francisco: Downtown Center • FREE

**EDP 304380**

1 meeting
Monday, 9:30–7 pm
August 16
San Francisco: Downtown Center • FREE

**Introduction to Marketing**

X4601 • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing and the Certificate Program in Business Administration, Business Essentials and International Business concentrations; an elective in the Certificate Program in Business Administration, M.B.A. Concentration

Learn key information regarding marketing concepts, terminology, and practices that you can use to increase your organization’s profitability. You study consumer, industrial, and service marketing; selecting markets; product planning; pricing, and distribution; and the integration of marketing with other business activities.

**Sec. 1 EDP 304378**

Jim Prost, M.B.A., Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
June 22 – August 31 (no meeting July 20)
San Francisco: Downtown Center • $675

**Sec. 2 EDP 304386**

Warren L. Brown, M.B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 23 – August 25
Berkeley Campus: 136 Barrows Hall • $675

**Sec. 3 EDP 304394**

William Hess, M.A., Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
June 29 – August 31
Redwood City: Peninsula Center • $675

**Sec. 4 EDP 844282**

Woody Alexander, M.B.A.
May 18 – August 10
Online • $730

**Marketing Research: Concepts and Techniques**

X460.6 • 2 semester units in Business Administration

A requirement in Certificate Program in Marketing and the Professional Sequence in Marketing Metrics

Learn to conduct focus groups and surveys, both via the Internet and offline; design questionnaires; interpret data; and present findings. Special emphasis is placed on using market research to develop new products and improve service, as well as on how to target the most profitable customers.

**Sec. 1 EDP 304634**

Scott Worthe, B.S.
10 meetings
Tuesdays, 6:30–9:30 pm
June 29 – August 31
San Francisco: Downtown Center • $675

**Sec. 2 EDP 844290**

Nicki Shovar, Ph.D.
May 18 – August 10
Online • $715
Certificate Program in Marketing

With the Certificate Program in Marketing from UC Berkeley Extension, you gain the 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 would require. Get an overview with courses on marketing research and planning, strategic marketing, and emerging trends in social media and other innovative technologies. Learn from some of the best in the business—leading professionals with the marketing acumen and teaching experience to provide both a theoretical foundation and practical training.

Curriculum Requirements
The curriculum consists of 4 required courses and 2 electives for a total of 12 semester units (180 hours of instruction).

Required Courses
• Introduction to Marketing X460.1 (offered every term and online)
• Marketing Research: Concepts and Techniques X460.6 (offered every term and online)
• Strategic Marketing X415 (offered every term and online)
• Strategic Marketing 2.0—Social Media and Other Innovative Technologies X464.5 (offered every term and online)

Electives Available This Term
• Introduction to High-Tech Product Management and Marketing X448
• Marketing Analytics X466.8
• Service Marketing Management X463.2
• New Product Development X405.8
• Strategic Marketing Planning X411.3
• Introduction to Web Video Marketing (1.8 ceu)

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

Enroll using EDP 152033
Professional Sequence in Marketing Metrics

Begin to measure the effectiveness of your marketing campaigns using the latest approaches and best practices to analyze and use metrics. The Professional Sequence in Marketing Metrics will help you increase your marketing success through analytics, market research, pricing strategies and tactics, and online technology. Learn how to apply marketing metrics to a wide range of real-world advertising techniques, as well as how those quantitative measurements affect your company’s profitability.

Substantiate your success and enhance your career now with the skills and information you gain from this four-course integrated curriculum.

Prerequisite
• Introduction to Marketing X460.1 or equivalent.

Curriculum Requirements
The curriculum consists of 4 required courses for a total of 7 semester units (105 hours of instruction).

Required Courses
• Marketing Analytics X466.8 (offered every term)
• Marketing Research: Concepts and Techniques X460.6 (offered every term and online)
• Pricing Strategies and Tactics X483.6 (offered spring and fall terms)
• Strategies and Technology for Online Multimedia Ad Campaigns X464.4 (offered spring and fall terms)

Learn More
extension.berkeley.edu/spos/metrics.html
(S10) 642-4231
business@unex.berkeley.edu

Enroll using EDP 302919

Strategic Marketing
X415 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing
Learn to market new and existing products and services for growth and increased profitability. Also learn how to use the latest and most sophisticated marketing strategies to create a sustainable competitive advantage. Topics include strategy formulation, linking strategy, brand positioning, relationship marketing, thriving in competitive markets, and avoiding commoditization.

Sec. 1 EDP 304485
Jim Prost, M.B.A., Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 16–August 25 (no meeting July 21)
San Francisco: Downtown Center • $675

Sec. 2 EDP 844225
Suzanne Powers, M.B.A.
May 18–August 10
Online • $715

Strategic Marketing 2.0—Social Media and Other Innovative Technologies
X464.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing
Master the next generation of strategic marketing planning and tactics made possible by the latest media channels and technologies. In this course, you learn how to establish realistic business and performance goals; and systematically evaluate new technologies, as well as evaluate in-market results against specific return-on-investment metrics. You gain a greatly expanded capability to strategically plan and cost-efficiently execute new-channel programs in tandem with more conventional marketing approaches.

Sec. 1 EDP 304477
Peter Young, M.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 24–August 26
San Francisco: Downtown Center • $675

Sec. 2 EDP 844308
Susan Garde, M.B.A.
May 18–August 10
Online • $715

Service Marketing Management
X463.2 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing
Learn the differences between marketing a service and marketing a tangible product. Explore the unique skills and principles to profitably marketing services, including pricing, performance evaluation, and customer involvement and satisfaction. Through lecture, group discussion, and case studies, you learn a variety of approaches service-oriented businesses can take. Whether you are a new or experienced service marketer, you gain an understanding of the elements and dynamics of service marketing and are able to apply this knowledge to improve your organization’s marketing plan.

EDP 314203
William Hess, M.A., Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 16–August 18
Berkeley Campus: 151 Barrows Hall • $675

Strategic Marketing Planning
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. You develop a model marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. Special emphasis is placed on adopting and maintaining a customer orientation when creating marketing plans.

EDP 897454
Woody Alexander, M.B.A.
Enroll anytime
Online, proctored final exam • $715

Marketing Analytics
X466.8 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Marketing Metrics
Gain an understanding of marketing analytics, which applies quantitative methods to improve marketing decisions on product positioning, advertising budgeting, sales-force allocation, and other key areas. Marketing analytics are crucial to marketing effectiveness—what can’t be measured can’t be managed. To ensure that you can leverage the concepts of the course in your own organizations, you use in-class, hands-on computer modeling using widely available tools such as Microsoft Excel. This hands-on work is fortified with lectures and business cases. Note: Please bring a Windows-based laptop PC with Microsoft Excel to the first day of class.

Prerequisites: Introduction to Marketing or equivalent, proficiency with Excel spreadsheets

EDP 304352
Stephan Sorger, M.S., M.B.A.
5 meetings
Saturdays, 9 am–4 pm
June 19–July 24 (no meeting July 3)
San Francisco: Downtown Center • $675
New Product Development
X405.8 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing

Learn what it takes to develop a successful new product, using the same book as well as many of the same techniques of similar courses taught at Stanford and MIT. You study a variety of topics from a DIY perspective so that you learn how to apply concepts such as customer need identification, concept generation and selection, product design, patents, and market introduction to real-world situations. The instructor uses readings, case studies, videos, and VC and intellectual property guest speakers to create a vibrant learning experience.

EDP 304410
Stephan Sorger, M.S., M.B.A.
5 meetings
Saturdays, 9 am–4 pm
July 31–August 28
San Francisco: Art and Design Center • $675

Social Media Marketing
0.8 ceu

Learn to use social media as a low-cost marketing tool and develop competitive strategies to make your business or product stand out from the crowd. Whether it’s a blog, Facebook, LinkedIn or Twitter, social platforms are driving purchasing decisions in both the online and offline worlds. Join us in this exciting workshop and learn how to create a powerful voice in this “influence economy” where anyone with an opinion can effect great change.

EDP 304469
Lorrie Thomas, M.A.O.M.
1 meeting
Saturday, 8:30 am–5 pm
July 24
San Francisco: Downtown Center • $425

How to Find a Job on LinkedIn, Facebook, Twitter, and Other Social Networks
0.8 ceu

The old job search strategies just don’t work in today’s economic environment. Learn new job search strategies to stand out among hundreds of applicants. You study social networking tools—such as LinkedIn, Twitter, and Facebook—to help you develop your online persona and brand, to quickly absorb and synthesize large amounts of data to create a knowledge base that gives you authority, and to establish connections with others to help in your job search.

EDP 304915
Laura Kinley, M.B.A.
1 meeting
Saturday, 9 am–5:30 pm
July 10
San Francisco: Downtown Center • $295

Web Video Marketing Workshop
0.7 ceu

Explore the basics of Web-video marketing for your site, direct e-mail marketing, or social media channels in this one-day workshop. Without using a camcorder or editing software, you can make professional-looking, free, or low-cost videos to effectively turn online visitors into buyers. Examine case studies and learn about top sites and inexpensive vendors that have dramatically increased sales and revenue for companies using Web video. You may also be interested in Introduction to Web Video Marketing (see this page).

EDP 304519
Pam Strayer, B.A.
1 meeting
Saturday, 9 am–5 pm
June 26
San Francisco: Downtown Center • $195

Introduction to Web Video Marketing
18 ceu

Find out why and how to use Web video to market your startup, organization, or business. You learn marketing strategy, read case studies, evaluate make or buy options, discover free do-it-yourself tools, and explore low-cost professional service bureaus. Gain an understanding of how marketers turn browsers into buyers in ever-increasing numbers and how to apply Web-video strategies to your organization’s marketing campaigns. No camcorder is required. You may also be interested in Web Video Marketing Workshop (see this page).

EDP 304525
Pam Strayer, B.A.
6 meetings
Tuesdays, 6:30–9:30 pm
July 13–August 17
San Francisco: Downtown Center • $425

Integrated Marketing Communications

Introduction to Advertising
X401.7 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Integrated Marketing Communications and an elective in the Certificate Program in Marketing

In this course, you learn the role of advertising in the marketing plan; different types of advertising and media selection; buyer behavior; how ads are made; media planning; measuring effectiveness; and relations between the client, the agency, and people in the media.

EDP 897447
Deborah Medsker, B.A.
Enroll anytime
Online, proctored final exam • $715
Introduction to Public Relations
X466 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Integrated Marketing Communications and an elective in the Certificate Program in Marketing

In this course, you learn public relations strategies that can be implemented quickly and inexpensively. You learn how to create public relations materials, such as positioning statements and press releases. You also get hands-on experience solving problems, identifying solutions, and understanding reporters’ interviewing styles. With the public relations strategies you learn in this course, you can help your company or organization sell products to the general public and improve its corporate image.

EDP 397462
Larry Flegle, D.B.A., M.A., CSE, CEC, MAPPA, MPM, CIPM
Enroll anytime
Online, proctored final exam • $715

Technical Marketing

Introduction to High-Tech Product Management and Marketing
X448 • 2 semester units in Business Administration

Gain the real-world knowledge necessary 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/public relations, customer relationship management (CRM), lead-generation programs, conducting competitive analyses, and writing marketing requirements documents (MRD).

EDP 304618
Mark Gaydos, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 24–August 26
San Francisco: Downtown Center • $675

E-mail and Online Marketing
0.8 ceu

A requirement in the Professional Series in Strategic Online Marketing

Power up your e-mail marketing to maximize business profits. This class presents winning marketing strategies for acquiring and retaining valuable customers in a world of legislative restrictions and spam blockers. Topics include 90 percent deliverability; offer types and contact strategies; response rates and personalization preferences; creative tips for balancing text and graphics; and compliance with the Federal CAN-SPAM Act, the California Online Privacy Act, and the Child Online Privacy Act.

EDP 304261
Laurie Beasley, B.S.
1 meeting
Saturday, 8:30 am–5 pm
July 10
San Francisco: Downtown Center • $425

HANDS-ON

Advanced E-mail and Online Marketing
0.8 ceu

A requirement in the Professional Series in Strategic Online Marketing

Increase your e-mail campaign click-through and conversion using strategies and techniques you learn in this course. Optimize your e-mail design for devices such as smartphones and PDAs and settings such as preview panes and blocked images. Learn how e-mail broadcast engines work. Learn advanced techniques you can use to interface e-mail response data with your CRM system. See how to set up triggered e-mail campaigns for lead nurturing. Also learn how segmentation, dynamic content, and personalized e-mail and landing pages can help increase conversion on your campaigns by 50 to 150 percent.

EDP 304279
David Beasley, B.S.
1 meeting
Saturday, 8:30 am–5 pm
August 28
San Francisco: Downtown Center • $425

Search Engine Marketing
0.8 ceu

A requirement in the Professional Series in Strategic Online Marketing

With over 90 percent of Internet users finding products, services, and information through search engines, search engine marketing (SEM) remains a critical medium for you to create brand awareness and gain new customers. Learn SEM techniques and tools so you can effectively incorporate SEM into your marketing efforts and enhance your career prospects.

EDP 304451
Lorrie Thomas, M.A.O.M.
1 meeting
Saturday, 8:30 am–5 pm
June 12
San Francisco: Downtown Center • $425
Personal Financial Planning and Wealth Management

COURSE INFORMATION
(510) 642-4231
business@unex.berkeley.edu
extension.berkeley.edu/subject/financialplanning.html

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

FREE INFORMATION SESSION
Personal Financial Planning and Wealth Management

Come meet UC Berkeley Extension instructors and staff members, and find out more about the curriculum and direction of these programs. An opening presentation is followed by a Q&A session. To reserve your space, please call (510) 642-4111.

For more information about the Professional Sequence in Personal Financial Planning, please visit extension.berkeley.edu/spos/pfp.html. For more information about the Personal Financial Planning, please visit extension.berkeley.edu/spos/wealth.html.

EDP 323261
1 meeting
Wednesday, 6–7 pm
May 26
San Francisco: Downtown Center • FREE

EDP 314336
1 meeting
Wednesday, 6–7 pm
August 25
San Francisco: Downtown Center • FREE

Survey of Personal Financial Planning
X433 • 2 semester units in Business Administration
2 CE units for life agents-LX

A requirement in the Professional Sequence in Personal Financial Planning

This course introduces the fundamental areas included in preparing a comprehensive financial plan for an individual client. Participants receive an extensive introduction to 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.

Prerequisites: We recommend that you take Basic Financial Mathematics and Financial Calculators before enrolling in this course if you don’t have experience using financial calculators.

Sec. 1 EDP 314658
Sharon Kampner, M.B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $750

Sec. 2 EDP 897116
Christina Woo, M.B.A.
Enroll anytime
Online, proctored final exam • $730

HANDS-ON
Basic Financial Mathematics and Financial Calculators

Get a one-day, hands-on introduction to the basic mathematics used in finance, including instruction in using financial calculators.

For course details and schedule, see page 48.

Professional Sequence in Personal Financial Planning

UC Berkeley Extension’s Professional Sequence in Personal Financial Planning provides an academic path to the financial planning profession and courses that pave the way to take the Certified Financial Planner (CFP® Certification Examination. This specialized program of study employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. It also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum consists of 7 required courses and 1 elective for a total of 16 semester units (240 hours of instruction).

Required Courses
- Survey of Personal Financial Planning X433 (offered every term and online)
- Employment Benefits and Personal Financial Planning X433.6 (offered spring and fall terms)
- Estate Planning X433.2 (offered future term)
- Income Taxes and Personal Financial Planning X433.1 (offered spring term)
- Insurance in Personal Financial Planning X433.8 (offered fall term)
- Investments in Personal Financial Planning: General Principles and Methods X433.3 (offered spring and fall terms)
- Personal Financial Planning Practicum X433.7 (offered every term)

Electives Available This Term
- Financial Securities Analysis X425.5
- Counseling Skills for Financial Services Professionals X465

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

Enroll using EDP 302836

CFP® and CERTIFIED FINANCIAL PLANNER™ are federally registered service marks owned by the Certified Financial Planner Board of Standards. CFP® certification is granted only by the Certified Financial Planner Board of Standards to those persons who, in addition to completing an educational requirement such as UC Berkeley Extension’s registered program, have met its ethics, experience, and examination requirements.

ENROLL NOW  VISIT EXTENSION.BERKELEY.EDU/ENROLL  CALL (510) 642-4111
Professional Sequence in Wealth Management

Wealth management is an advanced area of financial planning incorporating financial engineering, philanthropy, tax issues, and portfolio management. Educating the individuals who serve high-net-worth investors, the Professional Sequence in Wealth Management provides financial planners with the training they need to help wealthy investors navigate their particular challenges and opportunities. Students also focus on developing critical relationship-building and client-retention skills.

This specialized program of study employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. It also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum consists of 6 required courses for a total of 12 semester units (180 hours of instruction).

Required Courses
- Understanding Wealth Management X414.3 (offered spring and fall terms)
- Financial Engineering and Wealth Management X414.4 (offered spring and fall terms)
- Counseling Skills for Financial Services Professionals X465 (offered future term)
- Philanthropy as a Wealth Management Tool X414.5 (offered summer term)
- Wealth Management Practicum (capstone) X414.6 (offered future term)

Learn More and View the Flyer
extension.berkeley.edu/spos/wealth.html (510) 642-4231 business@unex.berkeley.edu
Enroll using EDP 302828

Personal Financial Planning Practicum
X433.7 • 2 semester units in Business Administration
Culminating course in the Professional Sequence in Personal Financial Planning
Apply the substantive knowledge you gained in prior courses to prepare and present a complete financial plan in an environment of nonliability. Considerable role playing is involved. You receive feedback on written work. Computer spreadsheet experience is strongly advised. Enrollment is limited.
Prerequisites: Successful completion of all seven prior courses in the personal financial planning certificate curriculum. Students must call registration at (510) 642-4111.
EDP 314427 Catherine Bradford, M.S., CFP, ChFC 10 meetings Mondays, 6:30–9:30 pm June 7–August 16 (no meeting July 5) San Francisco: Downtown Center • $750

Wealth Management

FREE INFORMATION SESSION
Professional Sequence in Wealth Management
Find out how this UC Berkeley Extension program can equip you with the knowledge and best practices in wealth management to enhance your success in advising high-net-worth investors.
For information about the program, visit extension.berkeley.edu/spos/wealth.html.
EDP 323089 1 meeting Wednesday, 7–8 pm May 26 San Francisco: Downtown Center • FREE

Philanthropy as a Wealth Management Tool
X414.5 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Wealth Management and an elective in the Certificate Program in Business Administration, Business Essentials Concentration
This course presents a comprehensive view of charitable giving techniques. The specific areas covered are charitable remainder trusts, charitable lead trusts, pooled income trusts, nontrust giving techniques, gift annuities, use of private foundations, use of donor-advised funds and supporting organizations, postmortem charitable planning, and a number of significant related topics. The course is intended for practitioners who advise individual donors and charitable clients.
EDP 314682 Thomas Horton, B.A., J.D. 10 meetings Wednesdays, 6:30–9:30 pm June 2–August 4 Berkeley Campus: 2320 Tolman Hall • $730
Project Management

**COURSE INFORMATION**

(510) 642-4231  
business@unex.berkeley.edu  
extension.berkeley.edu/subject/project.html

**ONLINE COURSE INFORMATION**

(510) 642-7343  
online@unex.berkeley.edu  
extension.berkeley.edu/online

**FREE INFORMATION SESSION**

**Project Management**

Discover how you can prepare to excel in the expanding field of project management with a UC Berkeley Extension certificate program that meets the high professional standards of the Project Management Institute.

For information about the program, visit extension.berkeley.edu/unt/subject/project.html.

**EDP 313056**

1 meeting  
Thursday, 6–8 pm  
April 22  
San Francisco: Downtown Center • FREE

**EDP 314757**

1 meeting  
Tuesday, 6–8 pm  
August 31  
San Francisco: Downtown Center • FREE

**Project Management**

X470 • 2 semester units in Business Administration  
30 pdus: PMP provider 1173

A requirement in the Certificate Program in Project Management, the Professional Sequence in Project Human Resource Management, the Professional Sequence in Project Risk Management, and the Professional Sequence in Project Quality Management. The online course is the recipient of the Outstanding Course Award from the University Continuing Education Association (UCEA).

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. You’ll use the tools and knowledge you acquire to create your own project plan. This course is a prerequisite for all other project management courses.

**Sec. 1 EDP 314120**

Ravikiran Kalluri, M.B.A., PMP  
10 meetings  
Wednesdays, 6:30–9:30 pm  
May 19–July 21  
Redwood City: Peninsula Center • $675

**Sec. 4 EDP 314138**

Sherman Luk, M.A.  
5 meetings  
Saturdays, 9 am–4 pm  
May 22–June 26 (no meeting May 29)  
San Francisco: Downtown Center • $675

**Sec. 5 EDP 314146**

Lifong Liu, B.S.  
10 meetings  
Tuesdays, and Thursdays, 6:30–9:30 pm  
June 1–July 1  
San Francisco: Downtown Center • $675

**Sec. 6 EDP 314153**

Helena Weiss-Duman, M.A.  
5 meetings  
Saturdays, 9 am–4 pm  
June 12–July 17 (no meeting July 3)  
Berkeley Campus: See Web for room details • $675

**Sec. 7 EDP 314211**

Instructor to be announced  
10 meetings  
Tuesdays, 6:30–9:30 pm  
June 29–August 31  
San Francisco: Downtown Center • $675

**Sec. 8 EDP 314161**

Deann Smith, B.A., PMP, CKM  
10 meetings  
Mondays and Wednesdays, 6:30–9:30 pm  
July 19–August 18  
Berkeley: Golden Bear Center • $675

**Sec. 9 EDP 314179**

Rick Santos, B.S., ECE, M.B.A., PMP  
5 meetings  
Saturdays, 9 am–4 pm  
July 31–August 28  
San Francisco: Downtown Center • $675

**Sec. 10 EDP 314187**

Joseph Mudd, B.S.  
10 meetings  
Tuesdays and Thursdays, 6:30–9:30 pm  
August 3–September 2  
San Francisco: Downtown Center • $675

**Sec. 11 EDP 844357**

Mark Angel, B.S., M.B.A., PMP  
July 1–August 26  
Online, accelerated 8-week format • $730

**Sec. 12 EDP 844332**

Anthony Minstein, B.A., CPIM, PMP,  
Extension Honored Instructor  
May 4–June 29  
Online, accelerated 8-week format • $730

**Sec. 13 EDP 844340**

Mark Angel, B.S., M.B.A., PMP  
May 18–August 10  
Online • $730

**Professional Sequence in Project Human Resource Management**

If you’re especially interested in learning how to manage a project team effectively, 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 consists of 3 required courses for a total of 7 semester units (105 hours of instruction).

**Required Courses**

- Project Management X470 (offered every term and online)
- Human Factors and Team Dynamics for Project Management X469.2 (offered every term and online)
- Advanced Human Factors: Improving Personal Effectiveness and Influence X496.6 (offered spring and fall terms)

**Learn More and View the Flyer**

extension.berkeley.edu/spos/projecthrm.html  
(510) 642-4231  
business@unex.berkeley.edu

**Enroll using EDP 302901**

UC Berkeley Extension is recognized by the Project Management Institute Registered Educational Provider Program and accepts and adheres to all of its policies, requirements, and rules concerning the provision of professional education activities and materials.

**ENROLL NOW**  
VISIT EXTENSION.BERKELEY.EDU/ENROLL  
CALL (510) 642-4111
**Project Procurement Management**

X474.3 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management
Procurement of 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. You’ll also examine a variety of contractual arrangements and fee options.

Prerequisite: Project Management X470

Sec. 1 EDP 314450
William Teiser, M.Ch.E.
5 meetings
Saturdays, 9 am–4 pm
June 5–July 10 (no meeting July 3)
Berkeley: Golden Bear Center • $675

Sec. 2 EDP 314518
Evelyn Launius, M.B.A., PMP
10 meetings
Tuesdays, and Thursdays, 6:30–9:30 pm
July 13–August 12
San Francisco: Downtown Center • $675

Sec. 3 EDP 844407
Kenyon D. Potter, J.D., PE
May 4–June 29
Online, accelerated 8-week format • $730

Sec. 4 EDP 844415
Timothy Donahue-Bomosch, Ph.D.
May 18–August 10
Online • $730

Sec. 5 EDP 844423
Catherine Pinkas, M.B.A., PMP
July 1–August 26
Online, accelerated 8-week format • $730

**Quality Management**

X470.9 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management and the Professional Sequence in Project Quality 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 X470

Sec. 1 EDP 314229
Catherine Pinkas, M.B.A., PMP
5 meetings
Saturdays, 9 am–4 pm
May 15–June 19 (no meeting May 29)
Redwood City: Peninsula Center • $675

Sec. 2 EDP 314237
Doug Hawley, M.B.A., Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
June 12–July 17 (no meeting July 3)
San Francisco: Downtown Center • $675

Sec. 3 EDP 844365
Murray R. Millet, M.B.A., M.S.E.E.
May 18–August 10
Online • $730

Sec. 4 EDP 844373
Murray R. Millet, M.B.A., M.S.E.E.
July 1–August 26
Online, accelerated 8-week format • $730

**Human Factors and Team Dynamics for Project Management**

X469.2 • 3 semester units in Business Administration
45 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management
Learn the leadership and communication skills needed to promote and support quality management in your organization. You’ll also learn how to master the most difficult aspects of quality management: creating, nurturing, and sustaining an organizational climate based on best principles and practices. Discover how quality management ensures that concepts such as teamwork, employee empowerment, and continuous improvement don’t degenerate into buzzwords that increase cynicism and decrease employees’ responsiveness to organizational goals.

Prerequisites: Project Management X470

Sec. 1 EDP 313189
Barbara Blalock, M.A.
6 meetings
Saturdays, 8:30 am–5 pm
April 17–May 22
Redwood City: Peninsula Center • $750

Sec. 2 EDP 314226
Jim O’Donnell, M.B.A.
15 meetings
Tuesdays, and Thursdays, 6:30–9:30 pm
May 25–July 13
Berkeley: Golden Bear Center • $750

Sec. 3 EDP 314286
Edmond Matovesian, B.S., PE
6 meetings
Fridays, 8:30 am–5 pm
July 23–August 27
San Francisco: Downtown Center • $750

Sec. 4 EDP 314278
Zachary Wong, Ph.D., Extension Honored Instructor
6 meetings
Saturdays, 8:30 am–5 pm
July 24–August 28
San Francisco: Downtown Center • $750

Sec. 5 EDP 844316
Catherine McKnight, M.A.
May 4–June 29
Online, accelerated 8-week format • $815

Sec. 6 EDP 844324
Catherine McKnight, M.A.
July 1–August 26
Online, accelerated 8-week format • $815

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**Location Guide**

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center • 1995 University Ave., Berkeley

Redwood City: Peninsula Center • 1991 Broadway St., Redwood City

San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco

San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Certificate Program in Project Management

The Certificate Program in Project Management enables you to acquire the skills you need to keep projects on task, on time, and on budget. The highly interactive curriculum builds from theories of project management to real-world practices applicable to all industries and fields, including marketing, financial services, business administration, information technologies, international trade, health sciences, government, construction, and more. You learn from highly qualified instructors with substantial project management experience. Moreover, all of our project management courses apply toward professional development units (PDUs) for the Project Management Institute (PMI).

Curriculum Requirements
The curriculum consists of 6 required courses for a total of 14 semester units (210 hours of instruction).

Required Courses
We recommend taking these courses in the following sequence:

- Project Management X470 (offered every term and online)
- Project Procurement Management X474.3 (offered every term and online)
- Quality Management X470.9 (offered every term and online)
- Human Factors and Team Dynamics for Project Management X469.2 (offered every term and online)
- Project Risk Management X440.4 (offered every term and online)
- Project Planning and Control X471.9 (offered every term and online)

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

Enroll using EDP 152249

UC Berkeley Extension is recognized by the Project Management Institute Registered Educational Provider Program and accepts and adheres to all of its policies, requirements, and rules concerning the provision of professional education activities and materials.
One of the hallmarks of project management is benchmarking. With UC Berkeley Extension’s Professional Sequence in Project Quality Management, you complete a course of study that establishes your knowledge of varying levels within project management, from essential basics to advanced best practices. Gain the skills and knowledge to set you apart from your peers and make you a more competitive manager.

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
• Project Management X470 (offered every term and online)
• Quality Management X470.9 (offered every term and online)
• Advanced Quality Management X469 (offered spring and fall terms)

Learn More
extension.berkeley.edu/spos/quality.html

Enroll using EDP 312026

UC Berkeley Extension is recognized by the Project Management Institute Registered Educational Provider Program and accepts and adheres to all of its policies, requirements, and rules concerning the provision of professional education activities and materials.

Project Risk Management
X440.4 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management and the Professional Sequence in Risk Management, and an elective in the Certificate Program in Construction Management

Projects today are more time constrained, pose greater technical challenges, and all less likely to have adequate resources than in the past. There are techniques, however, that can help you deal with project risk and recognize and manage potential problems. You learn practical methods for completing difficult projects and how to apply these methods to your own projects.

Prerequisite: Project Management X470

Sec. 1 EDP 314740
Anne Walker, M.B.A., PMP
10 meetings
Tuesdays, and Thursdays, 8:30–9:30 pm
June 1–July 1
San Francisco: Downtown Center • $675

Sec. 2 EDP 314294
Lifong Liu, B.S.
5 meetings
Saturdays, 9 am–4 pm
June 5–July 10 (no meeting July 3)
Berkeley: Golden Bear Center • $675

Sec. 3 EDP 314732
Tom Kendrick, M.B.A., M.S.E.E., PMP
5 meetings
Saturdays, 9 am–4 pm
July 24–August 21
Redwood City: Peninsula Center • $675

Sec. 4 EDP 844258
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
July 1–August 26
Online, accelerated 8-week format • $730

Sec. 5 EDP 844241
Madeleine Bronstone, MLHR, PMP
May 4–June 29
Online, accelerated 8-week format • $730

Project Planning and Control
X4719 • 3 semester units in Business Administration
45 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management

A successful project manager relies on an effective management plan that provides a baseline for monitoring progress, identifying variances, and taking timely action to mitigate the impact of problems. Learn how to create an effective plan and implement it through completion and evaluation. You also explore the tools and techniques you learned in Project Management in greater detail.

Prerequisite: Project Management X470

Sec. 1 EDP 313262
Alan Tsuda, M.B.A.
6 meetings
Saturdays, 8:30 am–5 pm
April 17–May 22
San Francisco: Downtown Center • $750

Sec. 2 EDP 314302
Alan Tsuda, M.B.A.
6 meetings
Saturdays, 8:30 am–5 pm
July 24–August 28
San Francisco: Downtown Center • $750

Sec. 3 EDP 844381
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
May 4–June 29
Online, accelerated 8-week format • $815

Sec. 4 EDP 844399
Deann Smith, B.A., PMP, CKM
July 1–August 26
Online, accelerated 8-week format • $815

Project Management for Owners, Architects, and Engineers

Learn effective project management strategies in the built environment to lead a project from design conception to post-occupancy.

For course details and schedule, see page 100.
Advanced Project Management

Intensive PMP/CAPM Exam Preparation

X474.9 • 2 semester units in Business Administration
35 pdu; PMI provider 1173

Part-online course, Internet access required

Combine intensive classroom training, online study, and practice exam sessions to prepare for the PMP/CAPM exam. Cover the full range of PMBOK-based topic areas and discuss the certification application and exam strategy with the instructor. Get the structured preparation to gain the confidence and knowledge base for the exam. Attendance in classroom sessions is mandatory.

EDP 314690
Cheryl Allen, M.S., PMP
4 meetings
Saturdays, 9 am–4 pm
July 10–August 21 (no meeting July 17, July 31, and August 14)
San Francisco: Downtown Center • $1,650

PMP/CAPM Exam Preparation

X459.3 • 3 semester units in Business Administration
45 pdu; PMI provider 1173

This 45-hour course prepares you to take the Project Management Professional (PMP) or Certified Associate Project Manager (CAPM) examination. Because both credentials require you to write a comprehensive description of your experience, online discussions and a course project give you practice describing your real-world work as a project manager using the language and concepts of the Project Management Body of Knowledge (PMBOK). Online quizzes and practice exams contain questions similar to the certification exams.

Sec. 1 EDP 844266
Cheryl Allen, M.S.
July 1–August 26
Online, accelerated 8-week format • $1,595

Sec. 2 EDP 844274
Edmond Matevosian, B.S., PE
July 1–August 26
Online, accelerated 8-week format • $1,595

Advanced Human Factors: Improving Personal Effectiveness and Influence

X498.8 • 2 semester units in Business Administration
30 pdu; PMI provider 1173

A requirement in the Professional Sequence in Project Human Resource 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. It aims to help you gain more self-confidence and self-direction in your business career and to 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.

Prerequisite: Project Management X470 and Human Factors and Team Dynamics for Project Management X469.2

EDP 313197
Zachary Wong, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
April 24–May 22
Berkeley: Golden Bear Center • $750

Advanced Project Risk Management

X440.7 • 2 semester units in Business Administration
30 pdu; PMI provider 1173

A requirement in the Professional Sequence in Project Risk Management

Risk management connects to all other aspects of project management. It is central to planning and essential to successful project execution. It relates to eight of the nine knowledge areas in the PMI PMBOK and has become fundamental to management at all levels of the organization. Build on the techniques and methods you learned in Project Risk Management, focus on the context for project risk management, and learn how to establish effective risk management processes for projects.

Prerequisite: Project Management X470 and Project Risk Management X440.4

EDP 313239
Tom Kendrick, M.B.A., M.S.E.E., PMP
5 meetings
Saturdays, 9 am–4 pm
April 24–May 22
San Francisco: Downtown Center • $750

Professional Sequence in Project Risk Management

Uncertainty exists in every project you manage. The Professional Sequence in Project Risk Management teaches you ways to lessen the chances the unexpected will slow or even derail your project. You follow an accepted course of study, first by learning the basics of project management and then by focusing on controlling and measuring the various elements of your projects so you can be sure to deliver a quality product on time and to specification. Ensure that your project management skills are recognized throughout the business world with this specialized program of study from UC Berkeley Extension.

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
- Project Management X470 (offered every term and online)
- Project Risk Management X440.4 (offered every term and online)
- Advanced Project Risk Management X440.7 (offered spring and fall terms)

Learn More
extension.berkeley.edu/spos/risk.html
business@unex.berkeley.edu
(510) 642-4231

Enroll using EDP 312017

UC Berkeley Extension is recognized by the Project Management Institute Registered Educational Provider Program and accepts and adheres to all of its policies, requirements, and rules concerning the provision of professional education activities and materials.
**Project Economic Analysis**

X408.6 • 1 semester unit in Business Administration
15 pdu; PMI provider 1173

Every project involves money. Every project requires an economic basis for approval. Being able to make the right business decisions and recommendations about money is critical to effective project management. The most valuable project managers are those who have a strong understanding of economic analysis and how to manage the economics of small and large projects.

**EDP 314567**
Zachary Wong, Ph.D., Extension Honored Instructor
3 meetings
Saturdays, 9 am–4 pm
June 26–July 10 (also Saturday, July 17, 9 am–12 pm; no meeting July 3)
San Francisco: Downtown Center • $450

**Agile Management**

0.7 ceu • 7 pdu; PMI provider 1173

This highly interactive one-day course introduces the fundamentals of Agile development and provides an overview of Agile Management. Through project games, learn how Agile’s planning tools help to address ongoing changes in requirements and show ways to a successful outcome. Make experience your best teacher.

**EDP 314369**
Pat Reed, M.B.A., and Ainsley Nies
1 meeting
Saturday, 9 am–5 pm
June 12
San Francisco: Downtown Center • $295

**Agile Management: Principles and Practices**

X486.1 • 2 semester units in Business Administration

This course is for anyone who is interested in learning more about the principals and practices of Agile as it applies to any organization. Existing project management and product development processes often appear too bureaucratic and slow to respond to the dynamic nature of changing market conditions and technology evolutions. Get an overview of the Agile origins, principles, and methodologies in this course. Learn about Agile’s ability to involve customers and embrace change and human interaction.

**EDP 314245**
Instructor to be announced
5 meetings
Fridays and Saturdays, 9 am–4 pm
June 18–July 10
(no meeting July 2, July 3 and July 9)
San Francisco: Downtown Center • $675

**Effective Project Management**

18 ceu • 18 pdv; PMI provider 1173

Project management leads to the success of practically every business and political and social enterprise. Learn to enhance your project management skills and tackle the assumptions that all too frequently make project management an afterthought rather than a vital discipline. While covering the essentials of project planning and control, you also focus on the craft of managing a project to ensure effective outcomes.

**EDP 323857**
Cheryl Allen, M.S., PMP
3 meetings
Tuesday–Thursday, 9 am–4 pm
April 20–22
San Francisco: Downtown Center • $950

**Project Management Made Simple**

0.7 ceu

More and more organizations are recognizing that project management is a core competency of everyone in their organization. Get a simple framework for organizing and managing project-like work within your organization. Through interactive lectures and hands-on exercises and simulations, gain the knowledge to improve your project management skills. You learn when to treat work as a project and how to define steps for managing a project. You also gain project communication skills and learn how to motivate others.

**Sec. 1 EDP 314773**
Cheryl Allen, M.S., PMP
1 meeting
Friday, 9 am–5 pm
June 25
San Francisco: Downtown Center • $295

**Sec. 2 EDP 314781**
Cheryl Allen, M.S., PMP
1 meeting
Friday, 9 am–5 pm
August 6
Berkeley: Golden Bear Center • $295

**Green IT Project Management: Data Center Energy Efficiency**

Gain project-management-level knowledge in implementing a green IT data center. Gain insight on managing complex energy-efficient data center exercises through hands-on projects and real-world case studies.

For course details and schedule, see page 141.

**Certificate Program in Construction Management**

Get the knowledge and skills you can apply to successfully manage a range of projects, from small residential construction to state-of-the-art facilities.

See page 101 for complete certificate details.

**Professional Program in Sustainability and Transportation**

Learn to recognize the benefits of sustainability management and apply its techniques to improve transportation decision making.

See page 141 for complete program details.

**Professional Program in Corporate Social Responsibility Reporting**

Ensure your organization considers sustainability in its decision-making processes, and learn how to effectively articulate its socially responsible practices to key stakeholders.

See page 143 for complete program details.

**Project Management for Owners, Architects, and Engineers**

Learn effective project management strategies in the built environment to lead a project from design conception to post occupancy.

For course details and schedule, see page 100.

**Professional Program in Facilities Management**

Earn a credential from one of the few educational providers in the country with a program recognized by the International Facilities Management Association (IFMA). Fulfill the academic requirements to become a Certified Facilities Manager (CFM).

If you’re new to facilities management, the program lets you quickly qualify for the Facility Management Professional (FMP) designation.

See page 103 for complete program details.

**Business Analysis Essentials and Planning**

Learn business analysis fundamentals as well as the planning and monitoring knowledge area—the first of the seven generally accepted areas that define the profession’s framework.

For course details and schedule, see page 168.
Project Management for Biopharmaceuticals

Professional Program in Project Management for Biopharmaceuticals

Get the specific knowledge you need as a project manager in the pharmaceutical, biotechnology, medical device, and diagnostic industries.

See page 127 for complete program details.

Real Estate

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

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Principles of Real Estate

X406.8 • 3 semester units in Business Administration

This course is required for those preparing to take California real estate licensing examinations and is also appropriate for those preparing to purchase homes or other properties. You learn the basic laws and principles of California real estate and how to apply those principles to current real estate opportunities in your own community. You also gain the understanding, background research, and grasp of terminology necessary for specialized courses. California law is emphasized, but many aspects are applicable to real estate interests in other states.

EDP 897033
Tom Gee, B.S.
Enroll anytime
Online, proctored final exam • $770

Location Guide

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
For innovative IS/IT training, come to UC Berkeley Extension. From Access to XML, UC Berkeley Extension’s programs and courses in computer technology and information management provide the innovative training you need to thrive in the dynamic IS/IT field. UC Berkeley Extension gives you the latest approaches to the fastest-growing segments of IS/IT: information systems applications, systems analysis, database management, UNIX/Linux, and computer-based image processing.

Increase your conceptual understanding of practical computational software methods used for financial risk management. Learn the advanced language features of MATLAB and SCILAB to solve on-the-job scientific and engineering problems. Or explore the growing field of health care IT project management.

Whether you’re a computer systems engineer, a software programmer, or a systems analyst, UC Berkeley Extension offers the powerful tools you need for your professional career.
Find out how to be your best. Come to a free information session to 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.

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**Post-Baccalaureate Certificate in Information Systems and Management**
August 19, 6–7:30 pm
San Francisco: DTC • EDP 314864

**Professional Sequence in Database Management**
August 18, 6–7:30 pm
San Francisco: DTC • EDP 314872

**Professional Sequence in Business Intelligence and SAS Analytics Software**
August 18, 6–7:30 pm
San Francisco: DTC • EDP 314880

**Business Analysis**
August 19, 7:30–9 pm
San Francisco: DTC • EDP 314989
Online Courses

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Analysis and Management of Information Systems

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/it

FREE INFORMATION SESSION

Post-Baccalaureate Certificate in Information Systems and Management

Come meet UC Berkeley Extension instructors and staff members, and find out more about these curricula and the direction of this program. An opening presentation is followed by a Q&A session.

For more information about the program, see page 75 or visit extension.berkeley.edu/cert/is.html.

FREE INFORMATION SESSION

Professional Sequence in Database Management

This professional sequence from UC Berkeley Extension is designed to be more abstract or theoretical than tied to a specific database program. The entire database application will be taken into consideration, from designing a database and using SQL to interact with it to developing a user interface (UI). Come learn more about the program at this free event, meet other prospective students, talk to instructors and staff, and get your questions answered.

For more information about the program, see page 78 or visit extension.berkeley.edu/spos/dbmgmt.html.

FREE INFORMATION SESSION

Post-Baccalaureate Certificate in Information Systems and Management

Meet instructors with extensive experience in statistical modeling and data mining at this free event. Learn more about the program, meet other prospective students, talk to instructors and staff, and get your questions answered.

For more information about the program, see page 77 or visit extension.berkeley.edu/cert/sis.html.

FREE INFORMATION SESSION

Professional Sequence in Business Intelligence and SAS Analytics Software

Discover how learning the fundamentals of business analysis can improve your career opportunities, whether you are an executive looking for more systems development knowledge or a technical worker who wants to move into management. Meet staff who can tell you about available courses and the benefits of business analysis expertise.

FREE INFORMATION SESSION

Business Analysis

Meet instructors with extensive experience in statistical modeling and data mining at this free event. Learn more about the program, meet other prospective students, talk to instructors and staff, and get your questions answered.

For more information about the program, see page 77 or visit extension.berkeley.edu/spos/sas.html.

Location Guide

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San Francisco: Art and Design Center ■ 95 Third St., San Francisco

Online ■ Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other ■ Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Post-Baccalaureate Certificate Program in Information Systems and Management (ISM)

Prepare yourself for a new career in the IT field by expanding your expertise and taking your skills to the next level. Our rigorous curriculum combines theory and practice to give you a balanced mix of skills and powerful tools you’ll need to build a successful career in information management, systems analysis, computer programming, or computer consulting. Upon successful completion of the Post-Baccalaureate Certificate Program in Information Systems and Management (ISM), you will be able to define, manage, and execute a systems approach to the business environment, write computer programs, and design database systems. This professional certificate is based on a wide variety of core courses and electives.

Curriculum Requirements
The curriculum consists of 4–8 required courses (depending on specific courses taken) for a total of 10 semester units (150 hours of instruction). At least 6 semester units of the 10 required must come from the core courses list.

Core Courses This Term
A minimum of 6 semester units must be taken from this list.

- Introduction to Information Systems Analysis and Design X422 (offered every term and online)
- Advanced Business Systems Analysis X423 (offered future term and online)
- Introduction to Relational Database Management Systems X409.1 (offered fall term)
- Concepts of Relational Database Management Systems X408 (offered online)
- UNIX/Linux System Fundamentals X426.1A (offered spring and fall terms)
- Using the UNIX Operating System X415 (offered every term and online)
- UNIX/Linux System Administration Programming: Shell, C, and Perl X426.1B (offered spring and fall terms)
- Fundamentals of Data Communications and Networking X433 (offered every term and online)
- Managing the Software Development Life Cycle X458.4 (offered future term)
- Software Requirements Analysis X438.1 (offered summer term)
- Software Project Management X433 (offered fall term)
- Software Quality Assurance Methodologies: Practices in the Software Industry X449.3 (offered spring and summer terms)

Electives
Please visit extension.berkeley.edu/cert/ism.html for a list of available electives this term.

Learn More and View the Brochure
extension.berkeley.edu/cert/ism.html
(510) 642-4151
course@unex.berkeley.edu
Enroll using EDP 302894

GET THE KNOWLEDGE YOU NEED
- Develop a Systems Management Perspective
- Understand Data Theory, Software Principles, and Networking Technology
- Enhance Your Practical Skills

FIND THE FLEXIBILITY YOU WANT
- Optimize the Program to Meet Your Needs
- Study in the Classroom or Online
NEW THIS TERM

Elicitation, Requirements Management, and Communication

X448.2 • 3 semester units in Business Administration

Learn how to manage conflicts, issues, and changes to ensure that stakeholders and the project team agree on the solution scope and how requirements are communicated. Study the elicitation knowledge area, which includes details for eliciting business, stakeholder, solution, or transition requirements. You also 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).

Prerequisites: Students should already be familiar with business operations, and those who intend to sit for the CBAP exam should also meet IIBA testing requirements.

Sec. 1 EDP 844688
David Zhu, B.S., PMP, CISA
May 4–June 29
Online, accelerated 8-week format • $995

Sec. 2 EDP 844654
David Zhu, B.S., PMP, CISA
July 1–August 26
Online, accelerated 8-week format • $995

Software Requirements Analysis

X438.1 • 1 semester unit in Business Administration

15 pda: PMI provider 1173

Requirements analysis is a defined step in the software development life cycle (SDLC) model. Getting software requirements clearly defined in the beginning saves time, money, and frustration in later phases. This course details determining and defining levels of requirements, common rules and desirable characteristics of requirements, risks associated with requirements, requirement analysis methods and sources, requirements roadmap, validation and traceability of requirements, and requirement change management.

Prerequisite: Software Project Management X433

EDP 314252
Alka Jarvis, M.B.A.
2 meetings
Saturday, 9 am–4 pm
June 19 and June 26
Redwood City: Peninsula Center • $495

Introduction to Information Systems Analysis and Design

X422 • 3 semester units in EECS-DCS

A core course in the Post-Baccalaureate Certificate in Information Systems and Management

This is the first course in a series covering information analysis and logical specification of the system development process in an organizational context. It emphasizes the interactive nature of the analysis and design process.

EDP 844209
Mark Angel, B.S., M.B.A., PMP
May 18–August 10
Online • $815

Advanced Business Systems Analysis

X423 • 3 semester units in EECS-DCS

A core course in the Post-Baccalaureate Certificate in Information Systems and Management

Learn the practical application of structured analysis and design techniques. You build on the information covered in Introduction to Information Systems Analysis and Design X422 by going through an entire system design cycle as a case study.

Prerequisite: Introduction to Information Systems Analysis and Design X422 or equivalent

EDP 844217
Todd Landreneau, Ph.D.
May 18–August 10
Online • $815

SAS—Information Analysis and Analytics

Introduction to the SAS System

X405 • 2 semester units in Statistics

A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software and an elective in the Professional Sequence in Database Management

The SAS system for information delivery is the international standard for data management, manipulation, storage, retrieval, and analysis. Gain a rigorous exposure to core SAS elements, and get grounded in the fundamentals of the SAS system programming language and procedures.

EDP 314351
Jianmin Liu, Ph.D.
10 meetings
Tuesday, 6:30–9:30 pm
June 24–August 26
San Francisco: Downtown Center • $945

Advanced Programming Using the SAS System

X405.5 • 2 semester units in Statistics

A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software

Gain knowledge and experience as you learn concepts of macro programming and SQL and various programming techniques in database construction and data manipulation. Macro programming in SAS significantly improves programming efficiency, which is widely used in real-life scenarios and production environments. Numerous macro and SQL programming examples are provided throughout the course.

EDP 314395
Jianmin Liu, Ph.D.
10 meetings
Wednesday, 6:30–9:30 pm
June 2–August 4
San Francisco: Downtown Center • $945
**Database Management Systems**

**COURSE INFORMATION**
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/it

**ONLINE COURSE INFORMATION**
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

**Handson Data Mining Using SAS/Enterprise Miner**
X405.6 • 2 semester units in Statistics

A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software

Learning the technical essentials of data mining can help you analyze voluminous amounts of data and turn it into useful relationships and patterns, improving strategic and competitive decision making in your organization and helping your company achieve profitable growth with less time and effort. This course is especially valuable for data miners, database and marketing professionals, risk analysts, and fraud investigators.

EDP 314328
Jianmin Liu, Ph.D.

4 meetings
Saturdays, 9 am–5:30 pm
July 24–August 14
San Francisco: Downtown Center • $1,095

**Introduction to Web Algorithms and Data Structures**
X450.1 • 2 semester units in EECS

(Formerly Introduction to Data Structures Using Java)

Study the algorithms that provide the power behind many of the most effective Web applications. Where do the phases come from for lists like Google suggests? What techniques can generate personal recommendations? How do social networking, mash-ups, and mixed-media sites select and categorize similar groupings of binary content? In this course, you gain a solid understanding of current algorithms and data structures for search, recommendations, groupings, classifications, and combinations of classifiers.

**Prerequisite:** First Course in Java X429.9 or equivalent Java programming experience

EDP 314716
Christine Bouamalay, M.S.

5 meetings
Saturdays, 9 am–5 pm
July 10–August 7
San Francisco: Downtown Center • $695

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**Location Guide**
For detailed information, see page 185.

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San Francisco: Art and Design Center • 93 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

ENROLL NOW | VISIT EXTENSION.BERKELEY.EDU/ENROLL | CALL (510) 642-4111
Advanced Excel Automation Using VBA
X408.6 • 2 semester units in EECS
Learn the essentials of working in the Visual Basic for Applications (VBA) coding environment, including major VBA program control structures, function and sub creation, and object events. Study how to build forms and use controls on forms and worksheets, debugging, and the coding of error-handling routines. You also learn how to build interfaces to relational databases such as Oracle or MySQL using ADO technology. Additional topics include the use of the Windows API and Microsoft Excel’s implementation of regular expressions.
EDP 314088
Paul Armel, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 3
Redwood City: Peninsula Center • $750

C# Programming I
X444.3 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management
Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling, and the object-oriented nature of the language. You are also introduced to debugging C# applications, the .NET Framework, aspects of the .NET object hierarchy, and how to use C# in a .NET application environment.
Prerequisites: Understanding of C, C++, Java, and/or C# and access to a system compatible with Windows applications such as 2000/XP/2003/Vista and Visual Studio
EDP 877977
David Bouvin, M.B.A., D.B.A., CISM, IA (4011)
Enroll anytime
Online, proctored final exam • $595

HANDS-ON
Managing Data(bases) Using SQL
X4019 • 2 semester units in EECS
A requirement in the Professional Sequence in Database Management
A requirement in the Professional Sequence in Database Management
Get an-depth training of the core Structured Query Language (SQL), with particular focus on Data Query Language (DML), Data Manipulation Language (DML), Data Definition Language (DDL) and Data Control Language (DCL) are covered briefly, as well. You learn the concepts of SQL through both lectures and hands-on exercises. Additional class exercises, tests, and projects further enhance your learning experience. On successful completion of the course, you are able to write and understand complex SQL statements and gain a basic understanding of database operations.
Prerequisite: Introduction to Relational Database Management Systems X408.1 or basic understanding of databases and an introduction to SQL
EDP 304162
Michael Kremer, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 22–August 24
San Francisco: Downtown Center • $695

Building Database Systems
X478 • 2 semester units in EECS
A requirement in the Professional Sequence in Database Management
Get an overview of database applications, from simple desktop applications to client-server to Web applications. You pay special attention to designing forms and reports, along with additional class exercises, tests, and projects to enhance your learning experience. Upon successful completion, you are able to design and develop effective database applications using simple development tools. You gain broad knowledge of the different application types and the underlying technologies.
EDP 304121
Michael Kremer, Ph.D.
10 meetings
Thursdays, 6:30–9:30 pm
June 24–August 26
San Francisco: Downtown Center • $695

The Professional Sequence in Database Management is designed to be more abstract or theoretical than tied to a specific database program. Special consideration is given to cross-platform issues, although specific database programs will be used to perform examples and assignments. The entire database application will be taken into consideration, from designing a database and using SQL to interact with the database to developing a user interface (stand-alone, client-server, Web-based).

Curriculum Requirements
The curriculum consists of 4 required courses and 1–2 electives for a total of 144 hours of instruction.

Required Courses
- Introduction to Relational Database Management Systems X409.1 (offered summer term)
- Managing Data(bases) Using SQL X401.9 (offered summer and fall terms)
- Data Modeling and Database Design X402.5 (offered spring term)
- Building Database Systems X478 (offered spring term)

Electives Available This Term
- First Course in Java X429.9
- Introduction to Perl Programming X416.7
- Introduction to the SAS System X405

Learn More
extension.berkeley.edu/spos/dbmgmt.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302844
Introduction to Relational Database Management Systems
X409.1 • 2 semester units in EECS/DCS

A core course in the Post-Baccalaureate Certificate in Information Systems and Management and in the Professional Sequence in Database Management.

Learn effective relational database design, and gain a general overview of relational database management systems. This class introduces you to the terminology and methods used to create and modify database management systems (DBMS). Emphasis is given to accessing large databases and developing methods for working with data on different DBMS. The course concentrates on helping you gain confidence in using DBMS and understanding data structures.

EDP 314849
Andrew J. Oppel, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 23–August 25
San Francisco: Downtown Center • $795

Concepts of Relational Database Management Systems
X408 • 3 semester units in EECS/DCS

A core course in the online Post-Baccalaureate Certificate in Information Systems and Management.

Study techniques for creating and using database applications in depth. You learn requirements analysis and specification; logical database design; normalization; implementing the databases; recovery, concurrency, integrity, and security concerns; and using the database. The course curriculum focuses mainly on the relational database model and SQL.

Prerequisite: A programming course in any language or equivalent experience.

EDP 844191
Andrew J. Oppel, B.A.
May 18–August 10
Online, proctored final exam • $795

Open Source and Operating Systems

HANDS-ON UNIX/Linux System Administration I: Essentials
X422.8 • 2 semester units in EECS

A requirement in the Certificate Program in UNIX/Linux System Administration.

This course covers the major concepts and mechanisms of UNIX system administration. Starting with the key concepts, system administration duties, system organization, system configuration, and system startup, the course moves on to file system architecture, device and system configuration, and process management. Exercises covering these aspects of system administration are an integral part of the course. Although the course covers general system administration, variation among operating systems is discussed.

Prerequisites: A general understanding of UNIX operating system external and command interfaces, access to a UNIX or Linux system.

EDP 314898
Marcelo Carvalho, M.A.
5 meetings
Saturdays, 9 am–5 pm
June 5–July 10 (no meeting July 3)
San Francisco: Downtown Center • $895

Location Guide
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San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete. Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

Three-Course Series in Microsoft Access

Microsoft Access is a scalable, powerful relational database management system that allows you to manage data sets from simple customer lists to more complex inventory and order tracking systems. The Three-Course Series in Microsoft Access offers a three-tiered approach to meet differing levels of experience. Each course provides hands-on instruction with two students per computer at the UC Berkeley Extension Computer Training Facilities.

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
• Designing, Building, and Using Databases X405.4 (offered spring and fall terms)
• Developing Database Applications X405.5 (offered spring and fall terms)
• Database Automation Using VBA X405.6 (offered spring and fall terms)

Learn More
extension.berkeley.edu/spos/access.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 312041
Professional Series in Virtual and Cloud Computing

Understand the technologies and applications of cloud computing and its virtualization foundation used in servers, desktops, embedded devices, and mobile devices. In addition to a full range of enhanced virtualization deployment skills and cloud computing theory, you learn to apply your skills to a variety of open-source and vendor-specific virtualization solutions, including Microsoft Hyper-V, RedHat KVM, VMware, and QEMU technologies.

With the Professional Series in Virtual and Cloud Computing, you gain the technical expertise and real-world knowledge to take advantage of this growing programming market segment.

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 7 semester units (105 hours of instruction).

Required Courses
Choose 3 from list.
- Virtualization Theory for CPU, Memory, and Storage X422 (offered spring term)
- Multivendor Virtualization X422.1 (offered fall term)
- Business and Technical Models for Cloud Computing X422.2 (offered fall term)
- Agile Development, Virtualization, Cloud Deployment X422.3 (offered spring term)
- Optimizing Cloud Computing for Profitability X415.1 (offered summer term)

Learn More
extension.berkeley.edu/spos/cloud.html
course@unex.berkeley.edu
(510) 642-4151
Enroll using EDP 312067

Hands-On

UNIX/Linux System Administration II: Networking
X420.8 2 semester units in ECECS

A required course in the Certificate Program in UNIX/Linux System Administration

This course follows UNIX/Linux System Administration I: The Essentials X422.8. It introduces the TCP/IP Protocol suite and examines its different layers and protocols. Both theory and application are covered in depth. You experience hands-on UNIX/Linux network configuration and troubleshooting tools. Network programming concepts are introduced and reinforced through programming exercises. Finally, new and emerging standards, as well as wide-area networking concepts, are presented.

Prerequisites: UNIX/Linux System Fundamentals X426.1A; UNIX/Linux System Administration Programming; Shell, C, and Perl X426.1B; and UNIX/Linux System Administration I X422.8

EDP 314906
Marcelo Carvalho, M.A.
5 meetings
Saturdays, 9 am–5 pm
July 24–August 21
Berkeley: Golden Bear Center • $895

Using the UNIX Operating System
X415 • 3 semester units in ECECS

A core course in the Post-Baccalaureate Certificate Program in Information Systems and Management

This comprehensive overview of the UNIX operating system introduces you to logging in, the visual editor, file management, text processing, electronic mail, the directory structure, UNIX handling of files and processes, basic shell utilities, and writing shell scripts. (Using UNIX to write programs is not covered.) You learn a conceptual framework and a series of successful interactions with UNIX. Much of the course involves individualized, self-paced learning. Note: The course requires access to a UNIX system or a system capable of running the Linux operating system.

EDP 897264
James A. Connor, B.S.E.E., M.B.A.
Enroll anytime
Online, proctored final exam • $815

New This Term

Optimizing Cloud Computing for Profitability
X415.1 • 2 semester units in ECECS

A required course in the the Professional Series in Virtual and Cloud Computing

Learn techniques to leverage cloud services for maximizing profit, including scheduling strategies. Begin with the study of computing, storage, collaborative, and other cloud services available today. After gaining a firm understanding of services and their pricing, you study specific cases that cover different applications and analyze the cost to host these applications on the cloud. Then, investigate the dynamics of instant on-demand capacity increase and apply queuing theory concepts to analyze the cost of cloud computing services in various queuing and nonqueuing configurations.

EDP 314823
Neena Kaushik, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 22–August 24
Redwood City: Peninsula Center • $595

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San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Certificate Program in UNIX/Linux System Administration

Professionals with knowledge of both the UNIX operating system and its open-source counterpart, Linux, are in demand. Get the specialized IT training employers seek with UC Berkeley Extension’s Certificate Program in UNIX/Linux System Administration. Learn how to be an effective administrator of these multitask operating systems, which are both powerful and elegant. Build on your experience in system administration, or discover how you can use the UNIX and Linux systems in your work as a programmer. Whatever role you have or aspire to in systems administration, this professional certificate provides the skills, knowledge, and formal training you need. It also helps you compete for the higher-level IT positions that increase your job security in today’s global economy.

Curriculum Requirements
The curriculum consists of 7 required courses and 1 elective for a total of 16 semester units (240 hours of instruction).

Required Courses
- UNIX/Linux System Fundamentals X426.1A (offered spring and fall terms)
- UNIX/Linux System Administration Programming: Shell, C, and Perl X426.1B (offered spring term)
- UNIX/Linux System Administration I: Essentials X422.8 (offered summer term)
- UNIX/Linux System Administration II: Networking X420.8 (offered summer term)
- UNIX/Linux System Administration III: Services X444.2 (offered summer term)
- UNIX/Linux System Security X409.9 (offered fall term)
- UNIX/Linux System Administration Capstone: Case Studies X462.3 (offered spring term)

Electives Available This Term
- Java: Discovering Its Power X436.2
- Introduction to Perl Programming X416.7

Learn More Online and View the Brochure
extension.berkeley.edu/cert/linux.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302679
Professional Sequence in Java Programming

Organizations running diverse networks and Internet sites that must pass information among Windows NT, Macintosh, and UNIX platforms count on Java as a general-purpose, object-oriented solution to their diverse network requirements. The flexible nature of the language is driving the demand for trained Java programmers. Through the Professional Sequence in Java Programming, you develop the knowledge and skills necessary to put Java to work on real projects.

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 6 semester units (90 hours of instruction).

Required Courses
We recommend taking the courses in the sequence listed.

- Java: Discovering Its Power X436.2
  (offered every term and online)
- Advanced Java: Language, Internals, and Techniques X436.5
  (offered summer term)
- Advanced Java: Developing with APIs X436.4 (offered summer and fall terms)

Learn More
extension.berkeley.edu/spos/java.html

Enroll using EDP 122234

Programming Languages and Object-Oriented Programming

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/it

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

3-D Graphics and Game Engines
X445 • 2 semester units in EECs

Understand the 3-D graphics engineering used to create video games; animated film; and business applications such as those on wireless devices, computer-aided design, and data visualization. You learn the 3-D graphics pipeline, from reading an artist’s 3-D file to producing an image on the screen. You also study the algorithms and structure of 3-D graphics and game engines including rotation and position of objects in 3-D space, camera controls including perspective and field-of-view, lighting and shading calculations, and animations and interactivity.

EDP 304170
Mitchell Williams, M.B.A., B.S.
10 meetings
Mondays, 6–9 pm
June 14–August 23 (no meeting July 5 and July 26)
San Francisco: Downtown Center • $575

Python Programming
X442.3 • 1 semester unit in EECs

An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

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 ideal language for team projects that provides access to databases, CGI programming, system administration, and other useful services.

Prerequisites: Although no previous programming experience is required, you should have access to a computer running Python or access to the Internet to allow you to download Python.

EDP 877951
Carl Limisco, B.A.
Enroll anytime
Online, proctored final exam • $595

PHP Programming for the Web
X400 • 1 semester unit in EECs

An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

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.

Prerequisites: 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.

EDP 897405
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online • $595

Programming Web Pages with JavaScript

2.4 ceu

JavaScript is an easy-to-use language that can be embedded in HTML pages to make them more interactive and dynamic. JavaScript enables site designers with moderate programming skills to add capabilities and functionality to Web pages, including instant user feedback, advanced form processing, pop-up windows, advanced frame applications, and much more. In this course, you learn the basic elements of the JavaScript language and several techniques to take your Web pages to the next level of sophistication.

EDP 897017
David Bouvin, M.B.A., D.B.A., CISM, IA (4011)
Enroll anytime
Online • $720

HANDS-ON

Introduction to Perl Programming

X418.7 • 1 semester unit in EECs

An elective in the Certificate Program in UNIX/Linux System Administration, the Professional Sequence in Database Management, and the Post-Baccalaureate Certificate Program in Information Systems and Management

Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling, and the object-oriented nature of the language. You are also introduced to debugging C# applications, the .NET Framework, aspects of the .NET object hierarchy, and how to use C# in a .NET application environment.

Prerequisites: Familiarity with UNIX or Windows and experience with a programming language

EDP 877886
Carl Limisco, B.A.
Enroll anytime
Online • $595
Visual Basic Programming I
Learn Visual Basic (VB) development using Microsoft Visual Studio, and focus on VB syntax, logic constructs, application development, exception-handling, and the object-oriented nature of the language.

For course details and schedule, see page 78.

Introduction to C Language Programming
X24 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

Learn the C programming language and fundamental programming concepts even if you don't consider yourself a programmer. On successful completion of the course, you are able to write simple C language applications and undertake courses that assume some background in computer programming, such as C++, C#, Java, and Perl. Topics include variables, data types, functions, control structures, pointers, strings, arrays, and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link, and debug a C program.

Prerequisite: Although no previous programming experience is required, you should have access to a computer hosting a C/C++ compiler or access to the Internet to allow you to download and install a C/C++ compiler. Familiarity with fundamental programming language concepts such as variables, data types, and compiling source code is helpful.

EDP 867879
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online • $595

C++ Programming I
X412.1 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

C++ is a popular, widely used object-oriented programming (OOP) language. C++ provides all the tools for OOP, such as data abstraction, inheritance, polymorphism, and generic programming. Get a solid introduction to all the major features of ANSI standard C++, including the newer syntactic and semantic constructs. You learn each concept through lucid, fluent examples. You learn all major features of C++ in this course, such as objects, classes, pointers, single and multiple inheritance, virtual functions, templates, run-time type identification (RTTI), exceptions, and STL.

Prerequisites: Some programming experience with languages like C, Java, or Visual Basic is preferable. Access to a C++ compiler is required.

EDP 877860
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online, proctored final exam • $715

NEW THIS TERM
Sun Certified Java Programmer (SCJP) Exam Preparation
X444.8 • 2 semester units in EECS

Prepare to take the Sun Certified Programmer for the Java Platform Standard Edition 6 (CX310–065) exam. In addition to preparing for the exam, you gain proficiency in the core fundamentals of the Java programming language and increase your confidence in developing Java applications at the workplace. This course is recommended for Java programmers, engineering managers, and anyone who wants to become Java certified, as well as to establish a solid understanding of core Java language.

EDP 314815
Sanjay Bhatia, B.S.
4 meetings
Saturdays, 8:30 am–5 pm
June 5–June 26
Redwood City: Peninsula Center • $595

First Course in Java
X429.9 • 2 semester units in EECS
An elective in the Professional Sequence in Database Management

Java—with its platform independence and support for animation, graphics, and sound—is heavily used in interactive Web pages that work on varying platforms. Learn the Java programming language even if you aren’t a programmer. Examine fundamental programming concepts and statements and basic object-oriented programming, and get an introduction to Java applets. On successful completion of the course, you are able to write simple Java applications and applets and are prepared to undertake advanced courses in Java.

EDP 304147
Thomas Albert, Ph.D.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Downtown Center • $595

Java: Discovering Its Power
X436.2 • 2 semester units in EECS

A requirement in the Professional Sequence in Java Programming and an elective in the Certificate Program in UNIX/Linux System Administration

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. Learning Java is easier than learning C or C++. You do not need any background in programming to succeed in this course. 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: C++ Programming I or equivalent and some experience with object-oriented design and techniques. Familiarity with building graphical user interfaces is helpful.

Sec. 1 EDP 304154
Lalitha Krishnamurthy, M.S.
5 meetings
Saturdays, 9 am–4 pm
June 5–July 10 (no meeting July 3)
San Francisco: Downtown Center • $595

Sec. 2 EDP 877810
Carl Limisco, B.A.
Enroll anytime
Online • $715

HANDS-ON
Advanced J2EE Web-Tier: JavaServer Faces and Struts
X490.2 • 2 semester units in EECS

This course covers JSP (JavaServer Faces) and Struts in considerable depth. Apache Struts has gained widespread acceptance as a robust, mature Model2 framework for J2EE Web-tier development, making the development process much more systematic.

JavaServer Faces, with its wide J2EE-industry backing, is fast emerging as the framework that will make possible rapid Web-tier application development, owing to close integration with various IDEs and availability of an increasing number of standard UI components. Similar to Struts in that this, too, is a Model 2 architecture, Faces is a much more event-based GUI model, somewhat similar to Swing for desktop Java programming.

Prerequisites: You must have a solid understanding of Java and some experience with Web programming. Some exposure to JSP and servlets makes the course more manageable but is not necessary.

EDP 314856
Asif Qamar, M.S.C.S.
4 meetings
Saturdays, 9 am–5 pm
June 5–June 26
San Francisco: Downtown Center • $895
Whether you’re already a teacher or want a career in education, UC Berkeley Extension has the program to prepare you for your next step. Fulfill requirements for a 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 language or to become a college admissions adviser.

At UC Berkeley Extension, you choose the teaching program that fits your needs. Fulfill your California Clear Credential requirement with courses approved by the California Commission on Teacher Credentialing. Or 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.

With instructors who are highly qualified teachers and experienced resource specialists, you can be confident that your UC Berkeley Extension education is the best training for success in the classroom.
Find out how to be your best. Come to a free information session to 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.

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Designated Subjects Adult Education and Career Technical Education Teaching Credentials

- May 13, 5:30–7 pm Berkeley: GBC • EDP 203158
- August 19, 5:30–7 pm Berkeley: GBC • EDP 204289

Teaching English as a Second/Foreign Language

- May 13, 5:30–7 pm Berkeley: GBC • EDP 203331
- August 12, 5:30–7 pm Berkeley: GBC • EDP 204214
- August 17, 5:30–7 pm San Francisco • EDP 204602

College Admissions and Career Planning

- May 12, 5:30–7 pm Berkeley: GBC • EDP 203349
- August 10, 5:30–7 pm Berkeley: GBC • EDP 204479
- August 19, 5:30–7 pm Redwood City: PC • EDP 204594

Ramu Nagappan
Director
Humanities and Education

Margaret Kirkpatrick
Program Director
Clear Credentials, Designated Subject Credentials, and College Admissions

Louise Malandra
Program Director
CTEL

Nancy Ryoo
Program Director
Teaching English as a Second Language, Technology in Education, and Teaching Math
Designated Subjects Teaching Credential Programs

Course Information
(510) 642-1171
askeducation@unex.berkeley.edu
extension.berkeley.edu/subject/edcredprogram.html

Adult Education and Career Technical Education

Designated Subjects Adult Education Teaching Credential (DSAE)
UC Berkeley Extension is pleased to offer the Designated Subjects Adult Education Teaching Credential. The program meets the California Commission on Teacher Credentialing (CTC) regulations and requirements for teacher training in this area.

Designated Subjects Career Technical Education Teaching Credential (DSCTE)
UC Berkeley Extension’s DSCTE teaching credential opens classroom doors in a wide range of academic and career and technical subject areas by enabling you to teach what you know best. Whether you want to be a full- or part-time teacher, the credential program maximizes your previous work experience to start a new career in teaching.

Please visit our website for full program and course descriptions:
- extension.berkeley.edu/spos/adulted.html
- extension.berkeley.edu/spos/voced.html

To learn more or to begin a credential program call the Education Department at (510) 642-1171 or e-mail askeducation@unex.berkeley.edu.

Professional Program in Adult Education

A teaching credential is not required for many adult education positions, but skilled, knowledgeable teachers are always in demand. UC Berkeley Extension’s Professional Program in Adult Education prepares you for a career teaching adults in a variety of learning environments and improves your skills if you are already a professional teacher or trainer. Learn from industry professionals and get up-to-date training in education technology, curriculum development, and student evaluation.

Required Courses
- Instructional Strategies for the Adult and Adolescent Learner (Level I) X387.3 (offered spring term)
- Assessment and Evaluation in Adult and Vocational Education (Level I) X366 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level I) X366.3A (offered fall term)
- Critical Issues in Public Education: Class, Culture, Race, Ethnicity, and Gender (Level I) X344.2 (offered spring term)
- Curriculum for the Adult Learner (Level II) X325 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level II) X366.3B (offered spring term)
- Counseling, Guidance, and Professional Relationships in Adult Education (Level II) X366.6 (offered spring term)

Curriculum Requirements
The curriculum consists of 3 required courses for a total of 9 semester units (135 hours of instruction). The curriculum consists of 8 required courses for a total of 14 semester units (210 hours of instruction).

Learn More
extension.berkeley.edu/spos/adultedctc.html
(510) 642-1171
askeducation@unex.berkeley.edu

Electives
Visit extension.berkeley.edu/spos/adulted.html for a current list of electives.

UC Berkeley Extension’s Designated Subjects Adult Education Teaching Credential opens classroom doors in a wide range of academic and career and technical 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. Whether you want to be a full- or part-time teacher, the credential program maximizes your previous life experience to improve your teaching skills or start a new career in the classroom.

Required Courses
- Perspectives on the Adult Learner (Level I) X351.8A (offered fall term)
- Instructional Strategies for the Adult and Adolescent Learner (Level I) X387.3 (offered spring term)
- Assessment and Evaluation in Adult and Vocational Education (Level I) X366 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level I) X366.3A (offered fall term)
- Critical Issues in Public Education: Class, Culture, Race, Ethnicity, and Gender (Level I) X344.2 (offered spring term)
- Curriculum for the Adult Learner (Level II) X325 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level II) X366.3B (offered spring term)
- Counseling, Guidance, and Professional Relationships in Adult Education (Level II) X366.6 (offered spring term)

Curriculum Requirements
The curriculum for the part-time credential consists of 5 required courses for a total of 9 semester units (135 hours of instruction). The curriculum for the full-time credential consists of 8 required courses for a total of 14 semester units (210 hours of instruction).

Learn More
extension.berkeley.edu/spos/adultedctc.html
(510) 642-1171
askeducation@unex.berkeley.edu

Electives
Visit extension.berkeley.edu/spos/adulted.html for a current list of electives.
Curriculum for the Adult Learner (Level II)
X325 • 2 semester units in Education
Learn the principles, strategies, and practices for developing a learner-centered curriculum, such as identifying instructional objectives and preparing lesson plans and course outlines consistent with California statutes, policies, and regulations.
Prerequisite: Completion of Level I requirements of the Adult Education Teaching Credential

EDP 204297
Instructor to be announced
4 meetings
Saturdays, 9 am–5:30 pm
July 10–July 31
Berkeley Campus: See Web for room details • $490

Assessment and Evaluation in Adult and Vocational Education (Level I)
E366 • 2 semester units in Education
Fulfills requirements for Adult Education or Career Technical Education credentials
Learn techniques for evaluating student progress and instructor effectiveness. Study both formative (ongoing assessment through a course) and summative (end-of-course) evaluations, with emphasis on identifying instructional objectives and using the evaluation result to modify the content, pace, format, and style of delivery.

EDP 204321
Daniene Marciano, Ed.D.
4 meetings
Sundays, 9 am–5:30 pm
June 6–June 27
Berkeley: Golden Bear Center • $490
Designated Subjects Career Technical Education Teaching Credential

UC Berkeley Extension's Designated Subjects Career Technical Education Teaching Credential opens classroom doors in a wide range of academic and career technical subject areas by enabling you to teach what you know best. Learn from industry professionals, and get up-to-date training in education technology, curriculum development, and student evaluation. Understand instructional strategies, activities, and materials appropriate for adult and youth learners with diverse needs. Develop methods to increase student motivation and retention. The credential program maximizes your previous work experience to start a new career in teaching.

**Required Courses**
- Perspectives on the Adult Learner (Level I) X351.8A (offered fall term)
- Instructional Strategies for the Adult and Adolescent Learner (Level I) X387.3 (offered spring term)
- Assessment and Evaluation in Adult and Vocational Education (Level I) X366 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level I) X366.3A (offered fall term)
- Curriculum Design in Vocational Education (Level I) X338A (offered spring term)
- Vocational Education Foundations (Level II) X366.4 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level II) X366.3B (offered spring term)
- Teaching Vocational Students with Special Needs X366.5 (offered summer term)

**Curriculum Requirements**
The curriculum for the part-time credential consists of 5 required courses for a total of 9 semester units (135 hours of instruction). The curriculum for the full-time credential consists of 8 required courses for a total of 14 semester units (210 hours of instruction).

**Learn More**
extension.berkeley.edu/spos/edcredfulfillment.html
(510) 642-1171
askeducation@unex.berkeley.edu

Curriculum for the part-time credential:
- Perspectives on the Adult Learner (Level I) X351.8A (offered fall term)
- Instructional Strategies for the Adult and Adolescent Learner (Level I) X387.3 (offered spring term)
- Assessment and Evaluation in Adult and Vocational Education (Level I) X366 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level I) X366.3A (offered fall term)
- Curriculum Design in Vocational Education (Level I) X338A (offered spring term)
- Vocational Education Foundations (Level II) X366.4 (offered summer term)
- Integrating Technology into Adult and Vocational Education (Level II) X366.3B (offered spring term)
- Teaching Vocational Students with Special Needs X366.5 (offered summer term)

U.S. Constitution History Requirement

**Introduction to American Politics**
Explore the theoretical implications of democracy and justice in this in-depth look into the structure of the American political system.
For course details and schedule, see page 111.

**Introduction to the History of the United States: From Colonial Settlement to the Civil War**
Sharpen your understanding of the people, institutions, and ideologies that shaped the formation of the United States.
For course details and schedule, see page 111.

**Introduction to the History of the United States: From the Civil War to the Present**
Survey U.S. history from the 1870s to the new millennium. Increase your knowledge of events, institutions, and prominent historic figures while developing skills of historical analysis and interpretation.
For course details and schedule, see page 111.

Professional Program in Career Technical Education

A teaching credential is not required for many career technical education positions, but skilled, knowledgeable teachers are always in demand. UC Berkeley Extension’s Professional Program in Career Technical Education prepares you for a career teaching in a variety of learning environments and improves your skills if you are already a professional teacher or trainer. Learn from industry professionals and get up-to-date training in education technology, curriculum development, and student evaluation.

**Required Courses**
- Instructional Strategies for the Adult and Adolescent Learner (Level I) X387.3 (offered spring term)
- Assessment and Evaluation in Adult and Vocational Education (Level I) X366 (offered summer term)
- Vocational Education Foundations (Level II) X366.4 (offered spring term)

**Curriculum Requirements**
The curriculum consists of 3 required courses and 1 approved elective for a total of 7–9 semester units (105–135 hours of instruction).

**Learn More**
extension.berkeley.edu/spos/cateched.html
(510) 642-1171
askeducation@unex.berkeley.edu
Enroll using EDP 202309

**Electives**
Visit extension.berkeley.edu/spos/voced.html for a list of available electives.
CTC-Approved Courses

Fostering Wellness
X345.4 • 1 semester unit in Education
Fulfills the Health Education requirement for California teaching credentials

Helping students learn to care for their bodies and make healthy emotional adjustments to the demands and pressures of a fast-paced society is part of the educational process at all grade levels. Learn effective strategies for teaching health concepts in elementary, secondary, and adult classes. Topics include fitness and nutrition, stress and depression, sexuality, and use and abuse of drugs and alcohol. You may use this course to fulfill the health education and nutrition requirements for a California Multiple Subject Credential when applying directly to the Commission on Teacher Credentialing or for a full-time Adult Education and Vocational Education Credential.

EDP 204313
Madeline Pinkard, M.A.
2 meetings
Sundays, 9 am–5:30 pm
August 15 and August 22
San Francisco: Art and Design Center • $365

Introduction and Use of Computer Technology (Level II)
X395.5 • 2 semester units in Education
Fulfills the Computer Education Level II requirement for California teaching credentials

(formerly Integrating Computer Technologies into the Curriculum)

Get an overview of current computer technologies you can use whether your classroom environment is technology-rich or technology-poor. You can also learn about ethical and legal issues involved in using this technology. Basic knowledge of computer use is required. The course features two classroom meetings and two online meetings.

Prerequisites: Familiarity with computer basics such as toolbars, the mouse, copying, saving, and so on. In addition, participants should have basic familiarity with word processing, spreadsheets, simple e-mail functions, and searching the Internet.

EDP 204305
James Iler, M.A.
4 meetings
Sundays, 9 am–5:30 pm
June 6–June 27
Berkeley: Golden Bear Center • $525

Inclusion of Students with Special Needs in Regular Education
X370.4 • 2 semester units in Education
Fulfills the Special Education, or “mainstreaming,” requirement for California teaching credentials

Develop teaching and management skills that facilitate learning by students with special needs in the mainstreamed classroom. Learn about topics such as special education history, legislation, programs, services, and trends; the terminology and characteristics of disabling conditions; and strategies for modifying the regular education program. You may use this course to fulfill the mainstreaming requirement for the Ryan Multiple and/or Single Subject Credential on direct application to the Commission on Teacher Credentialing.

EDP 204503
Nina Ghiselli, Psy.D.
4 meetings
Saturdays and Sundays, 9 am–5:30 pm
July 17–July 25
San Francisco: Art and Design Center • $525

EDP 204418
Rod McLean, M.A.
May 18–August 10
Online, proctored final exam • $525

CLAD Through CTEL

CTEL: Orientation: Clad through CTEL
0.2 ceu
A requirement in the CLAD Through CTEL Program
Provides individuals interested in the CLAD through CTEL Certificate program with a clear understanding of the entire program, including its scope and goals, requirements, standards, the procedures that affect competencies and field experience.

EDP 204438
Various instructors
1 meeting
Thursday, 10:30 am–12:30 pm
July 1
Berkeley: Golden Bear Center • $25

CLAD Through CTEL

UC Berkeley Extension’s certification program for K–12 teachers helps you gain effective skills and knowledge to teach English learners, students whose native language is not English. Approved in summer 2009 by the state of California’s Commission on Teacher Credentialing (CTC), the 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. The accelerated summer program can be completed in six weeks—a convenient option for teachers.

Prerequisites
A CLAD Through CTEL program application and an appropriate, valid teaching credential are required.

Curriculum Requirements
The curriculum consists of 6 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 program to satisfy requirements for the CLAD Through CTEL authorization.

Required Courses
• CTEL 0—Orientation: CLAD Through CTEL (offered every term)
• CTEL 1—Culture and Inclusion X374.A (offered summer and fall terms)
• CTEL 2—Language and Language Development X374.B (offered summer and fall terms)
• CTEL 3—Assessment of English Learners X374.C (offered spring and summer terms)
• CTEL 4—Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE X374.D (offered spring and summer terms)
• CTEL P—Portfolio X374.P (offered spring and summer terms)

Learn More
extension.berkeley.edu/spos/clad.html
Contact the Education department at (510) 642-1171 for registration information and individualized guidance through the certification process.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
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 learning environment with English learners; 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.

Curriculum Requirements

The curriculum consists of an orientation and 4 required courses for a total of 12 semester units and 0.2 ceu (182 hours of instruction).

Required Courses

- CTEL O: Orientation: Clad Through CTEL 0.2 ceu (offered every term)
- CTEL 1: Culture and Inclusion X374.A (offered summer and fall terms)
- CTEL 2: Language and Language Development X374.B (offered summer and fall terms)
- CTEL 3: Assessment of English Learners X374.C (offered spring and summer terms)
- CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction SDAIE X374.D (offered spring and summer terms)

Learn More

extension.berkeley.edu/spos/pedagogy.html
(510) 642-1171
askeducation@unex.berkeley.edu

Enroll using EDP 202325

CTEL 1: Culture and Inclusion

X374.A • 3 semester units in Education

A requirement in the CLAD Through CTEL Program

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. 1 EDP 204354
Anita Grier, Ed.D.
6 meetings
Weekdays, 9 am–5:30 pm
July 6–July 13
San Francisco: Downtown Center • $520

Sec. 2 EDP 204362
Louise Malandra, Ed.D.
6 meetings
Weekdays, 9 am–5:30 pm
July 6–July 13
Berkeley: Golden Bear Center • $520

CTEL 2: Language and Language Development

X374.B • 3 semester units in Education

A requirement in the CLAD Through CTEL Program

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 language functions and the specific linguistic and socio-linguistic challenges of English learners, you learn how to directly apply discourse and pragmatics to assess and instruct English learners.

Sec. 1 EDP 204370
Sherri DeFina, M.A.
6 meetings
Weekdays, 9 am–5:30 pm
July 14–July 21
San Francisco: Downtown Center • $520

Sec. 2 EDP 204388
Anita Grier, Ed.D.
6 meetings
Weekdays, 9 am–5:30 pm
July 14–July 21
San Francisco: Downtown Center • $520

CTEL 4: Foundations and Methods of EL/LD and Content Instruction

X374.D • 4 semester units in Education

Fulfills SDAIE requirement for the CTC Certificate of Completion of Staff Development; a requirement in the CLAD Through CTEL Program

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; use of the California English Language Development standards and the English Language Development Test (CELDT) in instructional planning that promotes both language development and academic achievement; and 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. 1 EDP 204420
Donna Alles
8 meetings
Weekdays, 9 am–5:30 pm
July 22–August 2
San Francisco: Downtown Center • $580

Sec. 2 EDP 204412
Sherri DeFina, M.A.
8 meetings
Weekdays, 9 am–5:30 pm
July 22–August 2
Berkeley: Golden Bear Center • $580

For complete course and schedule information, visit extension.berkeley.edu

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Teaching English as a Second Language (TESL/TEFL)

COURSE INFORMATION
(510) 642-1171
askeducation@unex.berkeley.edu
extension.berkeley.edu/subject/tesl.html

Required Courses for the Certificate Program in Teaching English as a Second Language

FREE INFORMATION SESSION
Teaching English as a Second/Foreign Language

Learn how UC Berkeley Extension's certificate program can prepare you for diverse job opportunities—teaching, business, translation, travel, interpreting, and more—both in the United States and around the world.

For information about the program, see page 93 or visit extension.berkeley.edu/cert/tesl.html.

EDP 203331
1 meeting
Thursday, 5:30–7 pm
May 13
Berkeley: Golden Bear Center • FREE

EDP 204214
1 meeting
Thursday, 5:30–7 pm
August 12
Berkeley: Golden Bear Center • FREE

EDP 204802
1 meeting
Tuesday, 5:30–7 pm
August 17
San Francisco: See Web for location • FREE

Fundamentals of Linguistics for ESL Teachers

X416 • 3 semester units in Linguistics

A requirement in the Certificate Program in Teaching English as a Second Language

This course introduces concepts in linguistics and sociolinguistics relevant to the teaching of English as a second language. We recommend that you take this course first as it provides a foundation for other TESL studies.

EDP 204123
Steven L. West, Ph.D.
13 meetings
Wednesdays, 6–9 pm
June 2–August 11 (also Saturdays, June 12 and August 14, 10 am–4 pm)
San Francisco: Downtown Center • $535

EDP 204156
Steven L. West, Ph.D.
13 meetings
Mondays, 6–9 pm
June 7–August 23 (also Saturdays, June 26 and August 28, 10 am–4 pm; no meeting July 5)
Berkeley: Golden Bear Center • $535

Methods and Materials for Teaching English as a Second Language

X339.1A • 3 semester units in Education

A requirement in the Certificate Program in Teaching English as a Second Language

Learn traditional and innovative classroom techniques for teaching listening, speaking, reading, and writing skills to speakers of English as a second language in this practical introduction to the field.

EDP 204149
Sedique Popal, Ed.D., Extension Honored Instructor
15 meetings
Tuesdays and Thursdays, 6–9 pm
June 1–July 20
Berkeley: Golden Bear Center • $535

EDP 204115
Carol Ethaby, M.A. in TESOL
12 meetings
Mondays, 6–9 pm
June 7–August 30 (also Saturdays, June 5, June 12, and June 19, 9 am–3:30 pm; no meeting July 5, July 12, July 19, and July 26)
San Francisco: Downtown Center • $535
Grammar Fundamentals for ESL Teachers
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. In this course, you gain an understanding of the special difficulties that arise in learning a second language and the reasons that these problems occur.
EDP 204511
Patti Weissman, M.A.
7 meetings
Sundays, 9:30 am–2 pm
June 13–August 1 (no meeting July 4)
Berkeley: Golden Bear Center  •  $500

Cross-Cultural Communication
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 in this course, with emphasis on their implications for teaching. Learn to interpret the communicative behavior of a student and to explain how conversational behavior differs from culture to culture.
Sec. 1 EDP 204172
Steven L. West, Ph.D.
11 meetings
Tuesdays, 6–9 pm
June 1–August 10
San Francisco: Downtown Center  •  $500
Sec. 2 EDP 204164
Sedique Popal, Ed.D., Extension Honored Instructor
8 meetings
Wednesdays, 6–10 pm
June 2–July 14 (also Wednesday, July 21, 6–8 pm)
Berkeley: Golden Bear Center  •  $500

Second-Language Acquisition
X334   •  3 semester units in Education
A requirement in the Certificate Program in Teaching English as a Second Language
Review the theories of first- and second-language acquisition, comparing and contrasting issues involved in both. In addition, you carefully examine theories of bilingualism.
Prerequisite: Fundamentals of Linguistics for ESL Teachers X416
EDP 204131
Sedique Popal, Ed.D., Extension Honored Instructor
6 meetings
Saturdays, 9 am–5 pm
June 5–July 24 (also Saturday, July 31, 9 am–2 pm; no meeting June 26, July 3, and July 10)
Berkeley: Golden Bear Center  •  $535

Teaching Pronunciation as a Communicative Skill
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. You examine American English pronunciation, including stress, rhythm, intonation, and consonants and vowels. You also explore the linguistic and psychological factors affecting communicative clarity. Coursework includes hands-on experience as a tutor.
EDP 204198
Caroline Priestley, M.A. in TESOL, M.Litt.
5 meetings
Thursdays, 6–9 pm
August 5–September 2
Berkeley: Golden Bear Center  •  $395

Practicum in Course Design for ESL/EFL Teachers
X3271   •  3 semester units in Education
A requirement in the Certificate Program in Teaching English as a Second Language
Build on prior coursework in methodology, second-language acquisition, linguistics, and cross-cultural communication, and gain project-based practical experience in the fundamentals of course design. Move through the curriculum cycle from needs assessment to objective writing to lesson and material development to evaluation. Embedded in the course are exercises in teaching techniques, classroom management, and testing and assessment. Enrollment is restricted. Please call the Education department at (510) 642-1171 for enrollment information.
Prerequisite: Completion of all coursework for the Certificate in Teaching English as a Second Language
EDP 204206
Angela Blackwell, M.A. in TESOL
7 meetings
Saturdays, 10 am–5 pm
June 5–August 14 (no meeting July 3, July 10, July 17, and August 7)
Berkeley Campus: See Web for room details  •  $940

Advanced Courses in TESL

Communicative Grammar Teaching
X318.9   •  1 semester unit in Education
Investigate current research into teaching grammar, and discover the importance of meaning to communicative language teaching. You watch videos, discuss techniques, and participate in demonstrations that help to shape your own approach to grammar teaching and ultimately help your students communicate more effectively in the real world.
Prerequisite: Methods and Materials for Teaching ESL/EFL X339.1A and Grammar Fundamentals X338, or equivalent ESL/EFL teaching experience
EDP 204180
Carol Lethaby, M.A. in TESOL
3 meetings
Saturdays, 9 am–2 pm
August 7–August 28 (no meeting August 21)
Berkeley: Golden Bear Center  •  $395

Teaching Academic Writing to Learners of ESL/EFL
X319.5   •  2 semester units in Education
Gain a deeper understanding of the key issues and difficulties of second or foreign language writing. You learn to plan and design appropriate lessons with relevant activities for teaching academic writing to learners of English as a second or foreign language. Teachers in training—as well as in-service teachers who are teaching academic writing to students of ESL/EFL remedial English, or mainstream English situations—can benefit from this course.
Prerequisite: Methods and Materials for Teaching ESL/EFL X339.1A or equivalent ESL/EFL teaching experience
EDP 204461
Ilze Duarte, Ph.D.
6 meetings
Sundays, 9 am–2:30 pm
July 11–August 15
Berkeley: Golden Bear Center  •  $535
Certificate Program in Teaching English as a Second Language

The increasing use of English in the world has opened career opportunities for teachers of English as a second language (ESL). ESL educators work all over the world in fields such as business, travel, translation, publishing, and education. They work in countries where English is spoken primarily as a foreign language, as well as in countries where English is the dominant language. In English-speaking countries, ESL teachers work with immigrants and refugees at all levels of the education system, including adult education.

Teaching ESL requires skills beyond just fluency in the English language. It is a multifaceted academic discipline requiring training in linguistics, second language acquisition, language pedagogy, methodology, materials development, assessment and evaluation, curriculum and syllabus design, and cross-cultural communication. Teaching in adult schools requires an Adult Education Credential; teaching at the community college level requires either an M.A. in TESOL or Master of Arts in a related field and the TESL certificate. All courses in the Certificate Program in TESOL can be applied toward an M.A. with TESL emphasis at St. Mary’s College. Please contact the department for information on additional partnerships with Bay Area graduate TESOL programs.

Curriculum Requirements
The curriculum consists of 7 required courses for a total of 17 semester units (255 hours of instruction).

Required Courses
- Fundamentals of Linguistics for ESL Teachers X416 (offered every term)
- Methods and Materials for Teaching English as a Second Language X339.1A (offered every term)
- Cross-Cultural Communication X339.4 (offered every term)
- Second-Language Acquisition X334 (offered every term)
- Teaching Pronunciation as a Communicative Skill X339.7 (offered every term)
- Grammar Fundamentals for ESL Teachers X338 (offered every term)
- Practicum in Course Design for ESL/EFL Teachers X327.1 (offered every term)

Learn More
extension.berkeley.edu/cert/tesl.html
(510) 642-1171
askeducation@unex.berkeley.edu
Enroll using EDP 202127
College counseling expertise is in growing demand, and school counselors can increase their marketability by gaining the skills in this program. Applicants must provide evidence of their Pupil Personnel Services (PPS) credential or master's degree in counseling.

Curriculum Requirements
The curriculum consists of 2 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
- College Admissions Advising A X369.3 (offered spring and summer terms)
- College Admissions Advising B X369.4 (offered spring and fall terms)

Learn More
extension.berkeley.edu/spos/admission.html
(510) 642-1171
askeducation@unex.berkeley.edu

Enroll using EDP 202085

**College Admissions Advising A**
X369.3 • 4 semester units in Education
A requirement in the Certificate Program in College Admissions and Career Planning
Get an introduction to the critical components of college admissions advising, including needs assessment, financial planning, and researching higher education options.

EDP 204453
Peggy Hock-McCally, Ph.D., and Katy Murphy, M.A.
12 meetings
Saturdays, 9 am–5 pm
May 22–July 10
(also Tuesdays, May 25–July 6, 6–9 pm; no meeting May 29, June 8, and July 3)
Berkeley: Golden Bear Center • $970

**Counseling Techniques for Educators**
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 can be used by counselors, teachers, administrators, and others in K–12 and university settings. You learn and practice the basic tenets of Carl Rogers’s Human Resource Development (HRD) Model in order to gain competence in the application of basic counseling skills.

Sec. 1 EDP 204487
Aubrey Uresti, M.A., PPS
4 meetings
Sundays 9 am–5:30 pm
July 25–August 15
Berkeley: Golden Bear Center • $485

Sec. 2 EDP 204495
Maureen Casey, M.A.
5 meetings
Saturdays, 9 am–5:30 pm
August 14–August 28 (also Wednesdays,
August 11 and August 18, 6–9 pm)
Redwood City: Peninsula Center • $485

**College Admissions and Career Planning**

**FREE INFORMATION SESSION**
College Admissions and Career Planning
Call (510) 642-4111 to reserve your space. There is no charge or obligation to enroll.

For information about the program, visit extension.berkeley.edu/cert/college.html.

EDP 203349
1 meeting
Wednesday, 5:30–7 pm
May 12
Berkeley: Golden Bear Center • FREE

EDP 204479
1 meeting
Tuesday, 5:30–7 pm
August 10
Berkeley: Golden Bear Center • FREE

EDP 204594
1 meeting
Thursday, 5:30–7 pm
August 19
Redwood City: Peninsula Center • FREE
Certificate Program in College Admissions and Career Planning

The Certificate Program in College Admissions and Career Planning provides the in-depth knowledge and technical skills necessary to direct others in their quest for higher education and career fulfillment. Areas covered include 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; strategies for college admissions tests, essays, and recommendation letters; and uses of technology in college and career planning. This certificate gives special attention to training in the college admissions process while emphasizing the connection to the world of work, including field site observations and a practicum course that offers hands-on participation in admissions and career advising settings.

Curriculum Requirements
The curriculum consists of 5 required courses for a total of 15 semester units (216 hours of instruction).

Required Courses
- College Admissions Advising A X369.3 (offered spring and summer terms)
- College Admissions Advising B X369.4 (offered spring and fall terms)
- Career Planning for College Admissions X369.5 (offered spring and fall terms)
- Counseling Techniques for Educators X365.6 (offered every term)
- Practicum in College Admission Advising X361.9 (offered spring and fall terms)

Learn More and View the Brochure
extension.berkeley.edu/cert/college.html
(510) 642-1171
askeducation@unex.berkeley.edu

Enroll using EDP 202150
### Professional Development for Educators

#### Introduction and Use of Computer Technology (Level II)

This course focuses on teaching and learning in a wide range of classroom environments, from technology-rich to technology-poor, providing an overview of current computer-based technologies.

*For course details and schedule, see page 89.*

#### Web Design for Educators

**X337.2 • 2 semester units in Education**

Equip yourself with the skills and tools for developing educational Web pages that both support classroom curricula and have pedagogical intent and impact. You design, construct, and evaluate your own Web pages while exploring the issues of supplementing classroom material with Internet resources.  

**Prerequisites:** Familiarity with HTML; and navigating the Internet

### Technology in Education

#### Web 2.0 Technologies for Teachers

**X360.9 • 1 semester unit in Education**

Gain fluency with current technologies so that you can better integrate them into your curriculum and promote tech-literate students. These Web 2.0 tools and technologies encourage collaboration and communication within K–12 classrooms. They are also free to use and accessible to anyone with an Internet connection.

**EDP 204529**

David Casuto, M.A., M.Ed.  
2 meetings  
Sundays, 9 am–4:30 pm  
August 1 and August 8  
San Francisco: Art and Design Center • $295

#### Podcasting for Teachers

**X360.9 • 1 semester unit in Education**

Podcasting helps promote collaboration and communication among teachers, students, and parents while at the same time enhancing the core curriculum. Learn how easy it is to use podcasting in your classroom in this fun, interactive, and hands-on workshop. By the end of the course, you are able to create a podcast, design an original soundtrack, and broadcast on the Internet.

**Prerequisite:** Familiarity with computer usage basics and word processing. You use the Apple iLife Suite in class. If you have any questions, please contact the Education department at (510) 642-1171.

**EDP 204537**  
David Casuto, M.A., M.Ed.  
2 meetings  
Sundays, 9 am–4:30 pm  
August 15 and August 22  
San Francisco: Art and Design Center • $295

### Teaching Math

#### Making Math Real Institute

These programs are offered in partnership with the Making Math Real Institute, which provides professional development for educators, private practitioners, and parents and intensive development in mathematics for students of all ages. Making Math Real is an innovative, fun, hands-on method of learning math that integrates cognitive development techniques in lessons and activities. Extensive color-coding is a critical element of the program, so please bring four colored markers or pencils in blue, green, red, and black to every class meeting. Register for these courses by paying for tuition and materials at www.makingmathreal.org or by calling (510) 527-0720. For optional academic credit, register and pay separate fees to UC Berkeley Extension prior to the first class meeting.

**Note:** Please do not contact Black Pine Circle School. If you have questions regarding this course, contact the Making Math Real Institute.

#### Making Math Real: Overview

**X3811 • 1 semester unit in Education**

This overview course provides the pedagogical foundations and practical applications of implementing and maintaining a comprehensive methodology in mathematics for pre-K through calculus. Learn how and why this multisensory structured approach is entirely different from the way math has been traditionally taught. Tuition fee paid directly to Making Math Real Institute: $294. Fee for academic credit option paid to UC Berkeley Extension: $175.

**Note:** Please do not contact Black Pine Circle School. If you have questions regarding this course, contact the Making Math Real Institute.

**Prerequisite:** This course is the mandatory overview for taking all other Making Math Real courses.

**Sec. 1 EDP 204222**

Michael Curry, ET  
2 meetings  
Monday and Tuesday, 9 am–5 pm  
June 21 and 22  
Berkeley: Black Pine Circle School, 2016 Seventh St. • $175

**Sec. 2 EDP 204230**

Michael Curry, ET  
2 meetings  
Thursday and Friday, 9 am–5 pm  
July 15 and 16  
Berkeley: Black Pine Circle School, 2016 Seventh St. • $175
Making Math Real: The 9 Lines Intensive
X307.7 • 1 semester unit in Education

This is the only Making Math Real course for learning and applying the 9 Lines symbol imaging mental modeler. This essential course for parents and educators is a comprehensive, in-depth investigation that shows how to maximize the success of the 9 Lines strategy and integrate it into the daily classroom or home experience. Course participants learn how to use the 9 Lines mental modeler in direct application to multiplication, division, fractions, number theory, whole number factoring, and factoring polynomials. Tuition fee paid directly to Making Math Real Institute: $294. Fee for academic credit option paid to UC Berkeley Extension: $175.

Note: Please do not contact Black Pine Circle School. If you have questions regarding this course, contact the Making Math Real Institute.

Prerequisite: Successful completion of the Making Math Real: Overview course within the past three years

EDP 204248
Michael Curry, ET
2 meetings
Thursday and Friday, 9 am–5 pm
June 24 and 25
Berkeley: Black Pine Circle School, 2016 Seventh St • $175

Making Math Real: The 4 Operations and the 400 Math Facts
X362.6 • 4 semester units in Education

This course continues the fundamental development from the Overview course, providing the essential foundation upon which all mathematics develop: the 4 operations and the 400 math facts. These are the bases for cognitive development K–5 and all mathematical applications through algebra and beyond. Topics include comprehensive methods for teaching the acquisition of all math facts, including full units in addition, subtraction, basic place value, number concepts, multiplication, and long division (single-digit and double-digit multipliers and divisors). Tuition fee paid directly to Making Math Real Institute: $894. Fee for academic credit option paid to UC Berkeley Extension: $360.

Note: Please do not contact Black Pine Circle School. If you have questions regarding this course, contact the Making Math Real Institute.

Prerequisite: Successful completion of the Making Math Real: Overview course within the past three years

EDP 204271
Michael Curry, ET
8 meetings
Mondays, Tuesdays, Thursdays, and Fridays, 9 am–5 pm
June 28–July 9
Berkeley: Black Pine Circle School, 2016 Seventh St • $325

Making Math Real: Fractions, Decimals, and Advanced Place Value
X302.2 • 4 semester units in Education

Fractions and their related applications are required tools for successful mathematical processing through calculus. This course provides you with effective, hands-on strategies that make fractions, decimals, and advanced-place value meaningful and accessible for all students. Topics include comprehensive methods for teaching fractions, comparing and ordering; and a comprehensive unit for reading and writing decimals, including the 4 operations through mixed decimals, comparing and ordering, and decimals on the number line. Tuition fee paid directly to Making Math Real Institute: $894. Fee for academic credit option paid to UC Berkeley Extension: $360.

Prerequisite: Making Math Real: Overview

EDP 204255
Michael Curry, ET
8 meetings
Mondays, Tuesdays, Thursdays, and Fridays, 9 am–5 pm
July 19–July 30
Berkeley: Black Pine Circle School, 2016 Seventh St • $360

Making Math Real: Pre-Algebra
X326.1 • 4 semester units in Education

The cognitive demands of algebra require a strong and comprehensive developmental foundation including recognizing and extending patterns, generalizing, sequential processing, and especially detail analysis. The specific outcome of a successful pre-algebra experience is the establishment and full integration of algebraic law that defines and supports all algebraic processes of simplifying and solving. The most critical component of successful instruction and learning is to include all of the incremental steps in every algebraic development. Therefore, course emphasis is on the systematic incrementation and methods of instruction that address the development, refinement, and integration of students’ sensory-cognitive abilities with the application and retention of algebraic problem-solving and skills. Topics include units on the 4 operations with integers and rational numbers, probability, number theory, ratio, proportion and percent, solving equations, and linear graphing and systems. Tuition fee paid directly to Making Math Real Institute: $894. Fee for academic credit option paid to UC Berkeley Extension: $360.

Prerequisite: All course participants must have successfully completed the Overview course and the Fractions course. Some substitutions may apply; see Web for details.

EDP 204263
Michael Curry, ET
8 meetings
Mondays, Tuesdays, Thursdays, and Fridays, 9 am–5 pm
August 2–August 13
Berkeley: Black Pine Circle School, 2016 Seventh St • $360

Teaching Nutrition

Edible Schoolyard Academy

Academy courses—offered in partnership with the Edible Schoolyard Academy, a program of the Chez Panisse Foundation—are intended for garden, kitchen, and classroom educators and program administrators who are interested in modeling their program on the Edible Schoolyard Academy. The academies are designed to support emerging garden and kitchen programs nationwide and to strengthen resource and information sharing. The academies provide a two-day Edible Education immersion through hands-on activities, presentations, guided discussion, and student-led tours.

Participants learn to use tools for teaching Edible Education—an integrated approach to education in the garden, kitchen, and classroom. Specific topics include curriculum integration, class scheduling, managing volunteers, program administration, and funding strategies. Participants leave the academy with tools for developing programs in their own communities.

Tuition fee paid directly to Edible Schoolyard Academy: $400 (includes tuition, breakfast, and lunch). Fee for academic credit (1.5 ceu) from UC Berkeley Extension: $225.

Application deadline is April 22.

For more information regarding the Edible Schoolyard Academy, please contact Shaina Robbins at shaina@edibleschoolyard.org.

EDP 204545
Esther Cook, and Geoff Pall
2 meetings
Thursday and Friday, 8:30 am–4:30 pm
July 8 and 9
Berkeley: The Edible Schoolyard, Martin Luther King, Jr. Middle School, 1781 Rose St. • $625

EDP 204552
Esther Cook, and Geoff Pall
2 meetings
Tuesday and Wednesday, 8:30 am–4:30 pm
July 13 and 14
Berkeley: The Edible Schoolyard, Martin Luther King, Jr. Middle School, 1781 Rose St. • $625

EDP 204560
Esther Cook, and Geoff Pall
2 meetings
Friday and Saturday, 8:30 am–4:30 pm
July 16 and 17
Berkeley: The Edible Schoolyard, Martin Luther King, Jr. Middle School, 1781 Rose St. • $625
Engineering, Construction, and Facilities Management
Find out how to be your best. Come to a free information session to 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.

Stay at the forefront of your field with cutting-edge courses from UC Berkeley Extension. Broaden your technical expertise and add to your professional knowledge, whether you work in civil, construction, structural, mechanical, environmental, or electrical engineering.

Learn the latest developments and trends in photovoltaic devices, power conversion, wireless communications, networking, and technologies for emerging markets. Take an online program in integrated circuit design that offers optional Mandarin soundtracks to help maximize learning if your English is limited. Find out about HVAC for green buildings and Building Information Modeling (BIM), the state-of-the-art tool for facilities design and construction. Fulfill the academic requirements to become or maintain your status as a Certified Facilities Manager. Or enroll in the courses you need to prepare for state licensing examinations.

Instructors who are engineers, architects, lawyers, building contractors, and other experts ensure your education is professionally relevant as well as academically strong. With UC Berkeley Extension, you’re prepared for the next step in your engineering career.
Civil/Construction Engineering and Management

Preconstruction Estimating: From Design Development Stage to the Final Bid Process

X451 • 2 semester units in Civil and Environmental Engineering

A requirement in the Certificate Program in Construction Management

This course has been designed to provide you with a practical, in-depth introduction to this challenging subject and to further acquaint you with all aspects of construction estimating techniques during preconstruction services, from design development to the final bid process. You work in groups on practical projects, working on case studies, performing and simulating step-by-step approaches and techniques, and applying current construction contract delivery methods.

EDP 30432
Henry Tooryani, M.S.
10 meetings
Thursdays, 6:30–9:30 pm
June 3–August 5
Berkeley Campus: 126 Barrows Hall • $725

Fundamentals of Construction Law

X440 • 2 semester units in IDS-Civil Engineering and Law

A requirement in the Certificate Program in Construction Management

This course familiarizes engineers, architects, project managers, developers, and contractors 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. On completion of this course, a construction professional should understand, in a broad sense, the legal aspects of a construction project and should be able to identify issues and legal problems as they arise.

EDP 30441
Tim McNerney, J.D.
4 meetings
 Saturdays, 9 am–5 pm
June 12–July 17 (no meeting June 26 and July 3)
Berkeley Campus: See Web for room details • $695

Project Management

Certificate Program in Project Management

Acquire the skills you need to complete high-quality projects on task, on time, and within budget. Most of our project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute (PMI).

See page 67 for complete certificate details.

Sustainability Studies

Professional Program in Solar Energy and Green Building

Get a comprehensive orientation to the solar industry, including perspectives on policy, economics, technology, business market leaders and best practices, emerging market trends, opportunities, and threats.

See page 139 for complete program details.

Professional Program in Sustainability and Environmental Management

Study a recognized body of knowledge on the topics of sustainability leadership and change management, environmental law and policy, compliance management systems, and climate change risk-mitigation strategies.

See page 140 for complete program details.

Professional Program in Sustainability and Energy

Focus on energy use and its impact on the environment in this professional program from UC Berkeley Extension. Understand the impact of current energy-use patterns on climate change and of climate change law, such as California’s AB 32, on local government and businesses.

See page 140 for complete program details.

Green Building

Fundamentals of Green Building with LEED

Prepare to earn professional accreditation in the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) Green Building Rating System.

For course details and schedule, see page 136.

Construction Green Building Materials for LEED

Learn construction green building materials as evaluated by the LEED Green Building Rating System.

For course details and schedule, see page 138.

Climate Change and Green Building: The Business Case

Understand cost, benefit, and risk in the business of green building.

For course details and schedule, see page 136.

Sustainable Building Operation and Maintenance Practice and LEED


For course details and schedule, see page 136.
Certificate Program in Construction Management

The Certificate Program in Construction Management provides thorough, up-to-date preparation for effectiveness and leadership in the field of construction management, which includes light (residential and small office buildings) and heavy (large office buildings and facilities, infrastructures) projects. A construction manager must be in charge of the overall planning and control of a project, which demands a command of many skills. This professional certificate offers knowledge of the regulatory, insurance, management, safety, estimating, and environmental aspects of the construction management field.

Curriculum Requirements
The curriculum consists of 5 required courses and 60 hours of electives (usually 2 courses) for a total of 14 semester units (210 hours of instruction).

Required Courses
- Management in the Construction Industry X464 (offered spring and fall terms)
- Fundamentals of Construction Law X440 (offered summer term)
- Managing Safety and Health in Construction Projects X452 (offered spring and fall terms)
- Construction Project Scheduling and Control X463 (offered spring term)
- Preconstruction Estimating: From Design Development Stage to the Final Bid Process X451 (offered summer term)

Electives Available This Term
- Construction Green Building Materials for LEED X401.1
- Project Management X470
- Project Risk Management X440.4
- Project Procurement Management X474.3

Learn More and View the Brochure
extension.berkeley.edu/cert/const.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302448
Professional Sequence in Facilities Management

The Professional Sequence in Facilities Management provides the knowledge, tools, and skills needed for successful facilities management, along with a thorough understanding of and practical experience in the critical business-decision making process of the facility manager. In addition to teaching methods and techniques that are consistent with accepted facilities-management practices, the program provides a sequence of integrated courses that teach the requirements for the International Facility Management Association’s Facility Management Professional designation.

Students who enroll in the Professional Sequence in Facilities Management by July 1, 2010, and successfully complete the following four courses with a grade of B or higher by December 31, 2010, can apply directly to IFMA and receive the FMP designation.

Curriculum Requirements

The curriculum consists of 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses

- Introduction to Facilities Management X420 (offered spring and fall terms)
- Facilities Management: Operations and Maintenance X420.1 (offered spring term)
- Facilities Construction and Project Management X420.2 (offered fall term)
- Facilities Management: Strategic Planning Leadership and the Organization X420.3 (offered summer term)

Learn More

extension.berkeley.edu/spos/facmgmt.html
(510) 642-4231
business@unex.berkeley.edu

Enroll using EDP 302927

### Facilities Management

**COURSE INFORMATION**

(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/engineering

### Facilities Management: Strategic Planning Leadership and the Organization

**X420.1 **• 2 semester units in Architecture

A requirement in the Professional Sequence in Facilities Management

Strategic facility planning ensures that facilities are appropriately planned to meet the needs and changing requirements of building users over time. This course presents an overview of the role and methods of facilities management as it supports an organization’s long- and short-range objectives. Through lectures, group discussion, and completion of a major project, you develop an understanding of the organization and management of a facilities department, the strategic planning process, and how a facilities department achieves organizational goals.

Prerequisite: Introduction to Facilities Management X420

**EDP 314310**

Donny Houston, M.A.
5 meetings
Saturday, 9 am–5 pm
July 17–August 14
San Francisco: Downtown Center • $875

### Facilities Planning and Design

**X421 **• 3 semester units in Architecture

A requirement in the Professional Sequence in Facilities Management

Facilities management encompasses a broad set of specialized activities. This course acquaints you with the concept of planning as a process that involves the integration of design, facility technologies, and business management principles for the purposes of identifying, documenting, and meeting organizational needs. You are exposed to the range of skills required, including architectural design, facilities engineering, project accounting, and scheduling. By the end of the course, you have an overview of the planning process, from project analysis to design synthesis.

**EDP 314096**

Julie Barron, B.F.A.
15 meetings
Tuesdays, and Thursdays, 8:30–9:30 pm
June 1–July 20
San Francisco: Art and Design Center • $875

### HVAC

**COURSE INFORMATION**

(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/engineering

### Indoor Air Quality, HVAC, and Green Building

**X410 **• 2 semester units in Mechanical Engineering

30 USGBC GBCI CE hours

An elective in the Certificate Program in HVAC and in the Professional Program in Sustainable Design

Designed for individuals interested in indoor air quality who design and operate buildings, this course covers common indoor air pollutants and their sources; how to investigate, test, and resolve indoor air quality complaints; and the role of ventilation systems. You examine indoor air quality in the LEED process and learn how and why to select materials and furnishings with low or no emissions that also do not negatively impact the indoor environment. You study why and how to incorporate low-emission materials in building design, find out how indoor air quality testing programs support LEED certifications, and examine options to maximize the LEED certification process from the indoor air perspective. You learn step-by-step investigation techniques, air sampling and analysis procedures, and how to interpret the results of investigative efforts. You also investigate numerous indoor air pollutants, including volatile chemicals, mold, asbestos, lead paint, and Legionella bacteria.

**EDP 304808**

Jeff Hicks, M.P.H., CIH, and Pamela Rey, PE
10 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 3
San Francisco: Downtown Center • $529

Call for Instructors and Course Proposals

UC Berkeley Extension invites highly qualified instructors to submit course proposals, and résumés or letters of interest to jobs@unex.berkeley.edu. Information about current course offerings is available at extension.berkeley.edu. UC Berkeley Extension is committed to diversity in its staff, faculty, and student body and invites all qualified people to apply. AA/EEO.
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 you with a coherent approach to acquiring in-depth technical understanding of the principles and applications you need to design new HVAC systems and retrofit existing systems to meet energy conservation standards.

Curriculum Requirements
This curriculum consists of 4 required courses and 90 hours of electives (usually 3 courses) for a total of 14 semester units (210 hours of instruction).

Required Courses
- HVAC System Load Calculations and Psychrometry X469 (offered fall term)
- HVAC Ductwork and Piping Systems X470 (offered spring term)
- HVAC System Design Considerations X472 (offered fall term)
- HVAC Control and Energy Management Systems X473 (offered spring term)

Electives Available This Term
- Indoor Air Quality, HVAC, and Green Building X410
- The Building Envelope X413.3
Electives approved for USGBC CE Hours

Learn More and View the Brochure
extension.berkeley.edu/cert/hvac.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302117
New This Term

Professional Series in Smart Grid Technology

As governments, businesses, and home owners increasingly scrutinize the transmission and distribution of energy, many see the cost-reducing and clean-air benefits of a network-enabled, or smart, power distribution grid as a substantial improvement. 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’re a sustainability professional looking for increased technical knowledge or a technology worker interested in migrating to SGT, the program provides the knowledge you need. The program is also an excellent fit if you’re an urban planner, home developer, real estate professional, or policy maker looking for new or advanced opportunities in public utilities, commercial construction, renewable energy, or electric transportation.

Curriculum Requirements

The curriculum consists of 4 required courses for a total of 4 semester units (60 hours of instruction).

Required Courses

Smart Grids 1: Introduction X423 (offered summer term)
Smart Grids 2: Energy-Efficient Transmission X423.1 (offered summer term)
Smart Grids 3: Command and Control X423.2 (offered fall term)
Smart Grids 4: Metering and Home Area Networks X423.3 (offered fall term)

Learn More

extension.berkeley.edu/spos/smartgrid.html
(S10) 642-4151
course@extension.berkeley.edu

Enroll using EDP 312059

Electrical Engineering

COURSE INFORMATION

(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/subject/ee.html

New Courses for Electrical Engineers

NEW THIS TERM

Smart Grids 1: Introduction

X423 • 1 semester unit in EE

A requirement in the Professional Series in Smart Grid Technology

Learn about the new intelligent energy grid that supports the green energy initiatives of the 21st century. 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 and is ideal for proposal staff, product developers, system managers, and urban planners.

EDP 314104
Michael Heiseh, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
June 5 and June 12
Redwood City: Peninsula Center • $460

NEW THIS TERM

Smart Grids 2: Energy-Efficient Transmission

X423.1 • 1 semester unit in EE

A requirement in the Professional Series in Smart Grid Technology

From long-distance high-voltage transmission lines through neighborhood distribution to the smart meter in the residential dwelling, this survey course covers the technical, economic, and environmental issues of energy transmission. You learn about the challenges of high-power interconnections and review quality considerations. You then address to the intricacies of outage management systems, reliability benefits of substation automation, economics of capital deferral, energy loss mitigation using DC transmission, interfacing with demand control systems, and infrastructure security. This course lays a solid technical foundation for proposal staff, product developers, system managers, urban planners, and business professionals, as well as a contemporary overview for technical staff.

EDP 314112
Michael Heiseh, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
July 17 and July 24
Redwood City: Peninsula Center • $460

NEW THIS TERM

Essentials of Microcontrollers and Processors

X424 • 1 semester unit in EE

Learn the essential architectural designs and operational principles along with their performance tradeoffs for today’s most popular embedded RISC microcontrollers, system-on-a-chip VLSI cores, CSC chips, and digital signal processors. You study essential functions, including pipelining, serial input/output, and arithmetic logic units. You acquire hands-on microcontroller experience during the in-class programming project exercises using the integrated development tool, MPLAB. MPLAB is a free download from MicroChip suitable for laptops. This survey course is intended as an introduction or refresher for hardware, software, product-marketing, and business professionals.

EDP 314831
Charles Osborn, M.S.
2 meetings
Saturdays, 9 am–5 pm
July 17 and July 24
San Francisco: Art and Design Center • $460

NEW THIS TERM

Networking Basics for Nontechnical Professionals

X443.9 • 2 semester units in ECES

Gain an understanding of the principles behind telecom and datacom networking. Learn to make important assessments and informed technology and service decisions. This course clearly lays out the conceptual framework of modern local area networking (LAN), global wide area networking (WAN), telephone company networks, and cellular networking. This course is ideal for nonengineering professionals who are in need of a solid foundation to be more effective in participating on technology project teams and dealing with technical personnel.

EDP 304139
Kwang-Pill Sung, M.S.E.
10 meetings
Wednesdays, 6:30–9:30 pm
June 2–August 4
Redwood City: Peninsula Center • $495

Communications and Network Engineering

Fundamentals of Data Communications and Networking

X433 • 2 semester units in EECS

A core course in the Post-Baccalaureate Certificate in Information Systems and Management

Get an introduction to data communications in this ideal first course in networking technology. You gain a practical understanding of relevant terminology, concepts, and other information necessary to make you literate in data communications. By the end of the course, you are able to make intelligent decisions about the appropriate design, purchase, integration, and use of data communications equipment and systems.

EDP 877902
Ching-Cheng Lee, Ph.D.
Enroll anytime
Online • $715
Online Certificate Program in Integrated Circuit Design and Techniques

For circuit designers to master state-of-the-art design, they need a comprehensive understanding of key semiconductor characteristics, including how to model semiconductor devices and how to design analog, digital, and mixed-signal integrated circuits (IC). The Online Certificate Program in Integrated Circuit Design and Techniques (ICDT) provides in-depth knowledge in an online format designed for working professionals. An advisory board that includes UC Berkeley College of Engineering faculty and leaders of major semiconductor companies in the Asia Pacific region and the United States ensures that this professional certificate is both academically strong and professionally relevant.

A significant trend in this field is the continued strength of China’s leading role at all levels in the electronics industry, from raw semiconductor fabrication to finished end-user systems. This professional certificate addresses the expanding IC field with an innovative e-learning approach offering English and Mandarin soundtracks to accompany the English-language online classroom slides. Mandarin-speaking students with limited English may successfully complete either the individual courses or the entire professional certificate.

**Curriculum Requirements**
The curriculum consists of 4 required courses and 1–2 electives for a total of 10 semester units (150 hours of instruction).

**Required Courses**
- Semiconductor Devices for Integrated Circuit Design X138 (offered online)
- Advanced Analog Microelectronics X139 (offered online)
- Fundamentals of Analog Integrated Circuit Design Techniques X140 (offered online)
- Advanced Design Techniques for Analog Integrated Circuits X141 (offered online)

**Electives Available This Term**
- Introduction to Microelectronic Theory and Applications X30
- Fundamentals of Integrated Circuit Design X31
- Introduction to Physics of Semiconductor Devices X32
- Fundamentals of Analog Microelectronic Techniques X33
- Digital Integrated Circuit Design X134
- Effective SPICE Circuit Simulation Techniques X405
- Fundamentals of Modern Data Converter Design X236
- Design Techniques of High-Performance Data Converters X237

Learn More and View the Brochure
extension.berkeley.edu/cert/icdesign.html
(510) 642-4151
course@unex.berkeley.edu
Enroll using EDP 302861
Integrated Circuit (IC) Design and Engineering

Semiconductor Devices for Integrated Circuit Design
X138 • 2 semester units in EECS

A requirement in the Certificate Program in Integrated Circuit Design and Techniques

The course provides an in-depth and comprehensive understanding of semiconductor devices, enabling you to cope with the ever-increasing bandwidths of state-of-the-art designs. A broad range of topics in bipolar junction transistor (BJT) and metal oxide semiconductor (MOS) technologies is covered, with an emphasis on delivering an inspiring perspective involving physical concepts, operation principles, second-order effects, and modeling and simulation. The scope of the individual research projects covers real-world issues in advanced complementary metal oxide semiconductor (CMOS) modeling in the 90 nm or 65 nm scale and future trends in the statistical IC design in nanoelectronics.

EDP 307827
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Advanced Analog Microelectronics
X139 • 2 semester units in EECS

A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Integrated analog filters, oscillators, and multivibrators are important building blocks in developing an analog module to implement many applications in signal processing or wireless communications. Topics include feedback, filters, oscillators, and multivibrators. The scope of the individual research projects includes switched-capacitor circuits, continuous-time filters, and voltage-controlled oscillators (VCOs) for phase-locked loop (PLL) applications. The instructor helps you to choose a practical research project that can be implemented in real-world applications for frequency synthesizers or televisions.

EDP 307835
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Fundamentals of Analog Integrated Circuit Design Techniques
X140 • 2 semester units in EECS

A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Gain a competitive advantage by learning how to analyze, simulate, and design a CMOS analog integrated circuit. This course is intended for working professionals who have no strong foundation in analog design but are interested in either upgrading their knowledge and skills or redirecting their career development in the semiconductor market. This course covers basic concepts, practices, and design skills used for analog ICs. Lectures include basic current mirrors, high-performance current mirrors, single-stage CMOS amplifiers, differential amplifiers, output stages, and short-circuit protection circuitry.

EDP 307843
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Advanced Design Techniques for Analog Integrated Circuits
X141 • 2 semester units in EECS

A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Advances in signal processing, analog/digital conversion, and the continued scaling down of CMOS nanotechnology have ushered in the era of analog IC design with multistandard challenges. Topics include stability of feedback, frequency compensation, multistage operational amplifiers (OPAMPs), and optimized CMOS OPAMP designs. Students work on a design project to meet a required product specification. The scope of the project covers design of an advanced CMOS OPAMP and of high-performance CMOS comparators for flash ADC applications.

EDP 307850
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Introduction to Microelectronic Theory and Applications
X30 • 1 semester unit in EECS

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Because of the consistent advances in nanotechnology, microelectronics is one of society’s most influential industries. Taking an application-oriented approach, the instructor presents an overview of analog and digital integrated circuits, starting with the most frequently used and applicable semiconductor device and circuit theories, and channels them into more complex circuit schematics and application modules such as amplifiers, operational amplifiers with bipolar and CMOS technologies, digital inverters, precision rectifiers, voltage regulators, and biasing techniques of amplifiers.

EDP 307744
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Fundamentals of Integrated Circuit Design
X31 • 1 semester unit in EECS

An elective in the Certificate Program in Integrated Circuit Design and Techniques

The course introduces underlying concepts and industry-standard simulation tools for IC design, emphasizes the operational amplifier characteristics, and highlights the practical amplifier behaviors in the frequency domain. Designed for technical professionals, this course aids in understanding analog circuit essence and properties through analysis-by-inspection and PSPICE simulation. Topics include basic OPAMP circuits and applications, s-domain analysis, bandwidth and slewrate limitations, and analyzing frequency limitations of amplifiers—a pivotal foundation for advancing to more intricate IC design topics.

EDP 307751
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Introduction to Physics of Semiconductor Devices
X32 • 1 semester unit in EECS

An elective in the Certificate Program in Integrated Circuit Design and Techniques

The instructor takes semiconductor industry terms such as energy bandgaps and minority carriers, and translates them into powerful concepts to reveal the mysterious behavior of semiconductor devices. Topics include intrinsic and extrinsic semiconductors, carrier transport, p-n junction, and metal-semiconductor contact. An individual research project covers controversial subjects: the ultimate limits of integrated electronics and an integrated strategy for confronting commoditization in the foundry industry. You can apply those concepts to many applications, including CMOS, BJT, LED, lasers, and sensors.

EDP 307777
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Fundamentals of Analog Microelectronic Techniques
X33 • 1 semester unit in EECS

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Develop intuitive skills for analyzing microelectronic circuits without doing lots of intricate mathematics. While some courses use the classical approach requiring a tedious derivation that becomes more cumbersome with a complex circuit, this approach offers an alternative, focusing on the analysis-by-inspection method. Topics covered include low-frequency BJT and MOS amplifiers, amplifier frequency response, analysis-by-inspection, SPICE simulation, and advanced case studies.

EDP 307769
Vincent Chang, Ph.D.
Enroll anytime
Online • $199
Digital Integrated Circuit Design
X134 • 2 semester units in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
This state-of-the-art course begins with a discussion of digital operation principles and advances into more complex areas involving multiplexers and flash memory. Featuring in-depth illustration and broad discussions, this course distills concepts, SPICE verification, and design skills from CMOS, ECL, and BiCMOS logic to memory design. You work on a research project covering cutting-edge technologies, including ULP eSRAM, design for handheld or mobile applications, nonvolatile memory, NOR flash, PRAM, and high-speed eDRAM.
EDP 307785
Vincent Chang, Ph.D.
Enroll anytime
Online  •  $339

Effective SPICE Circuit Simulation Techniques
X405 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Gain hands-on experience using 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. This course features an interactive online learning experience and offers a higher level of proficiency.
EDP 307793
Vincent Chang, Ph.D.
Enroll anytime
Online  •  $199

Fundamentals of Modern Data Converter Design
X236 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Ever-increasing applications for signal processing, such as video and wireless communications, demand high-speed and high-resolution data converter techniques. This course builds a solid foundation and brings you the skills for diagnosing and tackling real-world issues. Topics include data converter fundamentals, characterizations and performance limitations, Nyquist-rate D/A and A/D converters, SAR converters, and discrete time signal basics for understanding delta-sigma converters. Project options include medium-resolution/high-speed A/D converters pertaining to the IEEE 802.15 UWB standard, and error correction/calibration techniques in the sub-100 nm mixed-signal ICs. This course has restricted enrollment. Call (510) 642-4153 or (510) 642-4151 for more information.
EDP 307801
Vincent Chang, Ph.D.
Enroll anytime
Online  •  $199

Design Techniques of High Performance Data Converters
X237 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Completely updated to reflect the extraordinary advances in data converters, this course sets the professional online learning standard in the IC design sphere. It is intended for practitioners who have experience in analog design and are interested in upgrading their skills in data converters. Topics include high-speed Nyquist-rate converters, oversampling, delta-sigma modulators, and design examples through Simulink and HSPICE. Project options include 0.6 GS/s ADC for 10 Gb/s Ethernet applications and delta-sigma ADCs for TV, software radio, and high-quality digital audio applications.
EDP 307819
Vincent Chang, Ph.D.
Enroll anytime
Online  •  $199
Humanities, Languages, and Personal Development

extension.berkeley.edu/humanities
Broaden your intellectual perspective with UC Berkeley Extension and change the way you view the world. An array of courses on history, literature, language, philosophy, culture, languages, cuisine, and personal development provides options to suit your interests. Explore the historical context of classics. Gain a greater appreciation of the values of diverse religions. Develop your communication skills. Or refine your palate with a program on fine wines.

You can also study a language to enrich your social, cultural, and professional experiences. Whether you want to brush up on your conversational French or need to know Mandarin for your next business trip to China, UC Berkeley Extension has the right course for you.

Extension courses offer you 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 THIS TERM

Shakespeare’s Tragedies

X104.2 • 2 semester units in English

Delve deeply into some of the greatest works of English literature. Although all of the plays studied in this course are categorized as tragedies, they differ enormously in construction, psychological approach, and genre. Othello is like an Italian romance; Hamlet features devices that logically belong to comedy—intrigues, misunderstandings, and snubs. Some of the major themes discussed include the nature of ethical action, the spiritual world, and the place of outsiders in Elizabethan society.

EDP 014837
Andrew Griffin
10 meetings
Wednesdays, 6:30–9:30 pm
June 30–September 1
Berkeley Campus: 2312 Tolman Hall • $445

NEW THIS TERM

Horizons of Eternity: The Theban Royal Necropoleis

Explore the royal cemeteries of ancient Thebes, located on the west bank of the Nile opposite the modern town of Luxor. Beginning with the ancestral tombs of the Eleventh Dynasty, trace the developments that culminated during the New Kingdom (circa 1550–1070 BCE), in the architectural and artistic marvels of the Valley of the Kings and the Valley of the Queens. Follow the footsteps of early explorers, and conclude with a look at recent archaeological discoveries.

EDP 014787
Teresa Moore, Ph.D.
6 meetings
Saturdays, 10 am–1 pm
June 19–July 31 (no meeting July 3)
Berkeley Campus: See Web for room details • $325

NEW THIS TERM

Vampires, Cyberpunks, and Wizards: Understanding Science Fiction and Fantasy Fiction

X439 • 2 semester units in English

Contemporary commercial fiction takes old fiction (in some cases, very old and in others, merely 150 years old) and makes it new again. How do authors refashion classic elements of the epic and the Gothic to make each genre fresh? Is there a significant difference between Brontë’s Heathcliff and Meyer’s Edward Cullen or between the iduru, Madonna, and Queen Victoria? Take a whirlwind tour of commercial contemporary fiction—fantasy, science fiction, horror, romantic suspense, and paranormal romance—from the perspective of readers who are thinking of writing genre fiction.

EDP 014472
Mary Ann Koory, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 24 (two holidays to be announced)
San Francisco: Art and Design Center • $525

EDP 897520
Gary Tombokson, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Mystery Fiction

X125 • 4 semester units in English

In reading classic works by authors such as Forster, Trollope, Dickens, Brontë, Eliot, Wilde, Hardy, Stevenson, and others, you survey the English novel, gaining perspective on this literary form with emphasis on how moral, social, psychological, political, and philosophical problems were perceived during the Victorian and Edwardian periods.

EDP 014472
Mary Ann Koory, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 24 (two holidays to be announced)
San Francisco: Art and Design Center • $525

NEW THIS TERM

Principles of Sociology: A Multicultural Perspective

X2 • 3 semester units in Sociology

This introductory course focuses on the basic topics, concepts, and principles of sociology and considers the influence of social phenomena on human behavior, using comparative multicultural and cross-cultural approaches and drawing on current, relevant examples. Topics include social ranking and mobility, crime and deviance, poverty, racial and ethnic minority status, gender discrimination, aging as a social process, the family, economic systems, political systems, religion, health care, education, and types and theories of social change.

EDP 867796
Gayenne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $760

The Culture of India: Roots of Tradition and Change

X11 • 2 semester units in South and Southeast Asian Studies

This course explores some of the fundamental facets of the history and culture of modern India. By focusing on political history, religious traditions, and the varied geography of India, the course provides a framework for understanding Indian civilization and relating this knowledge to the political and social challenges in modern Indian society.

EDP 897348
Alice W. Clark, Ph.D.
Enroll anytime
Online, proctored final exam • $595

NEW THIS TERM

History of Islam

X21 • 3 semester units in Near Eastern Studies

Recipient of the Distinguished Course Award from the University Continuing Education Association (UCEA)

This broad-ranging course explores the rich and complex history of Islam from the birth of the religion to the present day. You gain a greater appreciation of the cultural, geographical, and political diversity of the people who comprise the Islamic mosaic. Particular attention focuses on the religious values of Islamic culture as exemplified by the life of the prophet Muhammad and as expressed in the Qur’an.

EDP 867788
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $715

For course details and schedule, see page 150.
Campus Quality Without the Crowds

UC Berkeley Extension remains committed to serving the community of students and scholars who want to earn university-level credit. We offer an expanded range of Berkeley-equivalent courses in the humanities and social sciences to help you fulfill requirements for the University of California, as well as other universities, colleges, and community colleges. You get the highest quality of instruction in a small seminar-like classroom setting. We feature a few of the new courses here, and you can always check our website at extension.berkeley.edu to see the full range of college-credit courses available. We thank you for choosing UC Berkeley Extension.

Important: Special academic policies apply to XB courses. See page 181.

English R1A: Rhetoric, Fiction, and Film
XBR1A • 4 semester units in English
Meet the UC Berkeley reading and composition requirement
Engage with readings by a variety of challenging, important authors. For example, examine the rhetorical arguments made by Thomas Jefferson and Martin Luther King, as well as fiction arguments by Jane Austen and John Fowles. You also review several films (A Few Good Men, Twelve Angry Men, and more).
EDP 014761
Kirsten Schwartz, Ph.D.
23 meetings
Mondays, 3–5 pm
June 14–August 5 (also Tuesday, June 15 and Thursday, June 17, 2–4 pm; no meeting July 5)
Berkeley: Golden Bear Center • $895

Introduction to Global American Anthropology
XB3AC • 4 semester units in Anthropology
Fulfills the American Cultures course requirement for UC Berkeley undergraduate students
The emergence of a monopolistic global economy and the rise of conflict and violence in the world challenge Americans’ understanding of others whose cultural identities and practices differ. This introductory course, gain an understanding of anthropology and its relevance to contemporary American society in relation to other world communities. Explore key anthropological concepts of kinship, gender, ethnicity, race, class, power, and cultural hegemony in the context of American communities. A focus on the dynamic and transnational processes of identity making, as well social and racial inequality, helps you better understand a still-evolving American culture.
EDP 014753
Gisele Bousquet, Ph.D.
30 meetings
Mondays–Fridays, 3–5 pm
June 14–July 26 (no meeting July 5)
Berkeley: Golden Bear Center • $895

Shakespeare
XB17 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
This course focuses on five of Shakespeare’s plays (The Taming of the Shrew, Richard III, Othello, Macbeth, and The Tempest) as literature of immense cultural importance and popular entertainment. You 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.
EDP 867721
Mary Ann Koory, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Introduction to American Politics
XB1 • 4 semester units in Political Science
Explore the theoretical implications of democracy and justice in this in-depth look at the structure of the American political system. This course analyzes the basic workings of the Constitution and the institutions of the federal government, including Congress, the presidency, the judiciary, and governmental bureaucracy. Examine the system of electoral politics, including parties, interest groups, social movements, public opinion, and participation, as well as several areas of public policy: defense, foreign policy, civil rights and liberties, social spending, welfare reform, and the economy.
EDP 867804
Nina Clark, Ph.D.
Enroll anytime
Online, proctored final exam • $760

Introduction to the History of the United States: From Colonial Settlement to the Civil War
XB7A • 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. You also gain practice in analytical methods that historians use to research facts and develop interpretations of events.
EDP 867762
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

Introduction to the History of the United States: From the Civil War to the Present
XB7B • 4 semester units in History
Survey U.S. history from the 1870s to the new millennium and increase your knowledge of events, institutions, and prominent historic figures while developing skills in historical analysis and interpretation. Topics include the settlement of the West, industrial growth, progressivism, the emergence of a consumer culture, the causes and effects of the principal wars since the Civil War, affluence and scarcity since World War II, the cultural revolution of the 1960s, Watergate, and the resurgence of conservatism.
EDP 867770
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
American Fiction
X135A • 3 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing
In reading classic works by authors such as Twain, Poe, Crane, Melville, Wharton, Hawthorne, London, and others, you survey the major American novelists and short-story writers of the 19th and early 20th century. In addition to learning about various literary movements such as romanticism, realism, and naturalism, you consider questions of aesthetics, morality, poverty, racism, gender, and power.

EDP 867622
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715

The Development of World Civilization: The Neolithic Age to the Renaissance
X19 • 3 semester units in History

Engage in a comparative study of world civilizations from prehistoric times to the time of the European Renaissance, focusing on spiritual, political, intellectual, and artistic developments. You learn about ancient civilizations of Sumer, Egypt, Persia, and Greece; the beliefs and social organizations of India, China, and Japan; the rise and fall of imperial Rome and China; pre-Columbian America and early African cultures; the Mongol conquest of Eurasia; medieval culture and tension between East and West; and the shift toward modernity in the Renaissance.

EDP 867747
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

The Development of World Civilization: 1500 to the Present
X24 • 3 semester units in History

Get a comparative introduction to the major cultures of the world since 1500, focusing on social, political, intellectual, and artistic developments and responses to the dynamics of modernity. You learn about the civilizations of the western hemisphere, Africa, and the Middle East; the beliefs and social organization of India, China, and Japan; European political and intellectual revolutions; the world wars and the Cold War; anticolonialist movements; and today’s political, economic, and environmental configurations across many regions.

EDP 867754
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

The History of the English Language
X102 • 4 semester units in English

The English language has a fascinating structure and history. In this course, you examine the grammatical and semantic structure of English as it has evolved over the centuries, with attention on the nature and function of languages in general, illuminating the connections between language and other elements of culture. Topics include the origin and derivation of words; historical changes in sounds, forms, and meaning; literary and philosophical influences on the language; and contributions from other languages and cultures.

Prerequisites: Access to the Oxford English Dictionary (most libraries now have the compact edition) and the Oxford Dictionary of English Etymology is necessary. (You can subscribe to the OED online for as brief as a month at www.oed.com/subscribe.) Access to a library is recommended.

EDP 897512
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Philosophy and Religion

Views of the Absolute in World Religions
X10 • 3 semester units in Religious Studies

Religion has been a fundamental part of the social, cultural, and political fabric of civilizations throughout history. In this course, you explore the important aspects of 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.

EDP 867549
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $730

Comparative Philosophy
X11 • 3 semester units in Philosophy

This course examines 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. The course is not intended as a survey of these various philosophical systems, but rather as an introduction to basic themes in ethics, epistemology, and political and social philosophy. You examine first how these themes are defined in Western philosophy and then how they are approached in other systems of thought.

EDP 867523
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715

History of Western Philosophy from the Pre-Socratic Period to the End of the Middle Ages
X20A • 3 semester units in Philosophy

This course introduces you to major philosophical concerns and concepts in Western thought, beginning with early texts in which philosophy first becomes distinguishable from myth and concluding with the philosophical debates of medieval Christianity. You explore philosophical questions relating to politics, metaphysics, natural science, logic, ethics, and aesthetics. The philosophers covered include Plato, Aristotle, St. Augustine, and St. Thomas Aquinas.

EDP 867531
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715
Personal Development

Using Your Voice as a Sales Tool
1.8 ceu
Is your voice an unpredictable liability? Vocal delivery has five times more impact than the content of what you say and, coupled with silent messages, equals 90 percent of how people perceive you. This course covers the basics of good speech: vocal health, volume, pace, articulation, relaxation, and breath control. Also learn the value of more advanced practices of emphasis, pausing, inflection, and the importance of silent messages (eye contact, facial expression, body language). Learn proven, professional skills that will add polish and professionalism to your vocal image.

EDP 014860
Deborah Biron, B.A.
6 meetings
Wednesdays, 6–9 pm
June 2–July 7
San Francisco: Art and Design Center • $345

Awaken Your Strongest Self: How to Access Your Higher Brain
0.5 ceu
Take charge of your life by awakening your brain’s leadership functions. In this interactive seminar, you learn strategies to shift out of stressful and limited ways of coping and into the strength of your integrated self and higher brain. Optimal performance and mental toughness exercises show you how to activate the “executive organizing functions” of your brain’s prefrontal cortex and expand your sense of self. Learn how to apply the Stages of Effective Habit Change, adapted from the National Institutes of Health’s research, to help break negative habits and rapidly achieve your goals.

EDP 014746
Neil Fiore, Ph.D.
1 meeting
Saturday, 9:30 am–4:30 pm
August 7
San Francisco: Art and Design Center • $185

Online Courses

The Articulate Woman: Communication Skills with On-Camera Coaching
Whether in professional, civic, or personal life, today’s successful woman needs to present her ideas concisely, with credibility and impact. This course teaches both verbal and nonverbal techniques that help to develop a dynamic and natural communication style. Video feedback and coaching help you improve your speaking style. You learn to prepare for a presentation physically, emotionally, and intellectually; to use effective body language; to project your voice; and to make your point with style and confidence. Enrollment is limited to 16.

EDP 014720
Cara Hale Alter, M.F.A.
2 meetings
Saturdays, 9:30 am–4:30 pm
July 10 and July 17
San Francisco: Art and Design Center • $425

Awaken Your Strongest Self: How to Access Your Higher Brain
0.5 ceu
Take change of your life by awakening your brain’s leadership functions. In this interactive seminar, you learn strategies to shift out of stressful and limited ways of coping and into the strength of your integrated self and higher brain. Optimal performance and mental toughness exercises show you how to activate the “executive organizing functions” of your brain’s prefrontal cortex and expand your sense of self. Learn how to apply the Stages of Effective Habit Change, adapted from the National Institutes of Health’s research, to help break negative habits and rapidly achieve your goals.

EDP 014746
Neil Fiore, Ph.D.
1 meeting
Saturday, 9:30 am–4:30 pm
August 7
San Francisco: Art and Design Center • $185

Online Courses

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Principles of Sociology: A Multicultural Perspective PAGE 110
The Culture of India: Roots of Tradition and Change PAGE 110
History of Islam PAGE 110
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Introduction to American Politics PAGE 111
Introduction to the History of the United States: From Colonial Settlement to the Civil War PAGE 111
Introduction to the History of the United States: From the Civil War to the Present PAGE 111
American Fiction PAGE 112
The Development of World Civilization: The Neolithic Age to the Renaissance PAGE 112
The Development of World Civilization: 1500 to the Present PAGE 112
The History of the English Language PAGE 112
Views of the Absolute in World Religions PAGE 112
Comparative Philosophy PAGE 112
History of Western Philosophy from the Pre-Socratic Period to the End of the Middle Ages PAGE 112

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The Professional Sequence in Wine Studies offers a professional program for continuing education units (CEUs). Learn important wines of California and Europe, and gain a foundational understanding of the wine industry and of wine history. Enhance your wine experience by exploring regional wines, varied wine-making techniques, and links between wine and cuisine. Cover unique interdisciplinary topics such as the relationship among philosophy, arts, and wine in particular cultures. All of our instructors are prominent educators in the local wine industry.

**Curriculum Requirements**

The curriculum consists of 4–5 required courses (depending on specific courses taken) for a total of 7.0 ceu (70 hours of instruction).

**Required Courses**

- Fundamentals of Wine Studies I: Wines of California and Europe (offered every term)
- Fundamentals of Wine Studies II: Sensory Evaluation of Wines and Their Components (offered spring and fall terms)

**Elective Available This Term**

- Sideways with Pinot Noir 1.5 ceu

**Learn More**

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(510) 643-1283
humanit@unex.berkeley.edu

**Enroll using EDP 022434**

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**Wine and Food Studies**

**COURSE INFORMATION**

(510) 643-1110
humanit@unex.berkeley.edu
extension.berkeley.edu/humanities

**Fundamentals of Wine Studies I: Wines of California and Europe**

2.4 ceu

This serves as one of two introductory and essential courses in wine studies. In this course, you explore the characteristics of different wine types, the methods of production and aging, and the history of California’s wine industry. You learn tasting techniques and the proper care and serving of wine. Tastings of representative Californian, French, German, Italian, Spanish, and Portuguese wines follow the lectures, with emphasis on comparing Californian and European wines of similar types. Course fee includes all wines to be tasted in the course. **Note:** Please bring six glasses to each session. You must be at least 21 years old to enroll in this course.

**EDP 014878**
Ray Johnson, M.A.
6 meetings
Wednesdays, 6:30–9:30 pm
July 14–August 4 (also Saturdays, July 10 and August 7, 9 am–4 pm)
San Francisco: Art and Design Center • $475

**Sideways with Pinot Noir**

1.5 ceu

Pinot noir is hot. The wines made from this grape have long been world class, and now the world has caught up. Explore and taste pinot from its historic home in Burgundy. You also learn what is special about California pinot from Santa Rita Hills in Santa Barbara, the Russian River in Sonoma, and the Anderson Valley in Mendocino. Great pinot is also coming from vintners in Oregon and New Zealand. Taste the wines that they craft, in addition to the benchmarks from California. **Note:** Please bring six glasses to each session. You must be at least 21 years old to enroll in this course.

**EDP 014845**
Ray Johnson, M.A.
5 meetings
Thursdays, 6:30–9:30 pm
July 8–August 5
San Francisco: Art and Design Center • $375

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**Languages**

**COURSE INFORMATION**

(510) 643-1110
lang@unex.berkeley.edu
extension.berkeley.edu/subject/languages.html

**Mandarin**

**Mandarin I**

X22 • 2 semester units in East Asian Languages

This introduction to Mandarin Chinese covers basic pronunciation, sentence patterns, and reading and writing characters. By the end of the course, you should be able to pronounce the sounds of Mandarin with reasonable accuracy; introduce yourself and others; accept and decline simple invitations; and discuss nationalities, occupations, and family relationships. You should also be able to read and write 135 simplified characters and their corresponding pinyin romanization. **Enrollment is limited.**

**EDP 014811**
Natasha Wild, M.A., Extension Honored Instructor
18 meetings
Mondays and Thursdays, 6:30–9 pm
June 7–August 9 (no meeting July 5)
Berkeley: Golden Bear Center • $545

**NEW THIS TERM**

**Mandarin VIII**

X41 • 2 semester units in East Asian Languages

Take your Chinese to an advanced level. Develop your practical skills to communicate in authentic Chinese-speaking settings. Learn and use more idiomatic expressions and cultural references; compare cultural customs and different perspectives; read, write, and use about 100 more new characters in different words or phrases and various contexts; and write effectively with appropriate reference frames.

**Prerequisite:** Mandarin VII or equivalent

**EDP 014829**
Jing Wen, M.A.
12 meetings
Saturdays, 9:30 am–1 pm
June 5–August 14 (also Saturdays, August 21 and August 28, 9:30 am–3 pm; no meeting July 3)
San Francisco: Art and Design Center • $595
Which Course Is Best for You?

Select a course based on your knowledge of the language and the prerequisites listed for each course. After the first class session, if you have placed yourself incorrectly, you may transfer to an appropriate level, space permitting. **Note:** Enrollment in all language courses is limited, and early enrollment is advised.

**Level I**
A beginning course for those who have little or no background in the language.

**Level II**
For students who can communicate with relative ease in a limited range of everyday situations (for example, greetings, introductions, getting around, shopping, ordering food, and expressing simple feelings and wants).

**Level III**
For students who can converse on more complex subjects in present, past, and future tense. Students in Level III courses typically finish a first-year college-level textbook by the end of the course.

**Level IV**
For students who have been introduced to major grammatical forms and who want to build fluency. Students in Level IV courses typically review grammar and read short stories and articles from magazines and newspapers.

**Level V and higher**
These courses are for students who have a good speaking and reading knowledge of the language and can engage in spontaneous conversations and discussions.
Discover your path to professional success. Whether you’re an industry professional or a college graduate preparing for an advanced degree, UC Berkeley Extension has the professional program and academic quality you need.

There’s no better place to enhance your career in the bioscience industry. Stay competitive with training that reflects the latest thinking in the field. Courses developed and taught by industry leaders and subject experts enable you to connect with pioneers in this fast-growing industry.

A full range of course offerings provide the prerequisites you need for professional or graduate study. Enhance your background in science to prepare for advanced programs in medicine, dentistry, veterinary medicine, nursing, pharmacy, or physical therapy. Meet the math and statistics requirements to enter Haas School of Business at UC Berkeley or other M.B.A. programs. Courses in everything from biology, chemistry, and physics to analytic geometry, calculus, and statistics ensure you find the appropriate education.

For all the specialized knowledge you need to succeed in a graduate program or to take your career to the next level, come to UC Berkeley Extension.
Find out how to be your best. Come to a free information session to 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.

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COURSE INFORMATION
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FREE INFORMATION SESSION

Post-Baccalaureate Health Professions Program

This specially designed program provides academic preparation in the sciences and advising to enhance your application for admission to medical, dental, or veterinary school or to advanced degree programs in the health professions. Discover how you can prepare for medical school and other advanced health career training programs with UC Berkeley Extension’s top-flight science courses. Meet with instructors and staff to discuss how to start a career in medicine or other areas of health care.

For information about the Post-Baccalaureate Health Professions Program, visit extension.berkeley.edu/post/premed.html.

EDP 413153
1 meeting
Saturday, 10 am–12 pm
April 24
Redwood City: Peninsula Center • FREE

EDP 423061
1 meeting
Saturday, 10 am–12 pm
May 15
Berkeley Campus: See Web for room details • FREE

EDP 413161
1 meeting
Saturday, 10 am–12 pm
May 22
San Francisco: Downtown Center • FREE

EDP 414110
1 meeting
Saturday, 10 am–12 pm
June 5
Redwood City: Peninsula Center • FREE

EDP 404707
1 meeting
Tuesday, 6:30–8 pm
August 17
Berkeley: Golden Bear Center • FREE

EDP 404715
1 meeting
Saturday, 10 am–12 pm
August 21
Redwood City: Peninsula Center • FREE

EDP 404723
1 meeting
Wednesday, 6:30–8 pm
August 25
San Francisco: Downtown Center • FREE

Health Careers Seminar I

0.3 ceu

This first of a two-course required sequence orients you to the UC Berkeley Extension Health Professions Program and assists you in planning your course of study. You learn skills that support your success in the program and clarify your understanding of and interest in specific health-care careers.

Prerequisites: You must be accepted into the Health Professions Program.

EDP 404680
Patrick I. Brown, Ph.D.
1 meeting
Saturday, 10 am–1 pm
June 5
San Francisco: Art and Design Center • $285

Health Careers Seminar II

1.0 ceu

This second of a two-course required sequence prepares you for the comprehensive application process to health career professional programs. You review health-care professional programs and further clarify your interest in health-care careers, admission requirements, length of study, and workforce issues. You plan your approach for the written application form, learn to write personal statements, and practice interview questions. You also learn strategies to finance your health-care education. Your classroom experience includes lectures, in-class interactive presentations, case studies, and opportunities for private and semiprivate meetings with the instructors.

Prerequisites: You must have successfully completed Part I of the Health Careers Seminar to be eligible for Part II.

EDP 404681
Patrick I. Brown, Ph.D., and Juhn Verano, M.S.
5 meetings
Saturday, 10 am–12 pm
June 12–July 17 (no meeting July 3)
San Francisco: Art and Design Center • $535
Biology

COURSE INFORMATION
(510) 643-0598
science@unex.berkeley.edu
extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Introductory Biology with Lab, Part A
X19A • 5 semester units in Molecular and Cell Biology
How do cells convert nutrients into usable energy? What is the relationship between genes, chromosomes, and DNA? Learn the answers to these and other questions while building a solid foundation in the fundamental concepts of molecular and cell biology, including cell structure/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.

EDP 897579
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online, proctored final exam • $830

Introductory Biology with Lab, Part B
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 on macroscopic biological issues, including organismal diversity—with particular emphasis given 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 but not required.

EDP 897587
Susan Parkinson, Ph.D.
Enroll anytime
Online, proctored final exam • $830

General Human Anatomy
X104 • 3 semester units in Integrative Biology
Examine the correlations between the structures and functions of the body’s various systems in this intensive introductory course. You explore the functional anatomy of the human body through both gross and microscopic examination. Topics include the cardiovascular, respiratory, gastrointestinal, nervous, and skeletal muscular systems, with an introduction to biomechanical principles. You investigate disease pathologies affecting normal body function when appropriate. 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. 1 EDP 404541
Asma Asyyed, M.D.
9 meetings
Saturdays, 9 am–2 pm
June 5–August 7 (no meeting July 3)
Berkeley: Golden Bear Center • $810

Sec. 2 EDP 404558
James Smiley, B.A., D.C.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 14–August 4 (no meeting July 5)
Redwood City: Peninsula Center • $810

Human Anatomy Laboratory
X108 • 1 semester unit in Integrative Biology
Focus on the correlation between the structure and function of the various body systems, and examine topics such as the musculoskeletal, nervous, endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Gain an understanding of how the structures of the various body systems are related to their functions. You also become familiar with dissection and basic microscopic examination of tissues. Biology majors, premedical, prehealth students, and those looking for a career change or to refresh their biological knowledge can benefit greatly from this experience.

Prerequisite: General Human Anatomy must be completed with a C or better or taken concurrently.

EDP 404459
James Smiley, B.A., D.C.
9 meetings
Fridays, 9 am–2 pm
June 4–July 30
Oakland: Merritt College, 12500 Campus Dr., Room D210 • $755

Location Guide
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 188. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Mammalian Systemic Physiology
X109 • 3 semester units in Integrative Biology
Study fundamental concepts of mammalian physiology (primarily human), including neural, muscular, cardiovascular, respiratory, renal, endocrine, digestive, and reproductive physiology. Explore in detail homeostasis; molecular and cellular physiology; and the functions of tissues, organs and organ systems. At the end of the course, you better understand current topics of experimental research and grasp key concepts of experimental research. Biology majors, premedical, and prehealth students, as well as those looking for a career change or to refresh their physiological knowledge, can benefit greatly from this experience.

Prerequisites: One year of college-level general biology for majors and chemistry
EDP 404434
Natalia Caporale, Ph.D.
15 meetings
Mondays and Wednesdays, 7–10 pm
June 7–July 28 (no meeting July 5)
Berkeley: Golden Bear Center • $810

Introduction to Human Physiology
X832 • 3 semester units in Molecular and Cell Biology
Important: Special academic policies apply to AB courses. See page 181 for details.
Understand the complexities of the cells, tissues, and major organs and systems of the human body. You study a different system each week, concentrating on basic mechanisms underlying human life processes and important diseases affecting human normal function.

Prerequisite: One year of high school or college chemistry
Sec. 1 EDP 404418
Mitchell Blank, D.C.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 7–July 28 (no meeting July 5)
Redwood City: Peninsula Center • $810
Sec. 2 EDP 877019
Keith Earnshaw, M.S., Ph.D.
Enroll anytime
Online, proctored final exam • $795

Human Physiology Laboratory
X406.1 • 1 semester unit in Molecular and Cell Biology
This laboratory course is associated with the Introduction to Physiology lecture courses X832 and X109.

Prerequisite: Introduction to Human Physiology must be completed with a C or better or taken concurrently.
EDP 404442
Miguel Angeles, M.D.
10 meetings
Saturdays, 9:30 am–2 pm
June 5–August 14 (no meeting July 3)
Oakland: Merritt College, 12500 Campus Dr., Room D210 • $755

Introduction to Medical Microbiology
X111 • 3 semester units in Public Health
Infectious diseases present formidable challenges to human health and well-being. Study medically important microbes from the perspective of disease in this introductory survey designed for students in microbiology, medical technology, and nursing, as well as for those with a biological science background who are interested in infectious diseases and their causes. Learn common terms and basic concepts of medical microbiology, then focus on the mechanisms of microbial diseases. You gain an awareness of the versatility of microbes and an understanding of how we coexist.

Prerequisites: One year of college-level general biology for majors and chemistry
Sec. 1 EDP 404640
Rajeev Banerjee, Ph.D.
8 meetings
Saturdays, 9 am–2:40 pm
June 5–July 31 (no meeting July 3)
Redwood City: Peninsula Center • $810
Sec. 2 EDP 404832
Gillian Edwards, M.S., SM (NRCM, RM (NRCM), PHM
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 7–July 28 (no meeting July 5)
Berkeley: Golden Bear Center • $810

Microbiology Laboratory
X4911 • 1 semester unit in Public Health
This laboratory course is associated with Introduction to Medical Microbiology X111.

Prerequisite: Introduction to Medical Microbiology must be completed with a grade of C or better or taken concurrently.
Sec. 1 EDP 404624
Srinivas Garlapati, Ph.D.
9 meetings
Saturdays, 9 am–2 pm
June 5–August 7 (no meeting July 3)
Oakland: Merritt College, 12500 Campus Dr., Room D205 • $755
Sec. 2 EDP 404673
Lee Shaughnessy, Ph.D.
13 meetings
Mondays and Wednesdays, 6–9:30 pm
June 14–July 28 (no meeting July 5)
Redwood City: Canada College, 4200 Farm Hill Blvd., Building 16, Room 204 • $755

Cancer Biology
X105 • 2 semester units in Molecular and Cell Biology
This 10-week course is intended for professionals with a solid background in cellular and molecular biology. The course addresses the following questions: What is cancer? What causes cancer? How does cancer progress? What is the rationale behind current cancer treatment strategies? What novel and future treatment strategies are being developed? Although some clinical aspects are considered, the focus of this course is on the basic science and research of cancer, with a particular emphasis on the exciting new treatment options that are emerging from the biotechnology and pharmaceutical industries.

Prerequisite: A year of college-level general biology for majors.
EDP 404582
Michael Bachmann, Sc.D.
10 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 1–July 1
Redwood City: Peninsula Center • $535

Location Guide
For detailed information, see page 185.
Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

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FOR COMPLETE COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU
Developmental Biology
X138 • 3 semester units in Molecular and Cell Biology
45 hours CE credit. BRN provider 00226

How does a single cell, the fertilized egg, give rise to a complex organism that contains many different cell types, tissues, and organs? How do the organs develop to the right size in the right place to give rise to a functional animal? Developmental biology seeks to answer these questions by studying cellular behavior and molecular pathways that control patterning in the developing embryo. You study different model organisms in this course, with an emphasis on vertebrates, and cover the most recent advances and techniques in developmental biology.

Prerequisites: One year of college-level general biology for majors and chemistry

EDP 404467
Kelly Kruger, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 7–July 28 (no meeting July 5)
Berkeley Campus: 105 Barrows Hall • $810

Marine Biology
X55 • 3 semester units in Integrative Biology

Examine the types of organisms that inhabit the marine environment and the types of habitats and ecological systems in seas and oceans in this introductory course. You also consider human use of the marine environment and the resulting problems and issues, including pollution, habitat modification, and exploitation of resources.

EDP 877035
Stephen W. Shaner, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Biochemistry
X115A • 3 semester units in Molecular and Cell Biology

Study the common molecular processes and chemical reactions that underlie diverse life forms. You begin by examining the relationship between the three-dimensional structure of proteins and their biological activity. Next you look at the mechanism of enzyme action, how enzymes recognize their substrates and enhance reaction rates, and the control of enzymatic activity. Finally, you 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. 1 EDP 404590
Diane Wakeham, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 28–August 18 (no meeting July 5)
Redwood City: Peninsula Center • $810

Sec. 2 EDP 404566
Nithi Ahuja, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 8–July 27
San Francisco: Downtown Center • $810

Introductory Biochemistry
X105 • 3 semester units in Molecular and Cell Biology

Understand the basic chemistry and overall structure of the most important biological macromolecules, including the study of enzyme catalysis; cellular architecture; intermediary metabolism; and special processes such as photosynthesis, biological oxidation, and energy production. You also explore the various ways that biological systems react to their environment.

Prerequisites: College-level courses in elementary chemistry and biology. One or two semesters of organic chemistry is recommended.

EDP 867945
John M. Forger III, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Cognitive Neuroscience
X122 • 3 semester units in Molecular and Cell Biology

Study the biological basis of behavior and cognition. Gain an understanding of the anatomy and function of the human nervous system in this course. Examine perception, language, memory, attention, and executive control in humans and animal models. You also get an in-depth introduction to experimental techniques used to study cognition, such as functional magnetic resonance imaging (fMRI), transcranial magnetic stimulation (TMS), electroencephalography (EEG), and positron emission tomography (PET). The instructor leads discussions on former and novel experimental results in all of these areas. The instructor also addresses the ethical and legal implications of the growing understanding of the biological basis of behavior.

Prerequisite: One year of college-level general biology for majors

EDP 404509
Natalia Caporale, Ph.D.
8 meetings
Saturdays, 9:30 am–3:30 pm
May 29–July 24 (also July 31, 9:30 am–12:30 pm; no meeting June 26 and July 3)
Berkeley Campus: See Web for room details • $810

Neuroscience
X108 • 3 semester units in Molecular and Cell Biology

Get an overview of the fundamental principles of the organization, function, and development of the human nervous system, including neural development and diseases of the nervous system. You examine experimental approaches from anatomy to molecular biology and critically evaluate papers from the primary scientific literature. Ultimately, you can use this course as a foundation for advanced study in the neurosciences.

Prerequisite: One year of college-level general biology for majors

EDP 404426
Rachel Henderson, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 1–July 22 (no meeting July 1)
Redwood City: Peninsula Center • $810

Genetics
X143 • 3 semester units in Molecular and Cell Biology
45 hours CE credit. BRN provider 00226

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. You study the molecular basis of gene function and mutation, Mendelian genetics, transmission systems, regulation of cellular processes, developmental genetics, cytoplasmic inheritance, population genetics, and multifactorial inheritance. You also learn about recent advances in biotechnology that have genetic implications, including the Human Genome Project, and advances in genetic engineering technology.

Prerequisite: A year of college-level general biology for majors

Sec. 1 EDP 404574
Graeme McLean, M.S.
15 meetings
Wednesdays and Mondays, 6:30–9:30 pm
June 2–July 26 (no meeting July 5)
Redwood City: Peninsula Center • $810

Sec. 2 EDP 404616
Mary Alice Yund, Ph.D., Extension Honored Instructor
14 meetings
Tuesdays and Thursdays, 6:30–9:45 pm
June 8–July 22
Berkeley Campus: 107 Genetics & Plant Biology Building • $810

Sec. 3 EDP 897272
Keith Earnshaw, M.S., Ph.D.
Enroll anytime
Online, proctored final exam • $795

Epigenetics of Human Development and Disease
X423 • 3 semester units in Molecular and Cell Biology

Epigenetics is the study of heritable changes in gene expression that do not involve changes in the DNA sequence. Epigenetic mechanisms play important roles in our development from a fertilized egg into a complex human being, as well as in aging and in various diseases (including cancer). You study topics such as DNA methylation, histone modification, RNAi, cancer epigenetics, stem cells, and the environment (for example, nutrition and stress) as a potential modifier of our own epigenome.

Prerequisites: Although there are no formal prerequisites to this course, some background in molecular biology and genetics is helpful.

EDP 897561
Hannah Lui Park, Ph.D.
Enroll anytime
Online, proctored final exam • $795

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
**Principles of Molecular Biology**

X107A • 3 semester units in Molecular and Cell Biology

Study DNA structure and replication, RNA and protein synthesis, and the genetic code. Gain an understanding of the fundamental concepts and complexities of aspects of molecular biology, both structures and processes, common to most organisms. You also learn to critically evaluate current scientific literature, learn about important molecular biology tools and techniques, and investigate the experimental basis of molecular biology.

**Prerequisites:** College chemistry and general biology required. Some background in genetics and cell biology is helpful.

**Sec. 1 EDP 404483**
Robin Ball, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 7–July 28 (no meeting July 5)
Berkeley Campus: 103 Genetics & Plant Biology
Building • $810

**Sec. 2 EDP 404400**
Matthew Mattozzi, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 22–August 10
Redwood City: Peninsula Center • $810

**Principles and Techniques of Molecular Cell Biology**

X121 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226

Learn how cells function by exploring gene regulation and expression, cell regulation, genetic engineering, the Human Genome Project, the genetics of cancer, immune system diseases, and DNA technology in forensics.

**Prerequisite:** One year of college-level general biology

**EDP 867960**
John M. Forger III, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $795

**Medical Virology**

X142 • 3 semester units in Public Health
45 hours CE credit: BRN provider 00226

Learn about Marburg, West Nile, HIV, flu, and most other viruses of current medical importance. You study the entire process of virus-mediated disease by first building a foundation in the molecular understanding of the virus infection cycle and then focusing on public health monitoring, disease processes, and treatments. This course is recommended for people with an interest in the medical, academic, or industrial fields of public health or molecular biology of viruses.

**Prerequisite:** A year of college-level general biology for majors

**EDP 404475**
Rajeev Banerjee, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 1–July 20
Berkeley Campus: 103 Genetics & Plant Biology
Building • $810

**Immunology**

X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226

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 in this course. 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:** A year of college-level general biology for majors

**Sec. 1 EDP 404665**
Donna Flesher, Ph.D.
9 meetings
Saturdays, 9 am–2 pm
June 5–August 14 (no meeting June 28 and July 3)
Redwood City: Peninsula Center • $810

**Sec. 2 EDP 844682**
Monica Ranes-Goldberg, Ph.D.
May 18–August 10
Online, proctored final exam • $795

**Sec. 3 EDP 867952**
Amy S. Morgan, Ph.D.
Enroll anytime
Online, proctored final exam • $795

**The Biology of Cancer**

X26 • 3 semester units in Molecular and Cell Biology

Examine the molecular, cellular, and genetic basis for the 270 different diseases called cancer. Topics include the biology of uncontrolled cellular growth, the etiology of cancer, clinical presentation, diagnosis, staging, treatment, and the psychological effects of cancer on patients and their families.

**Prerequisite:** A background in high school or college-level biology is recommended.

**EDP 867994**
David Lieu, M.D.
Enroll anytime
Online, proctored final exam • $770
Chemistry

**COURSE INFORMATION**
(510) 643-0598
science@unex.berkeley.edu
extension.berkeley.edu/subject/chemistry.html

**ONLINE COURSE INFORMATION**
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

**FREE INFORMATION SESSION**

**Green Chemistry and Sustainability Studies**
Sustainability issues are increasingly important to both individuals and industry. Specifically, public concern about the safety of chemicals presents businesses with new challenges for growth and competitive advantage. Learn about courses and programs that can educate and prepare you to seize these emerging opportunities.

**EDP 414128**
1 meeting
Saturday, 10:30 am–12 pm
August 21
Berkeley: Golden Bear Center Center • FREE

**Introduction to Chemistry**
X16 • 3 semester units in Chemistry
This nonlab course offers an introduction to 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, students are required to have a basic knowledge of math, including algebra.

**EDP 897645**
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

**Introductory Organic Chemistry**
X18 • 3 semester units in Chemistry
Examine the compounds that comprise most of the mass in living things. 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:** A course in introductory chemistry and knowledge of basic algebra

**EDP 897652**
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

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**Green Chemistry Policy**
X400.B • 2 semester units in Chemistry
Learn the current and historical policy context of the regulation of industrial chemicals, as well as the relevance of the concepts and application of green chemistry and green engineering in moving humans collectively towards a more sustainable economy and society. You also study the weaknesses of historical approaches to chemicals management in protecting public and environmental health, and the key challenges that remain in implementing comprehensive chemicals policy reform. This class is designed for environmental managers, sustainability consultants, health professionals, product designers, engineers, chemists, biologists, product managers, materials scientists, and other professionals who are interested in learning and applying the principles of green chemistry in their respective fields of work.

**EDP 844621**
Ann Blake, Ph.D.
May 18–August 10
Online • $575

**Biochemistry**
Understand common molecular processes and chemical reactions that underlie diverse life forms.

For course details and schedule, see page 121.

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Physics

**COURSE INFORMATION**
(510) 643-0598
science@unex.berkeley.edu
extension.berkeley.edu/sciences

**ONLINE COURSE INFORMATION**
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

**Concepts of Physics**
X11 • 4 semester units in Physics
Gain an understanding of the principles of physics in the context of how everyday objects work in this introductory survey course intended for students majoring in humanities and social sciences, as well as anyone with an interest in the subject. Topics include forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light, with emphasis on applying the principles to understand everyday experience. You also study the concepts of physics with a minimum of mathematics.

**EDP 897660**
Raja Almukahhal, Ph.D.
Enroll anytime
Online, proctored final exam • $770

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**Location Guide**
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 188. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
Geology and Environmental Sciences

**COURSE INFORMATION**
(510) 643-0598  
sience@unex.berkeley.edu  
extension.berkeley.edu/subject/geo.html

**ONLINE COURSE INFORMATION**
(510) 642-7343  
online@unex.berkeley.edu  
extension.berkeley.edu/online

**Marine Biology**
This course examines the types of organisms that inhabit the marine environment and the types of habitats and ecological systems in seas and oceans. You also consider the human use of the marine environment and resulting problems and issues.

For course details and schedule, see page 121.

**Contemporary Environmental Issues**
X70 • 4 semester units in Environmental Science, Policy, and Management

The Earth is besieged with great environmental pressures as the human population increasingly depletes the planet’s “natural capital.” In this course, you gain an understanding of the physical, biological, and ecological processes of the global ecosystem, as well as the human impact from cultural, social, and economic influences that disrupt these processes. You also acquire an understanding of the roles played by government, business, scientists, advocacy groups, and individual citizens in shaping solutions to environmental problems and managing resources.

EDP 867929
Douglas Greenberg, Ph.D.
Enroll anytime  
Online, proctored final exam • $770

**American Environmental and Cultural History**
XB160AC • 4 semester units in Environmental Science, Policy, and Management

Important: Special academic policies apply to XB courses. See page 181 for details. Winner of UC Berkeley’s Education Initiatives Award.

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, please visit americancultures.berkeley.edu.

EDP 867903
Douglas Greenberg, Ph.D.
Enroll anytime  
Online, proctored final exam • $770

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**Geology of Lassen Volcanic National Park**
X53 • 1 semester unit in Geology and Geophysics

Participate in a weekend field study of Lassen Volcanic National Park. No previous geological coursework is required. Hike to the top of either Lassen Peak or Brokeoff Mountain, with views of five physiographic provinces. Explore the inner craters of Cinder Cone, a volcano that has erupted numerous times in the past few hundred years. Visit hot springs and a lava tube cave. Participants stay at a group campsite. Logistics will be arranged at the orientation. Enrollment is limited to 25.

EDP 404525
Thomas Williams, M.S.
5 meetings  
Wednesday, June 30, 6:30–9:30 pm (also Thursday–Sunday, July 15–18  
all-weekend field study)
Berkeley: Golden Bear Center  
and Lassen Volcanic National Park • $550

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**Biotechnology and Bioscience Business**

**COURSE INFORMATION**
(510) 643-0598  
sience@unex.berkeley.edu  
extension.berkeley.edu/subject/biotech.html

**FREE INFORMATION SESSION**

**Biopharmaceutical Business**

Come to an informative meeting that can help you identify a career path in the life sciences and biotechnology sectors that best suits your interests, skill sets, and career goals. Hear from instructors and staff members of UC Berkeley Extension about the various courses and programs that can help you along that path. Ask questions to help make your decision about how to achieve your future goals.

EDP 404202
1 meeting  
Saturday, 1:30–3 pm  
June 26
San Francisco: Downtown Center • FREE

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**Biotechnology Business Development**
X415.1 • 1 semester unit in Business Administration

Gain an understanding of the critical roles of the business development function in commercializing a biotech discovery. With real-world examples, the following key topics are addressed: acquiring a new product; assessing the product’s global market potential; financing a product’s development or acquisition; building a commercialization team; continually increasing the company’s valuation; marketing and negotiating in- and/or out-licensing deals; protecting intellectual property; and strategies for attaining a product’s fullest potential, including collaborations, partnerships, and mergers.

EDP 404962
Constance McKee, M.B.A.
2 meetings  
Tuesday and Wednesday, 8:30 am–5 pm  
July 20 and 21
San Francisco: Downtown Center • $885

The Business of Biotechnology

0.5 ceu

Gain an understanding of the biotechnology industry—what makes it so compelling and what makes it one of the riskiest sectors for investors. Study the career paths of some of the innovative entrepreneurs who created the industry back in the late 1970s. Learn about the risks they took and how the value they generated surpassed even that of dot-com successes. You also get a guided tour of the mysteries of the drug development process and the convoluted funding trail, from venture capital through that all-important initial public offering (IPO).

EDP 414011
Constance McKee, M.B.A.
1 meeting  
Monday, 9 am–3 pm  
July 19
San Francisco: Downtown Center • $385

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**Location Guide**
For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center • 1985 University Ave., Berkeley

Redwood City: Peninsula Center • 1991 Broadway St., Redwood City

San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco

San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
NEW THIS TERM

Initiating a Start-Up Company in the Life Sciences Industries
X475.2 • 1 semester unit in Business Administration

Get an introduction to the basic operational requirements for initiating a start-up company in the biotechnology or specialty pharmaceutical space. Both the budding entrepreneur as well as research personnel contemplating joining a start-up venture are introduced to the necessary steps for developing an entrepreneurial idea into a funded and viable small company. Requirements are discussed in detail for the following stages of development: patenting the technology, in-licensing technology, creating term sheets, and meeting with and securing venture capital or other types of funding.

EDP 404988
Joseph Vallner, Ph.D.
2 meetings
Wednesday and Thursday, 9 am–5 pm
July 7 and 8
San Francisco: Downtown Center • $885

NEW THIS TERM

Venture Funding and Due Diligence: Financing a Biotechnology Company
X436.8 • 1 semester unit in Business Administration

Focus on the financing how-tos for venture-funded start-up companies in the life sciences sector. Study contemporary start-up topics covering the history, culture, and evolution of biotech businesses and business models. You are introduced to the basics of starting a biotechnology or life science company from the perspective of a first-time entrepreneur. Creating a business, finding funding, and passing investor due diligence are covered in detail with many examples of successful biotech business models and funding sources.

EDP 414037
Frank Eckerman, Ph.D.
2 meetings
Monday and Tuesday, 8:30 am–5 pm
July 12 and 13
San Francisco: Downtown Center • $885

NEW THIS TERM

Effective Presentation Skills for Scientists
X425 • 1 semester unit in Molecular and Cell Biology

Focus on the skills needed to prepare and deliver a high-impact scientific presentation. Working professionals and students in professional or graduate science programs learn how to effectively prepare and comfortably deliver scientific presentations of various formats, including short research talks, research seminars, formal conference presentations, informal lab group meetings, and job talks. In addition, you learn how to deliver constructive criticism. Participants should have a basic working knowledge of Microsoft PowerPoint.

EDP 404970
Sheryl Denker, Ph.D.
2 meetings
Tuesday and Wednesday, 8:30 am–5 pm
August 3 and 4
San Francisco: Downtown Center • $785

Navigating a Career Transition into the Life Sciences
0.5 ceu

(Formerly Career Opportunities in Biotechnology)

Identify a career path in the life sciences and biotechnology sectors that best suits your interests, skill sets, and career goals. Through lectures, a self-assessment test, and discussion, you can develop an understanding of a variety of career paths in the life sciences, including sales and marketing, business development, clinical and regulatory affairs, project management, and discovery research. Get practical job search advice, as well, on topics such as working with recruiters, résumé building, networking, and interviewing.

EDP 404731
Toby Freedman, Ph.D.
1 meeting
Saturday, 10 am–4 pm
June 12
San Francisco: Downtown Center • $195

UC Berkeley Extension’s Professional Program in Project Management for Biopharmaceuticals teaches biopharmaceutical-specific project management processes and offers 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 consists of 6 required two-day courses for a total of 6 semester units (90 hours of instruction).

Required Courses
- Applying the Principles of Project Management in Preclinical Development X478.5 (offered spring and fall terms)
- Applying the Principles of Project Management in Clinical Development X484.2 (offered spring and fall terms)
- Applying the Principles of Project Management in Life-Cycle Management for Biopharmaceuticals X484.3 (offered spring and fall terms)
- Opportunities and Challenges in Managing Global Projects X484.4 (offered spring and fall terms)
- Alliance Management in the Biopharmaceutical Industry X484.5 (offered spring and fall terms)
- Best Practices Approaches in Project Management for Biopharmaceuticals, Medical Devices, and Vaccines X484.6 (offered spring and fall terms)

Learn More
and View the Brochure
extension.berkeley.edu/spos/biopharmpm.html
(510) 643-0598
science@unex.berkeley.edu

Enroll using EDP 402339
NEW THIS TERM

The Pharmaceutical Development Process

X408.8 • 2 semester unit in Business Administration

Pharmaceutical development is a multidisciplinary team effort, requiring constant control of very high costs and resource demands. Get an overview of all disciplines involved in the development of a new pharmaceutical product (drug or biologic) from the discovery stage through nonclinical, manufacturing, and clinical development to marketing approval. You gain an understanding of the role of each discipline, the impact of ever-changing regulations on each discipline, where the roadblocks may occur, and the vocabulary to ask probing questions of team members.

EDP 414029
John Young, Ph.D.
10 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 7–July 12 (no meeting July 5)
Redwood City: Peninsula Center • FREE

Project Management for Biopharmaceuticals

FREE INFORMATION SESSION

Project Management for Biopharmaceuticals

Come meet UC Berkeley Extension instructors and staff members, and find out more about the curriculum and direction of this program. An opening presentation is followed by a Q&A session. To reserve your space, please call (510) 642-4111.

For more information about the program, visit extension.berkeley.edu/spos/biopharmpm.html.

EDP 403170
1 meeting
Saturday, 1–2 pm
May 22
San Francisco: Downtown Center • FREE

EDP 404228
1 meeting
Saturday, 3–4:30 pm
June 26
San Francisco: Downtown Center • FREE

Certificate Program in Project Management

Acquire the skills you need to complete high-quality projects on task, on time, and within budget. Most of our project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute (PMI).

See page 67 for complete certificate details.

Regulatory Sciences

FREE INFORMATION SESSION

Certificate Program in Clinical Research Conduct and Management

Learn how this program can help you launch or advance your career in clinical research by enhancing your knowledge of clinical trials. This free information session is designed to familiarize students with the curriculum and direction of the program. Find out how to prepare for a career as a monitor, clinical research associate (CRA), project manager, or study coordinator at biotechnology and pharmaceutical companies, contract research organizations, and investigational sites. These already in the field will enhance their prospects for advancement. For more information about the program, visit extension.berkeley.edu/cert/clinical.html.

EDP 403196
1 meeting
Thursday, 6:30–7:30 pm
May 20
Berkeley: Golden Bear Center • FREE

EDP 404210
1 meeting
Saturday, 10 am–11:30 am
June 26
San Francisco: Downtown Center • FREE

Introduction to Clinical Research: Clinical Trial Phases and Design

X400.2 • 3 semester unit in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Review the drug development process, the principles of good clinical practice, the clinical trial phases and design, the principal players in clinical research, regulatory strategies for developing medical devices, and medical terminology.

Sec. 1 EDP 844655
Karen Henry, M.P.H., and Michael Dubinsky
May 4–June 29
Accelerated 8-week format
Online, proctored final exam • $1,895

Sec. 2 EDP 844663
Karen Henry, M.P.H., and Michael Dubinsky
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895

Clinical Trial Planning: Protocol Development, Data Management, and Clinical Site Activities

X400.3 • 3 semester units in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Learn the processes and procedures inherent to planning clinical trials, including protocol development, case report form design, IRB submission, site selection, developing and negotiating site contracts and budgets, and prestudy visits.

Prerequisite: Successful completion of Introduction to Clinical Research: Clinical Trial Phases and Design X400.2

Sec. 1 EDP 844671
Karen Henry, M.P.H.
May 4–June 29
Accelerated 8-week format
Online, proctored final exam • $1,895

Sec. 2 EDP 844689
Karen Henry, M.P.H.
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895

Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring, and Safety Reporting

X400.4 • 3 semester units in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Get a thorough look at the role of clinical trial monitors. Review in detail the various aspects of study monitoring, such as data review, safety reporting, and drug accountability. You also study global drug development and subject recruitment and retention, topics that are crucial to meeting study timelines.

Prerequisites: Successful completion of Introduction to Clinical Research: Clinical Trial Phases and Design X400.2 and Clinical Trial Planning: Protocol Development, Data Management, and Clinical Site Activities X400.3

EDP 844605
Bonnie Miller, R.N., M.S.
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895
Certificate Program in Clinical Research Conduct and Management

The human testing process, also known as a clinical trial, is used to determine whether a drug, biologic, or medical device is safe and effective before it can be approved by regulatory authorities for marketing. Regulations and guidelines govern the clinical trials process, and a thorough knowledge of the procedures at every stage of the process is essential. The Certificate Program in Clinical Research Conduct and Management enables students to master practical aspects of clinical trial conduct and management, FDA regulations, International Conference on Harmonisation (ICH) and Good Clinical Practices (GCP) guidelines, procedural guidelines, and ethical considerations covering multiple aspects of clinical trials.

Curriculum Requirements
The curriculum consists of 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 X400.2 (offered spring and fall terms and online)
• Clinical Trial Planning: Protocol Development, Data Management, and Clinical Site Activities X400.3 (offered spring and fall terms and online)
• Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring, and Safety Reporting X400.4 (offered spring and fall terms and online)
• Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection, and Project Management X400.5 (offered spring and fall terms and online)

Learn More and View the Brochure
extension.berkeley.edu/cert/clinical.html
science@unex.berkeley.edu
(510) 642-1062

Enroll using EDP 402389
Quality and Compliance

FREE INFORMATION SESSION
Quality and Compliance for Biotechnology

Come to a free, no-obligation event to learn about UC Berkeley Extension’s Professional Program in Quality and Compliance for Biotechnology. This professional program focuses on the areas of quality assurance, quality control, and regulatory compliance. These disciplines are critical in the growing and increasingly regulated bioscience industry as the first-line assurance that your operations are in compliance with the extensive and ever-changing regulations imposed in the United States and worldwide. Meet instructors and staff who can answer your questions about how this program can help you meet the challenges in your biotech career. Visit extension.berkeley.edu/spos/compliance.html for more program information.

EDP 404236
1 meeting
Saturday, 11:30 am–1 pm
June 26
San Francisco: Downtown Center • FREE

Regulatory Affairs

Principles of Regulatory Affairs

X401.3 • 1 semester unit in Public Health

An elective in the Professional Program in Quality and Compliance for Biotechnology

Get an introduction to the regulatory authorities, whose regulations and requirements must be implemented and met to ensure compliance to the laws governing this industry. Learn the steps leading to testing products in humans, the approval of products and post-approval requirements, and how they must be implemented in the industry.

Prerequisite: College-level biology or biochemistry, chemistry, engineering

EDP 404293
Linda Yang, Ph.D.
2 meetings
Saturdays, 9 am–4 pm
June 5 and June 12
San Francisco: Downtown Center • $695

NEW THIS TERM
Introduction to Investigational Drug Applications

X475.7 • 1 semester unit in Business Administration

Learn the process of writing, assembling, and filing an Investigational New Drug (IND) application. You are introduced to the Food and Drug Administration (FDA) system and the requirements for putting together an IND application. Study the requirements of all the preclinical information and data needed to put together a successful IND application. Upon completion of this course, you should understand the importance and underlying principles of the FDA drug development process through IND submission.

EDP 404996
Anil Seghal, Ph.D.
5 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 28–July 14 (no meeting July 5)
San Francisco: Downtown Center • $885

Electives Available This Term

- Principles of Regulatory Affairs X401.3
- Clinical Trial Planning: Protocol Development, Data Management, and Clinical Site Activities X400.3

Learn More
extension.berkeley.edu/spos/compliance.html
(510) 642-1062
science@extension.berkeley.edu
Enroll using EDP 402363
Mathematics and Statistics

COURSE INFORMATION
(510) 642-1061
mathstat@unex.berkeley.edu
extension.berkeley.edu/subject/math.html

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Mathematics Refresher
2.4 ceu
Either as a review before you take more advanced mathematics or statistics courses or as part of your preparations for the math sections of standardized tests (such as the general GRE, GMAT, or MCAT), this course helps you brush up on essential math skills. You review selected topics in algebra, geometry, trigonometry, probability, and statistics. Note: This course does not address test-taking strategies for specific tests but rather covers the mathematics skills necessary for you to succeed on the exams.

EDP 404806
Dieter Jurkat, M.S., Extension Honored Instructor
4 meetings
Saturdays, 9 am–4 pm
June 5–June 26
San Francisco: Downtown Center • $335

Analytic Geometry and Calculus-A
X916A • 3 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program. Important: Special academic policies apply to XB courses. See page 181.
Review the function concept and basic graphing techniques for simple functions in this introductory course in calculus. Study the limit concept and continuity, as well as the derivative and its application to optimization problems, related rates, and curve sketching. You also review basic properties of logarithms and exponents and get an introduction to the logarithmic and exponential functions and their derivatives and an introduction to integration. Examine the development of calculus concepts and their applications to problems in business and biological sciences.

Prerequisites: Three years of high school math, including trigonometry. Recent coursework in mathematics is strongly recommended.

Sec. 1 EDP 404855
Dieter Jurkat, M.S.
12 meetings
Thursdays, 8–10 pm
May 27–July 22 (also Sundays, June 20, 9 am–4 pm, and July 18, 9 am–12 pm)
San Francisco: Art and Design Center • $625

Calculus I
X1A • 4 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program
In this introduction to differential and integral calculus, you examine the key concepts of limit, derivative, and continuity, as well as the main applications of derivatives in graphing functions and optimizing functions. Then you 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-and-a-half years of high school mathematics, including trigonometry and analytic geometry

Sec. 1 EDP 867820
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $785

Sec. 2 EDP 844456
Makan Rokni, Ph.D.
May 18–August 10
Online, proctored final exam • $785

Calculus II
X1B • 4 semester units in Mathematics
This continuation of Calculus X1A includes techniques of integration, 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 X1A or equivalent

Sec. 1 EDP 867838
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $785

Sec. 2 EDP 844464
Makan Rokni, Ph.D.
May 18–August 10
Online, proctored final exam • $785

Precalculus
X9 • 2 semester units in Mathematics
Gain exposure to concepts in basic and advanced algebra and some trigonometry. Topics such as logarithms, solving or graphing linear equations, and factoring a polynomial should be familiar to some students. However, this class goes into these topics at a more advanced level than a beginning or intermediate algebra class does. You gain a good foundation for study in future calculus classes. Note: An integral component of this course is the interactive website MyMathLab. Please go to www.mymathlab.com/system.html for complete system requirements.

Prerequisites: Two years of high school algebra (or the equivalent of a beginning and an intermediate algebra class) and one year of high school geometry or its equivalent

EDP 877605
Flor Feldman, M.Sc.
Enroll anytime
Online, proctored final exam • $720

Satisfy Your M.B.A. Prerequisites in Mathematics and Statistics

Let UC Berkeley Extension help you meet the math and statistics requirements for the Haas School of Business Evening and Weekend M.B.A. Program. For the math prerequisite, choose one of the following courses either in self-paced or classroom format.
• Precalculus
• Analytic Geometry and Calculus
• Calculus

The statistics prerequisite can be satisfied by taking Statistics XB2 either online or in the classroom.

For more information about the Haas School of Business Evening and Weekend M.B.A. Program, visit www.haas.berkeley.edu. For other institutions, inquire directly with individual admissions offices to determine whether these courses meet their requirements.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
Self-Paced Courses in Mathematics

The content 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. Three or more semester units in any self-paced math course, excluding XP-S, satisfy the math prerequisite for the Haas School of Business Evening and Weekend M.B.A. Program.

Algebra and Trigonometry XP-S
1–2 semester units in Mathematics
Prerequisite: Two years of high school math or equivalent
EDP 404301

Precalculus X32-S
1–4 semester units in Mathematics
Prerequisite: Three years of high school math with one year of algebra
EDP 404798

Analytic Geometry and Calculus X16A-S
1–3 semester units in Mathematics
Prerequisite: Three years of high school math, including trigonometry
EDP 404756

Analytic Geometry and Calculus X16B-S
1–3 semester units in Mathematics
Prerequisite: Analytic Geometry and Calculus X16A-S or XB16A or equivalent
EDP 404764

Calculus X1A-S
1–4 semester units in Mathematics
Prerequisite: Three-and-a-half years of high school math, including trigonometry and analytic geometry, or precalculus
EDP 404772

Calculus X1B-S
1–4 semester units in Mathematics
Prerequisite: Calculus X1A-S or XB16A or equivalent
EDP 404780

For detailed information about the course structure and refund policy, visit extension.berkeley.edu/dept/math/selfpaced.html, e-mail mathstat@unex.berkeley.edu, or call (510) 642-1061.

Instructor: Flor Feldman, M.Sc.
13 meetings
Tuesdays and Thursdays, 6:30–10 pm
June 8–July 8 (also Saturdays, June 19, June 26, and July 10, 9:30 am–1 pm)
Berkeley Campus: 2308 Tolman Hall • $675

Statistics

Introduction to Statistics
XB2 • 4 semester units in Statistics
A requirement in the Certificate Program in Business Administration, M.B.A. Foundation concentration; approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program. Important: Special academic policies apply to XB courses. See page 181.

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 the uses and abuses of statistics, descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing, and regression. The online course is the recipient of the Helen Williams Award for Excellence in Collegiate Independent Study from the American Association for Collegiate Independent Study (AACIS).

Prerequisites: Two years of high school algebra. A recent course in college algebra is recommended.

Sec. 1 EDP 404830
Dieter Jurkat, M.S., Extension Honored Instructor
15 meetings
Tuesdays, 6–10 pm
May 25–July 27 (also Sundays June 6, June 13, June 27, July 11, and July 25, 9 am–1 pm)
San Francisco: Downtown Center • $695

Sec. 2 EDP 404814
Michael Regan Quigley, Ph.D.
17 meetings
Wednesdays, 6:30–10 pm
June 2–July 28 (also Saturdays, June 5–July 24, 9 am–12:30 pm; Saturday, July 31, 9 am–1 pm; no meeting July 3)
Berkeley Campus: 155 Barrows Hall • $695

Sec. 3 EDP 404848
Tony Thrall, Ph.D.
Enroll anytime
Online, proctored final exam • $785

Sec. 4 EDP 887853
G. James Pan, Ph.D.
Enroll anytime
Online, proctored final exam • $785

Sec. 5 EDP 877746
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $785

Sec. 6 EDP 897298
Makan Rokni, Ph.D.
Enroll anytime
Online, proctored final exam • $785
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Limitations apply. See extension.berkeley.edu for details.
Sustainability Studies

extension.berkeley.edu/sustainability
Find out how to be your best. Come to a free information session to 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.

Maximize your career opportunities in today’s green economy. At UC Berkeley Extension, you can equip yourself with the tools and techniques of sustainable practice, from sustainable design to solar energy, corporate social responsibility and green IT. You can lead the way in creating a more sustainable world, whether you work in the public, private, or nonprofit sector—or simply feel compelled to make a difference.

Complete a program that focuses on a timely topic in sustainability such as the sustainable design of the built environment, responsible business practices, clean energy, or sustainable transportation planning. Learn about the latest environmental and safety regulations that affect your organization. Understand the legal foundations for environmental protection. Or discover the breadth of career options related to sustainability.

However you choose to make your mark as a sustainability professional, UC Berkeley Extension offers the education you need to succeed.
Sustainable Design

**COURSE INFORMATION**
(415) 284-1041
designarts@unex.berkeley.edu
extension.berkeley.edu/subject/sustainable.html

**ONLINE COURSE INFORMATION**
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

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**FREE INFORMATION SESSION**

**Sustainable Design, Solar, and Green Building**

Turn to UC Berkeley Extension for the knowledge and skills you need to promote sustainability and be a part of the evolving green economy. Come meet UC Berkeley Extension instructors and staff members, and find out more about the curricula and direction of our sustainability programs. An opening presentation is followed by a Q&A session.

**EDP 023713**
1 meeting
Wednesday, 6:30–8 pm
May 26
San Francisco: Art and Design Center • FREE

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**Principles of Sustainable Design**

**X400.6 • 2 semester units in Architecture**

A requirement in the Professional Program in Sustainable Design

Examine the history and development of sustainability as a social goal, and explore its implications for the design of built environments. You study concepts such as biophilia, permaculture, localism, life-cycle analysis, biomimicry, natural capitalism, cradle-to-cradle production, unfolding wholeness, and ecological design. In addition to the latest tools, techniques, and materials, you explore government programs, legislation, industry regulations and codes, green certifications, LEED, and nonprofit organizations involved with sustainability.

**EDP 844431**
Jessica Craft, Ph.D.
May 18–August 10
Online, proctored final exam • $795

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**Practical Applications of Sustainable Design**

**X470.1 • 2 semester units in Architecture**

A requirement in the Professional Program in Sustainable Design

Translate your knowledge of sustainable design concepts into practical, deployable, and tangible methods. You learn to take responsibility for your work by understanding the impact your designs have on the environment and ways to control this impact. Through research of materials, systems, and construction methods, you explore the ways to design and build in an environmentally responsible manner.

**EDP 844639**
David Waldorf, M.Arch, B.Arch, BSID, CGP
May 18–August 10
Online • $795

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**The Role of the Designer in a Sustainable World**

**X4117 • 2 semester units in Architecture**

An elective in the Professional Program in Sustainable Design

Throughout the past two centuries, designers have pioneered new modes of production that sparked massive sociocultural change. How can today’s designers lead the sustainability revolution? With case studies and visiting practitioners, you examine the political and economic obstacles to implementing cradle-to-cradle production and articulate a vision for social responsibility in the design profession. You also examine how sustainability is influencing the institutions and practices of contemporary design, focusing on available leadership opportunities.

**EDP 014332**
Jessica Craft, Ph.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 8–August 10
San Francisco: Art and Design Center • $750

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**Creative Collaboration for Sustainable Planning**

**X4119 • 1 semester unit in Architecture**

An elective in the Professional Program in Sustainable Design

Collaboration is essential in all professions today because every project involves public agencies, interdisciplinary teams, and multiple communities. Practice cultivating social synergy by pooling diverse interests, handling political pressures, understanding culture clashes, managing media spins, overcoming funding fluxes, and maintaining personal integrity to advance sustainability.

**EDP 014704**
Allen Green, M.L.A.
6 meetings
Thursdays, 6:30–9:30 pm
June 17–July 22
San Francisco: Art and Design Center • $425

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**Location Guide**

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.

Berkeley: Golden Bear Center • 1995 University Ave., Berkeley

Redwood City: Peninsula Center • 1991 Broadway St., Redwood City

San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco

San Francisco: Art and Design Center • 95 Third St., San Francisco

Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.

Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
**The Building Envelope**

X413.3 • 2 semester units in Architecture
30 GBC hours

An elective in the Professional Program in Sustainable Design.

This course is USGBC-approved for continuing education credit.

Examine sustainable design strategies for the building envelope, focusing on the control of heat, light, sound, moisture, and air movement. After a basic overview of solar geometry, climate, and thermodynamics, you study heat movement through a building envelope, along with the calculations and software tools used by designers to predict energy use. Solar control is a critical issue, and you focus on passive heating strategies, shading device design, and glass selection. You also learn simple strategies to use daylight to illuminate interior spaces.

**EDP 014357**
Ryan Stroupe, M.A.
10 meetings
Mondays, 6:30–9:30 pm
June 7–August 16 (no meeting July 5)
San Francisco: Art and Design Center • $750

**Sustainable Building Materials**

X402.1 • 1 semester unit in Architecture

An elective in the Professional Program in Sustainable Design

This course presents a value system for selecting environmentally preferable products. You learn where to find green building materials and how to ensure the most nontoxic application. You learn about life-cycle analysis, cost, sourcing, energy efficiency, off-gassing, green specifications, value engineering, and third-party certifications. Activities include guest speakers, case studies, and field trips to local showrooms. You analyze award-winning environmental design and learn how to apply the triple-bottom-line approach to materials selection.

**EDP 014688**
Piper Kujac, B.A.
6 meetings
Wednesdays, 6:30–9:30 pm
June 9–July 14
San Francisco: Art and Design Center • $425

**NEW THIS TERM**

**Designing Sustainable Urban Food Systems**

X487 • 2 semester units in Landscape Architecture

An elective in the Professional Program in Sustainable Design

Good urban design includes designing food systems that integrate with population centers. Using the principles, ethics, and design methods of permaculture, examine the sustainable urban food system, including its inputs and outputs. Explore the concepts behind food systems and elements of natural food systems in other settings as a context for selecting and linking design elements relevant to local urban communities. This course is intended for designers, professionals, educators, and students who are interested in sustainable food and already have some familiarity with permaculture or who are interested in ecosystemic design.

**EDP 014613**
Fred Bove, M.Ed., and Kevin Bayuk, B.S.
10 meetings
Mondays, 6:30–9:30 pm
June 14–August 23 (no meeting on July 5)
San Francisco: Art and Design Center • $750

**CEQA Overview for Architects and Engineers**

Get a basic understanding of the California Environmental Quality Act (CEQA) and its effect on each type of development project in this course, which is specifically designed for architects and engineers.

For course details and schedule, see page 100.
Green Building

**COURSE INFORMATION**
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/sustainability

**Construction Green Building Materials for LEED**
X4011 • 2 semester units in Civil and Environmental Engineering

An elective in the Certificate Program in Construction Management

Learn construction green building materials as evaluated by the LEED/Green Building Rating System. Examine issues of reuse, recycling, construction waste management, and environmentally preferable materials selection for commercial building. Understand the hierarchy of environmentally preferable material selection in commercial buildings through case studies and demonstrations by industry leaders. Learn materials selection sources, production methods, installation, maintenance, and deconstruction processes. Study building reuse, design for deconstruction, material reuse, donation, and salvage in the context of construction waste management. Examine national and global markets for these services.

**EDP 304733**
Kelly Gearhart, B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 1–August 3
Berkeley: Golden Bear Center • $615

**Fundamentals of Green Building with LEED**
X495 • 1 semester unit in Civil and Environmental Engineering

A requirement in the Professional Program in Solar Energy and Green Building

Prepare to earn professional accreditation in the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) Green Building Rating System. The LEED Accredited Professional (LEED AP) exam is a rigorous, comprehensive, professional exam designed to demonstrate proficiency in working with and applying LEED. Examine the technical contents of the LEED for New Construction program, and understand the function of an integrated design approach. Learn test strategies, exam format, techniques, time management, and best practices. Take practice exams, and be prepared to take the LEED AP exam.

**EDP 30474**
Kelly Gearhart, B.A.
5 meetings
Wednesdays, 6:30–9:30 pm
June 2–June 30
San Francisco: Downtown Center • $695

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**Climate Change and Green Building: The Business Case**

X4013 • 2 semester units in Civil and Environmental Engineering

An elective in the Professional Program in Solar Energy and Green Building

Understand costs, benefits, and risk in the business of green building. Study best practices and lessons learned in implementing green-building business strategies. Examine the impact of federal and state climate-change laws on green-building investment strategies and business decisions. Study market trends and case studies, and focus on economics and climate-change issues. Sharpen your green-building business knowledge through hands-on economic analysis and in-class discussions. Gain a competitive edge by developing effective and insightful business strategies.

**EDP 304717**
Kelly Gearhart, B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 1–August 30 (no meeting July 5)
San Francisco: Downtown Center • $695

**Sustainable Building Operation and Maintenance Practice and LEED**
X4012 • 1 semester unit in Civil and Environmental Engineering

An elective in the Professional Program in Solar Energy and Green Building

Learn to apply sustainability principles to building operations. Gain practical knowledge on the methodology of LEED EB: O+M. USGBC Leadership in Energy and Environmental Design (LEED) Green Building Rating System for Existing Buildings: Operation and Maintenance. Examine best practices and lessons learned from industry practitioners who share their expertise through hands-on demonstrations. You also review LEED AP Operations and Maintenance exam requirements and technical contents of LEED programs as a tool for integrating sustainability into building operations. You are required to arrange for your own transportation for field trips.

**EDP 304873**
Rebecca Anderson, M.E.H.S.
5 meetings
Wednesdays, 6:30–9:30 pm
July 7–August 4
Berkeley Campus: 2304 Tolman Hall • $695

**CEQA Overview for Architects and Engineers**

Get a basic understanding of the California Environmental Quality Act (CEQA) and its effect on each type of development project in this course, which is specifically designed for architects and engineers.

For course details and schedule, see page 100.

**Project Management for Owners, Architects, and Engineers**

Learn effective project management strategies in the built environment to lead a project from design conception to post-occupancy.

For course details and schedule, see page 100.

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**Green Chemistry**

**Green Chemistry Policy**

Learn the current and historical policy context of the regulation of industrial chemicals and the relevance of the concepts and application of green chemistry and green engineering in moving the populace collectively toward a more sustainable economy and society.

For course details and schedule, see page 123.
Solar Industry Orientation
X411 • 2 semester units in Natural Resources
An elective in the Professional Program in Solar Energy and Green Building
Gain a comprehensive understanding of the solar technology industry. Review the basics of solar, electric, and thermal technologies; industry economics and dynamics; policy drivers; utility structure; and careers and business opportunities. Focusing on the California market, you learn about various factors that shape how, where, and how fast solar technology is being deployed and how to pursue a career in the solar industry. You investigate barriers and enablers in meeting California’s solar energy goals and examine utility industry structure and regulation, as well as the integrated relationship between energy efficiency and solar technology.
EDP 304857
Liz Merry, M.B.A.
4 meetings
Saturdays, 9 am–5 pm
July 24–August 14
Berkeley Campus: See Web for room details • $525

Location Guide
For detailed information, see page 185.
Berkeley: Campus • See campus map, page 186. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete. Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.

Enroll now VISIT Extension.Berkeley.edu/Enroll CALL (510) 642-4111

SUSTAINABILITY STUDIES
Professional Program in Sustainability and Energy

Whether you work in the public or private sector—from government agencies and nonprofit organizations to utility companies, energy consulting firms, and other businesses—prepare yourself to manage energy use and its impact on the environment. Examine energy sustainability from the perspectives of technology, municipal planning, and policy, and learn to develop sustainable energy systems successfully. Understand the impact of current energy use patterns on climate change and of climate change law on local government and businesses.

This program is ideal if you wish to change or advance your career, and it enables you to make assessments, analyze, and manage issues related to energy use, climate change, and sustainability. Focus your course of study in the field of clean energy.

Curriculum Requirements
The program consists of 2 academic credit courses and 2 one-day workshops for a total of 2 semester units and 1.4 ceu (44 hours of instruction).

Required Courses
• Energy Use and Climate Change X435 (offered fall and summer terms)
• Energy for Sustainability: Technology, Planning, and Policy X436 (offered spring and summer terms)
• Introduction to Sustainability Management (offered fall and summer terms)
• Climate Change and Law AB 32: What It Means for You (offered fall and summer terms)

Learn More
extension.berkeley.edu/spos/energy/html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302935

Energy

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/sustainability

Energy for Sustainability: Technology, Planning, and Policy
X436 • 1 semester unit in Natural Resources

A requirement in the Professional Program in Sustainability and Energy and in the Professional Program in Sustainability and Transportation

Review the environmental impact of global energy systems, energy-use life cycle, and alternative options. Learn strategies from energy efficiency, conservation, renewable energy sources, green buildings, environmental responsibility, and emerging clean tech innovations. Study the financial impact these strategies have on our economy and their effect on global climate change. Evaluate policies, regulations, and legislations at the local and state level. Learn how energy strategies impact residential and commercial sectors, corporations, and government. Examine issues in science, technology, policy, law, and business.

EDP 304758
Jessie Denver, M.A.
2 meetings
June 19 and June 26
Berkeley Campus: See Web for room details • $495

Energy Use and Climate Change
X435 • 1 semester unit in Natural Resources

A requirement in the Professional Program in Sustainability and Energy

The current U.S. energy consumption pattern is not sustainable. Learn how reliance on fossil fuels creates security, climate change, and public health issues. Examine the threat from the lack of significant incentives to change behavior and shift habits toward sustainable energy consumption in the United States. Study the fundamental impacts from current energy use and the support infrastructure. Explore options in transitioning to renewable energy sources and to more sustainable habits.

EDP 304766
Mikhail Chester, Ph.D.
5 meetings
Tuesdays, 6:30–9:30 pm
July 6–August 3
Berkeley Campus: 136 Barrows Hall • $425

Sustainable Energy: A Global Survey

X439 • 1 semester unit in Natural Resources

Study the latest clean technology survey on major sustainable energy sources in California, the United States, and worldwide. Energy sources include solar energy, biofuels, hydrogen energy and fuel cell, wind energy, and geothermal energy. Learn current technological development status and state-of-the-art practical applications. Learn basic principles and mechanisms. Study how to compare strength and weakness, and understand appropriateness of respective clean technologies. Acquire the vocabulary to understand and communicate effectively within the clean tech industry. There are no prerequisites, but knowledge of basic chemistry is recommended.

EDP 314930
Ken Han, Ph.D.
5 meetings
Mondays, 6:30–9:30 pm
July 26–August 23
Berkeley: Golden Bear Center • $395

NEW THIS TERM
Professional Series in Smart Grid Technology

Gain an understanding of the emerging area of intelligent networked power transmission through this entry-level specialized program of study.

For course details and schedule, see page 104 for program details.

NEW THIS TERM
Smart Grids 1: Introduction

Learn about the new intelligent energy grid that supports the green energy initiatives of the 21st century. Study real-world value propositions, business perspectives, and solution scenarios from the perspectives of business economics and technical practicalities.

For course details and schedule, see page 104.

NEW THIS TERM
Smart Grids 2: Energy Transmission and Distribution

Starting with long-distance high-voltage transmission lines through neighborhood distribution to the smart meter in the residential dwelling, this survey course covers the technical, economic and environmental issues of energy transmission.
Green IT for Sustainability
0.7 ceu
Gain a solid understanding of concepts of green information technology and examine it from economic, environmental, and corporate social responsibility perspectives. Acquire the basic vocabulary of the emerging green IT industry, and be able to communicate the industry’s benefits to shareholders and stakeholders. Understand key drivers of current green IT investments, their correlation to corporate sustainability responsibility, and typical barriers and challenges CIOs and IT managers face.

EDP 304782
Hareendranath Kattana, M.B.A.
1 meeting
Saturday, 9 am–5 pm
August 21
Redwood City: Peninsula Center • $325

Green IT Project Management: Data Center Energy Efficiency
0.7 ceu • 7 pdu: PMI provider 1173
Gain project-management-level knowledge in implementing a green IT data center. Examine the definition, components, and attributes of green data centers. Study the project management model and learn practical methodologies in defining project scope, activities, roles, relationships, and data-center design frameworks. Recognize the critical needs for clear communications of design intent, preferences, and requirements as defined by project sponsors and stakeholders. Gain insight on managing complex energy-efficient data center exercises through hands-on projects and real-world case studies.

EDP 304790
Hareendranath Kattana, M.B.A.
1 meeting
Saturday, 9 am–5 pm
August 28
Redwood City: Peninsula Center • $375

Introduction to Sustainable Transportation Design Plans
X497 • 1 semester unit in Civil and Environmental Engineering
A requirement in the Professional Program in Sustainability and Transportation
Review basic principles of transportation design that promote sustainable alternatives and minimize environmental impact. Examine additional design considerations such as end-user preferences, stakeholder perspectives, ease of implementation, ongoing facilities operation, and maintenance concerns. Understand terms, concepts, and challenges of sustainable growth, and learn essential skills for implementing successful design and managing planning programs. You are encouraged to attend a local city council meeting (self-arranged) and turn in an optional report.

EDP 304881
Daniel Kuhmann, M.A.
5 meetings
Thursdays, 6:30–9:30 pm
June 3–July 1
Berkeley: Golden Bear Center • $395

Transportation Sustainability: Life-Cycle Assessment
0.6 ceu
A requirement in the Professional Program in Sustainability and Transportation
Learn the significant and often overlooked impact of transportation activities on people and the environment. Study materials consumption, waste generation, land use, and human health effects from passenger and freight transportation. Examine and understand thoroughly the comprehensive approach of the life-cycle assessment method and how current tools are being effectively applied to the transportation sector in evaluating environmental, technological, social, and economic policies and decisions. Review the latest and most relevant federal and state legislation and policies on transportation and land-use planning issues.

EDP 304899
Mikhail Chester, Ph.D.
1 meeting
Saturday, 9 am–4 pm
July 10
Berkeley Campus: See Web for room details • $295

Program information is subject to change. Please consult the Web pages for course details and fees.
Sustainability Management

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/sustainability

Introduction to Sustainability Management
0.7 ceu

A requirement in the Professional Program in Sustainability and Energy, the Professional Program in Sustainability and Transportation, the Professional Program in Corporate Social Responsibility Reporting, and the Professional Program in Responsible Global Change Management

Examine the paradigm of sustainability in the context of environmental, economic, and social forces that shape emerging policies and management decisions. Investigate the possibility of creating a common set of sustainability principles that apply to industries, institutions, and individuals. Understand how these principles affect diverse global demographic groups and create challenges for local and regional managers. Learn basic information, concepts, methods, and tools for assessing, implementing, and managing sustainability initiatives to build a foundation for a sustainable future.

EDP 314054
William Coleman, B.A.
1 meeting
Saturday, 9 am–5 pm
June 5
Berkeley: Golden Bear Center • $315

Sustainability Leadership—Strategies and Paradigms

X419 • 1 semester unit in Natural Resources

A requirement in the Professional Program in Responsible Global Change Management, in the Professional Program in Corporate Social Responsibility Reporting, and an elective in the Professional Program in Leadership in Sustainability and Environmental Management

Learn the fundamental qualities, attributes, and competencies to be an effective sustainability leader. This course teaches you how to determine whether your company is organized in a sustainable manner. It also helps you understand what is required of you as a leader when the demands of declining resources affect your company’s bottom line. You 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.

EDP 304865
Miriam Karell, M.S.
5 meetings
Thursdays, 6:30–9:30 pm
June 3–July 1
San Francisco: Art and Design Center • $475

Overcoming Barriers to Implementing Sustainable Change

X417 • 1 semester unit in Natural Resources

A requirement in the Professional Program in Responsible Global Change Management and an elective in the Professional Program in Leadership in Sustainability and Environmental Management

The day-to-day work of implementing organizational change for improved sustainability at the global or local level is challenging and complex. The sophisticated implementation techniques presented in this course enable sustainability coordinators, green-team staff, and environmental health and safety staff to swiftly overcome psychological, technical, and financial barriers. Topics include modern sustainability principles and models, community-based social marketing, technical feasibility studies, life-cycle cost-benefit analyses, and the role of persuasive narratives to quickly generate support for green projects.

EDP 304816
Justine Burt, M.S.
5 meetings
Thursdays, 6:30–9:30 pm
July 15–August 12
Berkeley: Golden Bear Center • $425

Curriculum Requirements
The program consists of 4 required courses and 1 elective for a total of 8 semester units (120 hours of instruction).

Required Courses

- Environmental Law and Regulation X410 (offered spring term)
- Introduction to Climate Change, Environment, and Sustainability X444 (offered spring and summer terms)
- Environmental Management Systems and ISO 14000 X422 (offered spring and fall terms)
- Sustainability Leadership—Strategies and Paradigms X419 (offered every term)

Electives Available This Term

- Climate Change and Environmental Protection Programs X445
- Overcoming Barriers to Implementing Sustainable Change X417

Learn More
extension.berkeley.edu/spos/sustman.html
(510) 642-4151
course@unex.berkeley.edu

Enroll using EDP 302985
**Corporate Social Responsibility Reporting**

0.7 ceu

A requirement in the Professional Program in Social Responsibility Reporting

Study the principles and methodology of corporate social responsibility (CSR) reporting according to the Global Reporting Initiative (GRI) standards. Gain insight to key benefits of sustainable corporate citizenship practices, and learn to articulate and communicate them professionally to stakeholders. Examine real-life case studies and sample reports, and practice hands-on exercises in evaluating quality of report content. Learn the systematic report development process, which includes researching, preparing, connecting, defining, monitoring, and reporting on sustainable initiatives information.

**EDP 304980**

Gary Lucks, J.D., CPEA
1 meeting
Friday, 9 am–5 pm
August 13
San Francisco: Downtown Center • $350

**Value Chain Life Cycle Assessment Tools**

X434 • 1 semester unit in Natural Resources

A requirement in the Professional Program in Corporate Social Responsibility Reporting

Study the value chain Life Cycle Assessment (LCA) model. Examine sustainable management’s impact on the development and use of green products and services. Learn practical tools of LCA, research methodologies, review real-world applications, and practice hands-on exercises. Evaluate business and operation plans based on the principles of natural capitalism and the natural step. Study innovative sustainable approaches to creating products and services. Understand green product and service supply chains and how to effectively ensure suppliers’ compliance. Use LCA tools to optimize sustainable values in green procurement processes.

**EDP 314039**

Susan Sakaki, M.P.A., CHMM
2 meetings
Saturdays, 9 am–5 pm
June 26 and July 10
Berkeley Campus: See Web for room details • $475

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**Green Politics: Driving a Sustainable Economy**

X438 • 1 semester unit in Natural Resources

Study the economic impact of government and policies on green businesses. Learn how public policies such as government investment, tax incentives, purchasing power, and regulations can influence business decisions and affect financial results. Examine government’s role and incentive in spurring sustainable growth in the green sectors. Learn how the administration’s stimulus plan is creating green job opportunities. Study how California is leading the nation with leading-edge green policies: from greenhouse gas emissions to green building codes to auto emission standards.

**EDP 314047**

Jared Asch, M.A.
5 meetings
Wednesdays, 6:30–9:30 pm
July 7–August 4
San Francisco: Downtown Center • $395

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**Professional Program in Corporate Social Responsibility Reporting**

Ensure your organization considers sustainability in its decision-making processes, and learn how to effectively articulate socially responsible practices to key stakeholders. With the skills to improve any organization’s sustainable business practices, green purchasing, and supply chain management—along with knowledge of best practices and strategies—you’re ready to fill the business world’s growing need for managers who understand and can report on the value of corporate social responsibility and sustainable practices.

No matter if you’re a business manager in the public or private sector or a corporate manager, planner, consultant, business owner, or sustainability manager, you gain an understanding of sustainability management principles and the impact of climate change law on businesses and governments. With the ability to make assessments, compile professional reports, and take on a leadership role in sustainability, you’re ready to change or advance your career in the evolving green economy.

**Curriculum Requirements**

The program consists of 2 courses (2 semester units) and 3 one-day workshops for a total of 2 semester units and 2.1 ceu (51 hours of instruction).

**Required Courses**

- Value Chain Life Cycle Assessment Tools X434 (offered spring and summer terms)
- Sustainability Leadership—Strategies and Paradigms X419 (offered every term)
- Introduction to Sustainability Management (offered fall and summer terms)
- Corporate Social Responsibility Reporting (offered spring and summer terms)
- Climate Change and Law AB 32: What It Means for You (offered summer and fall terms)

**Learn More**

distanceBerkeley.edu/spos/csr.html (510) 642-4131
course@unex.berkeley.edu

**Enroll using EDP 302943**
New technologies can help counteract the effects of global change in several dynamic fields, and this program provides the ideal preparation. By examining the full range of issues and career options related to sustainability, you get an introduction to the interrelated issues of environmental quality, sustainability, and ecosystem health presented in language relevant to business, government, and nonprofit organizations. You also learn the best practices and leadership skills that result in career success.

With a deep understanding of sustainability and environmental management principles, you are able to analyze issues faced by businesses and policy makers—whether you are an environmental or sustainability manager, planner, consultant, or business owner.

**Curriculum Requirements**

The program consists of 2 academic credit courses and 4 one-day workshops for a total of 2 semester units and 2.8 ceu (58 hours of instruction).

**Required Courses**

- Overcoming Barriers to Implementing Sustainable Change X417 (offered every term)
- Sustainability Leadership—Strategies and Paradigms X419 (offered every term)
- Introduction to Sustainability Management (offered summer and fall terms)
- Introduction to Environmental Management (offered spring and summer terms)
- Climate Change and Law AB 32: What It Means for You (offered fall and summer terms)
- Introduction to Ecological Asset Management (offered spring and summer terms)

**Learn More**

extension.berkeley.edu/spos/globalchange.html

**Enroll using EDP 302969**

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**Environmental Management**

**COURSE INFORMATION**

(510) 642-4151

course@unex.berkeley.edu

extension.berkeley.edu/sustainability

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**Introduction to Environmental Management**

0.7 ceu

A requirement in the Professional Program in Responsible Global Change Management

Learn environmental issues and management challenges from local, national, and international perspectives to build a solid foundation for your sustainability education and career. Examine the fundamentals of pollution sources, and study key federal environmental policies, basic air and water treatment, and recycling and waste remediation technologies and methods. Review case studies on regional and global environmental problems, and study challenges and opportunities on various contemporary environmental topics. Learn about career paths and opportunities in the environmental sector so you can help build a sustainable future.

EDP 314021

William Coleman, B.A.

1 meeting

Saturday, 9 am–5 pm

June 12

Berkeley: Golden Bear Center • $295

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**Introduction to Ecological Asset Management**

0.7 ceu

A requirement in the Professional Program in Responsible Global Change Management

Learn the principles of ecosystem services within the emerging ecological economy. Study the innovative method of ecological asset management for managing investments in sustainable ecosystem services, and learn how these principles are being applied by federal and state agencies in making effective environmental policies. Study certifiable standards and field practices of how natural and human capital are being preserved, restored, and enhanced. Review eco-asset management case studies, and explore the critical role such management can play in enhancing the triple bottom line: financial, environmental, and social.

EDP 304988

William Coleman, B.A.

1 meeting

Saturday, 9 am–5 pm

July 24

Berkeley: Golden Bear Center • $295

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**Introduction to Climate Change, Environment, and Sustainability**

X444 • 2 semester units in Natural Resources

A requirement in the Professional Program in Leadership in Sustainability and Environmental Management

Learn basic concepts of environmental, ecological, agricultural, and health sciences. Review scientific evidence and examine issues related to the “chemical circle,” biodiversity, ecological restoration, and environmental agriculture. Study basic ecosystem management, and learn how to think critically about the environment. Study a broad spectrum of interrelated global issues through hands-on case studies. Equip yourself with the knowledge to begin planning for a sustainable future.

EDP 304972

William Coleman, B.A.

10 meetings

Wednesdays, 6:30–9:30 pm

June 2–August 4

Berkeley: Golden Bear Center • $895

**Climate Change and Environmental Protection Programs**

X445 • 1 semester unit in Natural Resources

An elective in the Professional Program in Leadership in Sustainability and Environmental Management

Learn program management strategies and techniques to maintain, audit, and manage Environmental Protection Programs (EPP), including effective compliance tracking systems and California and federal environmental regulations requirements in air quality, water quality, greenhouse gas accounting, and overall sustainability. Acquire program management level knowledge in respective components of EPP. You also learn proven techniques and critical skills to articulate, advocate, and demonstrate the value, cost, and benefit of proposed programs to stakeholders and gain their support.

EDP 304709

Rebecca Anderson, M.E.H.S.

5 meetings

Tuesdays, 6:30–9:30 pm

July 6–August 3

Berkeley: Golden Bear Center • $550

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Climate Change and Law AB 32: What It Means for You

0.7 ceu
A requirement in the Professional Program in Responsible Global Change Management, the Professional Program in Corporate Social Responsibility Reporting, the Professional Program in Sustainability and Energy, and the Professional Program in Sustainability and Transportation

After decades as a scientific and political issue, climate change now emerges as the basis for statutory compliance requirements and market-driven economic activities. California has been a leader in this transition for a number of years and recently enacted Assembly Bill 32 to establish statewide emission limits and enforceable standards to meet those limits. Learn requirements set forth in AB 32 and other laws, and gain a solid understanding of related issues.

EDP 304964
Gary Lucks, J.D., CPEA
1 meeting
Friday, 9 am–5 pm
July 30
San Francisco: Downtown Center • $305

CEQA Overview for Architects and Engineers

Get a basic understanding of CEQA and its effect on each type of development project in this course, which is specifically designed for architects and engineers.

For course details and schedule, see page 100.

Wastewater Laws and Regulations

0.6 ceu
The Federal Water Pollution Control Act of 1972 (better known as the Clean Water Act) and California’s 1969 Porter-Cologne Water Quality Control Act form the foundation for regulating waste discharges to the waters of the United States and California. These two laws describe a framework for identifying beneficial uses of waters and for adopting standards needed to protect the uses.

EDP 304907
Steven M. Moore, M.S., P.E.
1 meeting
Tuesday, 9 am–4 pm
June 29
Berkeley: Golden Bear Center • $325

Subdivision Map Act

0.7 ceu • 7 hours MCLE credit for attorneys

The Subdivision Map Act is one of the most basic and important statutes governing land use planning in California. Administering and interpreting the act is often problematic due to its inherent inconsistencies and discrepancies. This course provides a thorough overview of the provisions of California laws that govern the subdivision of land, focusing on the most important of all, the Subdivision Map Act: Legislative amendments and new interpretations resulting from recent court decisions are covered, as well as the relationship of the Subdivision Map Act to the General Plan, specific plans, zoning, and CEQA. Problems of practice under the act are examined as are enforcement and grounds for approval or denial.

EDP 314062
Michael Durkee, J.D.
1 meeting
Friday, 9 am–5 pm
July 23
San Francisco: Downtown Center • $425

Location Guide

For detailed information, see page 185.

Berkeley: Campus • See campus map, page 188. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 1995 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete.
Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
Writing, Editing, and Technical Communication
Find out how to be your best. Come to a free information session to 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.

Your path to growth 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 writing 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 program 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.
Online Courses

Grammar, Mechanics, and Usage for Editors PAGE 146

Editorial Workshop I: Introduction to Copyediting PAGE 146

Editorial Workshop II: Intermediate Copyediting PAGE 146

Advanced Editorial Workshop: Substantive Editing PAGE 147

Indexing: Theory and Application PAGE 147

Technical Communication II PAGE 149

Technical Writing PAGE 149

The Craft of Writing PAGE 149

Introduction to Writing Fiction PAGE 149

Developing the Novel I PAGE 152

Writing Skills Workshop PAGE 152

Exploring Your Creative Writing Potential PAGE 153

Creative Nonfiction Workshop PAGE 153

Writing the Feature Story PAGE 153

Introductory Composition PAGE 153

Composition and Literature PAGE 153

ENROLL TODAY

extension.berkeley.edu/online  (510) 642-4111

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Editing

**COURSE INFORMATION**

(510) 642-6362
letters@unex.berkeley.edu
extension.berkeley.edu/subject/editing.html

**ONLINE COURSE INFORMATION**

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

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**FREE INFORMATION SESSION**

**Professional Sequence in Editing**

Discover how UC Berkeley Extension's program can help you develop the skills to enter the editing field or add to your expertise as a professional editor. An opening presentation is followed by a Q&A session.

**EDP 023747**

1 meeting
Wednesday, 6:30–8 pm
May 26
Berkeley: Golden Bear Center • FREE

**Grammar, Mechanics, and Usage for Editors**

**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.

You 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. Classroom enrollment is limited.

**Prerequisite:** Students must be proficient in English and have a solid grasp of English grammar.

Sec. 1 EDP 014407
Leda Ciralo, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
June 16–August 25 (no meeting June 30)
Berkeley: Golden Bear Center • $565

Sec. 2 EDP 844126
Leda Ciralo, Ph.D.
May 18–August 10
Online • $595

**Editorial Workshop II: Intermediate Copyediting**

**X415** • 2 semester units in Journalism

A requirement in the Professional Sequence in Editing

Study more complex aspects of copyediting and the fine points of editorial style that editors of book-length manuscripts must master. You practice working within the three levels of copyediting—light, medium, and heavy—and learn how to edit using different style manuals. You also get additional practice working with codes and type specifications, photos and artwork, tables, and references and footnotes. Frequent editing assignments are required.

**Prerequisite:** Editorial Workshop I: Introduction to Copyediting X405

**EDP 844134**
Linda R. Thompson, M.A.
May 18–August 10
Online • $595

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FOR COMPLETE COURSE AND SCHEDULE INFORMATION  VISIT EXTENSION.BERKELEY.EDU

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Offering proficiency in copyediting, line editing, and developmental editing, the Professional Sequence in Editing is the ideal editorial training for those with a passion for fine-tuning the written word. Whether you want to develop a rewarding editing career, rise to a managing position in publishing, or master the editorial components of a related profession, the program can help turn your editorial sensibilities into marketable skills.

**Curriculum Requirements**

The curriculum consists of 4 required courses for a total of 8 semester units (120 hours of instruction).

**Required Courses**

We recommend you take the courses in the following sequence.

- Grammar, Mechanics, and Usage for Editors X445 (offered every term and online)
- Editorial Workshop I: Introduction to Copyediting X405 (offered every term and online)
- Editorial Workshop II: Intermediate Copyediting X415 (offered spring and fall terms and online)
- Advanced Editorial Workshop: Substantive Editing X425 (offered future term and online)
- Technical Communication II X466 (offered online) may be substituted for Advanced Editorial Workshop X425

Learn More and View the Brochure

extension.berkeley.edu/spos/edit.html

(510) 642-6362

letters@unex.berkeley.edu

Enroll using EDP 022343
Professional Sequence in Technical Communication

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 consists of 3 required courses and 1–2 electives for a total of 8 semester units (120 hours of instruction).

Required Courses
- Technical Communication I X465* (offered spring and fall terms)
- Technical Communication II X466 (offered every term and online)
- Technical Editing X437 (offered summer term)
* The online course Technical Writing X412 (offered every term and online) may be substituted.

Electives Available This Term
- Developing Online Help X448
- Project Management for Technical Communicators X422.1

Learn More
extension.berkeley.edu/spos/techcom.html
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/subject/techcom.html

Enroll using EDP 302356

Technical Communication

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/subject/techcom.html

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Developing Online Help
X448 • 2 semester units in Journalism
An elective in the Professional Sequence in Technical Communication
Learn the design and development of online help systems and the mechanics of how to create a simple help system. You also learn about important concepts in help authoring such as topic-based writing, single-sourcing, and context-sensitive help. Note: You should have access to a computer with Microsoft Windows and the ability to download and install applications from the Web.
Prerequisite: Technical Communication I X465 or equivalent academic or professional preparation

EDP 324012
Linda Urban, B.A.
5 meetings
Saturdays, 9 am–12:30 pm
July 17 and August 28
(also Saturdays, July 14–August 21,
9:30 am–4:30 pm)
Location and Price • $595

Technical Editing
X437 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication
Editing technical material requires specialized skills. This course focuses on how to edit different types of technical documents for clarity, consistency, cohesiveness, 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 material. You also understand how to distinguish and correct common problems such as inconsistency, ambiguity, and incorrect punctuation. The course requires frequent editing assignments.
It assumes proficiency in English and a working knowledge of English grammar.

EDP 314922
Patricia Egan, B.A.
5 meetings
Saturdays, 9 am–4 pm
June 5–July 10 (no meeting July 3)
San Francisco: Art and Design Center • $725

NEW THIS TERM
Advanced High-Speed Documentation with MadCap Flare
X475 • 2 semester units in EECS
Learn the more advanced aspects of MadCap’s single-sourcing capabilities in this course. Enhance your foundation on cascading stylesheets to recognize the customization potential within MadCap Flare. Apply stylesheets to all your topics simultaneously, format all your links and popups, change fonts and font families, and much more. This course is intended for technical writers, marketing writers, medical writers, and engineering professionals with a working knowledge of MadCap Flare.

EDP 314807
Wendy Bidwell, M.S.
5 meetings
Saturdays, 9 am–5 pm
July 24–August 21
San Francisco: Art and Design Center • $595

Location Guide
For detailed information, see page 185.
Berkeley: Campus • See campus map, page 188. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center • 195 University Ave., Berkeley
Redwood City: Peninsula Center • 1991 Broadway St., Redwood City
San Francisco: Downtown Center • 425 Market St., 8th Floor (enter on Fremont St.), San Francisco
San Francisco: Art and Design Center • 95 Third St., San Francisco
Online • Internet and e-mail access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete. Other • Classes that are not located at Extension centers or on the UC campus have the classroom address provided with the course information.
NEW THIS TERM

High-Speed Project Documentation with MadCap Flare

X475 • 2 semester units in EECS

This hands-on course is for technical writers, aspiring technical writers, marketing writers, medical writers, engineering professionals, and anyone interested in learning how to use the development environment MadCap Flare to create documentation for an array of output formats based on a single source (XML). Learn how to organize your files, test your work, and build projects in half the time and at substantially lower costs.

EDP 324038

Wendy Bidwell, M.S.

5 meetings

Saturdays, 9 am–5 pm

June 5–July 17 (no meeting July 3)

See Web for location • $595

Technical Communication II

X466 • 2 semester units in Journalism

A requirement in the Professional Sequence in Technical Communication and in the Professional Sequence in Editing

Build on the skills you developed in Editorial Workshops I and II or Technical Communication I. Hone your ability to define the audience and purpose of a document and to determine the most appropriate types of documents. You improve your technical writing style and technique in this course while creating writing samples that include a variety of document types for both paper and online presentation. You also get a brief overview of technical communication tools and technology, as well as current Web content and formatting languages as determined by the instructor.

Prerequisite: Technical Communication I X465 (or the online course Technical Writing X412), Editorial Workshop II X415, or equivalent

EDP 877803

John Tabor, B.A.

Enroll anytime

Online, proctored final exam • $550

Technical Writing

X412 • 3 semester units in English

May be substituted for Technical Communication I X465 in the Professional Sequence in Technical Communication

Develop your ability to organize and creatively craft information for manuals, journal articles, reports, and other technical publications. You also learn document design and production principles, computerized “interactive” documentation, the use of desktop publishing, and taking your publication to press.

EDP 877845

John Tabor, B.A.

Enroll anytime

Online • $770

Writing

COURSE INFORMATION

(510) 642-6362
letters@unex.berkeley.edu
extension.berkeley.edu/subject/write.html

ONLINE COURSE INFORMATION

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

FREE INFORMATION SESSION

Post-Baccalaureate Certificate Program in Writing

Find out how UC Berkeley Extension’s post-baccalaureate certificate for aspiring writers can help formalize your training and prepare for graduate study in creative writing. Whether your passion is poetry, fiction, or nonfiction, come to our information session to learn more about this program that’s the only one of its kind in the Bay Area. For more information about the certificate, visit extension.berkeley.edu/cert/writing.html.

EDP 023689

1 meeting

Thursday, 6–7:30 pm

May 20

Berkeley: Golden Bear Center • FREE

Creative Writing

The Craft of Writing

X421 • 2 semester units in English

A requirement in the Post-Baccalaureate Certificate Program in Writing

Creative writing students need to become comfortable with elements of the craft, whether they 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 in this course. Classroom enrollment is limited to 16.

Sec. 1 EDP 014415

Lindsey Crittenden, M.A.

10 meetings

Saturdays, 1–4 pm

June 5–June 19 (also Saturdays, June 26 and July 24, 9 am–4 pm; Saturdays, July 10, 17, and 31, 1–4 pm; no meeting July 3)

San Francisco: Downtown Center • $525

Sec. 2 EDP 844167

Gene Tanta, M.F.A., Ph.D.

May 18–August 10

Online • $550

Introduction to Writing Fiction

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. The course is recommended for those without previous writing experience. Classroom enrollment is limited.

Sec. 1 EDP 014423

Daniel Cosshair, M.F.A.

10 meetings

Mondays, 6:30–9:30 pm

June 7–August 16 (no meeting July 5)

San Francisco: Downtown Center • $525

Sec. 2 EDP 897371

Mimi Albert, M.F.A.

Enroll anytime

Online • $550

Introduction to Poetry

X432 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

This course provides an introductory historical overview of poetry in the English language from the 16th through the 20th centuries, concentrating on specific poems chosen to illustrate key craft issues required in the writing of poetry, such as form, style, voice, tone, argument, address, and audience. You expand your knowledge and appreciation of poetry by reading poems and begin to build your own body of work in response to assigned examples.

EDP 014449

Cody Gates, M.F.A.

10 meetings

Wednesdays, 6:30–9:30 pm

June 9–August 11

San Francisco: Art and Design Center • $525
One-to-One Mentored Writing Study

Get individual feedback on your short works of fiction or nonfiction. Submit your writing for review by an instructor and then meet with the instructor—either in person or via e-mail—for critique sessions tailored specifically to your needs. An initial meeting with the instructor allows you to discuss specific goals for your prose, and subsequent meetings help you pursue those goals in a structured setting at your own pace. This course is especially suited for writers who seek to revise a work for publication or to complete a portfolio for submission to a writing program.

Please contact the Writing department at (510) 642-6362 or letters@unex.berkeley.edu for information on course enrollment.

Instructor Deborah Lichtman, Ph.D., a former associate professor of writing at the University of San Francisco, has taught courses in writing, literature, and teaching writing. For eight years, she directed the Master of Fine Arts in Writing Program at University of San Francisco. She holds a doctorate in English from UC Berkeley and has taught at UC Berkeley and Mills College.

Reading as a Writer, Writing as a Reader

X7 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Most successful writers are also avid readers. In this course, you learn to read with the eyes of a fiction writer, determining what makes great literature work. You read and analyze works from a list that includes short stories and novels, classic greats, and contemporary treasures. In addition to reading, you respond creatively to what you read, taking time each class to employ specific techniques learned—producing unexpected work. Appropriate for all levels of fiction writers, this course gives you the chance to create a varied portfolio of new writing, as well as the ability to turn any book into your own best teacher. Enrollment is limited.

EDP 014456
Monica Wesolowska, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 2–August 25 (three holidays to be announced)
Berkeley Campus: 104 Barrows Hall • $525

Vampires, Cyberpunks, and Wizards: Understanding Science Fiction and Fantasy Fiction

Take a whirlwind tour of commercial contemporary fiction—fantasy, science fiction, horror, romantic suspense, and paranormal romance—from the perspective of readers who are thinking of writing genre fiction.

For course details and schedule, see page 110.

UPDATED CURRICULUM

Writing Children’s Picture Books

X459 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Get an introduction to the craft of writing for children and the business of publishing children’s picture books. The goal is to produce one picture-book manuscript, obtain feedback, and strengthen the story through revision. There are weekly assignments, and half of the class time is dedicated to critiquing student work. Get an overview of the process of editing, publishing, and being an agent. Bring two favorite children’s books to the first meeting, and be prepared to discuss them.

EDP 014506
Alan Schroeder, B.A.
10 meetings
Mondays, 6–9 pm
June 7–August 16 (no meeting July 5)
Berkeley: Golden Bear Center • $525

Writing the Short Form: Flash Fiction, Prose Poetry, and Prose Fiction

X106.3 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Flash fiction and prose poems, ranging from one sentence to 500 words, force writers to create an urgent and immediate experience for the reader—the essence of language-driven fiction. Using works by a wide range of authors—including Voltaire, Kafka, Carolyn Forche, and David Foster Wallace—this course for experienced writers explores various forms of flash fiction, including the short-short story, the compressed narrative, and the fable. You also examine prose fiction, a form of longer fiction with striking similarities to the prose poem and the short story. Writers include W.G. Sebald, Marguerite Duras, and Tom McCarthy. Writing assignments emphasize finding forms best suited to your individual interests, voice, and style.

EDP 014464
Thaisa Frank
10 meetings
Mondays and Thursdays, 1:30–4:30 pm
June 21–July 29 (no meeting July 5 and July 8)
Berkeley: Golden Bear Center • $525

NEW THIS TERM

More Than Faint Praise: Making Feedback Matter

Most writers rely on readers’ comments to revise their work. But feedback varies from one reader to the next. What makes for useful feedback? How do readers translate their reactions into constructive critiques? How do writers know which suggestions to follow? When is a draft ready for feedback, and who is best suited to read it? Pursue questions like these in this seminar and learn strategies and guidelines to help you work more productively on your writing projects.

EDP 024117
Deborah Lichtman, Ph.D.
1 meeting
Saturday, 1–5 pm
June 5
Berkeley: Golden Bear Center • $150
Post-Baccalaureate Certificate Program in Writing

For aspiring writers serious about their craft, the UC Berkeley Extension Post-Baccalaureate Certificate Program in Writing is ideal. Formalize your training and prepare for graduate study in writing with this professional certificate—the only one of its kind in the Bay Area. Build your writing portfolio, and gain a credential that shows your commitment. Join a community of writers who share your dedication and help you develop as a writer. Discover what it takes to be published. Be inspired as you read exemplary works of literature. And learn from respected instructors who can help you stand out from the competition for a coveted place in an M.F.A. program in writing.

Curriculum Requirements
The curriculum consists of 7 courses for a minimum of 14 semester units (210 hours of instruction), which includes 2 required courses and 5 restricted electives selected from two categories: literature (2 courses) and writing (3 courses) workshops.

Required Courses
• The Craft of Writing X421 (offered every term and online)
• Writing Skills Workshop X13 (offered every term and online)

Literature and Writing Workshop Electives
Please visit extension.berkeley.edu/cert/writing.html for a complete list of certificate program electives this term.

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html
(510) 642-6362
letters@unex.berkeley.edu

Enroll using EDP 022466
Weekend Writer’s Retreat

Writing is both a craft and a way of life, requiring inspiration and perseverance. Whether you’re engaged in an ongoing writing project or have always wanted to write, this weekend retreat provides the stimulation and concentration you need. In this two-day writing intensive, you explore writing activities that connect you to your own passion and voice an experiment with exercises that help push your writing to the next level. Using techniques as diverse as meditation and guided visualization, writing prompts, Gestalt exercises, self-dialogue, and depth charges, you explore all facets of the writing process. You also learn what it takes to find and sustain a regular writing time and recognize the possibilities in your own writing. The weekend includes lecture, discussion, guided writing exercises and readings by guest writers. Enrollment is limited.

EDP 014498
Jane Anne Staw, Ph.D., M.F.A., Extension Honored Instructor
2 meetings
Saturday and Sunday, 10 am–5 pm
July 17 and 18
Berkeley: Golden Bear Center • $295

Developing the Novel I

X125.1 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Explore the craft of longer fiction and ways of meeting 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. You learn how to develop characters, language, voice, pace, tone, theme, and setting, and you participate in a group critique of student work.

EDP 867814
Mimi Albert, M.F.A.
Enroll anytime
Online • $550

Nonfiction

Writing Skills Workshop

X13 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing

This workshop is a practical approach to the writing process. You learn to analyze effective prose; develop a clear and logical point; build a coherent structure; and craft clear, appropriate sentences. In-class writing exercises, demonstrations, discussions, revisions, and private conferences build your confidence as you improve the clarity, persuasiveness, and efficiency of your writing. The skills emphasized lend themselves to business or technical writing, as well as journalism or college-level essay writing. Classroom enrollment is limited.

Prerequisite: Students must be proficient in English and have a solid grasp of English grammar.

Sec. 1 EDP 014662
Ryan Sloan, M.A., M.F.A. (Instructor approval pending)
10 meetings
Thursdays, 6:30–9:30 pm
June 10–August 12
San Francisco: Art and Design Center • $525

Sec. 2 EDP 844159
Margaret Steen, M.J.
May 18–August 10
Online • $550

NEW THIS TERM

Writing the College Application Essay/Perso nal Statement

Applying to college in the fall and want to get a jump on your admissions applications? Draft and complete those essays in this summer workshop. Through discussion, one-on-one consulting, peer editing, and final review, you can write your college admissions essays this summer, allowing you to focus on your academics and senior activities in the fall.

EDP 014712
Amy Tick, Ph.D., and Elisabeth Sandberg, M.A.
4 meetings
Mondays and Wednesdays, 6–9 pm
July 19–July 28
Berkeley: Golden Bear Center • $395

Introduction to Creative Nonfiction

X480 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Creative nonfiction can take many different forms—narrative nonfiction, literature of reality, literary journalism, immersion journalism, and expository writing—and includes the subgenres of personal essay, memoir, nature and science writing, travel and food writing, historical narrative, biographical narrative, and personal profile. Learn to master the form and elements of creative nonfiction through reading assignments, writing exercises, and the respectful criticism of peer work in a workshop format. The material covered applies to a wide array of disciplines, including the humanities, the sciences, and journalism. Enrollment is limited.

EDP 014431
Stephen Albert, M.F.A.
10 meetings
Thursdays, 7–10 pm
June 10–August 12
Berkeley: Golden Bear Center • $525

Literature and Humanities

Please see the range of literature courses
Extension offers in the Humanities, Personal Development, and Languages Department, beginning on page 108.
Exploring Your Creative Writing Potential

X70 • 2 semester units in English

Learn to assess your potential, identify your strengths, and develop valuable writing technique in this course for beginning writers. Class exercises and weekly writing assignments help you discover your talents in a variety of forms: short fictional scenarios, short story, poetry, and journalistic writing. A supportive atmosphere helps you see how others respond to your writing. On completion, you should have a clearer sense of your writing strengths and direction to take for more advanced courses.

EDP 887689
Mimi Albert, M.F.A.
Enroll anytime
Online • $550

Creative Nonfiction Workshop

X140 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

This workshop provides an opportunity for writers 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 dialog that help you increase the readability of your work and form your material into publishable pieces.

EDP 887630
Arlene Plevin, M.F.A., Ph.D.
Enroll anytime
Online • $550

NEW THIS TERM

Thinking Like a Publisher

Be more knowledgeable and confident in your interactions with publishers when you understand how they make publishing decisions. In this one-day workshop, you learn the particular challenges that editors and publishers face in determining what to publish. You are given the opportunity to experience some of these challenges through simulations and exercises. The differences between various types of publishers—such as trade, scholarly, educational, and professional—will be discussed. The role of the acquisitions editor will also be reviewed.

EDP 014480
Heather Cameron, M.L.I.S.
1 meeting
Saturday, 10 am–5 pm
June 19
San Francisco: Art and Design Center • $175

Writing the Feature Story

X419 • 2 semester units in Journalism

An elective in the Post-Baccalaureate Certificate Program in Writing

Learn how to find, research, and write articles for print or online publications. You also learn how freelancers write stories that sell. With the instructor’s help, you come up with a nonfiction story idea, do the reporting and interviewing to gather details and quotes, write and revise the article, and submit it to an editor for possible publication. Class participation supplements lectures and writing exercises.

EDP 897488
Margaret Steen, M.J.
Enroll anytime
Online • $550

Introductory Composition

X2A • 3 semester units in English

In this course, you 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.

EDP 887648
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715

Composition and Literature

X2B • 3 semester units in English

Learn the critical-thinking skills that teach you to write about literature with thoughtful analysis, evaluation, and enjoyment of representative literary forms such as short stories, poems, plays, and novels. Introductory Composition X2A is not a prerequisite for this online course, X2B.

EDP 887655
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715

NEW TERM

Relaunch Your Journalism Career

Are you in need of a new lease on your journalistic life? Find out what skills are in demand in this information-packed evening and day-long seminar. Discover how to remake and remarket yourself, position your skills to be useful in new ways, acquire new media skills, and fire up your entrepreneurial juices for a rejuvenated career track in new media.

Evening Panel

Learn effective search strategies for a new career path from professionals who have already made the leap into new media.

Panelists
Susan Meriit, Web strategist and consultant
Neil Chase, vice president of author services, Federated Media
Dawn Garcia, editor, The Bay Area News Project
Chris Gaither, assistant director, Stanford Fellows, Stanford University
Om Malik, corporate communications, Google; founder, GigaOm
Bill Gannon, director of digital content, Lucas Films

Saturday Seminar

Prepare for a day of presentations and workshops on how to market yourself with discussions on your website and résumé; using social media to find a job and to network; interviewing skills; where to look for new opportunities; and who’s hiring. You leave with a career relaunch plan, complete with action items and a timeline.

Guest Speakers
Richard Hernandez, UC Berkeley, Graduate School of Journalism
Mark Luckie, Web producer, California Watch, and author
Instructor and Moderator: Marcia Parker, M.A., is a veteran journalist of old and new media. She’s now editorial director for the West Coast at Patch.com, AOL’s newest venture into hyperlocal journalism. Parker taught at and was assistant dean at UC Berkeley’s Graduate School for several years, and then joined the nonprofit Center for Investigative Reporting.

EDP 014670
Marcia Parker, M.A.
2 meetings
Thursday, 6–9 pm, and Saturday, 9 am–5 pm
June 17 and June 19
San Francisco: Downtown Center • $295
Get Berkeley quality online. More than 165 fully online courses let you experience world-class education at your convenience. UC Berkeley reviews and approves our online curricula, and all courses are offered for college credit.

A large and devoted online department, including student services and technical support, guides you through your online experience. Our experienced and talented instructors combine a love of teaching with expertise in the latest online learning techniques.

Courses in a wide range of subjects—computer technology and information management, humanities, business, education, science, and more—ensure UC Berkeley Extension has the online education you want.

We offer online courses in two formats. The self-paced format enables you to enroll anytime throughout the year. The fixed-date format is offered on a semester basis. Readings, projects, case studies, and interactions with your peers and instructors give you many ways to learn. Plus, you can tailor your study to your needs, choosing from individual courses or a certificate program in a field such as project management or editing.

For the online education best suited to your needs, turn to UC Berkeley Extension.
Find out how to be your best. Come to a free information session to 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.
Photography, Film, and Video

The Art of Film

X20 • 3 semester units in Film Studies

Learn the techniques of evaluating and appreciating films. Surveying a range of classic and modern works, you learn to recognize what makes a well-crafted motion picture, discover how motion pictures are made, and investigate current film theories. Topics include the handling of space and time in motion pictures, as well as 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.

EDP 867739
L. Thomas Pollard, Ph.D.
Enroll anytime
Online • $715

Graphic and Interactive Design

Creating Websites with HTML

X453.1 • 2 semester units in Computer Science

Recipient of the Distinguished Course Award from the University Continuing Education Association (UCEA)

HTML is the universal language that underpins every page displayed on the Web. Using a straightforward, step-by-step approach, you build Web pages of increasing sophistication and design, acquiring a sound working knowledge of HTML and Web design.

EDP 877985
Julia Ann Smith, Ph.D.
Enroll anytime
Online • $595

Landscape Architecture

Gardens, Parks, and Urban Open Spaces I

X416 • 3 semester units in Landscape Architecture

A requirement in the Certificate Program in Landscape Architecture

This course examines the development of the built environment in terms of landscape architecture, architecture, urban design, and their interrelationship. Topics include the influences of Egypt, Mesopotamia, Greece, and Rome; Islamic achievements in Asia; the medieval landscape in Europe; urban planning during the Italian Renaissance; baroque influences in Europe; gardens of Eastern Asia; the emergence and evolution of public parks and open spaces; and contemporary issues. The emphasis throughout the course is on the evolution and growth of the profession of landscape architecture.

EDP 844449
Jim Chappell, B.Arch., M.C.P., Extension Honored Instructor
May 18–August 10
Online, proctored final exam • $815

Behavioral and Health Sciences

Assessment and Treatment of Alcohol and Drug Problems

X437 • 1 semester unit in Public Health

Meets the requirement of training in assessment and treatment of chemical dependency for licensure and relicensure in California by the Board of Psychology or the Board of Behavioral Sciences mental health and health professionals who want to increase their understanding of chemical dependency and its treatment can benefit from this course. It presents an overview of the diagnosis and treatment of chemically dependent clients, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Note: Students are expected to visit two self-help meetings and do a brief write-up.

EDP 897686
Nancy Piotrowski, Ph.D.
Enroll anytime
Online • $365

General Psychology

Abnormal Psychology

X146 • 3 semester units in Psychology
45 hours CE credit: BRN

Designed for anyone interested in the way humans perceive and respond to experiences, and especially for people considering careers in psychology, this course helps you learn the dynamics and prevention of abnormal behavior, including neuroses, psychoses, character disorders, psychosomatic reactions, schizophrenia, and other abnormal personality patterns.

EDP 867564
Darrel Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam • $730
General Psychology

XB1 • 3 semester units in Psychology
45 hours CE credit: BRN

Important: Special academic policies apply to XB courses. See page 1B.

Psychology is the scientific study of behavior. In a sense, everyone is a psychologist: people explore their surroundings, observe themselves and others, and try to understand and explain their own and other people’s behavior. Get an introduction to the principal areas, problems, and concepts of psychology, including topics such as development, learning, perception, emotion, personality, stress, and pathology. Demonstrate your understanding of the course topics through a research paper and final exam.

EDP 867598
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $730

Adolescent Psychology

X139.1 • 3 semester units in Psychology
45 hours CE credit: BRN

Explore current theories about the physical, mental, emotional, social, and personality characteristics of adolescents. 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 groups, and the community.

EDP 867556
Darrel Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam • $730

Psychology of Communication

X156.1 • 3 semester units in Behavioral Health and Science
45 hours CE credit: BRN

Recipient of the Meritorious Award for the Best College-Level Distance Course from the University Continuing Education Association (UCEA)

Understand the processes of perception, cognition, motivation, emotion, learning, memory, and creativity in combination with social roles, group affiliations, and cultural background to explore how people communicate to themselves, to other individuals, within small groups, within large organizations, via mass communication, and in cross-cultural communications.

Prerequisite: Students must have completed lower-division coursework in general psychology prior to enrolling in this course.

EDP 867572
Michael Swett, Ph.D.
Enroll anytime
Online, proctored final exam • $730

Public Health and Health Management

Public Health and Health Management

General Nutrition

X18 • 3 semester units in Nutritional Sciences

Intended for students in health-related careers or those who want a better understanding of the subject, the course teaches you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. You learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics covered include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; nutrient requirements in various stages of human development; and current food issues, including food safety.

Prerequisite: A background in high school or introductory college-level chemistry, biology, or physiology is recommended but not required.

EDP 877530
Alanna Nimau Vigil, M.S., RD
Online, proctored final exam • $770

Business

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Cost Accounting

X419 • 2 semester units in Business Administration
An elective in the Certificate Program in Accounting. Accounting for Controllers Specialization

This course is an intensive study covering basic cost accumulation systems and refinements used to determine costs of products or activities in various types of enterprises. It emphasizes managerial cost analysis and management decision planning.

Prerequisites: Introduction to Financial Accounting XB102A and Managerial Accounting XB102B or equivalent

EDP 897603
Joseph McPeak, M.S., M.B.A., CPA,
Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $730

Introduction to Financial Accounting

XB102A • 3 semester units in Business Administration
A requirement in the Certificate Program in Accounting.

Important: Special academic policies apply to XB courses. See page 1B.

This course covers financial accounting fundamentals and the identification, measurement, and reporting of the financial effects of economic events on enterprises. Topics include accrual accounting concepts; transaction analysis, recording, and processing (journals and ledgers); preparation, understanding, and analysis of financial statements; accounting for sales and cost of sales; inventory valuation; depreciation of operational assets; and accounting for investments, liabilities, and present value concepts.

EDP 877084
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

EDP 877092
Joseph McPeak, M.S., M.B.A., CPA,
Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
Online Certificate Program in Accounting

Gain a broad understanding of accounting principles and practices. Update your skills, learn about the latest innovations, launch your accounting career, or add to your professional credentials. Courses qualify you for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) exams—and fulfill your continuing education requirements once you're licensed.

See page 39 for complete certificate details.

Introduction to Managerial Accounting
X8102B • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting. Important: Special academic policies apply to XB courses. See page 181.

This course introduces the concepts, theory, and practice of the cost control function of management. The purpose of this course is to show what information is needed within an organization, where this information can be obtained, and how this information can be used by managers to plan, control, and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and ABC management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision making, and transfer pricing.

EDP 897546
Martha S. Doran, Ph.D., CPA
Enroll anytime
Online, proctored final exam • $770

Intermediate Financial Accounting I
X4211 • 3 semester units in Business Administration

This course builds on the financial accounting concepts and principles covered in Introduction to Financial Accounting X8102A. Following an in-depth review of the accounting environment and the nature of accounting information, the course covers time value of money concepts and explores all of the basic financial statements. Detailed attention is given to how enterprises account for assets: cash, accounts receivable, inventory, property and equipment, intangible assets, and long-term investments.

Prerequisite: Introduction to Financial Accounting X8102A or equivalent

EDP 844498
Michael Tydlaska, CPA
May 18–August 10
Online, proctored final exam • $815

Intermediate Financial Accounting II
X4212 • 3 semester units in Business Administration

A requirement in the Certificate Program in Accounting

This course expands upon the financial accounting concepts and principles developed in Intermediate Financial Accounting I. 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 include earnings per share, the statement of cash flows, accounting changes, and error corrections.

Prerequisites: Introduction to Financial Accounting XB102A or equivalent. This course typically follows Intermediate Financial Accounting I X4211, but that course is not a prerequisite.

EDP 844506
Kelly Pope, Ph.D.
May 18–August 10
Online, proctored final exam • $815

Advanced Financial Accounting
X4213 • 3 semester units in Business Administration

An elective in the Certificate Program in Accounting

This course provides students with a comprehensive understanding of consolidated financial statements and how to prepare them. The focus is 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 nonprofit organizations. Limited time is devoted to exploring certain tax aspects of consolidated financial statements.

Prerequisite: Substantial accounting background

EDP 897082
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Auditing
X1216 • 4 semester units in Business Administration

Important: Special academic policies apply to XB courses. See page 181.

Examine the professional 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. You also prepare for the auditing section of the CPA exam and work as part of a team on an audit plan.

Prerequisites: Intermediate Financial Accounting I X4211 and Intermediate Financial Accounting II X4212 or equivalent experience, or consent of instructor

EDP 877118
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Financial Statement Analysis
X419.2 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance specialization, and an elective in the Certificate Program in Accounting, Accounting for Financial and Business Analysts specialization

This course focuses on the effective analysis of financial statements, integrating the concepts and principles you learned in previous accounting courses. You examine the analytical tools for assessing a company’s performance, the concept of quality of earnings, approaches to valuation, and other issues.

Prerequisites: Introduction to Financial Accounting XB102A, access to Microsoft Excel, and basic Excel skills

EDP 897074
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $715

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

An elective in the Certificate Program in Accounting, Accounting for Controllers specialization

This course provides a general description of the major provisions of the federal and state income tax laws for calendar years 2009–2010. You are introduced to the taxation of corporations, “S” corporations, partnerships, trusts, estates, and not-for-profit organizations. Limited time is devoted to exploring certain tax aspects of consolidated financial statements. You also review rules governing formation, operation, and disposition of partnerships and corporations.

EDP 897538
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

Business Administration

Essentials of Business
X406.6 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration, Business Essentials and M.B.A. concentrations

This course is an introduction to the goals, processes, and operations of business enterprises for students without any previous business knowledge. The main focus is on the functions that a company must manage effectively to be successful. These include accounting, finance, human resource management, marketing, operations management, and strategic planning. Attention is also given to the legal environment in which businesses operate and the importance of business ethics and corporate citizenship.

EDP 897314
Kevin M. Shea, M.B.A.
Enroll anytime
Online, proctored final exam • $715
Organization and Management
X490.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration, Business Essentials and M.B.A. concentrations
Organizational complexity and the growing unpredictability of business circumstances require high-level leadership strategies and skills in resolving disputes, managing diversity, inspiring excellence, and building productive teams. Using case studies, small-group discussions, and examples from Bay Area organizations, you explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

EDP 844548
Catherine Pinkas, M.B.A., PMP
May 16–August 10
Online • $730

Business Communication

Business Writing Review
X455 • 1 semester unit in English
Your skill in crafting letters, e-mails, memos, and reports determines how effectively you deliver your message to, or on behalf of, your organization. In this course, you 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.

EDP 877852
Margaret Steen, M.J.
Enroll anytime
Online • $550

Economics

Essentials of Economics
X402.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration, Business Essentials and International Business Concentrations
This course provides 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 cycle.

EDP 897094
Martin Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $745

Introduction to Macroeconomics
X3 • 3 semester units in Economics
An elective in the Certificate Program in Business Administration, Business Essentials and M.B.A. concentrations
This course introduces 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; policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation. Courses X2 and X3 may be taken concurrently.

EDP 877870
Larry O’Connell, M.A., M.S., M.B.A.
Enroll anytime
Online, proctored final exam • $715

Import/Export: Trade Operations

Import/Export: Trade Operations
X495.9 • 2 semester units in Business Administration
As economic globalization increases, the potential for companies and individuals to expand markets and increase their sales is greater than ever. For those who embrace importing and exporting opportunities, knowledge of the fundamentals of international merchandise trade is essential. You gain a comprehensive knowledge of the mechanics of international trade, including topics such as payment methods, risk analysis, modes of transportation, and import/export documentation.

EDP 897199
Tekle Sebhatu, Ph.D., M.B.A.
Enroll anytime
Online • $575

International Business Management

International Business Management
X495.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration, International Business Concentration
In this course, you examine successful international business strategies and learn how to internationalize your business and your career. Learn the basics of marketing, economics, finance, and business negotiation in an international context. The course uses an entrepreneurial perspective but prepares you for participation in larger international businesses.

EDP 897173
Christopher Lai, M.B.A., Ph.D.
Enroll anytime
Online • $715

Communication Across Cultures:

Communicating Across Cultures: Marketing and Sales Challenges Around the World
X495.7 • 2 semester units in Business Administration
Global transactions are becoming the norm in business, and marketing and sales professionals face a variety of communications challenges in adapting to the international marketplace. Examine the theories of specific culture-bridging tools and techniques needed by today’s international sales and marketing practitioners.

EDP 897181
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $575

Economic Indicators:

Making Sense of Market Data
X408.4 • 2 semester units in Business Administration
Recipient of the Distinguished Course Award for excellence in distance learning from the University Continuing Education Association (UCEA). An elective in the Certificate Program in Business Administration, Business Essentials Concentration.
In this course, you focus on several key economic indicators that are monitored closely by financial analysts, economists, and governments around the world. You examine the business cycle to place each indicator in a context that allows you to understand seemingly contradictory market reactions to newly released indicators. Upon completion, you should have the ability to critically analyze news and data from financial/economic news sources and assess what impact a market reaction to a newly released indicator will have on a particular situation.

EDP 897041
Martin A. Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $635

Introduction to Microeconomics

Introduction to Microeconomics
X2 • 3 semester units in Economics
A requirement in the Certificate Program in Business Administration, M.B.A. Concentration; an elective in the Certificate Program in Business Administration, Business Essentials Concentration.
Study how markets work and gain a real understanding of the role of economics in business, public and private decision making. Learn how to think about the ways that 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 in your everyday business dealings to make more effective decisions.

EDP 877050
Edward T. Derbin, M.A., M.B.A.
Enroll anytime
Online, proctored final exam • $715

Entrepreneurship and Small Business

Small Business Management
X105 • 3 semester units in Business Administration
Gain the skills and knowledge that can help you start your small business. Learn to coordinate your operations to increase your 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.

EDP 877068
Judith L. Forbes, M.B.A., Ph.D.
Enroll anytime
Online • $770
Finance

Basic Corporate Finance
X430.1 • 2 semester units in Business Administration

An elective in the Certificate Program in Accounting, Accounting for Financial and Business Analysts Specialization

The foundation course for the Certificate Program in Finance, this course serves as a prerequisite for most of the other finance courses offered by UC Berkeley Extension.

Get an introduction to the concepts and methods financial managers use to make effective investing and financing decisions, and begin an exploration of the ways in which value is created and measured. Specific attention is devoted to the financial management context; the time value of money; risk and return, the cost of capital, and 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.

Prerequisites: One course in economics and one in financial accounting, or consent of instructor

EDP 844514
Marc Hyman, M.B.A.
May 18–August 10
Online, proctored final exam • $730

Intermediate Corporate Finance
X444.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Finance

This course, a continuation of Basic Corporate Finance, rounds out the comprehensive overview of corporate finance topics and examines the concepts, techniques, and tools used by financial managers in their attempts to make effective investing, financing, and working capital management decisions. Specific attention is devoted to advanced capital budgeting topics, financing decisions, working capital management, and multinational finance.

Prerequisites: Basic Corporate Finance X430.1. You should also be proficient with computer spreadsheets and basic financial mathematics and financial calculators.

EDP 897611
Lawrence Cox, B.S., M.B.A.
Enroll anytime
Online, proctored final exam • $715

Corporate Financial Analysis and Modeling
X435.6 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Finance

This hands-on computer course provides you with the skills to apply the theories, concepts, and tools covered in Basic Corporate Finance and Intermediate Corporate Finance to the development of spreadsheet knowledge that can be used for effective financial analysis and financial decision making. Specific attention is devoted to developing spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation, and capital budgeting.

Prerequisites: Basic Corporate Finance X430.1 completion of or concurrent enrollment in Intermediate Corporate Finance X444.1 and basic proficiency with computer spreadsheets

EDP 897470
Catherine Pinkas, M.B.A., PMP
Enroll anytime
Online • $575

Advanced Corporate Finance
X4315 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance specialization

Essential financial tools and techniques are applied in a series of case studies selected to illustrate the analysis of critical corporate decisions. The cases deal with topics such as valuation, capital issues, dividend policy, mergers and acquisitions, derivative instruments and risk management, and ethical issues. The case studies further examine the theoretical concepts and models of finance and how they apply to realistic situations.

Prerequisites: Basic Corporate Finance X430.1 and Intermediate Corporate Finance X444.1. You should also be proficient with computer spreadsheets and financial calculators.

EDP 897397
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online • $715

Business Valuation
X4319 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Corporate Finance specialization, an elective in the Professional Sequence in Personal Financial Planning and in the Certificate Program in Accounting, Accounting for Financial and Business Analysts

Learn to apply financial and economic theory to investment, financing, and dividend decisions in order to identify ways to maximize shareholder returns. Practical methods to determine costs of capital, total invested capital, and economic profits are used in the valuation analysis for mergers and acquisitions, divestitures, capital budgeting, leveraged buyouts, performance-based executive compensation, agency costs, control premiums/costs of marketability, and real options.

Prerequisites: Basic Corporate Finance X430.1 and Introduction to Financial Accounting X6102A, or consent of instructor and professional experience

EDP 897108
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $715

Options and Other Financial Derivatives
X435.1 • 2 semester units in Business Administration

A required course in the Certificate Program in Finance, Investment Management Specialization

Get a comprehensive understanding of how options and other related derivatives can be analyzed and used. Discuss case studies of real-life examples in class to demonstrate and evaluate equity, index options, and flex options. Through class discussions, you learn about the tools and develop the skills necessary to evaluate and apply options and derivatives for income and investment hedging purposes, as well as income and speculation purposes. No prior knowledge of options and futures markets is assumed.

Prerequisite: Basic Corporate Finance X430.1 or equivalent

EDP 897124
Richard Lehman, M.B.A.
Enroll anytime
Online, proctored final exam • $715

International Finance
X430.8 • 2 semester units in Business Administration

A requirement in the Certificate Program in Finance and an elective in the Certificate Program in Business Administration, Business Essentials Concentration

This course covers international finance from both corporate and international banking viewpoints, financial constraints on international business, and differences between domestic and international environments. You 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 X430.1 or equivalent

EDP 897629
Grace Kalil, M.B.A.
Enroll anytime
Online, proctored final exam • $715

Human Resources

Essentials of Human Resources
X4501 • 2 semester units in Business Administration

A requirement in the Certificate Program in Human Resource Management and an elective in the Certificate Program in Business Administration, M.B.A. Foundation Concentration

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.

EDP 844530
Catherine McKnight, M.A.
May 18–August 10
Online • $675
Employee Benefit Plans

**X450** • 2 semester units in Business Administration

An elective in the Certificate Program in Human Resource Management

Get a general introduction to employee benefit plans. You study the most common types of discretionary benefits and learn how they are selected and administered. The instructor outlines legal requirements, administrative problems, and available options, as well as government-mandated plans such as workers’ compensation and Social Security. You 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. You pay special attention to the effects of tax reform in benefits planning.

**EDP 897157**
Richard K. Takahashi, M.B.A.
Enroll anytime
Online • $595

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Law

**Principles of Business Law**

**X410.1** • 2 semester units in Business Administration

An elective in the Certificate Program in Accounting, Accounting for Controllers specialization

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. You 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.

**EDP 844480**
Jason Lum, J.D.
May 18–August 10
Online • $730

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Intellectual Property Law

**X412** • 2 semester units in Business Administration

Examine patent, copyright, trademark, and trade-secret law in the high-tech commercial sector. You pay special attention to the Internet, software licensing, recent technological developments, and recent trends in the legislative and legal arenas. Anyone involved in the creation, acquisition, use, sale, marketing, licensing, and ownership of intellectual property can benefit greatly from this course.

**EDP 897066**
Brien C. Walton, LL.M., J.D.
Enroll anytime
Online • $715

Marketing

**Introduction to Marketing**

**X460.1** • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing and the Concentration in Marketing and Sales.

Learn key information regarding marketing concepts, terminology, and practices that you can use to increase your organization’s profitability. You study consumer, industrial, and service marketing; selecting markets; product planning; pricing, and distribution; and the integration of marketing with other business activities.

**EDP 844282**
Woody Alexander, M.B.A.
May 18–August 10
Online • $730

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**Marketing Research: Concepts and Techniques**

**X460.8** • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing and the Professional Sequence in Marketing Metrics

Learn to conduct focus groups and surveys, both via the Internet and offline; design questionnaires; interpret data; and present findings. Special emphasis is placed on using market research to develop new products and improve service, as well as on how to target the most profitable customers.

**EDP 844290**
Nicki Shovar, Ph.D.
May 18–August 10
Online • $715

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**Strategic Marketing**

**X415** • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing

Learn to market new and existing products and services for growth and increased profitability. Also learn how to use the latest and most sophisticated marketing strategies to create a sustainable competitive advantage. Topics include strategy formulation, linking strategy and tactics, brand positioning, relationship marketing, thriving in competitive markets, and avoiding commoditization.

**EDP 844225**
Suzanne Powers, M.B.A.
May 18–August 10
Online • $715

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**Strategic Marketing 2.0—Social Media and Other Innovative Technologies**

**X464.5** • 2 semester units in Business Administration

A requirement in the Certificate Program in Marketing

Master the next generation of strategic marketing planning and tactics made possible by the latest media channels and technologies. In this course, you learn how to establish realistic business and performance goals and systematically evaluate new technologies, as well as evaluate in-market results against specific return-on-investment metrics. You gain a greatly expanded capability to strategically plan and cost-efficiently execute new-channel programs in tandem with more conventional marketing approaches.

**EDP 844308**
Susan Gaide, M.B.A.
May 18–August 10
Online • $715

Online Certificate Program in Marketing

With a marketing certificate from UC Berkeley Extension, you gain the crucial skills and credential to advance your career. Get an overview with courses on marketing research, planning, and strategic management. Or specialize in integrated marketing communications.

See page 59 for complete certificate details.
Paralegal Studies

**COURSE INFORMATION**

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

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### Essential Paralegal Studies Part I: Foundational Skills

**X418** • 2 semester units in Law

Study the foundational paralegal skills most sought by attorneys and law firms. Learn various aspects of paralegal skills, including legal terminology, court structure, legal ethics, evidence, investigation, interviewing, analysis, and other areas relevant to becoming an excellent paralegal. **Note:** Online section must be completed within three months of enrollment date.

**EDP 317073**
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

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### Paralegal Business Law

**X404** • 1 semester unit in Law

Gain an accessible and straightforward understanding of the law of business organizations. Study relevant examples from the day-to-day practices of business lawyers and their paralegals. You learn the four basic business organizations: sole proprietorships, partnerships, corporations, and limited liability companies. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317024**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

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### Paralegal Intellectual Property Law

**X409** • 1 semester unit in Law

Explore trademark law, copyright law, and patent law as it relates to a paralegal’s role within intellectual property representation. By the end of the course, you gain the quantifiable skills in the area of intellectual property law to be able to function under an attorney’s supervision. Specifically, you learn terminology relevant to the area of intellectual property law and are able to identify the elements of trademark procedures, including infringement. Learn to identify the elements of copyright procedures, including infringement and patent application, ownership, and transfer. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317065**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

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### Paralegal Contract Law

**X405** • 1 semester unit in Law

Learn how to form effective legal contracts, how contracts are performed, the remedies for nonperformance or breach of contract, and third-party contracts. Contracts are involved in virtually every field of law, and the contract drafting, analysis, and litigation skills you learn in this course can be applied to a wide variety of legal situations. You examine different kinds of contracts and draft a contract as part of your study. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317032**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

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### Essential Paralegal Studies Part II: Authority, Research, and Writing

**X419** • 2 semester units in Law

Study the advanced paralegal skills most sought by attorneys and law firms. Learn all aspects of advanced paralegalism, including legal research, legal writing, breaking rules into elements, applying rules to facts, pleading preparation, discovery coordination, digesting discovery documents, file maintenance, billable hours, form manipulation, electronic research, motion preparation, and other areas relevant to becoming an excellent paralegal. **Note:** Online section must be completed within three months of enrollment date.

**Prerequisite:** Essential Paralegal Studies Part I: Foundational Skills X418

**EDP 317081**
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

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### Paralegal California Procedures

**X407** • 1 semester unit in Law

Study California court rules and procedures, as well as how to properly access and cite those rules and procedures. You learn strategies to locate rules relevant to a variety of situations so that you don’t have to rely on mere memorization. You investigate documents and filing procedures in California so that you are able to assist attorneys in identifying and applying trial court rules. You also learn about the ongoing educational requirements for paralegals in California. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317057**
Julie Goren, J.D.
Enroll anytime
Online • $875

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### Paralegal Tort Law

**X403** • 1 semester unit in Law

Get an overview of personal injury, product liability, and malpractice law in this course. Examine the intentional torts of battery, assault, false imprisonment, intentional infliction of mental distress, trespass to chattel, trespass to property, and conversion, as well as analysis of negligence, breach of duty, causation and damages, liability issues and defenses, and malpractice. **Note:** Online section must be completed within two months of enrollment date.

**EDP 307991**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

### Paralegal Criminal Law

**X406** • 1 semester unit in Law

Learn how to assist a criminal attorney as a paralegal. You study substantive and procedural criminal law and learn to identify the elements of and defenses against criminal charges. You learn about levels of criminal intent, the rationale of criminal law, the purpose of criminal punishment, and the role that the U.S. Constitution plays in the criminal justice system. **Note:** Online section must be completed within two months of enrollment date.

**EDP 307983**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875

### Paralegal Family Law

**X410** • 1 semester unit in Law

Learn the paralegal’s role in a family law practice. Topics include jurisdictional issues, child custody and visitation matters, child support issues, property rights and division, and spousal support considerations. You also examine issues of traditional marriage and alternative marriage, as well as paternity proceedings, adoption, and surrogacy rights. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317016**
Tammi Clearfield, J.D.
Enroll anytime
Online • $875
Integrated Marketing Communications

Introduction to Advertising
X4017 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Integrated Marketing Communications and an elective in the Certificate Program in Marketing

This course introduces the fundamental areas included in preparing a comprehensive financial plan for an individual client. Participants receive an extensive introduction to 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.

Prerequisites: We recommend that you take Basic Financial Mathematics and Financial Calculators before enrolling in this course if you don’t have experience using financial calculators.

EDP 897116
Christina Woo, M.B.A.
Enroll anytime
Online, proctored final exam • $730

Survey of Personal Financial Planning
X433 • 2 semester units in Business Administration
2 CE units for life agents-LX

A requirement in the Professional Sequence in Personal Financial Planning

In this course, you learn the role of advertising in the marketing plan; different types of advertising and media selection; buyer behavior; how ads are made; media planning; measuring effectiveness; and relations between the client, the agency, and people in the media.

EDP 897447
Deborah Medsker, B.A.
Enroll anytime
Online, proctored final exam • $715

Project Management

Project Management
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. The online course is the recipient of the Outstanding Course Award from the University Continuing Education Association (UCEA).

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. You’ll use the tools and knowledge you acquire to create your own project plan. This course is a prerequisite for all other project management courses.

EDP 844357
Mark Angel, B.S., M.B.A., PMP
July 1–August 26
Online, accelerated 8-week format • $730

EDP 844332
Anthony Minstein, B.A., CPIM, PMP
May 18–August 10
Online, accelerated 8-week format • $730

Human Factors and Team Dynamics for Project Management

X469.2 • 3 semester units in Business Administration
45 pdu: PMI provider 1173

A requirement in the Certificate Program in Project Management and in the Professional Sequence in Project Human Resource Management

Learn the leadership and communication skills needed to promote and support quality management in your organization. You’ll also learn how to master the most difficult aspects of quality management: creating, nurturing, and sustaining an organizational climate based on best principles and practices. Discover how quality management ensures that concepts such as teamwork, employee empowerment, and continuous improvement don’t degenerate into buzzwords that increase cynicism and decrease employees’ responsiveness to organizational goals.

Prerequisites: Project Management X470

EDP 844316
Catherine McKnight, M.A.
May 4–June 29
Online, accelerated 8-week format • $815

EDP 844324
Catherine McKnight, M.A.
July 1–August 26
Online, accelerated 8-week format • $815

Procurement Management
X474.3 • 2 semester units in Business Administration
30 pdu: PMI provider 1173

Procurement of 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. You’ll also examine a variety of contractual arrangements and fee options.

Prerequisite: Project Management X470

EDP 844407
Kenyon D. Potter, J.D., PE
May 4–June 29
Online, accelerated 8-week format • $730

EDP 844415
Timothy Donahue-Bombosch, Ph.D.
May 18–August 10
Online • $730

EDP 844423
Catherine Pinkas, M.B.A., PMP
July 1–August 26
Online, accelerated 8-week format • $730

Online Certificate Program in Project Management

Acquire the skills you need to complete high-quality projects on time, on budget. All of our project management courses apply toward professional development units (PDUs) recognized by the Project Management Institute (PMI).

See page 67 for complete certificate details.
Quality Management
X470.9 • 2 semester units in Business Administration
30 pdu: PMI provider 1173
A requirement 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 X470

EDP 844365
Murray R. Millet, M.B.A., M.S.E.E.
May 18–August 10
Online • $730

EDP 844373
Murray R. Millet, M.B.A., M.S.E.E.
July 1–August 26
Online, accelerated 8-week format • $730

Project Risk Management
X440.4 • 2 semester units in Business Administration
30 pdu: PMI provider 1173
A requirement in the Certificate Program in Project Management and an elective in the Certificate Program in Construction Management
Projects today are more time constrained, pose greater technical challenges, and are less likely to have adequate resources than in the past. There are techniques, however, that can help you deal with project risk and recognize and manage potential problems. You learn practical methods for completing difficult projects and how to apply these methods to your own projects.
Prerequisite: Project Management X470

EDP 844258
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
July 1–August 26
Online, accelerated 8-week format • $730

EDP 844241
Madeleine Bronstone, MLHR, PMP
May 4–June 29
Online, accelerated 8-week format • $730

Project Planning and Control
X471.9 • 3 semester units in Business Administration
45 pdu: PMI provider 1173
A requirement in the Certificate Program in Project Management
A successful project manager relies on an effective management plan that provides a baseline for monitoring progress, identifying variances, and taking timely action to mitigate the impact of problems. Learn how to create an effective plan and implement it through completion and evaluation. You also explore the tools and techniques you learned in Project Management in greater detail.
Prerequisite: Project Management X470

EDP 844381
Anthony Minstein, B.A., CPIM, PMP,
Extension Honored Instructor
May 4–June 29
Online, accelerated 8-week format • $815

EDP 844399
Deann Smith, B.A., PMP, CKM
July 1–August 26
Online, accelerated 8-week format • $815

Advanced Project Management
PMP/CAPM Exam Preparation
X459.3 • 3 semester units in Business Administration
45 pdu: PMI provider 1173
This 45-hour course prepares you to take the Project Management Professional (PMP) or Certified Associate Project Manager (CAPM) examination. Because both credentials require you to write a comprehensive description of your experience, online discussions and a course project give you practice describing your real-world work as a project manager using the language and concepts of the Project Management Body of Knowledge (PMBOK). Online quizzes and practice exams contain questions similar to the certification exams.

EDP 844266
Cheryl Allen, M.S.
July 1–August 26
Online, accelerated 8-week format • $1,595

EDP 844274
Edmond Matevosian, B.S., PE
July 1–August 26
Online, accelerated 8-week format • $1,595

Real Estate
Principles of Real Estate
X406.8 • 3 semester units in Business Administration
This course is required for those preparing to take California real estate licensing examinations and is also appropriate for those preparing to purchase homes or other properties. You learn the basic laws and principles of California real estate and how to apply these principles to current real estate opportunities in your own community. You also gain the understanding, background research, and grasp of terminology necessary for specialized courses. California law is emphasized, but many aspects are applicable to real estate interests in other states.

EDP 897033
Tom Gee, B.S.
Enroll anytime
Online, proctored final exam • $770

Computer Technology and Information Management
ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Technical Management and Analysis
Business Analysis Essentials and Planning
X448.1 • 3 semester units in Business Administration
Learn business analysis fundamentals as well as the planning and monitoring knowledge area—the first of the seven generally accepted areas that define the profession’s framework. Discover how practitioners determine and plan which activities are necessary to complete a business analysis effort. You master essential analysis theories that govern the performance of all other business analysis and transformation tasks. Other topics include popular techniques used by practitioners in the real world, as well as how and when a specific technique’s forms and outputs should be used.

Prerequisites: Students should already be familiar with business operations, and those who intend to sit for the CBAP exam should also meet IDA testing requirements.

EDP 844522
Ashley Wright, B.S., M.B.A.
July 1–August 26
Online • $995

EDP 844670
Ashley Wright, B.S., M.B.A.
May 4–June 29
Online, accelerated 8-week format • $995
Microsoft Development

C# Programming I
X444.3 • 1 semester unit in EECs

An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling, and the object-oriented nature of the language. You are also introduced to debugging C# applications, the .NET Framework, aspects of the .NET object hierarchy, and how to use C# in a .NET application environment.

Prerequisites: Understanding of C, C++, Java, and/or VB and access to a computer running Windows NT/2000/XP/2003 and Visual Studio

EDP 877969
David Bouvin, M.B.A., D.B.A., CISM, IA (4011)
Enroll anytime
Online, proctored final exam • $595

EDP 859413
Instructor to be announced
Enroll anytime
Online, proctored final exam • $595

Visual Basic Programming I
X449 • 1 semester unit in EECs

Learn Visual Basic (VB) development using Microsoft Visual Studio and focus on VB syntax, logic constructs, application development, exception handling, and the object-oriented nature of the language. In addition, you get an introduction to debugging VB applications, the .NET Framework, and aspects of the .NET object hierarchy. You also learn how to use VB in a .NET application environment.

Prerequisites: Understanding of C, C++, Java, and/or CH and access to a system compatible with Windows applications such as 2000/XP/2003/Vista and Visual Studio

EDP 877977
David Bouvin, M.B.A., D.B.A., CISM, IA (4011)
Enroll anytime
Online, proctored final exam • $595

Open Source and Operating Systems

Using the UNIX Operating System
X415 • 3 semester units in EECs

A core course in the Post-Baccalaureate Certificate Program in Information Systems and Management

This comprehensive overview of the UNIX operating system introduces you to logging in, the visual editor, file management, text processing, electronic mail, the directory structure, UNIX handling of files and processes, basic shell utilities, and writing shell scripts. (Using UNIX to write programs is not covered.) You learn a conceptual framework and a series of successful interactions with UNIX. Much of the course involves individualized, self-paced learning. Note: The course requires access to a UNIX system or a system capable of running the Linux operating system.

EDP 897264
James A. Connor, B.S.E.E., M.B.A.
Enroll anytime
Online, proctored final exam • $815

Python Programming
X442.3 • 1 semester unit in EECs

An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

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 ideal language for team projects that provides access to databases, CGI programming, system administration, and other useful services.

Prerequisites: Although no previous programming experience is required, you should have access to a computer running Python or access to the Internet to allow you to download Python.

EDP 877951
Carl Limsico, B.A.
Enroll anytime
Online, proctored final exam • $595

PHP Programming for the Web
X400 • 1 semester unit in EECs

An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management

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.

Prerequisites: You should have a hosted website with 10 MB of disk space, MySQL, and PHP. In general, most Web hosts offer workable sites. Fee PHP web-hosting options are also available.

EDP 897405
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online • $555
Programming Web Pages with JavaScript
2.4 ceu
JavaScript is an easy-to-use language that can be embedded in HTML pages to make them more interactive and dynamic. JavaScript enables site designers with moderate programming skills to add capabilities and functionality to Web pages, including instant user feedback, advanced form processing, pop-up windows, advanced frame applications, and much more. In this course, you learn the basic elements of the JavaScript language and several techniques to take your Web pages to the next level of sophistication.

EDP 897017
David Bouvin, M.B.A., D.B.A., CISM, IA (4011)
Enroll anytime
Online • $720

HANDS-ON
Introduction to Perl Programming
X416.7 • 1 semester unit in EECS
Get an introduction to C# development using Microsoft Visual Studio, with particular focus on C# syntax, logic constructs, application development, exception handling, and the object-oriented nature of the language. You are also introduced to debugging C# applications, the .NET Framework, aspects of the .NET object hierarchy, and how to use C# in a .NET application environment.
Prerequisites: Familiarity with UNIX or Windows and experience with a programming language

EDP 877886
Carl Limisco, B.A.
Enroll anytime
Online • $595

Introduction to C Language Programming
X24 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management
Learn the C programming language and fundamental programming concepts even if you don’t consider yourself a programmer. On successful completion of the course, you are able to write simple C language applications and undertake courses that assume some background in computer programming, such as C++, C#, Java, and Perl. Topics include variables, data types, functions, control structures, pointers, strings, arrays, and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link, and debug a C program.
Prerequisite: Although no previous programming experience is required, you should have access to a computer hosting a C/C++ compiler or access to the Internet to allow you to download and install a C/C++ compiler. Familiarity with fundamental programming language concepts such as variables, data types, and compiling source code is helpful.

EDP 867879
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online • $595

C++ Programming I
X412.1 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate Program in Information Systems and Management
C++ is a popular, widely used object-oriented programming (OOP) language. C++ provides all the tools for OOP, such as data abstraction, inheritance, polymorphism, and generic programming. Get a solid introduction to all the major features of ANSI standard C++, including the newer syntactic and semantic constructs. You learn each concept through lucid, fluent examples. You learn all major features of C++ in this course, such as objects, classes, pointers, single and multiple inheritance, virtual functions, templates, run-time type identification (RTTI), exceptions, and STL.
Prerequisites: Some programming experience with languages like C, Java, C#, or Visual Basic is preferable. Access to a C++ compiler is required.

EDP 877860
Robert Adams Jr., M.S.C.S., M.S.E.E.
Enroll anytime
Online, proctored final exam • $715

Java: Discovering Its Power
X436.2 • 2 semester units in EECS
A requirement in the Professional Sequence in Java Programming and an elective in the Certificate Program in UNIX/Linux System Administration
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. Learning Java is easier than learning C or C++. You do not need any background in programming to succeed in this course. 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: C++ Programming I or equivalent and some experience with object-oriented design and techniques. Familiarity with building graphical user interfaces is helpful.

EDP 877910
Carl Limisco, B.A.
Enroll anytime
Online • $715

Online Post-Baccalaureate Certificate Program in Information Systems and Management (ISM)

Acquire the practical skills that software manufacturers and organizations with a complex software infrastructure demand. Discover the latest approaches that professional analysts use to develop effective business and information systems. Gain an overview of database design. Or learn the advanced features of the UNIX/Linux operating systems.
See page 75 for complete certificate details.
Credential Fulfillment

Inclusion of Students with Special Needs in Regular Education
X370.4 • 2 semester units in Education
Fulfills the Special Education or “Mainstreaming” requirement for California teaching credentials

Develop teaching and management skills that facilitate learning by students with special needs in the mainstreamed classroom. Learn about topics such as special education history, legislation, programs, services, and trends; the terminology and characteristics of disabling conditions; and strategies for modifying the regular education program. This course may be used to fulfill the mainstreaming requirement for the Ryan Multiple and/or Single Subject Credentials on direct application to the Commission on Teacher Credentialing.

EDP 844118
Rod McLean, M.A.
May 18–August 10
Online, proctored final exam • $525

Professional Development for Educators

Web Design for Educators
X3372 • 2 semester units in Education
Equip yourself with the skills and tools for developing educational Web pages that both support classroom curricula and have pedagogical intent and impact. You design, construct, and evaluate your own Web pages while exploring the issues of supplementing classroom material with Internet resources.

Prerequisites: Familiarity with HTML and navigating the Internet
EDP 877787
Margaret Londahl, M.A.
Enroll anytime
Online • $550

Developing Internet-Based Instruction
X3316 • 3 semester units in Education
Gain the knowledge and skills necessary to produce online courses. You explore the theoretical foundations of Internet-based instruction and its practical applications, such as methods for student interaction, evaluation, and functional design. By the course’s end, you should know how to effectively use Internet-based instructional tools (such as hyperlinks, e-mail, newsgroups, chat, evaluation forms, graphics, and multimedia) to design, program, and publish instructional modules on the Internet.

EDP 877779
Joe Volk, M.A.
Enroll anytime
Online • $715

Electrical Engineering

ONLINE COURSE INFORMATION
(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Communications and Network Engineering
Fundamentals of Data Communications and Networking
X433 • 2 semester units in EECS
A core course in the Post-Baccalaureate Certificate in Information Systems and Management
Get an introduction to data communications in this ideal first course in networking technology. You gain a practical understanding of relevant terminology, concepts, and other information necessary to make you literate 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.

EDP 877902
Ching-Cheng Lee, Ph.D.
Enroll anytime
Online • $715
Integrated Circuit (IC) Design and Engineering

COURSE INFORMATION
(510) 642-4153
schang@eecs.berkeley.edu
extension.berkeley.edu/cert/icdesign.html
www.ucberkeleyext.com

Semiconductor Devices for Integrated Circuit Design
X138 • 2 semester units in EECS
A requirement in the Certificate Program in Integrated Circuit Design and Techniques

The course provides an in-depth and comprehensive understanding of semiconductor devices, enabling you to cope with the ever-increasing bandwidths of state-of-the-art designs. A broad range of topics in BJT and MOS technologies is covered, with an emphasis on delivering an inspiring perspective involving physical concepts, operation principles, second-order effects, and modeling and simulation. The scope of the individual research projects includes switched-capacitor circuits, continuous-time filters, and VCOs for PLL applications. The instructor guides you to choose a practical research topic that can be implemented in real-world applications for frequency synthesizers or televisions.

EDP 307827
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Fundamentals of Analog Integrated Circuit Design Techniques
X140 • 2 semester units in EECS
A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Gain the competitive advantage by learning how to analyze, simulate, and design a CMOS analog integrated-circuit. This course is intended for working professionals who have no strong foundation in analog design but are interested in either upgrading their knowledge and skills or redirecting their career development in the semiconductor market. This course covers basic concepts, practices, and design skills used for analog ICs. Lectures covered include basic current mirrors, high-performance current mirrors, single-stage CMOS amplifiers, differential amplifiers, output stages, and short-circuit protection circuitry.

EDP 307843
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Advanced Analog Microelectronics
X139 • 2 semester units in EECS
A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Integrated analog filters, oscillators, and multivibrators are important building blocks in developing an analog module to implement many applications in signal processing or wireless communications. Topics include feedback, filters, oscillators, and multivibrators. The scope of the individual research projects includes switched-capacitor circuits, continuous-time filters, and VCOs for PLL applications. The instructor guides you to choose a practical research topic that can be implemented in real-world applications for frequency synthesizers or televisions.

EDP 307835
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Fundamentals of Integrated Circuit Design
X31 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques

The course introduces underlying concepts and industry-standard simulation tools for IC design, emphasizes the operational amplifier characteristics, and highlights the practical amplifier behaviors in the frequency domain. Designed for technical professionals, this course aids in understanding analog circuit essence and properties through analysis-by-inspection and PSPICE simulation. Topics include basic operational amplifier (OPAMP) circuits and applications, s-domain analysis, bandwidth and slew-rate limitations, and analyzing frequency limitations of amplifiers—a pivotal foundation for advancing to more intricate IC design topics.

EDP 307751
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Introduction to Microelectronic Theory and Applications
X30 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques

Because of the consistent advances in nanotechnology, microelectronics is one of the most influential industries in our society. Taking an application-oriented approach, the instructor presents an overview of analog and digital integrated circuits, starting with the most frequently used and applicable semiconductor device and circuit theories, and channels them into more complex circuit schematics and application modules such as amplifiers, operational amplifiers with bipolar and CMOS technologies, digital inverters, precision rectifiers, voltage regulators, and biasing techniques of amplifiers.

EDP 307744
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Online Certificate Program in Integrated Circuit Design and Techniques

Take your technical skills to the next level with in-depth courses providing exactly what the industry demands—knowledge of integrated circuit design, semiconductor physics, and more. The optional Mandarin soundtracks support English texts, making it easy to switch between languages and maximize learning if your English is limited. Advisers who include UC Berkeley College of Engineering faculty and leaders of major semiconductor companies ensure your program is academically strong and professionally relevant.

See page 105 for complete certificate details.
Introduction to Physics of Semiconductor Devices
X32 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
The instructor takes semiconductor industry terms such as energy bandgaps and minority carriers, and transforms them into powerful concepts to reveal the mysterious behavior of semiconductor devices. Topics include intrinsic and extrinsic semiconductors, carrier transport, PN junction, and metal-semiconductor contact. An individual research project covers controversial subjects: the ultimate limits of integrated electronics and an integrated strategy for confronting commoditization in the foundry industry. You can apply those concepts to many applications, including CMOS, BJT, LED, lasers, and sensors.
EDP 30777
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Fundamentals of Analog Microelectronic Techniques
X33 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Develop intuitive skills for analyzing microelectronic circuits without doing lots of intricate mathematics. While some courses use the classical approach requiring a tedious derivation that becomes more cumbersome with a complex circuit, this approach offers an alternative, focusing on the analysis-by-inspection method. Topics covered include low-frequency BJT and MOS amplifiers, amplifier frequency response, analysis-by-inspection, SPICE simulation, and advanced case studies.
EDP 307769
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Digital Integrated Circuit Design
X134 • 2 semester units in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
This state-of-the-art course begins with a discussion of digital operation principles and advances into more complex areas involving multiplexers and flash memory. Featuring in-depth illustration and broad discussions, this course distills concepts, SPICE verification, and design skills from CMOS, ECL, and BiCMOS logic to memory design. You work on a research project covering cutting-edge technologies, including ULP eSRAM, design for hand-held or mobile applications, non-volatile memory, NOR flash, PRAM, and high-speed eDRAM.
EDP 307785
Vincent Chang, Ph.D.
Enroll anytime
Online • $399

Effective SPICE Circuit Simulation Techniques
X405 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Learn the industry-standard tools for tomorrow’s solutions. Gain hands-on experience using 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. Students do a design project covering wide-swing constant-transconductance bias, advanced comparators, and sequential digital circuits, such as master-slave DFFs and C2MOS latches. This course features an interactive online learning experience and offers a higher level of proficiency.
EDP 307793
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Fundamentals of Modern Data Converter Design
X236 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Ever-increasing applications for signal processing, such as video and wireless communications, demand high-speed and high-resolution data converter techniques. This course builds a solid foundation and brings you the skills for diagnosing and tackling real-world issues. Topics include data converter fundamentals, characterizations and performance limitations, Nyquist-rate D/A and A/D converters, SAR converters, and discrete-time signal basics for understanding delta-sigma converters. Project options include medium-resolution/high-speed A/D converters pertaining to the IEEE 802.15 UWB standard, and error correction/calibration techniques in the sub-100 nm mixed-signal Ics. This course has restricted enrollment. Call (510) 642-4153 or (510) 642-4151 for more information.
EDP 307801
Vincent Chang, Ph.D.
Enroll anytime
Online • $199

Design Techniques of High Performance Data Converters
X237 • 1 semester unit in EECS
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Completely updated to reflect the extraordinary advances in data converters, this course sets the professional online learning standard in the IC design sphere. It is intended for practitioners who have experience in analog design and are interested in upgrading their skills in data converters. Topics include high-speed Nyquist-rate converters, oversampling, delta-sigma modulators, and design examples through Simulink and HSPICE. Project options include 0.8 GS/s ADC for 10 Gb/s Ethernet applications and delta-sigma ADC for TV, software radio, and high-quality digital audio applications.
EDP 307819
Vincent Chang, Ph.D.
Enroll anytime
Online • $199
Introduction to the History of the United States: From Colonial Settlement to the Civil War

XB7A • 4 semester units in History

**Important:** Special academic policies apply to XB courses. See page 181.

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. You also gain practice in analytical methods that historians use to research facts and develop interpretations of events.

**EDP 867762**

Arthur Kane Scott, M.A.

Enroll anytime

Online, proctored final exam • $770

Introduction to the History of the United States: From the Civil War to the Present

XB7B • 4 semester units in History

**Important:** Special academic policies apply to XB courses. See page 181.

Survey U.S. history from the 1870s to the new millennium and increase your knowledge of events, institutions, and prominent historic figures while developing skills in historical analysis and interpretation. Topics include the settlement of the West, industrial growth, progressivism, the emergence of a consumer culture, the causes and effects of the principal wars since the Civil War, affluence and scarcity since World War II, the cultural revolution of the 1960s, Watergate, and the resurgence of conservatism.

**EDP 867770**

Arthur Kane Scott, M.A.

Enroll anytime

Online, proctored final exam • $770

American Fiction

X135A • 3 semester units in English

**An elective in the Post-Baccalaureate Certificate Program in Writing**

In reading classic works by authors such as Twain, Poe, Crane, Melville, Wharton, Hawthorne, London, and others, you survey the major American novelists and short-story writers of the 19th and early 20th century. In addition to learning about various literary movements such as romanticism, realism, and naturalism, you consider questions of aesthetics, morality, poverty, racism, gender, and power.

**EDP 867822**

Gary Tombleson, Ph.D.

Enroll anytime

Online, proctored final exam • $715

The English Novel

X125 • 4 semester units in English

In reading classic works by authors such as Forster, Trollope, Dickens, Brontë, Eliot, Wilde, Hardy, Stevenson, and others, you survey the English novel, gaining perspective on this literary form with emphasis on how moral, social, psychological, political, and philosophical problems were perceived during the Victorian and Edwardian periods.

**EDP 897520**

Gary Tombleson, Ph.D.

Enroll anytime

Online, proctored final exam • $770

Mystery Fiction

X103.9 • 3 semester units in English

**An elective in the Post-Baccalaureate Certificate Program in Writing**

Recipient of the Helen Williams Award for Excellence in Collegiate Independent Study from the American Association of Collegiate Independent Study.

This course surveys mystery fiction and its conventions, from the 19th-century origins of the genre to the classic Golden Age puzzle to the American hard-boiled female detective fiction of the 1990s. The course makes the case for 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 meaninglessness.

**EDP 867806**

Mary Ann Koory, Ph.D.

Enroll anytime

Online, proctored final exam • $715
Principles of Sociology: A Multicultural Perspective
X2 • 3 semester units in Sociology
This introductory course focuses on the basic topics, concepts, and principles of sociology and considers the influence of social phenomena on human behavior, using comparative multicultural and cross-cultural approaches and drawing on current, relevant examples. Topics include social ranking and mobility, crime and deviance, poverty, racial and ethnic minority status, gender discrimination, aging as a social process, the family, economic systems, political systems, religion, health care, education, and types and theories of social change.

EDP 867796
Gwylene Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $760

The Culture of India: Roots of Tradition and Change
X11 • 2 semester units in South and Southeast Asian Studies
This course explores some of the fundamental facets of the history and culture of modern India. By focusing on political history, religious traditions, and the varied geography of India, the course provides a framework for understanding Indian civilization and relating this knowledge to the political and social challenges in modern Indian society.

EDP 897348
Alice W. Clark, Ph.D.
Enroll anytime
Online, proctored final exam • $595

History of Islam
X21 • 3 semester units in Near Eastern Studies
Recipient of the Distinguished Course Award from the University Continuing Education Association (UCEA)
This broad-ranging course explores the rich and complex history of Islam from the birth of the religion to the present day. You gain a greater appreciation of the cultural, geographical, and political diversity of the people who comprise the Islamic mosaic. Particular attention focuses on the religious values of Islamic culture as exemplified by the life of the prophet Muhammad and as expressed in the Qur’an.

EDP 867788
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $715

The Development of World Civilization: The Neolithic Age to the Renaissance
X19 • 3 semester units in History
Engage in a comparative study of world civilizations from prehistoric times to the time of the European Renaissance, focusing on spiritual, political, intellectual, and artistic developments. You study the history of ancient civilizations of Sumer, Egypt, Persia, and Greece; the beliefs and social organizations of India, China, and Japan; the rise and fall of Imperial Rome and China; pre-Columbian America and early African cultures; the Mongol conquest of Eurasia; medieval culture and tension between East and West; and the shift toward modernity in the Renaissance.

EDP 867747
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

The Development of World Civilization: 1500 to the Present
X24 • 3 semester units in History
Get a comparative introduction to the major cultures of the world since 1500, focusing on social, political, intellectual, and artistic developments and responses to the dynamics of modernity. You learn about the civilizations of the western hemisphere, Africa, and the Middle East; the beliefs and social organization of India, China, and Japan; European political and intellectual revolutions; the world wars and the Cold War; anticolonialist movements; and today’s political, economic, and environmental configurations across many regions.

EDP 867754
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

The History of the English Language
X102 • 4 semester units in English
The English language has a fascinating structure and history. In this course, you examine the grammatical and semantic structure of English as it has evolved over the centuries, with attention on the nature and function of languages in general, illuminating the connections between language and other elements of culture. Topics include the origin and derivation of words; historical changes in sounds, forms, and meaning; literary and philosophical influences on the language; and contributions from other languages and cultures.
Prerequisites: Access to the Oxford English Dictionary (most libraries now have the compact edition) and the Oxford Dictionary of English Etymology is necessary. (You can subscribe to the OED online for as brief as a month at www.oed.com/subscribe.) Access to a library is recommended.

EDP 897512
Gary Tombsden, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Philosophy and Religion
Views of the Absolute in World Religions
X10 • 3 semester units in Religious Studies
Religion has been a fundamental part of the social, cultural, and political fabric of civilizations throughout history. In this course, you explore the important aspects of 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.

EDP 867549
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $730

Comparative Philosophy
X11 • 3 semester units in Philosophy
This course examines 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. The course is not intended as a survey of these various philosophical systems, but rather as an introduction to basic themes in ethics, epistemology, and political and social philosophy. You examine first how these themes are defined in Western philosophy and then how they are approached in other systems of thought.

EDP 867523
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715

History of Western Philosophy from the Pre-Socratic Period to the End of the Middle Ages
X20A • 3 semester units in Philosophy
This course introduces you to major philosophical concerns and concepts in Western thought, beginning with early texts in which philosophy first becomes distinguishable from myth and concluding with the philosophical debates of medieval Christianity. You explore philosophical questions relating to politics, metaphysics, natural science, logic, ethics, and aesthetics. The philosophers covered include Plato, Aristotle, St. Augustine, and St. Thomas Aquinas.

EDP 867531
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU/ENROLL CALL (510) 642-4111
on macroscopic biological issues, including organismal these and other questions while gaining a solid foundation through "home wet lab" and virtual experiments. Familiarity with basic chemistry is recommended but not required.

**Prerequisite:** One year of high school or college chemistry

**EDP 877019**
Keith Earnshaw, M.S., Ph.D.
Enroll anytime
Online, proctored final exam • $795

**Marine Biology**

**X55 • 3 semester units in Integrative Biology**

Examine the types of organisms that inhabit the marine environment and the types of habitats and ecological systems in seas and oceans in this introductory course. You also consider human use of the marine environment and the resulting problems and issues, including pollution, habitat modification, and exploitation of resources.

**EDP 877035**
Stephen W. Shaner, Ph.D.
Enroll anytime
Online, proctored final exam • $770

**Introductory Biochemistry**

**X105 • 3 semester units in Molecular and Cell Biology**

Understand the basic chemistry and overall structure of the most important biological macromolecules, including the study of enzyme catalysis, cellular architecture, intermediary metabolism, and special processes such as photosynthesis, biological oxidation, and energy production. You also explore the various ways that biological systems react to their environment.

**Prerequisites:** College-level courses in elementary chemistry and biology. One or two semesters of organic chemistry is recommended.

**EDP 867945**
John M. Forger III, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

**Genetics**

**X143 • 3 semester units in Molecular and Cell Biology**

45 hours CE credit: BRN provider #00226

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. You study the molecular basis of gene function and mutation, Mendelian genetics, transmission systems, regulation of cellular processes, developmental genetics, cytoplasmic inheritance, population genetics, and multifactorial inheritance. You also learn about recent advances in biotechnology that have genetic implications, including the Human Genome Project, and advances in genetic engineering technology.

**Prerequisite:** A year of college-level general biology for majors

**EDP 897272**
Keith Earnshaw, M.S., Ph.D.
Enroll anytime
Online, proctored final exam • $795

**Epigenetics of Human Development and Disease**

**X423 • 3 semester units in Molecular and Cell Biology**

Epigenetics is the study of heritable changes in gene expression that do not involve changes in the DNA sequence. Epigenetic mechanisms play important roles in our development from a fertilized egg into a complex human being, as well as in aging and in various diseases (including cancer). You study topics such as DNA methylation, histone modification, RNAi, cancer epigenetics, stem cells, and the environment (e.g., nutrition and stress) as a potential modifier of our own epigenome.

**Prerequisites:** Although there are no formal prerequisites to this course, some background in molecular biology and genetics would be helpful.

**EDP 897561**
Hannah Lui Park, Ph.D.
Enroll anytime
Online, proctored final exam • $795

**Principles and Techniques of Molecular Cell Biology**

**X121 • 3 semester units in Molecular and Cell Biology**

45 hours CE credit: BRN provider #00226

Learn how cells function by exploiting gene regulation and expression, cell regulation, genetic engineering, the Human Genome Project, the genetics of cancer, immune system diseases, and DNA technology in forensics.

**Prerequisite:** One year of college-level general biology

**EDP 867960**
John M. Forger III, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $795
Immunology
X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit. BRN provider #00226

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 in this course. 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: A year of college-level general biology for majors

EDP 844662
Monica Ranes-Goldberg, Ph.D.
May 18–August 10
Online, proctored final exam • $795

EDP 867952
Amy S. Morgan, Ph.D.
Enroll anytime
Online, proctored final exam • $795

The Biology of Cancer
X26 • 3 semester units in Molecular and Cell Biology

Examine the molecular, cellular, and genetic basis for the 270 different diseases called cancer. Topics include the biology of uncontrolled cellular growth, the etiology of cancer, clinical presentation, diagnosis, staging, treatment, and the psychological effects of cancer on patients and their families.

Prerequisite: A background in high-school or college-level biology is recommended.

EDP 867994
David Liu, M.D.
Enroll anytime
Online, proctored final exam • $770

Chemistry

Introduction to Chemistry
X16 • 3 semester units in Chemistry

This non-lab course offers an introduction to basic principles in chemistry and demonstrates the role chemistry plays in various aspects of our everyday lives.

Prerequisite: Although a background in chemistry is not necessary, students are required to have a basic knowledge of math, including algebra.

EDP 897845
Weiwu Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Introductory Organic Chemistry
X18 • 3 semester units in Chemistry

Examine the compounds that comprise most of the mass in living things. 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: A course in introductory chemistry and knowledge of basic algebra

EDP 897852
Weiwu Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Green Chemistry Policy
X400.B • 2 semester units in Chemistry

Learn the current and historical policy context of the regulation of industrial chemicals and the relevance of the concepts and application of green chemistry and green engineering in moving us collectively towards a more sustainable economy and society.

You also study the weaknesses of historical approaches to chemicals management in protecting public and environmental health, and the key challenges that remain in implementing comprehensive chemicals policy reform. This class is designed for environmental managers, sustainability consultants, health professionals, product designers, engineers, chemists, biologists, product managers, materials scientists and other professionals who are interested in learning and applying the principles of green chemistry in their respective fields of work.

EDP 844621
Ann Blake, Ph.D.
May 18–August 10
Online • $575

Physics

Concepts of Physics
X11 • 4 semester units in Physics

Gain an understanding of the principles of physics in the context of how everyday objects work in this introductory survey course intended for students majoring in humanities and social sciences as well as anyone with an interest in the subject. Topics include forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light, with emphasis on applying the principles to understand our everyday experience. You also study the concepts of physics with a minimum of mathematics.

EDP 897660
Raja Almukhallal, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Geology and Environmental Sciences

Contemporary Environmental Issues
X70 • 4 semester units in Environmental Science, Policy, and Management

The Earth is besieged with great environmental pressures as the human population increasingly depletes the planet’s “natural capital.” In this course, you gain an understanding of the physical, biological, and ecological processes of the global ecosystem, as well as the human impact from cultural, social, and economic influences that disrupt these processes. You also acquire an understanding of the roles played by government, business, scientists, advocacy groups, and individual citizens in shaping solutions to environmental problems and managing resources.

EDP 867929
Douglas Greenberg, Ph.D.
Enroll anytime
Online, proctored final exam • $770

American Environmental and Cultural History
XB160AC • 4 semester units in Environmental Science, Policy, and Management

Important: Special academic policies apply to XB courses. See page 181 for details. Winner of UC Berkeley’s Education Initiatives Award.

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, please visit http://americancultures.berkeley.edu.

EDP 867903
Douglas Greenberg, Ph.D.
Enroll anytime
Online, proctored final exam • $770
Clinical Research

Introduction to Clinical Research: Clinical Trial Phases and Design

X400.2 • 3 semester unit in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Review the drug development process, the principles of good clinical practice, the clinical trial phases and design, the principal players in clinical research, and regulatory strategies for developing medical devices, and medical terminology.

EDP 844555
Karen Henry, M.P.H., and Michael Dubinsky
May 4–June 29
Accelerated 8-week format
Online, proctored final exam • $1,895

EDP 844563
Karen Henry, M.P.H., and Michael Dubinsky
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895

Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities

X400.3 • 3 semester units in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Learn the processes and procedures inherent to planning clinical trials including protocol development, case report form design, IRB submission, site selection, development and negotiating site contracts and budgets, and pre-study visits.

Prerequisite: Successful completion of Introduction to Clinical Research: Clinical Trial Phases and Design X400.2

EDP 844571
Karen Henry, M.P.H.
May 4–June 29
Accelerated 8-week format
Online, proctored final exam • $1,895

EDP 844589
Karen Henry, M.P.H.
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895

Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting

X400.4 • 3 semester units in Public Health
45 hours CE Credit: BRN provider 0026

A requirement in the Certificate Program in Clinical Research Conduct and Management

Get a thorough look at the role of clinical trial monitors. Review in detail the various aspects of study monitoring, such as data review, safety reporting, and drug accountability. You also study global drug development and subject recruitment and retention, topics that are crucial to meeting study timelines.

Prerequisites: Successful completion of Introduction to Clinical Research: Clinical Trial Phases and Design X400.2 and Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities X400.3

EDP 844605
Bonnie Miller, R.N., M.S.
July 1–August 26
Accelerated 8-week format
Online, proctored final exam • $1,895

Mathematics and Statistics

Calculus I

X1A • 4 semester units in Mathematics

Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program

In this introduction to differential and integral calculus, you examine the key concepts of limit, derivative, and continuity, as well as the main applications of derivatives in graphing functions and optimizing functions. Then you 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 and one-half years of high school mathematics, including trigonometry and analytic geometry

EDP 867820
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $785

EDP 844566
Makan Rokni
May 18–August 10
Online, proctored final exam • $785

Calculus II

X1B • 4 semester units in Mathematics

This continuation of Calculus X1A includes techniques of integration, 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 X1A or equivalent

EDP 867838
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $785

EDP 844464
Makan Rokni
May 18–August 10
Online, proctored final exam • $785

Online Certificate Program in Clinical Research Conduct and Management

Master practical aspects of clinical trial conduct and management, FDA regulations, International Conference on Harmonisation (ICH) and Good Clinical Practices (GCP) guidelines, procedural guidelines, and ethical considerations covering multiple aspects of clinical trials.

See page 127 for complete certificate details.
Precollege

X9 • 2 semester units in Mathematics

Gain exposure to concepts in basic and advanced algebra and some trigonometry. Topics such as logarithms, solving or graphing linear equations, and factoring a polynomial should be familiar to some students. However, this class goes into these topics at a more advanced level than a beginning or intermediate algebra class does. You gain a good foundation for study in future calculus classes. Note: An integral component of this course is the interactive website MyMathLab. Please go to www.mymathlab.com/system.html for complete system requirements.

Prerequisites: Two years of high school algebra (or the equivalent of a beginning and an intermediate algebra class) and one year of high school geometry or its equivalent

EDP 877805
Flor Feldman, M.Sc.
Enroll anytime
Online, proctored final exam • $720

Statistics

Introduction to Statistics

X82 • 4 semester units in Statistics

A requirement in the Certificate Program in Business Administration, M.B.A. Foundation concentration. Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program. Important: Special academic policies apply to X8 courses. See page 181.

Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Get an introduction to statistical/critical thinking, including the uses and abuses of statistics, descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing, and regression. The online course is the recipient of the Association for Collegiate Online Education (ACCEL) Excellence in Collegiate Online Education (ACOE) Award. 

Prerequisites: Two years of high school algebra. A recent course in college algebra is recommended.

EDP 867853
G. James Pan, Ph.D.
Enroll anytime
Online, proctored final exam • $785

EDP 877846
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $785

EDP 897298
Makan Rokni, Ph.D.
Enroll anytime
Online, proctored final exam • $785

Sustainability Studies

ONLINE COURSE INFORMATION

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Principles of Sustainable Design

X400.6 • 2 semester units in Architecture

A requirement in the Professional Program in Sustainable Design

Examine the history and development of sustainability as a social goal and explore its implications for the design of built environments. You study concepts such as biophilia, permaculture, localism, lifecycle analysis, biomimicry, natural capitalism, cradle-to-cradle, unfolding wholeness, and ecological design. You also explore the latest tools, techniques, and materials as well as government programs, legislation, industry regulations and codes, green certifications, LEED, and nonprofit organizations involved with sustainability.

EDP 844431
Jessica Craft, Ph.D.
May 18–August 10
Online, proctored final exam • $795

Practical Applications of Sustainable Design

X470.1 • 2 semester units in Architecture

A requirement in the Professional Program in Sustainable Design

Translate your knowledge of sustainable design concepts into practical, deployable, and tangible methods. You learn to take responsibility for your work by understanding the impact your designs have on our environment and ways to control this impact. Through research of materials, systems, and construction methods, you explore the ways to design and build in an environmentally responsible manner.

EDP 844639
David Waldorf, M.Arch, B.Arch, BSID, CGBP
May 18–August 10
Online • $785

Writing, Editing, and Technical Communication

ONLINE COURSE INFORMATION

(510) 642-7343
online@unex.berkeley.edu
extension.berkeley.edu/online

Editing

Grammar, Mechanics, and Usage for Editors

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. You 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 multiday editing assignment help build your expertise.

EDP 844175
Linda R. Thompson, M.A.
May 18–August 10
Online • $595

EDP 844183
Leda Ciraco, Ph.D.
May 18–August 10
Online • $595

Editorial Workshop I: Introduction to Copyediting

X405 • 2 semester units in Journalism

A requirement in the Professional Sequence in Editing

Get an overview of the editorial process in this beginning copyediting course, including the use of style manuals and reference books, creation of style sheets, and methods of querying authors and project editors. You learn how to edit using conventional marks and symbols, apply the appropriate level of copyediting, eliminate bias, query permissions, ensure consistency, typecode a manuscript, and copyedit and insert figures, tables, and artwork.

Prerequisite: Grammar, Mechanics, and Usage for Editors X445

EDP 844126
Leda Ciraco, Ph.D.
May 18–August 10
Online • $595
Editorial Workshop II: Intermediate Copyediting
X415 • 2 semester units in Journalism

A requirement in the Professional Sequence in Editing

Study more complex aspects of copyediting and the fine points of editorial style that editors of book-length manuscripts must master. You practice working within the three levels of copyediting—light, medium, and heavy—and learn how to edit using different style manuals. You also get additional practice working with codes and type specifications, photos and artwork, tables, and references and footnotes. Frequent editing assignments are required.

Prerequisite: Editorial Workshop I: Introduction to Copyediting X405

EDP 844134
Linda R. Thompson, M.A.
May 18–August 10
Online • $595

Advanced Editorial Workshop: Substantive Editing
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. You 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. You 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.

Prerequisites: Editorial Workshop II: Intermediate Copyediting X415

EDP 844142
Greer Lesead, B.F.A.
May 18–August 10
Online • $595

Indexing: Theory and Application
X477 • 3 semester units in Journalism

Recipient of the 2005 Distance Learning “Community of Practice” Course Award from the University Continuing Education Association (UCEA)

A good index greatly enhances the usability and value of a book, yet few writers and editors are versed in the construction of this vital part of a nonfiction publication. In this course, you learn the fundamentals of writing, editing, and delivering back-of-the-book indexes to publishing clients. You also learn the basic format, guidelines, and term-selection approaches of embedded and Web indexing, using three major indexing software programs to complete several of your assignments.

Prerequisites: Strong language, reading, computer, and Internet skills. A PC running the Windows OS is highly recommended. See Web for details.

EDP 877811
Sylvia Coates, B.S.
Enroll anytime
Online • $5650

EDP 877829
Jan C. Wright, M.A.
Enroll anytime
Online • $5650

EDP 897439
Fred Leise, B.S.
Enroll anytime
Online • $5650

EDP 897504
Lucie Haskins, M.B.A.
Enroll anytime
Online • $5650

EDP 897637
Heather Ebbs, B.A.
Enroll anytime
Online • $5650

EDP 897702
Max McMaster, B.S.
Enroll anytime
Online • $5650

Technical Communication
X466 • 2 semester units in Journalism

A requirement in the Professional Sequence in Technical Communication and in the Professional Sequence in Editing

Build on the skills you developed in Technical Communication I or Editorial Workshops I and II. Hone your ability to define the audience and purpose of a document and to determine the most appropriate types of documents. You improve your technical writing style and technique in this course, while creating writing samples that include a variety of document types for both paper and online presentation. You also get a brief overview of technical communication tools and technology, as well as current Web content and formatting languages as determined by the instructor.

Prerequisite: Technical Communication I X465 (or the online course Technical Writing X412), Editorial Workshop II X415, or equivalent

EDP 877803
John Tabor, B.A.
Enroll anytime
Online, proctored final exam • $550

Technical Writing
X412 • 3 semester units in English

Technical Communication II
X466 • 2 semester units in Journalism

A requirement in the Professional Sequence in Technical Communication and in the Professional Sequence in Editing

Build on the skills you developed in Technical Communication I or Editorial Workshops I and II. Hone your ability to define the audience and purpose of a document and to determine the most appropriate types of documents. You improve your technical writing style and technique in this course, while creating writing samples that include a variety of document types for both paper and online presentation. You also get a brief overview of technical communication tools and technology, as well as current Web content and formatting languages as determined by the instructor.

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John Tabor, B.A.
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Technical Communication II
X466 • 2 semester units in Journalism

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EDP 877803
John Tabor, B.A.
Enroll anytime
Online, proctored final exam • $550

Technical Writing
X412 • 3 semester units in English

Online Professional Sequence in Editing

Take the next step in your editing career with formalized training from UC Berkeley Extension. Whether you want to rise in publishing or use what you learn in another industry, the Professional Sequence in Editing can help you add to your marketable skills.

See page 147 for complete sequence details.
Writing

**The Craft of Writing**
X421 • 2 semester units in English

A requirement in the Post-Baccalaureate Certificate Program in Writing

Creative writing students need to become comfortable with elements of the craft, whether they 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 in this course.

**EDP 844167**
Gene Tanta, M.F.A., Ph.D.
May 18–August 10
Online • 550

**Exploring Your Creative Writing Potential**
X70 • 2 semester units in English

Learn to assess your potential, identify your strengths, and develop valuable writing technique in this course for beginning writers. Class exercises and weekly writing assignments help you discover your talents in a variety of forms: short fictional scenes, short story, poetry, and journalistic writing. A supportive atmosphere helps you see how others respond to your writing. On completion, you should have a clearer sense of your writing strengths and direction to take for more advanced courses.

**EDP 867689**
Mimi Albert, M.F.A.
Enroll anytime
Online • 550

**Introduction to Writing Fiction**
X464 • 2 semester units in English

A 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. The course is recommended for those without previous writing experience.

**EDP 897371**
Mimi Albert, M.F.A.
Enroll anytime
Online • 550

**Developing the Novel I**
X125.1 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Explore the craft of longer fiction and ways of meeting 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. You learn how to develop characters, language, voice, pace, tone, theme, and setting, and you participate in a group critique of student work.

**EDP 867614**
Mimi Albert, M.F.A.
Enroll anytime
Online • 550

**Nonfiction**

**Writing Skills Workshop**
X13 • 2 semester units in English

A requirement in the Post-Baccalaureate Certificate Program in Writing

This workshop is a practical approach to the writing process. You learn to analyze effective prose; develop a clear and logical point; build a coherent structure; and craft clear, appropriate sentences. In-class writing exercises, demonstrations, discussions, revisions, and private conferences build your confidence as you improve the clarity, persuasiveness, and efficiency of your writing. The skills emphasized lend themselves to business or technical writing, as well as journalism or college-level essay writing.

**Prerequisite:** Students must be proficient in English and have a solid grasp of English grammar.

**EDP 844159**
Margaret Steen, M.J.
May 18–August 10
Online • 550

**Creative Nonfiction Workshop**
X140 • 2 semester units in English

An elective in the Post-Baccalaureate Certificate Program in Writing

This workshop provides an opportunity for writers to apply the techniques of storytelling to nonfiction prose pieces, including personal essays, features, commentary, reviews, reports, journal entries, and memoirs. Together, the instructor and other participants focus on the development of your audience, offering support and critical feedback about your pieces. Weekly class discussions and writing assignments focus on such story principles as plot, tension, scene, and dialogue that help you increase the readability of your work and form your material into publishable pieces.

**EDP 867630**
Arlene Plevin, M.F.A., Ph.D.
Enroll anytime
Online • 550

**Writing the Feature Story**
X419 • 2 semester units in Journalism

An elective in the Post-Baccalaureate Certificate Program in Writing

Learn how to find, research, and write articles for print or online publications. You also learn how freelancers write stories that sell. With the instructor’s help, you come up with a nonfiction story idea, do the reporting and interviewing to gather details and quotes, write and revise the article, and submit it to an editor for possible publication. Class participation supplements lectures and writing exercises.

**EDP 897488**
Margaret Steen, M.J.
Enroll anytime
Online • 550

**Introductory Composition**
X2A • 3 semester units in English

In this course, you 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.

**EDP 867648**
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • 715

**Composition and Literature**
X2B • 3 semester units in English

Learn the critical thinking skills that teach you to write about literature with thoughtful analysis, evaluation, and enjoyment of representative literary forms such as short stories, poems, plays, and the novel. (Introductory Composition X2A is not a prerequisite for this online course, X2B.)

**EDP 867655**
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • 715
**General Information**

**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 see page 180. Any course prerequisites are listed in the course descriptions.

**Note regarding enrollment in UC Berkeley-equivalent (XB) courses, including courses through concurrent enrollment:** Special requirements and deadlines apply to students in UC Berkeley-equivalent courses, including courses taken through concurrent enrollment or online. Please acquaint yourself with these requirements and deadlines prior to enrollment; please refer to page 181 or http://extension.berkeley.edu/info/enrollment.html#xb for further information.

**Concurrent enrollment application information and deadlines** differ from other Extension courses; refer to page 180 or the website at http://extension.berkeley.edu/info/concurrent.html for information specific to concurrent enrollment.

**When to Enroll**

Enrollment for the summer term opens April 12. Enrollments are processed in the order received, so we recommend that you enroll early to ensure a place. Payment is due at the time of enrollment.

**How to Enroll**

You may enroll via the Web, by phone, mail, or in person. UC Berkeley Extension will use the information you provide on your enrollment form to notify you of any changes in your class schedule.

**Via the Web**

For classroom courses, go to http://extension.berkeley.edu/info/enrollment.html. Your enrollment will be processed, and you will receive an enrollment confirmation by standard U.S. mail within five business days.

For online courses, go to http://extension.berkeley.edu/online and enter your course EDP in Quick Enroll. You will be notified that we have received your request for enrollment. You will receive a welcome letter via e-mail with information on accessing your course within a few days.

**By Phone**

We accept Visa, MasterCard, American Express, and Diners Club. Call (510) 642-4111. Registration hours are 8 am–6:30 pm, Monday–Thursday, and 8 am–5 pm, Friday, except holidays (see page 184). Please be prepared to give us the information requested on the enrollment form on the inside back cover of this catalog.

**By Purchase Order**

For payment by purchase order only, fax your enrollment to (510) 642-3910.

**By Mail**

Complete and send us the form on the inside back cover of this catalog, or a copy of it, with your payment. Do not mail cash.

**In Person**

Come to our registration offices in Berkeley (see page 185 for location), San Francisco (see page 187), or Redwood City (see page 187). For center schedules, see the listings beginning on page 185.

**Enrolling in an Online Course**

For courses with published start and end dates, you must enroll prior to the start date. These courses must be completed within the specific dates posted in the course section information. Many online courses are self-paced, which means you may enroll at any time and progress at your own speed, keeping in mind that you have six months (including any final exam or project) to complete the course. (Our online paralegal program requires you to complete courses within two months.) Plan on devoting a minimum of one month of study for each semester unit of the course. Submit no more than one assignment per week to your instructor, and wait until this assignment has been returned to you before submitting the next one. Students who are unable to complete their course work and do not officially withdraw from the online course will receive a grade of "F".

If the self-paced course you wish to take is marked temporarily closed, you can be automatically notified when enrollment reopens. To initiate this, find the course description online at http://extension.berkeley.edu/cat, click on the Notify Me button in the course section block, provide your contact information, and you will be notified by e-mail when the course becomes available again.

**Waitlist**

Your name will be added to the waitlist if your course section is full. You will be notified if space becomes available. If we do not hear from you within 24 hours of notification, the space will be offered to the next person on the waitlist. If you are waitlisted, please do not attend the first class meeting unless you are specifically advised to do so by Student Administrative Services. Student Administrative Services maintains the waitlist; instructors cannot approve enrollments from the waitlist.

**Enrolling at the First Class Meeting**

If you have not enrolled before the date of the first class meeting and there is still space available in the class, you may enroll before class begins if the class is located at an Extension center.

For course status information, including availability of space, call (510) 642-4111.

**Note:** We cannot guarantee that course materials, texts, or additional classroom space will be immediately available for students who do not enroll in advance.

**Cancellation of Courses**

We cancel 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 your course is canceled, you may either request a transfer to another course or you will automatically receive a full refund, usually within four weeks.

**Paying Your Enrollment Fees**

You are not officially enrolled until your fees are paid in full; partial payments cannot be accepted. All fees are accurate as of print publication time. All fees are subject to change without notice. For the most current information, call (510) 642-4111, or visit http://extension.berkeley.edu.

**Methods of Payment Include the Following**

- **Check** (with imprinted address and telephone number) made payable to UC Regents. A $25 charge is assessed for a returned check.
- **Credit card:** Visa, MasterCard, American Express, or Diners Club. If you pay by credit card and your charge is declined, you will lose your space in the course.
- **Cash** (Cash is not accepted by mail or at the Peninsula Center in Redwood City.)
- **Purchase order:** An enrollment form (see inside back cover of this catalog) must accompany your request.

**Technical Requirements for Online Courses**

For information, go to: http://extension.berkeley.edu/info/onlineinfo.html#techreqs.
To enroll with a purchase order, including vocational rehabilitation or employer tuition voucher, please fax your completed enrollment form with your purchase order from your sponsoring company or organization to (510) 642-3810. We cannot accept purchase order enrollments by phone.

If you have additional questions regarding purchase order processing, please e-mail unex_enroll@unex.berkeley.edu.

- **AmeriCorps/National Service Trust Voucher**: Complete section A for the amount of course fees only, note your date of birth at the top of the form, and attach the voucher to your enrollment form when you enroll by mail or in person.

A hold may be placed on your record and no request for transcripts will be granted until all outstanding debts to the University are paid in full.

**Enrollment Confirmation**

We’ll mail you an enrollment confirmation within five business days of the receipt of your payment. Confirmations for online courses, along with instructions on accessing your online classroom, are sent to the e-mail address you provide.

Not receiving your enrollment confirmation before the course begins is not justification for seeking a refund.

**Transfers and Refunds**

**Transfers**

To change sections or to enroll in a different course, you must request a transfer to the new section or course within the timelines listed below.

- Courses that span seven calendar days or fewer: You must request a transfer by the course start date.
- Courses that span eight calendar days or more: You must request a transfer within seven calendar days of the course start date.
- Courses that are online self-paced: You must request a refund within seven calendar days of your enrollment date.
- The standard refund processing fee is $50 per course.
- For certain courses, special refund policies and fees apply.

See individual course descriptions.

If it is necessary for UC Berkeley Extension to cancel a course, the full course fee will be refunded. We do not reimburse travel or accommodation costs or any expense other than the full course fee in the event of course cancellation. We do not reimburse textbook fees. Please use Specialty Books to ensure the ability to return a book if your class should cancel.

**To Request a Refund**

You can request a refund in person at any of our Extension centers or by calling (510) 642-4111. You may also write to the Registrar’s Office, UC Berkeley Extension, Suite 110, 1995 University Ave., Berkeley, CA 94704-7000, or fax your request to (510) 642-0374. You can also send an e-mail request to refund@unex.berkeley.edu. Be sure to include your name; the name and EDP number of your course; the reason for requesting a refund; and your phone number in case of questions. Failure to include all necessary information may delay processing.

**Financial Assistance**

You must be enrolled in a professional certificate to be certified for financial assistance. Financial assistance is not available to international students. Students enrolled in Extension programs are not eligible for federally sponsored financial assistance (Title IV). Extension is not approved to complete loan deferments for federally sponsored financial assistance (Title IV) loans.

**CitiAssist Loan**

Loans will be certified for a maximum of the total amount of course fees and $150 per course for textbooks. You must maintain satisfactory academic progress (see below) in your certificate program in order to remain eligible for financial assistance.

CitiBank can be reached at (800) 967-2400. You must specify the institution name as “UC Berkeley Extension.” Our Citibank school code is 0904. You must provide Extension with your proposed schedule of classes and fees; a study list form is available at http://extension.berkeley.edu/info/certinfo.pdf. If you have questions, you may e-mail FinAsst@unex.berkeley.edu or call (510) 642-3843.

Deadline: Your loan must be certified by Extension and approved by the bank at least four weeks prior to your first enrollment deadline. You must pick up your check from our main office in Berkeley, Monday–Friday, 8 a.m.–4 p.m., except holidays. Payee’s valid photo ID is required for check release.
Full- and Half-Time Study

For financial assistance purposes, UC Berkeley Extension defines full- and half-time study as follows:

<table>
<thead>
<tr>
<th>Student category*</th>
<th>Course type</th>
<th>Full-time</th>
<th>Half-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Freshmen Program</td>
<td>Courses numbered 1—199 (undergraduate-level courses)</td>
<td>12 semester units</td>
<td>6.0—11.9 semester units</td>
</tr>
<tr>
<td>and Concurrent enrollment</td>
<td>Courses numbered 200—299 (graduate-level courses taken through concurrent enrollment)</td>
<td>12 semester units</td>
<td>6.0—11.9 semester units</td>
</tr>
<tr>
<td>Postgraduate certificate enrollees</td>
<td>Courses numbered 300—399 (professional courses in education)</td>
<td>8 semester units</td>
<td>6.0—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>6.0—7.9 semester units</td>
<td></td>
</tr>
</tbody>
</table>

*Full- and half-time study is defined by student category, not by course.

Satisfactory Academic Progress

For financial assistance purposes, satisfactory academic progress is defined as a minimum half-time course load of successfully completed coursework as defined by your program for a minimum of two terms per calendar year. Most lenders require satisfactory academic progress to maintain loan status.

Verification of Enrollment

UC Berkeley Extension is not approved to complete loan deferments for federally sponsored financial assistance (Title IV).

Submit loan deferment forms, insurance forms, and other such documents to the Registrar’s Office; Attn: Records, UC Berkeley Extension, Suite 110, 1995 University Ave., Berkeley, CA 94704-7000. Verification of student record information for Employment and Background reviews will require a fee and a signed release form from the student. Please include a transcript request form (located at http://extension.berkeley.edu/info/transcript.pdf) along with other necessary forms and allow 15 business days for processing. You can find fee information on the transcript request form.

Important:
The definition of full-time study differs for international students. If you are an international student and your Form I-20 was issued by UC Berkeley Extension, you must be enrolled full-time and you must file a study list every term. For international students in concurrent enrollment, the full-time load is dependent on the load requirements of the sponsoring department.

International Students

For an international student application form, please visit http://extension.berkeley.edu/intl/cert or contact the UC Berkeley Extension International Student Services Office at (510) 642-2564 or intl_students@unex.berkeley.edu.

Note: F-1 students who receive I-20s from the University of California Berkeley Extension must be enrolled full time and must request letter grades for all courses.

Disabled Student Services

UC Berkeley Extension makes arrangements to ensure access to our courses to everyone, including individuals with limited mobility, impaired hearing or vision, or learning disabilities. If you have special needs, please communicate with us at least three weeks before the beginning date of your course. Call (510) 643-5732; fax (510) 642-0374; write to Registrar, Attn: Special Needs, UC Berkeley Extension, Suite 110, 1995 University Ave., Berkeley, CA 94704-7000; or e-mail info@unex.berkeley.edu.

Most courses meet in barrier-free buildings. With at least three weeks’ advance notice we can make arrangements for access at other locations, as well as provide American Sign Language interpreters, note takers, or other forms of assistance.

If you would like to communicate a specific concern about this process, please refer to http://extension.berkeley.edu/info/geninfo.html#disabled.

Concurrent Enrollment

UC Berkeley campus courses are open to the public on a space-available basis through Extension’s Concurrent Enrollment program. Before you apply, contact your academic advisor or articulation officer about transfer credit to see if Concurrent Enrollment will work for you. Note: This program is for fall and spring terms only. For Summer Sessions, please refer to http://summer.berkeley.edu.

To be approved for Concurrent Enrollment, you must meet all course prerequisites; transcripts or other documentation may be required before your 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 application. You are considered an Extension student when you enroll through Concurrent Enrollment; thus, Extension maintains your transcript of record. Being approved for Concurrent Enrollment does not constitute admission to UC Berkeley as a regular student.

Important 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.

Concurrent Enrollment fees and deadlines for application, payment, refund request, and change of grading option are listed on the Web at http://extension.berkeley.edu/info/concurrent .html. Late applications are not accepted.

For frequently asked questions about Concurrent Enrollment, please visit the website at http://extension.berkeley.edu/info/ concurrent.html#faq, or contact us at concurrent@unex.berkeley.edu.
Getting Started
Consult the certificate or program's description in this catalog for recommended beginning courses.

Registration Procedures
We recommend that you register for certificates and specialized programs of study before you begin your third course. To register for the certificate or program, please print out and complete the Registration Form at extension.berkeley.edu/info/certprog.html. Mail it as indicated and include the registration fee. You can also complete the form and submit payment online at extension.berkeley.edu/cert/register.html. Find the professional certificate or specialized program of study and click on the title to access the registration form.

Some certificates and specialized programs of study require application for candidacy before you begin the program; please read individual program descriptions and requirements carefully.

Program requirements may be updated based on new developments in the field of study; we recommend completing the program in a timely fashion.

Fees
The registration fee for professional certificates is $150; the registration fees for specialized programs of study are $50 or $100 depending on the specific program.

All fees must accompany your registration for professional certificates and specialized programs of study. All fees are subject to change without notice.

Requirements
See the individual certificate program descriptions throughout this catalog for required and elective courses.

A grade point average of 2.5 is the minimum required for completion of a certificate program, and each course in any certificate program must be completed with a grade of C or better. Higher grades are required in some programs.

For information on semester units, continuing education units (ceu), and course grading, please see the information on credit (page 181) and grades (page 182).

Preparation
For many certificate programs, a college degree or comparable professional experience is recommended. Some programs have more specific prerequisites; please review the descriptions.

Substitutions, Waivers, and Transfer Credit
Students must contact the program director prior to beginning the professional certificate or specialized program of study to request a course substitution, waiver, or transfer credit. Students must include detailed information about the certificate credit course requirement that they are requesting to substitute or waive, and detailed information about the credit course or transfer credit that they request to serve as a substitution. Requests for course substitutions, waivers, and transfer credit must be approved in advance by the program director and department director.

Substitution: Students may request to substitute a course requirement in a UC Berkeley Extension Certificate program with another course that is equivalent in content and credit semester units/hours. A substituted course must be another credit course either at UC Berkeley Extension or it can be transferred in from another regionally accredited academic institution (see Transfer Credit below).

Waivers: Students who possess a license or credential in a particular subject area or professional field may request to have a certificate course requirement waived. When a course is waived, the semester units/hours of the waived course must be made up by taking another credit course. When requesting a course waiver, students must provide the program director with documentation of their relevant credential or license.

Transfer Credit:
1. For transfer credit, students must provide the program director with an official copy of their transcript from a regionally accredited university or college, and the course description for the course they wish to transfer.
2. Transfer credit will only be accepted if:
   - All coursework was completed prior to the student beginning the professional certificate or specialized program of study at UC Berkeley Extension.
   - All coursework does not exceed one-fourth (1/4) of the total number of semester units/hours of the certificate or program.
   - Students have obtained a “B” or better grade in all coursework.
   - All coursework was completed from a regionally accredited university or college.
   - All coursework was completed within five years of beginning the certificate program at UC Berkeley Extension.
3. Accepted transfer credit within the UC system will be calculated into the student’s certificate or program GPA.
4. Accepted transfer credit from institutions outside of the UC system will not be calculated into the student’s certificate or program GPA.
5. After a student has started their certificate or program at UC Berkeley Extension, no transfer credit will be allowed into the certificate or program, and students must complete the remainder of their requirements at UC Berkeley Extension.

In some cases there is a fee to waive or substitute courses.

Conversion of Semester and Quarter Units
Semester-unit equivalents in quarter units:

<table>
<thead>
<tr>
<th>Semester units</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter units</td>
<td>1½</td>
<td>3</td>
<td>4½</td>
<td>6</td>
</tr>
</tbody>
</table>

Online Professional Certificate
Several professional certificates are offered online. For more information, visit http://extension.berkeley.edu/online, or call the department offering the program. Please note that veterans’ benefits do not apply to all online courses and curricula.

Obtaining Your Certificate or Award of Completion
When you have satisfied your certificate or program course requirements, please notify your academic department.

Transcript Notation
Completion of your certificate or program is noted on your permanent record (transcript).

Course Credit, Grades, and Transcripts
Academic Standards
All credit courses (X and XB1–199) and the Extension instructors who teach them are reviewed and approved by the appropriate academic department on the Berkeley campus and by the Committee on Courses of the Academic Senate. In addition, campus faculty review some credit courses and noncredit courses and serve as consultants in curriculum development.

This oversight by University faculty is your assurance of excellence in course content and quality of instruction.

This course is under review for credit approval*: This designation appears for new courses that are still undergoing review for academic credit approval at the time of catalog publication. For further information about the academic credit approval status of these courses, please see updated information on the Web.

Instructor approval pending*. This designation appears before an instructor’s name if the campus department has not yet approved the instructor. Each time an instructor teaches a new course, approval needs to be obtained; therefore, this designation may appear before the names of long-time, highly experienced instructors, as well as those new to Extension.

* Statuses are updated on the Web as they change.

Academic Credit
Application of Credit toward Degrees
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 certificate. In certain cases, credit earned in UC Berkeley Extension undergraduate courses (those numbered X1–X199) may be applied toward bachelor’s degrees at the University of California by students entering the University. In certain cases, UC Berkeley Extension credits earned in undergraduate courses numbered XB1–XB199 may be applied toward subject requirements for bachelor’s degrees at the University of California. You should inquire at the Office of Undergraduate Admissions, 110 Squirrel Hall, or phone (510) 642-3175 for specific information regarding University admission and the requirements of its schools and colleges.

Credit for courses in the X300 and X400 series may be acceptable toward the B.A., B.S., and teaching credential and postgraduate programs within the limitations prescribed by the various colleges and schools. The suitability of X-number courses for fulfilling subject requirements will be determined by the usual procedures governing evaluation of credits gained at other acceptable institutions. Grade points for courses taken at UC Berkeley Extension are not counted toward fulfilling requirements for the degree. Credit for UC Berkeley Extension courses, including concurrent courses toward a higher degree, is subject to the approval and regulations of the campus Graduate Council concerned. Credit for X300 series courses is...
not acceptable toward a higher degree. Students who have already been admitted to the University of California (including students on leave) must have prior written approval from the dean of their school or college in order to apply for credit earned at Extension toward degree requirements. Students admitted for a future term to the Berkeley campus should check with a college advisor prior to enrolling at Extension. Extension credit toward an undergraduate degree may be acceptable at other institutions, but acceptance is always determined by the institution to which the student is applying. Policies regarding the acceptance of Extension credit toward graduate degrees vary widely among institutions and individual programs. Check with the institution you are attending or will attend before enrolling in an Extension course.

Note to UC Berkeley–matriculated students: As a condition of enrollment in Berkeley-equivalent (XB) courses, all UC Berkeley–matriculated undergraduate students (except those in dismissal status and those who have already completed a UC Berkeley undergraduate program) will automatically have all concurrent enrollment and Fall Program for Freshmen coursework included with grade points on their Berkeley campus transcript as stipulated by Academic Senate regulation A208. All other coursework will only appear on your UC Berkeley Extension transcript.

Application of Credit Toward Licensing and Other Requirements

When courses in this catalog have been approved by government agencies, professional associations, and other authorities as meeting their continuing education criteria, a statement to this effect appears in the section in which the courses are listed. In other cases, it is best to check with the appropriate organization before you enroll to be sure that the course is acceptable.

Credit Value and Department

If a course is given for credit, the amount of credit offered and the academic department in which credit is granted are shown in parentheses after the course number. Credit is in semester units. One semester unit of academic credit is the equivalent of 15 instructional hours.

Noncredit Courses

You may take any credit course on a non-for-credit basis. If you opt to change from credit to non-for-credit basis you must do this before the last class meeting or by the deadlines established for XB courses located at http://extension.berkeley.edu/info/enrollment.html#xb. In addition, there are three categories of noncredit courses at UC Berkeley Extension.

Courses Numbered 800–899

While not offering credit, these professional courses may be taken for a letter grade or for ceu. We do not award both a grade and ceu for the same course.

Continuing Education Units

Continuing education units (ceu) are a nationally recognized means of recording noncredit study. They are accepted by many employers and re-licensure agencies 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.

Unnumbered Courses

Unnumbered courses carry no academic credit, grades, or ceu values and will not be recorded on a student’s transcript. Most unnumbered noncredit courses are related to personal enrichment topics.

Course Letters and Numbers

Credit Courses

The title of each credit course is followed by a course number with a letter prefix and sometimes a letter suffix: for example, XB101A.

Course numbers: The course number indicates the level of instruction as follows:

- X or XB1–99
  - Lower-division courses at the level of the first two years of college, that is, freshman and sophomore.
- X or XB100–199
  - Upper-division courses at the level of the second two years of college, that is, junior and senior.
- X200–299
  - Graduate-level courses 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 courses in education for teachers and school administrators.
- X400–499
  - Professional, postgraduate courses in a variety of fields (other than education) such as the arts, behavioral and health sciences, biological and physical sciences, business and management, computer technology, information systems, engineering, landscape architecture, writing and publishing, and so on.

Letter prefixes: The prefix XB indicates that the course is equivalent to one offered to UC Berkeley students—a course with the same content, title, number, and credit value. Special regulations and deadlines apply to XB courses.

Refer to Academic Credit or http://extension.berkeley.edu/info/enrollment.html#xb for further information. The letter X alone indicates a course that originates at Extension. Undergraduate courses are structured in accordance with the requirements for campus courses of the same level and are approved by the appropriate campus academic department.

Letter suffixes: The letter A, B, or C following the number shows that the course is part of a series. The A portion is prerequisite to the B portion, and so on, unless the course description states otherwise or you have the instructor’s permission to enroll.

Noncredit Courses 800–899

These professional courses do not offer academic credit but will be recorded on your transcript.

Grades

If you enroll for credit, you must meet the attendance, participation, and course requirements set by your instructor. Your final grade will be recorded only after you have completed these requirements. Your official grade report will be mailed to you via the U.S. Mail. If you have any questions, please write or call the Registrar, UC Berkeley Extension, Suite 110, 1995 University Ave., Berkeley, CA 94704-7000; (510) 642-4172, or e-mail registrar@unix.berkeley.edu.

Our Grading System

We assume that if you enroll for credit you want a letter grade, but in some courses you may ask for a passed/not passed grade instead. If so, be sure to tell your instructor before the final meeting. If you plan to apply that credit toward a degree or certificate program, you should first make sure that a passed/not passed grade will be accepted; we cannot change it to a letter grade after recording it.

Letter Grades

A Excellent
B Good
C Fair
D Barely passing
F Failure

A plus or minus may be recorded.

Passed/Not Passed Grades

P Passed (equivalent to a C-minus or higher)
NP Not passed (lower than C-minus)

Other Letter Designations

W—Withdrawn without academic penalty. Prior to the last class meeting, complete and submit a petition to withdraw, located at: http://extension.berkeley.edu/info/petition_to_withdraw.pdf.
NC—Not for credit. Signifies attendance but not completion of credit requirements.
I—Incomplete. If left unresolved, an Incomplete grade (I) in any course automatically converts to Failure (F) after one year and becomes part of the student’s permanent academic record.

An “T” designation will be issued only if:

1. Students present extenuating circumstances to their instructor(s) for not completing the course by the final class meeting date or by the online course end date.
2. Students have completed 75% of the assignments (or projects) at least three weeks prior to the final class meeting or online course end date.
3. Students have made prior written arrangements with the instructor(s) to make up any missed work within three months of the final class meeting date or online course end date.
4. Students complete the petition form located at http://extension.berkeley.edu/info/petition_for_incomplete.pdf, as documentation of their written arrangement with the instructor(s) and give it to their instructor(s) by the final class meeting date or by the online course end date. Online students can forward the completed petition form to their instructor(s) by either printing and faxing it to them or emailing it to them as an attachment.
5. **Online Students Only:** Please note that once enrollment expires, students will no longer have access to the online classroom and the message board. Students must coordinate with their instructor to copy or print out any information from the online classroom or the message board that they will need for reference as they continue with their coursework beyond their enrollment period. Call the Online department for more information at (510) 642-7343 or visit http://extension.berkeley.edu/info/grades.html.

### Grade Points and Averages

The University’s scale of grade points is $A = 4$, $B = 3$, $C = 2$, $D = 1$, $F = 0$. Grades with a plus sign (such as $B+$) carry $0.3$ point more per unit; minus grades (such as $A-$) carry $0.3$ point less. (An $A+$ counts as $4.0$.) Grade point averages are computed on the basis of grades and number of units.

### Grade Reviews and Appeals

All student grades are final when submitted by the instructor to UC Berkeley Extension at the end of the course. Students can request a 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, sex—not directly reflective of performance related to course requirements.
2. Sexual harassment.
3. Clerical or procedural error in the calculation of the student’s final grade.

Students should first consult their instructor if they have a question about their final grade. If the situation is not resolved at the instructor level, students should contact their program director to request a grade review within 30 days after receiving their final grade report. The program director conducts the grade review and informs the student of his or her decision, including any remedies, if applicable. Students can appeal the program director’s decision by submitting a letter addressed to the Associate Dean, University Extension, 1995 University Avenue, Suite 110, Berkeley, CA 94704-7000. The associate dean make the final decision for unresolved grade appeals for all students enrolled in UC Berkeley Extension programs.

### Final Examinations for Online Courses

Most online and online independent learning courses require you to take a final examination under the supervision of a proctor in order to receive credit for the course. Please check your course section information.

You must request and receive approval from your instructor before your exam will be sent to your proctor. When you have successfully completed all of your coursework, you may request your final exam from your classroom access page.

Students take examinations under the supervision of a proctor. We have authorized proctor centers or you may find an authorized proctor who meets the needs of your schedule and location. You may have your exams proctored by any one of the following in your area:

- College or university faculty member or administrator
- U.S. embassy or consular officer (if you live overseas)
- Military chaplain or education officer (if you serve in the armed forces)

If there is a charge for examination supervision, you are responsible for the fee. Under no circumstances can a family member or tutor serve as proctor, nor can the exam be sent to a home address.

Our office will review your proctor selection, and should you choose someone not previously authorized to proctor, we will send verification forms to that person. These forms must be completed and returned to our office. Please allow up to three weeks for this process, or longer if you are out of the country. We will send the final exam to the approved proctor, who will monitor you during the exam and return your exam to us. We will then forward it to your instructor for grading.

### Change of Student Information

If you have moved since you last enrolled with us, please submit a Change of Permanent Student Information form, so that we may update your permanent student record. This address will be used to send your official grade report.

### Transcripts and Records

We maintain permanent academic records for Extension students who have completed credit courses and noncredit courses numbered 800–899, and for students who sign the official final roster to record their noncredit continuing education unit (ceu) study.

#### Standard Request

Our Records Office provides transcripts for a fee of $15 each. Your transcript will be mailed via first class U.S. Mail within 10–15 business days of receipt of payment.

#### Next Business Day Service

Your transcripts will be mailed via first class U.S. Mail the next business day after receipt of payment. The cost is the price of each transcript requested plus a $15 surcharge.

### Picking Up Your Transcript

You must show a valid government-issued photo ID when picking up your transcript. If someone else will pick up your transcript, you must provide that person with your written and signed authorization in order for your transcript to be released; your authorization will be retained by Extension. Your designee must present a valid government-issued photo ID.

#### Course Description/Enrollment Verification

1. Course descriptions are copied from the appropriate UC Berkeley Extension catalog. There is a $3 charge for each copy of each course description requested.
2. There is a $15 charge for written verification of a student enrollment or student record provided to a third party. Release of information to a third party requires written authorization from the student.

### A Note About Privacy

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 http://extension.berkeley.edu/info/policies.html#privacy. The policy provides for the right of students to be informed about where student records are located, to review their 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. The Dean’s Office has designated student names, e-mail addresses, terms of attendance, and major fields of study as public information under the policy.

#### Your Social Security Number

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 if you are requesting a tax credit. This notification is provided to you as required by the Federal Privacy Act of 1974.
If your course is cancelled, Specialty Books will allow your book to be returned. Other bookstores may not be so accommodating.

Comments and Feedback
Please e-mail customer service comments and feedback to registrar@unix.berkeley.edu.

Mailing List
When you enroll in or inquire about Extension courses your name is placed on our mailing list, and you will automatically receive a catalog each term for the next two years. If you receive more than one catalog, please help us reduce waste by clipping the mailing label from the extra copy and sending it to UC Berkeley Extension, CMS Dept., 1995 University Ave., Berkeley, CA 94704-7000 so that we can remove that entry from our list.

Change of address. To change your address, send us the mailing label along with a completed Change of Permanent Student Information form available online at http://extension.berkeley.edu/info/change.pdf.

Remove from list. UC Berkeley Extension never sells its mailing list, but if you would like to be removed from the list please send us the mailing label with your request. This is the most effective way to ensure we are able to comply with your request.

Safety and Security
In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right to Know Act of 1990, which requires that institutions of higher education make information regarding crime statistics and campus security available to students. Copies of this information may be obtained at the UC Berkeley Extension Registrar’s Office, Suite 110, 1995 University Ave., Berkeley, CA 94704-7000, or by calling the UC Berkeley Extension Registrar’s Office at (510) 642-4111. You can also access the report online at http://police.berkeley.edu/clery/csanchez.html or you can visit http://police.berkeley.edu for this and other safety information. For information about the night safety escort service on the Berkeley campus, see page 185.

Nondiscrimination Policy
The University of California, in accordance with applicable federal and state law and the University’s policies does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. For additional information please refer to http://extension.berkeley.edu/info/geninfo.html#disabled.

Sexual Harassment
Sexual harassment is prohibited both by law and by University of California policy. Sexual harassment is a form of illegal sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s educational status or employment; 2) such conduct has the purpose or effect of unreasonably interfering with an individual’s educational or work performance or creating an intimidating, hostile, or offensive educational or working environment; 3) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual. Any Extension student or instructor who believes that he or she has been sexually harassed should contact the Office of the Dean, UC Berkeley Extension, (510) 642-4181, regarding complaint resolution or grievance procedures.

Student Conduct
When you enroll in a course, you join an academic community in which each person makes the commitment to behave with academic integrity and to accept the civic responsibilities that ensure the freedom of expression of other community members. Policies related to student conduct, including disciplinary regulations, are spelled out in the UC Berkeley Extension Code of Student Conduct. Inquiries regarding the policy should be directed to the Office of the Dean, UC Berkeley Extension, (510) 642-4181. This information is also available on the Web at http://extension.berkeley.edu/info/policies.html#conduct.

Taxpayer Relief Act of 1997
You may be eligible for tax credits through the Taxpayer Relief Act of 1997. To determine your eligibility, please contact the IRS, your tax consultant, or your accountant. UC Berkeley reports information to the IRS on all eligible students enrolled for the tax year. Your Social Security number is required to report this information. For additional information, please refer to the UC Berkeley website at http://billing.berkeley.edu/studentservices/taxpayer.htm. To access your 1098-T online, please refer to www.1098t.com, or call 1-877-467-3821.
**Location Information**

**Berkeley**

**Berkeley: Golden Bear Center**

1995 University Ave., Berkeley, CA 94704.

Phone: To enroll, call (510) 642-4111 or visit http://extension.berkeley.edu/enroll. See page 178 for enrollment information.

Office hours: Registration hours are Monday–Thursday, 8:30 am–6:30 pm; Friday, 8 am–5 pm, except holidays (see page 184).

**Access to Classroom Facilities**

For main offices, second-floor classrooms, and enrollment information desk: UC Berkeley Extension, Golden Bear Building, 1995 University Ave., see map below. Students taking evening classes should use the far right elevator to access classrooms on the second floor.

**Public Transportation to the Campus**

For questions about public transit, call BART information at (510) 465-2278 or AC Transit information at (510) 891-4700 or 511.

Within the East Bay: Several AC Transit routes serve the Berkeley campus from various points throughout the East Bay. The Downtown Berkeley BART station is one block west of campus.

From San Francisco and Southern Alameda County: Take a Richmond-bound BART train to the Downtown Berkeley station, located one block from campus at Center St. and Shattuck Ave. Or take AC Transit route F from the San Francisco Transbay Terminal (First St. and Mission St.) to downtown Berkeley.

From Central and Eastern Contra Costa County: Take a San Francisco/Milbrae-bound BART train to the MacArthur station. Transfer to a Richmond-bound train to the Downtown Berkeley station at Center St. and Shattuck Ave., one block from campus.

Campus Shuttle Services: Bear Transit is UC Berkeley’s shuttle system servicing the campus and vicinity. Anyone can ride the shuttles, which provide transportation between points on campus. Downtown Berkeley BART, parking lots, Clark Kerr campus, the Hill area, residence halls, Richmond Field Station, and the north and south sides of the campus. Two perimeter shuttles, the “T” and “R” lines, circle the campus to and from the Downtown Berkeley BART station 12- and 24-minute intervals. Bear Transit is free with a Bear Transit Shuttle Pass, the faculty/staff Bear Pass, the student Class Pass, or an emeriti identification card; it is $1 without a pass.

**Night Safety Shuttle**

The Night Safety Shuttle is a shuttle bus that travels short distances to and from the campus at night. For information, call (510) 648-SAFE (642-7233) or visit http://pt.berkeley.edu/around/transit/shuttles.

**Parking on and Near the Campus**

Parking and Transportation (P&T) office: 2150 Kittridge Street (at Fulton), (510) 643-7701.

Office hours: Monday–Friday, 7:30 am–4:30 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.

**Campus parking map:** Please visit http://publicsafetyandtransportation.berkeley.edu/pstmaps/media/CampusParkingMap2005.pdf for a parking map of campus. Central Campus lots are marked accordingly or with a “C.” Lots adjacent to campus are marked for “Faculty/Staff” or “Student” permit types (see areas marked on map, page 186).

Park in well-lit areas as close to your destination as possible. When getting into and out of your car, be aware of what is going on around you. Have friends walk you to and from your car, or call the BearWALK (Night Safety Escort) Service (510) 642-WALK (642-9255).

**Parking hours for Extension students:** Weekday evenings (Monday–Friday, 5 pm–2 am); weekends (Saturday, 7 am–midnight; Sunday, 1–10 pm). There is no daytime weekday parking on campus for Extension students except at the Student Union garage.

**Night/weekend permit:** Extension students may purchase a Night/Weekend permit hang tag. Display of the Night/Weekend permit allows students to park in campus lots after 5 pm with the additional purchase of a daily ticket at the student affiliate rate. Purchase this permit at the East or West Gate prior to your class or stop by the parking office during the day.

**Purchasing tickets:** Buy a ticket from the machine at Cross Campus Rd. or at the North Gate entrance, or pay attendant at the West or East Gates. Ask attendant for directions to the parking area nearest your class. Although most machines accept dollar bills, you may need $5 to $6 in quarters for some lots and campus entrances. UC Berkeley Extension cannot reimburse students for parking fees or violations under any circumstances.

**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.

**Martin Luther King Jr. Student Union Garage:** Located under the Student Union on Bancroft Way (#6, E-4, on map, page 186). Hours are Monday–Saturday, 7 am–9 pm; Sunday, 1–9 pm.

**Public parking:** Public parking is available in municipal lots and garages around the campus. For maps and current information, please refer to http://public-safety.berkeley.edu/PDFs/ParkMap2005.pdf.

**Access for Students with Disabilities**

Call the Disabled Students Program, (510) 642-0518, or visit www.dsp.berkeley.edu, for information about wheelchair-accessible campus buildings. See page 180 for information about the accessibility of UC Berkeley Extension courses. See also the information under Night Escort Service below.

**Night Walk Routes**

A nighttime walk map, available on request, shows the most frequented and well-lit walk routes through campus. Plan your walk through campus using these routes. The University advises you to walk accompanied by an escort or friend at all times.

To request the nighttime walk map, call (510) 642-4111 or pick up a copy at the UC Berkeley Extension registration desk.

**Night Safety Escort Service**

BearWALK (Night Safety Escort) Service is available on campus seven nights a week. To obtain an escort, step one of the Community Service Officers, or call (510) 642-WALK (642-9255). Community Service Officers are uniformed, radio-equipped student employees of the UC Police Department. You may see them patrolling the night walk routes.

Note: Some of the night walk routes include areas with steep slopes. Persons with disabilities are particularly encouraged to use the night escort service in order to take advantage of some of the more accessible routes not included in the night walk routes.
Redwood City

Peninsula Center

For Information and Enrollment
Redwood City: Peninsula Center location: UC Berkeley Extension Peninsula Center, 1991 Broadway St., Redwood City, CA 94063 (see map, below); (650) 363-0999. Office hours: Open when classes are in session and some additional weekday hours. Please call ahead if visiting outside of class times.

Telephone: To enroll, call (510) 642-4111 or visit extension.berkeley.edu. See page 178 for enrollment information.

Auto Access

From U.S. 101 southbound: Take the Whipple Ave. exit to Veterans Blvd. Take Veterans to Main St.; turn right. The Peninsula Center is on the corner of Main and Broadway St.

From U.S. 101 northbound: Take the Woodside Rd. West exit. Continue to Broadway St.; turn right. Stay in the left lane. The center is on the left at the corner of Broadway and Main.

Parking

There are two parking garages within walking distance of the center. Go west on Broadway St. to Redwood Creek Crossway. Turn right; within half a block the street goes directly into the center. Go west on Broadway St. to Van Ness Ave. Travel south to Eddy St. Turn left on Eddy. Go eight blocks to Fifth St. Turn left on Eddy. Go eight blocks to Fifth St. Turn right on Fifth, cross Market St., and go to Folsom St. Turn left on Folsom. Go to Fremont St. and turn left. The parking garage is located on Fremont St. before you reach the entrance to the building.

From the North Bay: Take U.S. 101 to Van Ness Ave. Travel south on Van Ness to Eddy St. Turn left on Eddy. Go eight blocks to Fifth St. Turn right on Fifth, cross Market St., and go to Folsom St. Turn left on Folsom. Go to Fremont St. and turn left. The parking garage is located on Fremont St. before you reach the entrance to the building.

Public Transportation

CalTrain stops at Sequoia Station in Redwood City. For schedule information, call (800) 660-4287 or visit www.caltrain.com or write CalTrain, 1250 San Carlos Ave., San Carlos, CA 94070. For SamTrans information, call (800) 660-4287 or visit www.samtrans.com.

Access for Students with Disabilities

See Disabled Student Services, page 180, for information about the accessibility of UC Berkeley Extension courses.

San Francisco

Downtown Center

For Information and Enrollment
San Francisco: Downtown Center location: UC Berkeley Extension Downtown Center, 425 Market St., 8th Floor, San Francisco, CA 94105 (see map above); (415) 284-1060.

Telephone: To enroll, call (510) 642-4111 or visit extension.berkeley.edu. See page 178 for enrollment information.

Office hours: Monday–Friday, 8 am–5 pm. The center is open later on weekday evenings and Saturdays when classes are in session, or when labs are open.

Computer Training Facility Open Lab hours are Monday–Thursday, 11 am–10 pm; closed Friday; open Saturday, 10 am–5 pm. The Open Lab is for Extension students enrolled in classes with an Open Lab component.

Access to Classroom Facilities

While the physical address is 425 Market St., 8th Floor, the entrance is on Fremont St. Once inside the building, take the elevator on the far left (labeled Floors 3–15) and get off on the 8th floor. Room numbers are provided in course descriptions and on the schedules posted at the center. Please bring a valid photo ID to show at the security desk.

Access for Students with Disabilities

See Disabled Student Services, page 180, for information about the accessibility of UC Berkeley Extension courses.
Public Transportation

Within San Francisco: Muni lines on Market St. include the 6-Parnassus, F-Market, 9-San Bruno, 21-Hayes, 66-Quintara, and 71-Noriega. The Embarcadero BART and Muni metro station is located on Market St. between Second and Third.

For schedule and connections, as well as information about Muni service to other classroom facilities, call Muni, (415) 701-2323 or 311 (in San Francisco).

From the East Bay: You can obtain information from BART at (510) 465-2278 or AC Transit at (510) 891-4700 or 511.

From the Peninsula: You can obtain information from SamTrans, (800) 660-4287.

From Marin County: You can obtain information from Golden Gate Transit, (415) 455-2000 or 511.

Art and Design Center

For Information and Enrollment

San Francisco: Art and Design Center location: 95 Third Street, San Francisco, 94103 (see map on page 187; (415) 284-1081.

Telephone: To enroll, call (415) 642-4111 or visit http://extension.berkeley.edu. See page 178 for enrollment information.

Office hours: Monday–Friday, 8:30 am–5 pm. The center is open later on weekday evenings and on weekends, when classes are in session or when labs are open.

Computer Training Facility Open Lab hours are Monday–Thursday, 12 pm–10 pm; closed Friday; open Saturday–Sunday, 10 am–5 pm. The Open Lab is for Extension students enrolled in courses with an Open Lab.

Access to Classroom Facilities

San Francisco: Art and Design Center: UC Berkeley Extension Art and Design Center, 95 Third St. (corner of Third and Mission).

Access for Students with Disabilities

See Disabled Student Services, page 180, for information about the accessibility of UC Berkeley Extension courses.

Auto Access

From U.S. 101 north: Take I-80 east to the Fourth St. exit. Freeway exits onto Bryant St. Follow Bryant to Third St., then turn left on Third. The center is on the right-hand side just past Mission St. Drive a half block past the center and turn right on Stevenson to access Hearst Parking Center.

From the North Bay: Take U.S. 101 to Van Ness Ave. Travel south on Van Ness to Eddy St. Turn left on Eddy. Go eight blocks to Fifth St. Turn right on Fifth, cross Market St., and go to Folsom St. Turn left on Folsom St. and go two blocks to Third St. Turn left on Third St. The center is on the right-hand side just past Mission St. Drive a half block past the center and turn right on Stevenson to access Hearst Parking Center.

From the East Bay: Take I-80 west to the Fifth St. exit. Bear right on Fifth and follow it to Folsom St. Turn right on Folsom and go two blocks to Third St. Turn left on Third St. The center is on the right-hand side just past Mission St. Drive a half block past the center and turn right on Stevenson to access Hearst Parking Center.

Parking

Although the best access is via public transportation, there are public parking garages near the building. Discount parking (validation required) is available to Extension students Monday–Friday after 3 pm and Saturdays at the Hearst Parking Center. From Third St., at Mission drive a half block north past the center and turn right on Stevenson to access Hearst Parking Center.

Public Transportation

Within San Francisco: Muni lines on Market St. include the 6-Parnassus, F-Market, 9-San Bruno, 21-Hayes, 66-Quintara, and 71-Noriega. The Montgomery St. BART and Muni metro station is located on Market St. between Second and Third.

For schedule and connections, as well as information about Muni service to other classroom facilities, call Muni, (415) 701-2323 or 311 (in San Francisco).

From the East Bay: You can obtain information from BART at (510) 465-2278 or AC Transit at (510) 891-4700 or 511.

From the Peninsula: You can obtain information from SamTrans, (800) 660-4287. From Marin County: You can obtain information from Golden Gate Transit, (415) 455-2000 or 511.

Center for Learning in Retirement (CLIR) Welcomes New Members

People age 50 or older are invited to join CLIR.

Associated with UC Berkeley Extension, CLIR was founded 35 years ago to provide lifelong learning to Bay Area seniors. Our members enjoy discounted enrollment opportunities in Extension courses, which are held throughout the Bay Area.

CLIR offers its members the following:

• Daytime peer classes in a variety of subjects including the arts, drama, history, current events, sciences, and foreign languages

• Opportunities to share individual professional and academic experience

• Activities including guided neighborhood walks, Northern California day-tours, art museum and gallery visits, book discussion, a movie club, picnics, and a holiday gala

• Free tickets to theater, dance, and music performances are available through an optional program

• Convenient San Francisco location near the Embarcadero and Montgomery Muni and BART stations

Contact us now for membership information.

(415) 543-3965
http://clirsf.org
Instructor Biographies

Edward Abramson, Ph.D., is professor emeritus of psychology and former director of the Eating Disorders Center at Chico Community Hospital. He is the author of *Body Intelligence* (McGraw-Hill, 2005), and is currently in private practice in Lafayette.

Robert Adams Jr., M.S.C.S., M.S.E.E., is currently employed by Northrop Grumman in Baltimore, where he has worked since 1979 as a software programmer, systems designer, systems engineer, and technical lead engineer on numerous defense-related programs. Independently, he does Web programming and consulting and has taught for UC Berkeley Extension for more than 10 years. He has experience in various languages, including C, C++, C#, Perl, PHP, and JavaScript.

Shalini Agrawal, M. Arch., is an independent consultant in architecture and has worked in New York, Chicago, and the Bay Area. In addition to her architecture experience, she has taught design at Chicago’s Columbia College and co-founded a nonprofit community architecture organization.

Nidhi Ahuja, Ph.D., is an instructor at Merritt College where she teaches biological sciences. She has recently completed her postdoctoral studies at UCSF. Her research focuses on bacterial pathogenesis.

Mimi Albert, M.F.A., is a novelist, writer of short fiction and nonfiction, book reviewer, and teacher of creative writing. She has published two novels, *The Second Story Man* (George Braziller, 1975) and *Skirts* (Baskerville Publishers, 1994). Both her novels and short fiction have won numerous honors. She has taught creative writing at UC Berkeley Extension for nearly 10 years.

Stephen Albert, M.F.A., also holds an M.A. from the University of Iowa School of Journalism and a teaching credential from the University of California, Berkeley. School of Education. He is the author of *The Case Against the General* (Scribner, 1994); *The Kitchen Garden Grower’s Guide* (BookSurge Publishing, 2008); and editor of the website HarvestToTable.com.

Thomas Albert, Ph.D., is an advisory technical writer at Symyx Technologies, a software company that provides tools for research in chemistry and biology. He holds a UC Berkeley Extension certificate in computer information systems and a doctoral degree in English.

Wooody Alexander, M.B.A., has administered sales, marketing, distribution, and management responsibilities on regional, national, and international levels. He has expertise in developing sales and marketing management plans; recruiting, hiring, training, and directing employees; sales forecasting; budgeting, accounting, and financial/compensation planning; order development; and implementing systems and procedures.

Cheryl Allen, M.S., PMP, is a project management consultant and trainer specializing in practical management processes for software projects. She has more than 20 years of experience with both the technical and management aspects of software projects. Her training and consulting assignments have covered topics that include software development methodologies and strategic and tactical planning.

Raja Almukkahal, Ph.D., has worked as a college professor, research analyst, a high school teacher, department chairman, a content writer/ reviewer, author, planetarium director, business education consultant, and an entrepreneur. He has published books on physics and astronomy and is now working on a book in applied calculus.

Edward Altor, B.A., is a trainer and founding partner at Speechskills, LLC. He spent 10 years as a company member of BATS Improv in San Francisco and four years as executive director of the organization. He founded SNAP! Labels and sold it to Adobe Systems in 2002. Altor has received national awards for public speaking and presentation.

Donna Altes, B.A., has her bachelor’s degree in psychology from UCLA. For 40 years, she has taught language arts, ESL, and life skills for adolescents. She has also taught the CLAD/CTEL course to teachers, consulted with districts on how to teach students who are acquiring a second language, and worked for an ELD publisher for more than 10 years. She has made learning relevant and inspiring for students and teachers for more than four decades.

Rebecca Anderson, M.A., LEED AP, is an environmental specialist at UC Berkeley, specializing in air and water protection as well as sustainability for the built environment.

Mark Angel, B.S., M.B.A., PMP, has more than 30 years of experience in the IT, telecommunications, city government, aerospace, airline, and banking sectors. He is a senior program manager in the telecommunications industry. His expertise includes project management, systems analysis, and system implementation.

Miguel Angeles, M.D., is an instructor at Merritt College and Ohione College, where he has taught anatomy and physiology. His background as a medical doctor has given him access to the medical systems and he has experience in biological sciences, and during his extended stay at UCLA he was actively involved in training undergraduate students in molecular biology research techniques. His interest was focused on exploring the replication and transcriptional regulation of positive strand RNA viruses, including the hepatitis C virus.

Andrew Barnett, Ph.D., CPA, Honored Instructor for 2008, is a director and professor of the School of Accountancy at San Diego State University. He is a Virginia CPA and a member of the California Society of CPAs, the American Accounting Association, and the American Institute of CPAs.

Julie Barron, B.F.A., is a commercial and residential designer with more than 25 years of experience in space planning, project management, construction administration, and environmental consulting. A graduate of the California College of the Arts, she is a member of the IFMA and presently works as a store planner and project manager.
Sarah Barsness, M.F.A., exhibits her installations, sculptures, prints, and drawings in the Bay Area and nationally. She was a 2006 artist in residence at San Francisco Recycling and Disposal. Her work was featured recently in GetArt Emergent, the Headlands Center for the Arts, and Arts Benicia.

Kevin Bayuk, an artist, filmmaker and technology entrepreneur, is an advocate for ecotopian living. David Beasley neur, is an advocate for ecotopian living. David Beasley has been self-employed for 40 years, including 18 years as an independent consultant creating practice methodologies in many areas of human resources and business communication, including career development and executive coaching.

Laurie Beasley is co-founder and president of Beasley Direct Marketing, Inc., a Silicon Valley direct marketing agency that has managed online and direct mail programs for hundreds of companies. Beasley serves as president of the Direct Marketing Association of Northern California. She is an instructor in direct and interactive marketing at UC Santa Cruz Extension.

Caroline Becker, M.L.A., Extension Honored Instructor, has been self-employed for 40 years, including 18 years as an educator. She has four years of experience as an elected local official in regional planning, as well as project-related experience with churches, cemeteries, parks, commercial/industrial facilities, woodland revegetation, aquatic habitat restoration, erosion control, and landscape management.

Marcia Naomi Berger, LCSW, former executive director of Jewish Family and Children’s Services of the East Bay and clinical faculty member at the UCSF School of Medicine, has a private psychotherapy practice in San Rafael. She is currently writing a book on the Marriage Meeting Program.

Amy Berk, M.F.A., is an artist, writer, and educator. She is co-editor and one of the founders of the art and culture Web journal Stretcher; runs the Meridian Interns Program, an art education program for at-risk youth; and exhibits her hybrid brand of feminist pop art both nationally and internationally.

Maria-Pilar Bernal-Estevez, M.D., is director of Autistic Spectrum Disorders Regional Program, Kaiser Permanente, and adjunct clinical professor, Department of Psychiatry, Stanford University. She is currently serving on the Legislative Blue Ribbon Commission on Autism: Task Force on Early Identification and Intervention, the Governor’s Office, the State of California as well as the task force on Autistic Spectrum Disorders: Best Practice Guidelines for Effective Interventions, California Department of Developmental Services.

Mark E. Bettini, M.B.A., Extension Honored Instructor, is a graduate of the Haas School of Business and has more than 20 years of accounting and financial experience in the areas of small business consulting, e-commerce, litigation support, and healthcare. He has taught accounting at UC Berkeley Extension for more than 14 years.

Sanjay Bhatia, B.E., PMP, Sun Certified Java Programmer, has more than 23 years of experience in developing large-scale enterprise software applications. He has held senior engineering management positions at various companies in Silicon Valley and has substantial experience in completing complex projects involving global teams in fast-paced environments.

Wendy Bidwell, M.S., was the technical communications manager for BluePhoenix Solutions, where she led a team of non-native English-speaking technical writers based in Bucharest, Romania. Bidwell has ten years of experience as a technical writer, specializing in online help creation and knowledge-base development.

Howard Birnberg, M.B.A., is executive director of the Association for Project Managers, former instructor in the Office of Executive Education at Harvard University, Graduate School of Design, and former lecturer, University of Wisconsin, Engineering Professional Development. He holds a bachelor’s degree in architecture from Ohio State and an M.B.A. from Washington University (St. Louis).

Deborah Biron, B.A., is founder and president of The Speaking Bridge, providing professional training in presentation skills and communication techniques. She has taught voice and presentation skills at Theatre Bay Area, Apple Computer, and PG&E. She also acts and does voice-overs for films and commercials.

Alan Bisarya, Ph.D., is an independent consultant creating practical tools to reduce toxic chemical use in multiple industry sectors. Dr. Blake worked for Cal/EPRA’s DTSC for nine years prior to consulting. She holds a B.A. from Mount Holyoke College and a Ph.D. in molecular genetics and neurobiology from the University of Oregon.

Barbara Blalock, M.A., has worked as a senior project manager for a curriculum development company specializing in Web-based training for high-tech companies and has 15 years of experience in project management in telecommunication and training organizations. She was also president of the California Governor’s Quality Awards Program for four years.

Mitchell Blank, D.C., is an adjunct faculty member at Merritt College teaching all levels of physiology and anatomy courses. He is also a practicing chiropractor with three years of graduate study in anatomy and physiology. He brings to his classes 10 years of clinical experience and a unique understanding of the interrelationship between structure and function.

Raymond Blind, Ph.D., is a postdoctoral scholar at UCSF in the Department of Pharmaceutical Chemistry. He recently completed his doctorate at New York University, studying nuclear hormone receptor recruitment to endogenous target genes. Blind is from Buffalo, NY, and also has a bachelor's degree in molecular genetics and chemistry.

Christine Bouamay, M.S., is a PMTS at AT&T Labs. She has taught for UC Berkeley Extension for more than 15 years and was recognized as a 2007 Honored Instructor for her contributions to the Extension technology program. She teaches topics in Java, J2EE, Ajax, and Perl.

Giselle Bouquet, Ph.D., is a research associate at the Center for Southeast Asian Studies, UC Berkeley, and a lecturer at Sonoma State University.

David Bouvin, M.B.A., D.B.A., CISM, IA (4011), is a professor and executive consultant in Pensacola, Fla.

Fred Bove, M.Ed., is a certified permaculture designer, consultant and teacher, having studied permaculture techniques and practices in Northern California, Hawaii, and Southeast Asia. He recently served as associate director of adult education at the San Francisco Botanical Garden, where he developed programming, exhibits, tours, and public events related to horticulture and environmental issues.

Catherine Bradford, M.S., CFP, ChFC, began her career with Merrill Lynch in 1998 as a financial adviser. Since 2005, she has worked both as a financial planning specialist and as an instructor in the use of proprietary planning tools at Merrill Lynch.

Cara Brennan, M.S., SPHR, is director of human resources for Lieberman Productions. Her human resources experience includes management responsibilities with Young & Rubicam, and Knight Ridder (Contra Costa Times). She has an extensive background in facilitation and training, and is knowledgeable in many areas of human resources and business communication, including career development and executive coaching.

Kristine Brogno, B.F.A., is the design director of children’s publishing at Chronicle Books. She is an award-winning art director and designer with more than 15 years of experience in the children’s market. Brogno has had the privilege of working with a wide spectrum of talent, from first-time illustrators to some of the most distinguished illustrators in the industry.

Madeleine Bronstone, MLHR, PMP, has more than 15 years experience managing software development, construction, and regulatory projects. Bronstone holds certifications from UC Berkeley in Project Management and the International Institute of Learning in MS Project software. She is certified in benchmarking techniques and is a Six Sigma Green Belt. She is also an adjunct professor at DeVry University and Keller Graduate School of Management.

David L. Brown, M.A., is a two-time Emmy Award-winning filmmaker who has taught film and video-making since 1986. His 11 broadcast documentaries include: The Bridge So Far: A Suspense Story; Surfing for Life; Of Wind and Waves; Digital Divide; Senators for Peace; and Bound by the Wind.

Patrick L. Brown, Ph.D., has nearly 35 years of experience teaching histology, microanatomy and ultrastructure, and gross anatomy. He has received widespread acclaim for teaching excellence and for his development of innovative post-baccalaureate and other educational programs. Other interests include advising pre-medical and pre-health professions students.

Warren L. Brown, M.B.A., is a senior consultant with the Brown Group, a firm that develops and implements marketing plans. He was formerly vice president of marketing for Damon Corporation and ICN Pharmaceuticals, and a senior marketing manager with Bristol-Myers and Syntax.

Jayne Bunce, B.F.A., ASID, CID, has managed all aspects of high-end residential design as principal of her own firm. She graduated with highest honors from the International Academy of Design with a B.F.A., in interior design.

Diane Burns is an author, trainer, and consultant in the field of graphic design and publishing. She founded TechArt International, one of the leading firms for print and Web design specializing in East Asian languages. She is the author of many articles and books. Burns is an Adobe Certified Instructor in InDesign.
C

Helene Cahen, M.S., is an innovation consultant, trainer, and facilitator, trained in creative problem solving and design thinking. She works for large and small profit and non-profit organizations and has held positions in advertising, marketing research, HR, finance, and sales for large corporations, advertising agencies, consulting firms, and small businesses.

Heather Cameron has over 20 years experience leading scholarly, reference, and professional publishing firms in the United States and abroad. Most recently she lead a division for Thomson Reuters in San Francisco and prior to that was president and publisher of ABC-CLIO, an international publisher of reference and educational books, periodicals, and databases. Cameron is broadly experienced in all aspects of the publishing process and has a particular interest in acquisitions and editorial strategy development.

Natalia Caporale, Ph.D., has taught neuroscience at UC Berkeley, and physiology at the University of Buenos Aires. Where he manages the company's servers, Voice over Internet Protocol (VoIP), and data networks. He has over 30 years experience leading the design and urban design in her interdisciplinary practice. Prior to starting her firm, she worked at Calit2 Associates and other notable design firms. She has also taught at University of San Francisco, California College of the Arts, and UC Berkeley.

Vincent Chang, Ph.D., is the founder and CEO of Knowledge Master, Inc. He has more than 20 years of experience teaching electrical engineering courses in both Taiwan and in the United States. He has published more than 40 international journal and conference papers, and holds three patents.

Jim Chappell, B.Arch., M.C.P. Extension Honored Instructor, was long-time president of the San Francisco Planning and Urban Research Association (SPUR). He has lectured on and taught landscape architecture, architecture, and urban design for more than 35 years.

DeWitt Cheng, M.F.A., is an artist, art writer, and curator who has written for Artweek, ARTNews, and The California Printmaker. He is a contributing editor of the online San Francisco Art Magazine. Recently, he curated "Hybrids: The New Surrealists" at the Peninsula Museum of Art and exhibited work at the Euphrat Museum.

Mikhail Chester, Ph.D., is a postdoctoral associate at the UC Berkeley Department of Civil and Environmental Engineering. His research focuses on the energy and environmental implications of transportation as well as the feasibility of renewable energy project implementation for cities and states.

Rali Christo, Ph.D., has taught numerous Greek, Latin, and civilization courses at UC Berkeley, San Francisco Art Institute, UC Berkeley Extension, and Saint Mary’s College of California.

Ireneusz (Irek) Ciesiolkiewicz, M.Arch., is an artist, architectural renderer, and freelance designer. Since 1988, he has lectured on a variety of drawing, painting, and design subjects at universities in Europe and the United States. He has exhibited his paintings and prints in the Bay Area, Mexico, and England and received several national and international awards for his work.

Leda Ciraolo, Ph.D., has a doctorate in ancient history and Mediterranean archaeology from UC Berkeley. She has taught mythology, history, and classical languages, and is a published author and editor. Since 1994 she has been the owner of The Written Word, an independent editing and writing consultation business in Oakland.

Alice W. Clark, Ph.D., is a visiting scholar at the Center for South Asia Studies, UC Berkeley. She has her doctorate in comparative world history from the University of Wisconsin-Madison and has done postdoctoral work at UC Berkeley. She researches women in India, using perspectives from history, demography, sociology, and anthropology.

Nina Clark, Ph.D., earned her doctorate in political science from USC. Her dissertation, “The Politics of Self-Deliverance,” addressed physician-assisted suicide from the perspective of the elderly population and was published by Garland Publishing in 1997. She has taught in and has run the Women’s Studies Program at Sacred Heart University in Fairfield, Conn.

Tammi Clearfield, J.D., has a private practice in Coral Gables, Fla. She has more than 11 years of legal experience and more than 10 years of teaching experience both in the classroom and online, and at the graduate and undergraduate levels.

Robert Coakley, B.S., is an engineer and Fellow of the Institution of Engineering and Technology (FIET). A mentor and coach for CEOs, Coakley has more than 20 years of experience as a CEO of both public and private companies. He has been an instructor for Golden Gate University and currently serves as an instructor in public education for the United States Coast Guard Auxiliary.

Sylvia Coates, B.S., has been a full-time freelance indexer since 1989, working for scholarly, textbook, and trade book presses. She has written numerous publications on indexing and has taught workshops and a basic indexing course since 1999.

William G. Coleman, B.A., is a policy and technical consultant addressing environment, energy, sustainability, and eco-restoration. His environmental and sustainability management career spans 35-plus years addressing air and water quality, land use, and industrial waste and biodiversity, with special work in environmental markets, greenhouse gas management, renewable energy, and energy efficiency.

James A. Connor, B.S.E.E., M.B.A., has taught for UC Berkeley Extension since 2002. He has more than 20 years of experience developing and launching products in the computer and communications networking marketplaces, and he has programmed MySQL and PHP applications that connect webpages to Linux SQL databases.

Timothy Coppola, M.LA., has more than 30 years of experience in the planning and design of mixed-use and urban design projects worldwide. He is a registered landscape architect in three states and past president of both the ASLA/NCC and the BSLA. He also taught landscape architecture at Harvard University Graduate School of Design and Raddcliffe College.

M. Cristina Cortez, M.A., has taught Spanish at UC Davis and UC Santa Cruz.

Daniel Coshnear, M.F.A., has taught fiction writing at a variety of Bay Area and North Bay institutions since 1997, when he earned his M.F.A. from San Francisco State University. He is author of Jobs & Other Preoccupations (Helicon Nine, 2001), winner of the Willa Cather Fiction Award. He has also received an award from the Bay Area Book Reviewers’ Association, The Missouri Review’s Editor’s Prize, and a Christopher Isherwood Foundation Fellowship. He has recently edited an anthology entitled 95% Naked: Fictions and Nonfictions (Wordrunner Chapbooks, 2010).
Michael Curry, ET, is a certified educational therapist and former elementary school educator. He has been personally trained and mentored by David Berg, ET, creator and founder of the Making Math Real Institute. Curry has been using Making Math Real since 1998. Currently, he is the associate director of the Making Math Real Institute.

Ilze Duarte, Ph.D., has taught ESL and EFL for 25 years. She has also taught TESL courses for pre-service and in-service teachers in Massachusetts and California. Duarte currently teaches in the tESL certificates at UC Santa Cruz Extension in Silicon Valley and UC Berkeley Extension.

Michael Dubinsky, B.S., is currently an independent consultant providing expert guidance to clients in GXP compliance. His experience includes 24 years with the FDA where he performed or managed compliance and enforcement work for the Centers for Biologics, Drugs and Medical Devices. His experience while at the FDA spanned GMP, GLP and GCP activities. Mike held the position of deputy director, Office of Compliance, CBER when he left FDA in 1998.

Michael Durkee, J.D., is a partner in Allen, Matskins, Leck, Gambling, and Mallory, San Francisco. He specializes in local government and land use law, representing clients from both the public and private sectors.

Jennifer Dye, M.A., has been an instructor at San Francisco State University and Skyline Community College. She works as a project manager and designer with Bay Area firms.

Christian Fagerlund, M.F.A., has taught painting and drawing at the UFT Center in New York. His work has been included in exhibitions in New York, California, and the French West Indies, and he is represented by 5+5 Gallery in New York.

Joseph Michael Fedel, M.A., is a philosophy lecturer at Washtenaw Community College in Michigan. He studied philosophy at California State University East Bay. During that time, his focus shifted from philosophy to philosophy of religion, and he helped establish the option in religious studies and the minor in religious studies in his philosophy department.

Fior Feldman, M.Sc., has been a mathematics instructor at UC Berkeley Extension since 1986. Her background in both math and psychology is helpful for students in UC Berkeley Extension’s self-paced math and online precalculus courses.

Neil Fiore, Ph.D., is a licensed psychologist and president of Self-Leadership Seminars. He is the author of The Next Habit: Overcoming Procrastination While Enjoying Guilt-Free Play (Tarcher, 1998), and Awaken Your Strongest Self (McGraw-Hill, 2006). Fiore’s clients include the Smithsonian Institution, Amgen, Kaiser Permanente, Levi Strauss, Stanford Hospital, and the University of California.

Robin Flagg, M.P.H., has worked on policy development and advocacy with numerous organizations including the California Association of Public Hospitals, the Centers for Medicare and Medicaid Services in the U.S. Department of Health and Human Services, and Kaiser Permanente. She held the position of director of health policy at the California Medical Association for eight years. Flagg currently lectures on U.S. health policy at the University of California, Berkeley, School of Public Health.

Larry Fiegle, D.B.A., M.A., CSE, CEC, MAPPA, MPM, CIPM, is a doctoral mentor at North Central University. He has held sales positions at ITT, MCI, and Allstar Telecom and worked in marketing for the U.S. Chamber of Commerce and Atlanta Motor Speedway. He is also the president and founder of the Association for Sustainable Leadership.

Donna Flesher, Ph.D., recently completed her doctorate in immunology at Stanford University and is currently a postdoctoral fellow in the Immunology Diagnostics group at Genentech, Inc. Her research interests include autoimmune disease, biomarkers and diagnostics, and genomics of complex disease.

Michael Fontanella, B.S., CPA, a partner of Fontanella, Duffield & Oake, LLP, has a practice that focuses on income and estate taxes, accounting, and auditing, with an emphasis on nonprofits. He is a member of the American Institute of Certified Public Accountants, the California Society of CPAs, and the San Francisco Bay Area CPA Society.

Judith L. Forbes, M.B.A., Ph.D., is president of Jandr Associates, a management consultant firm in Prescott, Ariz. She teaches at Embry-Riddle Aeronautical University and online at Capella University, St. Leo’s College, and Baker College. Her previous positions include vice president of academic affairs at North Central University and director of engineering for a lighting company.

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Thaisa Frank, the bestselling author of A Brief History of Camouflage (Black Sparrow Press, 1992) and Sleeping in Velvet (Black Sparrow Press, 1997), has published in numerous journals and anthologies. Heidegger’s Glasses, a novel about WWⅡ, seen through surreal and dreamlike lenses, is being published by Phoenix Books in May 2010. She is co-author of Finding Your Writer’s Voice (St. Martin’s Griffin, 1998).

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Richard Lehigh, M.B.A., recently authored the book Far from Random: Using Investor Behavior and Trend Analysis to Forecast Market Movement (Bloomberg Press, 2009), in which he draws upon thirty years of worldwide research by experts in behavioral finance as well as from his own work in technical analysis to conclude that behavior may have much more impact on financial markets than conventional wisdom suggests. He has a Wall Street and financial industry background spanning 34 years and is the founder of BehavioralFinance.org.

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Matthew Matteozi, Ph.D., is a lecturer at the University of California, Berkeley. He has taught microbiology, introductory biology, and biochemical engineering courses at UC Berkeley and at UC Berkeley Extension. He recently completed his Ph.D. in the laboratory of Jay Keasling at JBEI, where he worked on the degradation of toxic substances with genetically engineered bacteria.

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Z

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