Meet PHONG HOANG, Designated Subjects Career Technical Education Teaching Credential student, on p. 2. Read about other students throughout the catalog.
Get started with a free information session

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

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Discover a New World of Learning

Summer is traditionally a time of relaxation, but we at Extension are ramping up our new program efforts in the months ahead: We are expanding our popular public event series to include summer selections. These evening and afternoon events vary widely, from popular commentator Marty Nemko discussing career tips and strategies for professionals to an innovative panel discussion about how art interacts with technology, society and life. Discover the broad scope of these summer offerings on p. 6 and throughout the catalog.

For those of you who are interested in learning from the world-class faculty on our campus, we are continuing the UC Berkeley Psychology Department Distinguished Faculty Series with two new workshops. Professor Arthur Shimamura examines the latest research on memory, the brain and aging. And Professor Robert Levenson delves into the understanding of human emotions. Find more details on p. 27 of this catalog or online at extension.berkeley.edu.

In addition to that exciting series, Extension is justly proud of our core courses, certificates and programs that have educated and entertained students for many years. Project management, statistics, biology and editing are just a few subjects that have always had devoted students. Nevertheless, each term, we offer new courses based on everything from breakthroughs in research to the latest innovations in various fields, to emerging technologies. This term, we have courses on marketing for startups, caring for people with Alzheimer’s, and even genre fiction that focuses on vampires and steampunk. It’s no wonder that we have developed such a fervent fan base of some of the best students and most curious minds around.

Whatever your interests, I hope that you take the initiative to enroll in a UC Berkeley Extension course this summer. You will find a community of caring, experienced instructors and a peer group of incredibly talented and intellectually agile adults. We look forward to seeing you learn and grow with us at Extension.

Diana Wu, Ed.D.
Dean, UC Berkeley Extension
Phong Hoang aspires to teach the next generation of architects and graphic design professionals, and UC Berkeley Extension’s Designated Subjects Career Technical Education Teaching Credential provides that opportunity. Teaching at Fremont High School’s Architecture Academy (Oakland, Calif.)—Hoang’s old stomping grounds—he is learning the techniques to be an effective and engaging instructor.

“UC Berkeley Extension has helped me develop how to sit back and plan for a course,” he says. “The best part of the program has been interacting with such a wide range of professionals who provide different perspectives. Learning from the instructors was the most valuable part of my experience.”

An example of a new technique learned is in how Hoang presents his architecture and design class at the Architecture Academy. The moment a student walks into the classroom, he or she is an employee of Hoang’s architecture firm, with the same real-life rewards and consequences found in any workplace. “I also create opportunities for presentation, communication, skill development, résumé building,” Hoang adds. “I learned a lot from these courses.”
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The University of California, Berkeley, is accredited by the Western Association of Schools and Colleges (WASC). UC Berkeley Extension—like all other UC Berkeley schools, colleges and departments—is accredited by WASC through the University.
Professional Certificates and Specialized Programs of Study

**Art and Design**
- Certificate Program in Interior Design and Interior Architecture
- Certificate Program in Landscape Architecture
- Post-Baccalaureate Certificate in Visual Arts
- Professional Sequence in Cultural Landscape Preservation and Management
- Professional Sequence in Graphic Design
- Specialized Program in Digital Photography
- Specialized Program in Drawing
- Specialized Program in Painting

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

**Business**
- Certificate Program in Accounting
- Certificate Program in Business Administration
- Certificate Program in Business Analysis
- Certificate Program in Entrepreneurship and Small Business Management
- Certificate Program in Finance
- Certificate Program in Financial Planning and Analysis
- Certificate Program in Leadership and Management
- Certificate Program in Marketing
- Certificate Program in Paralegal Studies
- Certificate Program in Project Management
- Professional Program in Business Process Management
- Professional Program in Women and Leadership
- Professional Sequence in Agile Management
- Professional Sequence in Integrated Marketing Communications
- Professional Sequence in Marketing Metrics
- Professional Sequence in Personal Financial Planning
- Professional Sequence in Project Human Resource Management
- Professional Sequence in Sales Management
- Professional Sequence in Wealth Management
- Professional Series in Strategic Online Marketing
- Program in Professional Communication
UC Berkeley Extension offers widely respected professional certificates and specialized programs of study to ensure students get the training to advance in their careers and meet their personal goals.

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

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

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

Learn more at extension.berkeley.edu/cert.

**Construction and Environmental Management**
- Certificate Program in Construction Management
- Certificate Program in HVAC
- Certificate Program in Integrated Circuit Design and Techniques
- Professional Program in Corporate Social Responsibility Reporting
- Professional Program in Leadership in Sustainability and Environmental Management
- Professional Program in Responsible Global Change Management
- Professional Sequence in Facilities Management
- Professional Series in Smart Grid Technology

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

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

**Technology and Information Management**
- Microsoft Access Series
- Post-Baccalaureate Certificate in Information Systems and Management (ISM)
- Professional Program in Formal Software Development
- Professional Program in Quantitative Analysis
- Professional Sequence in Business Intelligence and SAS Analytics Software
- Professional Program in Data Administration and Management
- Professional Series in Virtual and Cloud Computing

**Writing, Editing and Technical Communication**
- Post-Baccalaureate Certificate Program in Writing
- Professional Sequence in Editing
- Professional Sequence in Technical Communication
- Specialized Program in Professional Writing
FREE AND LOW-COST EVENTS at Extension

You’re invited to attend any or all of our summer programs for the general public. This is your chance to learn more about intriguing and important topics and to get better acquainted with brilliant thinkers and Bay Area luminaries.

Reserve your place today at extension.berkeley.edu.

16th-Annual Student Reading Series
Come hear students in the Post-Baccalaureate Certificate Program in Writing share their works of poetry, nonfiction and fiction at our annual student reading series.

Saturday, May 11, beginning at 4 pm
Books, Inc., 601 Van Ness Ave., San Francisco • FREE

Sunday, May 19, beginning at 3 pm
Diesel, A Bookstore, 5433 College Ave., Oakland • FREE

LASER: Leonardo Art Science Evening Rendezvous
The LASER series, chaired by cultural historian Piero Scaruffi, is a local forum for art and science projects that are creative, original and interdisciplinary in nature that features a medley of four artists, scientists, philosophers, historians, inventors or scholars who are working on projects that expand existing paradigms.

EDP 055392
2 meetings
Wednesdays, 6:30–8:30 pm
June 5 and Aug. 7
Berkeley Campus: 110 Barrows Hall • FREE

See p. 121 for complete description.

What Every Career-Minded Professional Should Know
Join noted career-coach Marty Nemko for an afternoon of practical tips, strategies and advice to get the most out of your career skills and build on your talents to ensure full and productive employment in the years ahead.

EDP 055376
1 meeting
Wednesday, 12–1 pm
June 12
San Francisco: Art and Design Center • FREE

See p. 123 for complete description.

The Impact of Adverse Childhood Experiences on an Urban Pediatric Population
Dr. Burke Harris outlines the relationship among poverty, child development and health in this thought-provoking lecture.

EDP 445643
1 meeting
Thursday, 4–5:30 pm
June 13
San Francisco: Downtown Center • FREE

See p. 27 for complete description.

The Fiduciary in California: Now and in the Future
In this public lecture, three experienced professional fiduciaries talk about the proper role of a fiduciary as a person of trust in the broadest context including financial planning, medical care and oversight of people with complex disabilities.

EDP 315861
1 meeting
Wednesday, 6–8 pm
Aug. 7
San Francisco: Downtown Center • FREE

See p. 65 for complete description.

The State of the Object: How Art Interacts With Technology, Society and Life
Moderated by author Piero Scaruffi—with individual presentations and a panel discussion by distinguished Bay Area practitioners in art and design—this event ranges across the contemporary design field to underscore the importance of design for business, technology and the way that people live.

EDP 015602
1 meeting
Wednesday, 7–8:30 pm
Aug. 14
San Francisco: Art and Design Center • FREE

See p. 14 for complete description.

Skyrocket Team Performance With Three Feedback Habits
Learn specific ways to gather and deliver feedback for higher motivation, productivity and profitability in this evening event hosted by consultants Jessica Weatherford and Neal Bottom.

EDP 315895
1 meeting
Monday, 6–8 pm
June 3
San Francisco: Downtown Center • $15

See p. 76 for complete description.
NEW Courses and Programs for Summer 2013

Advance your career or pursue a personal interest with new courses and programs designed for your enrichment. At UC Berkeley Extension, you’ll find many new ways to be your best this summer.

LOOK FOR NEW THIS TERM TAGS THROUGHOUT THE CATALOG.

ART AND DESIGN
- Beat Cinema
- Film History: 1880s to 1940s
- Light and Space

BEHAVIORAL HEALTH SCIENCES
- Caring for People With Alzheimer’s and Other Forms of Dementia: The Role of the Health Advocate
- Employee Assistance Programs (EAP) Counseling
- Intimate Relationships Throughout the Lifespan
- Investigation of Neuropsychiatric Symptoms
- Memory, Brain and Aging: Recent Findings and Implications
- Narrative Therapy and Trauma
- An Operator’s Guide to Understanding Human Emotions
- Pediatrics and Health Care Advocacy
- Treating Emotional Dysregulation in Women
- A User’s Guide to the Brain
- Veterans and Their Families: Loss and Grief, Hope and Resilience

BUSINESS
- The Actor Within: Improving Your Business Presentation and Communication Skills
- BPM C: Business Process Measurement
- Business Development for Web Startups
- Creating and Selling Your Own Music
- Diversity Awareness for Effective Leadership
- Intercultural Negotiation
- Internal Workplace Mediation for the Human Resources Professional
- Managing Global Projects
- Marketing and Communications Writing for Professionals
- Marketing Tools for Startups
- Savvy Social Security Planning
- Small-Business Web Strategies
- Start Up Your Importing Business

CONSTRUCTION AND ENVIRONMENTAL MANAGEMENT
- Green Innovation and Engineering
- Sustainable, Prosperous, Greener Companies

HUMANITIES, LANGUAGES AND PERSONAL DEVELOPMENT
- All but Forgotten Wines: The Blender’s Art
- Pharaoh’s Tomb Crew: The History of Deir el-Medina
- Vampires and Steampunk
The ability to work full-time during the day and take evening courses in the Certificate Program in Interior Design and Interior Architecture is a real plus for Diana Nankin. That the program is approved by UC Berkeley’s Department of Architecture lends even more credibility to the curriculum. A graphic designer with 15 years of experience, Nankin is setting her sights on an interior architecture career, focusing on health care and hospitality design.

With only a few courses left, Nankin finds that the instructors provide additional support in making this career change. “The instructors come from a variety of backgrounds, and they’re all working professionals,” she says. “There has been a well-rounded range of quality instructors. They contribute their real-world experiences, which I find to be great resources when considering my job search.”
Sharpen your professional skills. UC Berkeley Extension has the courses you need to develop your talent and stay up to date in all aspects of art and design.

Learn the latest techniques in graphic design. Or take a studio class in drawing, painting 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 cultivate a professional network to advance your career.

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Anastasia Meadors
Director
Art and Design

Program Director
Visual Arts

Interim Program Director
Graphic and Interactive Design
and Landscape Architecture

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

Certificate Program in Interior Design and Interior Architecture
EDP 016121
Monday, May 6, 6:30–8 pm
San Francisco: Art and Design Center
EDP 015313
Thursday, Aug. 22, 6:30–8 pm
San Francisco: Art and Design Center

Certificate Program in Landscape Architecture and Professional Sequence in Cultural Landscape Preservation and Management
EDP 015487
Tuesday, Aug. 27, 6:30–8 pm
San Francisco: Art and Design Center

Post-Baccalaureate Certificate in Visual Arts and Specialized Programs in Digital Photography, in Drawing and in Painting
EDP 015586
Wednesday, Aug. 21, 6:30–8 pm
San Francisco: Art and Design Center

Professional Sequence in Graphic Design
EDP 015594
Wednesday, Aug. 7, 6:30–8 pm
San Francisco: Art and Design Center

Visual Arts
COURSE INFORMATION
(415) 284-1041
visualarts@unex.berkeley.edu
extension.berkeley.edu/subject/visual.html

OPEN HOUSE
Post-Baccalaureate Certificate in Visual Arts and Specialized Programs in Digital Photography, in Drawing and in Painting
Whether you are new to visual arts or a practicing artist dedicated to refining your skills and applying to graduate school, come to a free, no-obligation open house and learn how our diverse programs can help you develop as an artist. For more information about the Post-Baccalaureate Certificate in Visual Arts, see p. 15 or visit extension.berkeley.edu/cert/visualarts.html. For more information about the specialized programs in Digital Photography, Drawing and in Painting, see pp. 11–13 or visit extension.berkeley.edu/subject/visual.html.

EDP 015586
1 meeting
Wednesday, 6:30–8 pm
Aug. 21
San Francisco: Art and Design Center • FREE

Art History and Museum Studies
The Grand Tour: Art and Travel of the 18th Century
X426.5 • 1 semester unit in Art History
An elective in the Post-Baccalaureate Certificate in Visual Arts
In the 18th 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. Understand art history to experience the tastes of the time and to analyze the arts and monuments.
EDP 015552
Birgit Urmson, M.A.
5 meetings
Thursdays, 6:30–9:30 pm
June 6–July 11 (no meeting on July 4)
San Francisco: Art and Design Center • $325

American Art
X427 • 2 semester units in Art History
An elective in the Post-Baccalaureate Certificate in Visual Arts
Examine American visual culture, and think critically about the United States as a multicultural, fast-moving, visually oriented and technologically advanced nation. Beginning with the indigenous cultures of the preconquest Americas, trace the country’s collective history through cultural objects, and contextually analyze works of art, craft and architecture. Discover how artists, their work, and critical and theoretical discussions functioned within specific communities and at specific moments in American history.
EDP 015560
Hannah Tandeta, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
San Francisco: Art and Design Center • $455

NEW THIS TERM
Beat Cinema
X426.1 • 1 semester unit in Film Studies
An elective in the Post-Baccalaureate Certificate in Visual Arts
Explore films produced by the most important Beat filmmakers from 1947 to 1960. Understand how they used this medium to challenge and confront the conservative ideas of the post-World War II period and covertly express underground views. Review films such as Pull My Daisy, by Robert Frank and Alfred Leslie, and gain an appreciation of an often-overlooked medium from this dynamic counterculture movement.
EDP 015388
Dominic Angerame, M.F.A.
2 meetings
Saturdays, 9 am–5 pm
June 15 and 22
San Francisco: Art and Design Center • $325

NEW THIS TERM
Film History: 1880s to 1940s
X401.1 • 2 semester units in Film Studies
An elective in the Post-Baccalaureate Certificate in Visual Arts
Get an overview of the early history of film, and learn to analyze movies from a variety of political, social, technological and aesthetic factors. Through readings, online discussions threads and watching an array of movies, you gain an understanding of how this art form grew from invention to innovation. Watch and critique classics such as Birth of a Nation, Greed and Un Chien Andalou. Discover pioneering films that you may not have encountered before including Man With a Movie Camera, Notes on the Port of St. Francis and Ghosts Before Breakfast.
EDP 887349
Dominic Angerame, M.F.A.
Enroll anytime
Online • $575
Drawing

Drawing Fundamentals
X405 • 2 semester units in Art
A requirement in the Specialized Program in Drawing
Develop observational abilities and rendering skills in this introduction to the fine art of drawing. Learn methods of describing objects in terms of line, value, shape and texture. Course projects help you explore the principles of light, space, composition and perspective using a variety of media and techniques.

EDP 015214
Pamela Lanza, M.F.A.
10 meetings
Mondays, 6–9:40 pm
June 17–Aug. 19
San Francisco: Art and Design Center • $455

Figure Drawing
X415 • 2 semester units in Art
A requirement in the Specialized Program in Drawing; an elective in the Post-Baccalaureate Certificate in Visual Arts
Learn to draw an anatomically correct and aesthetically interesting human figure. Working from model poses of varying lengths and exercises using various drawing media and techniques, you understand the concepts of proportion, lighting, foreshortening and composition to realistically describe the figure.
Note: Bring charcoal or soft-lead pencils and an 18x24-inch drawing pad or newsprint to the first class.
Prerequisite: Drawing Fundamentals X405 or consent of instructor
EDP 015339
Christian Fagerlund, M.F.A.
12 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 29 (no meeting on July 4)
San Francisco: Art and Design Center • $455

Experimental Drawing
X433 • 2 semester units in Art
Develop a unique partnership between a drawing medium and your imagination, intuition and experience. In studio projects, you experiment with abstractions based on realism, as well as on sounds, ideas and words. In addition to studying the relationship of medium to mood while working with a variety of conventional tools, you experiment with unconventional media—such as natural pigments, textural elements and found materials—to stretch your drawing technique in new directions.
Prerequisite: Drawing Fundamentals X405 or consent of instructor
EDP 015248
Pamela Lanza, M.F.A.
10 meetings
Saturdays, 10 am–1:40 pm
June 15–Aug. 17
San Francisco: Art and Design Center • $455

Perspective Drawing for Artists
X406.6 • 1 semester unit in Art
An elective in the Post-Baccalaureate Certificate in Visual Arts and in the Specialized Program in Drawing
Appropriate for artists at all levels, this course teaches you to use perspective to depict spatial and volumetric depth in your 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 015545
Christian Fagerlund, M.F.A.
5 meetings
Tuesdays, 6:30–9:30 pm
June 11–July 9
San Francisco: Art and Design Center • $325

Specialized Program in Drawing

Drawing, the foundation of any art practice, is your most accessible and versatile tool for exploring and expressing creative ideas. With the Specialized Program in Drawing, you master fundamental drawing techniques, methods and materials. Expand your understanding of line, gesture, volume, composition and perspective to accurately and artistically put your creative ideas into concrete form. Required and elective courses enable you to develop your perceptual awareness, technical range and artistic vision.

Curriculum Requirements
The curriculum comprises 3 required courses and a minimum of 2 electives for a total of 10 semester units (180 hours of instruction).

Required Courses
• Drawing Fundamentals X405 (offered this term)
• Drawing Intermediate X406 (offered this term)
• Figure Drawing X415 (offered this term)

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

Learn More and View the Flyer
extension.berkeley.edu/spos/drawing.html
visualarts@unex.berkeley.edu

Register using EDP 022476

ENROLL EARLY
UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.

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ART AND DESIGN

COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Painting

Painting Fundamentals
X410 • 2 semester units in Art

*Required in the Specialized Program in Painting*

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

**EDP 015438**
Larry Robinson, M.F.A.
10 meetings
Thursdays, 6–9:40 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Art and Design Center • $455

Painting Workshop
X470 • 2 semester units in Art

An elective in the Post-Baccalaureate Certificate in Visual Arts and in the Specialized Program in Painting

By focusing on personal expression, this workshop helps you realize your creative ideas. You are encouraged to take risks, to explore unpredictable rather than predictable painting and to engage in painting rather than picture making.

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

**EDP 015446**
Larry Robinson, M.F.A.
10 meetings
Wednesdays, 6–9:40 pm
June 19–Aug. 21
San Francisco: Art and Design Center • $455

NEW THIS TERM

Light and Space
X411.4 • 2 semester units in Art

An elective in the Post-Baccalaureate Certificate in Visual Arts

Focus on both the concepts and techniques of creating light and space in your artwork. Use the narrative language of photography and film—such as backlighting, shadow casting and deep focus — to conceptualize and apply these effects to any genre of work. Use color and composition to create works that can convey the infinite or circumscribe your space. This course is intended for intermediate and advanced students.

**Prerequisites:** Drawing Fundamentals X405 and Painting Fundamentals X410, or consent of instructor

**EDP 015396**
Glenn Hirsch, M.F.A.
10 meetings
Wednesdays, 6–9:40 pm
June 17–Aug. 19
San Francisco: Art and Design Center • $455

Colorful Painting: Observation and Intuition
X411.2 • 2 semester units in Art

An elective in the Post-Baccalaureate Certificate in Visual Arts and in the Specialized Program in Painting

In contemporary art, color can be a concept: cosmic imagery, duality, synesthesia, vibration or sacred geometry. Explore conscious invention (the illusion of light) and accidental discovery (intuitive mixing in layers), as well as methods for working through psychological blocks to allow a flowing familiarity with brush, pen, ink, watercolor, gouache, pastel or oil.

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

**EDP 015230**
Glenn Hirsch, M.F.A.
10 meetings
Saturdays, 10 am–1:40 pm
June 15–Aug. 17
San Francisco: Art and Design Center • $455

BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
Photography, Film and Video

Digital Photography Fundamentals
X405 • 2 semester units in Architecture
A requirement in the Specialized Program in Digital Photography

Learn the basics of digital cameras through an overview of photography and photographic terminology. Understand image-editing software and digital effects. Receive one-on-one time with the instructor to better understand your particular digital camera. Note: A digital SLR camera with interchangeable lenses and raw-capture capability is recommended.

EDP 015347
David Papas
10 meetings
Mondays, 6:30–9:30 pm
June 17–Aug. 19
San Francisco: Art and Design Center • $455

Digital Photography Intermediate
X405.2 • 2 semester units in Architecture
A requirement in the Specialized Program in Digital Photography; an elective in the Post-Baccalaureate Certificate in Visual Arts

Learn additional skills and terminology, including RAW, file work flow, color management and how to prepare files for output. Develop your conceptual skills, and participate in lectures, critiques, lab work and field trips that enhance your knowledge. Note: Bring samples of your current work to the first class.

Prerequisite: Digital Photography Fundamentals X405 or consent of instructor

EDP 015222
Emmanuelle Namont Kournetsov, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Art and Design Center • $455

Photography Workshop
X406.1 • 2 semester units in Architecture
An elective in the Post-Baccalaureate Certificate in Visual Arts and in the Specialized Program in Digital Photography

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

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

EDP 015198
Bryan Hewitt, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 7
San Francisco: Art and Design Center • $455

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

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

NEW THIS TERM
Beat Cinema
X426.1 • 1 semester unit in Film Studies
Explore films produced by the most important Beat filmmakers from 1947 to 1980.

For course schedule, see p. 10.

NEW THIS TERM
Film History: 1880s to 1940s
X401.1 • 2 semester units in Film Studies
Get an overview of the early history of film, and learn to analyze movies from a variety of political, social, technological and aesthetic factors.

For course schedule, see p. 10.

Landscape and Horticultural Photography
X430 • 2 semester units in Landscape Architecture
Build on your basic photographic skills, and learn the art of plant, garden and landscape photography for personal or professional use.

For course schedule, see p. 22.

Convenient Locations in Berkeley, Belmont and San Francisco
extension.berkeley.edu/locations
FREE PUBLIC EVENT

The State of the Object: How Art Interacts With Technology, Society and Life

Design is purpose-driven artistic creativity that links artistic and technological innovation. It is an integral component of how a society represents itself. It is particularly interesting to explore how designers relate to the left-brain knowledge worker of the Internet age. Moderated by author Piero Scaruffi— with individual presentations and a panel discussion by distinguished Bay Area practitioners in art and design— this event ranges across the contemporary art and design field to underscore the importance of creativity for business, technology and the way that people live.

Moderator

Piero Scaruffi is a cognitive scientist who has lectured in three continents and published several books on Artificial Intelligence and Cognitive Science, including The Nature of Consciousness (2006). He pioneered Internet applications in the early 1980s and the use of the Web for cultural purposes in the mid-1990s. His poetry has been awarded several national prizes in Italy and the United States. As a music historian, he has published 10 books, including A History of Rock and Dance Music (2009) and A History of Jazz Music (2007). He has also written extensively about cinema, literature and the visual arts. An avid traveler, Scaruffi has visited 121 countries.

Panel Speakers

Stuart Kendall is the president of the Design Studies Forum, a College Art Association Affiliated Society, dedicated to the promotion of the academic study of the history, theory and practice of design. However, he thinks of himself primarily as a philosopher of culture. He coedited a special issue of Boon: A Journal of California on California design.

Maria McVarish is an architect, artist and visual researcher practicing in San Francisco. She has lectured in architecture at UC Berkeley’s College of Environmental Design, and, since 1996, teaches interdisciplinary studies, critical theory and design at California College of the Arts. Her essays, drawings and sculpture have been published in Memory Connection journal, Diacritics and Zyzzva.

Meredith Tromble is an artist and writer whose areas of interest include creative process and interdisciplinary research. In addition to her work as an associate professor in the School of Interdisciplinary Studies at the San Francisco Art Institute, she is currently collaborating with Dawn Sumner of the University of California, Davis, on a virtual installation, Take Me To Your Dream (Dream Vortex).

Hunter Whitney is a user experience (UX) designer who has helped create useful and usable interface designs for clients in areas ranging from bioscience and medicine to information technology and marine biology. He is also the author of Data Insights: New Ways to Visualize and Make Sense of Data (Morgan Kaufman, 2012).

EDP 015602
1 meeting
Wednesday, 7–8:30 pm
Aug. 14
San Francisco: Art and Design Center • FREE

Other Media

Monoprinting Fundamentals
X417.3 • 2 semester units in Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Monotype is an exciting and versatile printmaking technique that allows artists to quickly develop and expand 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 Auroboras Press promises added inspiration.

EDP 015180
Heather Wilcox, M.F.A.
12 meetings
Tuesdays, 6:30–9:30 pm
June 11–Aug. 27
San Francisco: Art and Design Center • $455

Printmaking and Street Art as Activist Art Tools
X417.3 • 2 semester units in Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Get an introduction to printmaking and graphic-art techniques as tools for political advocacy, and explore how to use these skills as a means of empowerment. Printmaking, zine production and street art have been a vivid part of every major political movement in the U.S. Slide-illustrated lectures, readings and critiques improve your practical mastery of printmaking techniques and conceptual understanding of how art can inform political activism.

Prerequisite: Drawing Fundamentals X405 or consent of instructor

EDP 015354
Michelle Wilson, M.F.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 12–Aug. 14
San Francisco: Art and Design Center • $455

Play as a Subversive Strategy
X433.1 • 2 semester units in Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Examine the nature of artistic creativity through the concept of play. Incorporate novel techniques in the art-making process. Examine selected art movements from the 20th century (Dada, Surrealism, Fluxus) for their use of humor, play, chance, automatism, simultaneity and the absurd. Determine the powerful techniques that subvert rational analysis and behavior, and question the underlying cultural, political and social assumptions based on such thinking.

EDP 015206
Ray Beldner, M.F.A.
10 meetings
Tuesdays, 6–9:40 pm
June 4–Aug. 6
San Francisco: Art and Design Center • $455
Post-Baccalaureate Certificate in Visual Arts

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

Curriculum Requirements
The curriculum comprises a minimum of 12 courses and a final portfolio review for a total of 24 semester units (360 hours of instruction), including 6 required courses (10 semester units), 1 art history elective (2 semester units) and a minimum of 6 art practice electives (12 semester units).

Prerequisites
Completion of one or more of the specialized programs in Drawing, Painting or Digital Photography or equivalent. A bachelor’s degree is required to register for the Post-Baccalaureate Certificate in Visual Arts.

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

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

Learn More and View the Brochure
extension.berkeley.edu/cert/visualarts.html
(415) 284-1041
visualarts@unex.berkeley.edu
Register using EDP 022442

Looking back on the Post-Baccalaureate Certificate in Visual Arts, graduate Lina Janusas recalls the strength of the curriculum’s structure, in that it nurtures students’ artistic and intellectual sides: “To accomplish your dreams, you have to invest in them, and coming to a program like this is the first step.”

PREPARE FOR GRADUATE SCHOOL
☐ RIGOROUS STUDIO PRACTICE
☐ CONCEPTUAL AND HISTORICAL FRAMEWORK
☐ PORTFOLIO DEVELOPMENT

PURSUE YOUR PASSION
☐ DRAWING
☐ FILM
☐ PAINTING
☐ PHOTOGRAPHY
☐ PRINTMAKING
☐ VIDEO
Post-Baccalaureate Core Courses

**Post-Baccalaureate Seminar 3: Portfolio Development and Professional Practices**
X495.1 • 2 semester units in Art
A requirement in the Post-Baccalaureate Certificate in Visual Arts
Gain insights into the business and politics of the art world, and receive guidance on optimizing your portfolio for professional presentations. 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:** Post-Baccalaureate Seminar 2: Portfolio and Critique X495

EDP 015255
Terri Cohn, M.A.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
San Francisco: Art and Design Center • $495

**Post-Baccalaureate Mentorship**
X495.5 • 1 semester unit in Art
An elective in the Post-Baccalaureate Certificate in Visual Arts
Develop a cohesive body of work that demonstrates a personal approach to art making; a skill level appropriate for potential application to graduate programs; and the ability to discuss your conceptual intent and artworks in formal, philosophical and historical terms. Get individual guidance and evaluation from an approved program instructor. Evaluate your artistic growth, and discuss issues of meaning, content, technique and formal resolution in your artwork.

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

EDP 015412
Various instructors
Scheduled in consultation with instructor
San Francisco: Art and Design Center • $325

**Portfolio Review**
EDP 015362
Various instructors
1 meeting
Friday, 1–4:30 pm
Aug. 9
San Francisco: Art and Design Center • $375

**Graphic and Interactive Design**

**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 trends. Find out how you can learn from industry professionals to build a comprehensive portfolio and advance in the field. For program details, see p. 16 or visit extension.berkeley.edu/spos/graphicps.html.

EDP 015594
1 meeting
Wednesday, 6:30–8 pm
Aug. 7
San Francisco: Art and Design Center • FREE

**Five Ways to Enroll**

1. Online:
   extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave.,
   Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order:
   (510) 642-3910
5. In Person:
   Find Extension Center
   addresses at extension.berkeley.edu/locations.

**VISIT OUR WEBSITE**
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu

**Graphic Design Studio I**
X401.2 • 3 semester units in Design
A requirement in the Professional Sequence in Graphic Design
Through a series of challenging foundation projects, gain an understanding of the basic principles and elements of graphic design. Lectures and critiques address graphic-design-related skills, portfolio requirements and professional opportunities. Guest speakers provide a firsthand look at the imagination and skills applied in graphic design. This introductory course is essential if you are interested in entering the field or beginning the Professional Sequence in Graphic Design. **Note:** This course does not include computer or software instruction.

Sec. 1 EDP 015495
Rachel Smith, M.F.A.
15 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 29 (also Saturdays, June 15–29, 9:30 am–12:30 pm; no meeting on July 4)
San Francisco: Art and Design Center • $700

Sec. 2 EDP 015636
Dona Turner, B.F.A.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 10–July 29
San Francisco: Art and Design Center • $700
Graphic Design Studio II
X401.3 • 2 semester units in Design
A requirement in the Professional Sequence in Graphic Design
Develop your skills in composition, color use and typography. Balancing the conceptual and technical aspects of design, define your design goals and develop your ability to generate concepts and layouts and present them in a professional manner. Assignments range from logo development to layouts for books, brochures, magazines, posters and package design.
Prerequisite: Graphic Design Studio I X401.2; basic proficiency in Adobe Illustrator, InDesign or Photoshop is strongly recommended
EDP 015529
Charlene Lowe, B.A.
12 meetings
Thursdays, 6–9 pm
June 6–Aug. 29 (no meeting on July 4)
San Francisco: Art and Design Center • $670

Graphic Design Studio III
X411 • 2 semester units in Design
A requirement in the Professional Sequence in Graphic 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. 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 X401.2 and Graphic Design Studio II X401.3
EDP 015511
Charlene Lowe, B.A.
12 meetings
Wednesdays, 6–9 pm
June 5–Aug. 21
San Francisco: Art and Design Center • $670

Package Design
X467 • 1 semester unit in Design
An elective in the Professional Sequence in Graphic Design
Learn design concepts and practical applications of package design and construction. Analyze and create 3-D and graphic solutions for several packaging problems, including labeling, redesign and reuse. Seek creative alternatives to conventional packaging through more environmentally benign designs.
Prerequisite: Graphic Design Studio I X401.2; basic proficiency in Adobe Illustrator, InDesign or Photoshop is strongly recommended
EDP 015503
Ivan Trujillo, M.F.A.
5 meetings
Tuesdays, 6:30–9:30 pm
July 16–Aug. 13
San Francisco: Art and Design Center • $425

Computer Courses
Illustrator I
X461 • 2 semester units in Design
An elective in the Professional Sequence in Graphic Design
Adobe Illustrator is the industry-standard tool for creating vector graphics, a must-have skill in any graphic designer’s toolbox. Through step-by-step instructions, you learn to use Illustrator’s powerful drawing tools to create original artwork. You also learn how to use the pen and transformation tools, layers, color palettes and gradients, as well as Illustrator’s amazing typographic capabilities. This course is essential to working in the field. Study this course carefully with a straightforward, step-by-step approach, you learn to build pages of increasing sophistication and design, acquiring a sound working knowledge of HTML, CSS and Web design.
Prerequisite: Apple Macintosh experience
EDP 015537
Daniel Johnson, B.F.A.
10 meetings
Saturdays, 9 am–12 pm
June 8–Aug. 10
San Francisco: Art and Design Center • $825

Designing Websites With HTML and CSS
X453.1 • 2 semester units in Computer Science
An elective in the Professional Sequence in Graphic Design; 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 learn to build pages of increasing sophistication and design, acquiring a sound working knowledge of HTML, CSS and Web design.
EDP 845214
Catherine Chanse, M.A.
May 14–Aug. 6
Online • $595

Professional Sequence in Graphic Design
Graphic design shapes the visual and social culture. The fundamentals of graphic design—exciting ideas, effective communication and social contexts—are essential to working in the field. Study timeless design principles, and gain an appreciation of historical and current trends. Learn from industry professionals to build a comprehensive portfolio and advance in the field.
Curriculum Requirements
The curriculum comprises 4 required courses and 2 electives for a minimum of 11 semester units (177 hours of instruction).
Required Courses
Take program courses in the following order:
• Graphic Design Studio I X401.2 (offered this term)
• Graphic Design Studio II X401.3 (offered this term)
• Graphic Design Studio III X411 (offered this term)
• Graphic Design Studio IV: Portfolio X434
Electives
For a list of electives available this term, visit extension.berkeley.edu/spos/graphicps.html.
Learn More and View the Flyer
extension.berkeley.edu/spos/graphicps.html
(415) 284-1041
designarts@unex.berkeley.edu
Register using EDP 022406

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

12 ANGRY MEN
Artwork by John N. Wylie, Student

ART AND DESIGN
FREE INFORMATION SESSION
Certificate Program in Interior Design and Interior Architecture

Find out how UC Berkeley Extension’s certificate can help you start or advance your career in interior design and interior architecture. Meet students and teachers to learn how the certificate enhances your knowledge and career prospects in this field. Tour the Art and Design Center at Third and Mission Streets to see where courses are held, and view examples of current students’ work. For certificate details, see p. 19 or visit extension.berkeley.edu/cert/intdes.html.

**EDP 016121**
1 meeting
Monday, 6:30–8 pm
May 6
San Francisco: Art and Design Center • FREE

**EDP 015313**
1 meeting
Thursday, 6:30–8 pm
Aug. 22
San Francisco: Art and Design Center • FREE

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**Phase I**

**Design Principles and Elements**
X475 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture

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

This course is appropriate for personal enrichment; no previous training is required.

**Sec. 1 EDP 015644**
Tuan Le, M.Arch.
12 meetings
Wednesdays, 12:30–4:15 pm
June 5–Aug. 14 (also Saturday, June 29, 2–5:45 pm)
San Francisco: Art and Design Center • $825

**Sec. 1 EDP 015297**
Tuan Le, M.Arch.
12 meetings
Wednesdays, 6–9:45 pm
June 5–Aug. 14 (also Saturday, June 29, 9 am–12:45 pm)
San Francisco: Art and Design Center • $825

**Graphic Communication I**

X476.1 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture

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

This course is appropriate for personal enrichment; no previous training is required.

**EDP 015271**
Jerry Veverka, M.Arch., and Johann Forman, M.Arch.
12 meetings
Thursdays, 6–9:45 pm
June 6–Aug. 29 (no meeting on July 4)
San Francisco: Art and Design Center • $850

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**Color Theory and Application for Interiors**
X412.7 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture

Color is one of the most powerful, useful and expressive tools available to design compelling interior spaces. Review the color-based theories of Albert Munsell, Johannes Itten and Josef Albers. Learn how to change the value and intensity of colors using paint. Two-dimensional exercises teach you to apply theory to using color in interior space.

This course is appropriate for personal enrichment; no previous training is required.

**EDP 015123**
Vesta Kirby, M.F.A.
14 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 27 (also one 6-hour meeting to be arranged on a Saturday or Sunday)
San Francisco: Art and Design Center • $850

**AutoCAD**
X479.1 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture

Develop your digital communication skills by using drafting and editing commands in Autodesk AutoCAD, the industry-standard computer-aided drawing software. Progress with more advanced commands such as XREFs, blocks with attributes and XCLIPS. Learn to translate your “model/space” drawings into scaled “paper space” files and plot them using multiple viewports.

**Prerequisites:** Basic knowledge of PCs and Graphic Communication I X476.1. We recommend you take this class before Revit X479.2.

**EDP 015172**
Stephen Wong, M.Arch.
12 meetings
Tuesdays, 6–9:45 pm
May 28–Aug. 27 (no meetings on June 25 and July 30)
San Francisco: Art and Design Center • $950

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**Graphic Communication II**
X476.2 • 3 semester units in Architecture
A requirement in the Certificate Program in Interior Design and Interior Architecture

Enhance your skills in translating 2-D floor plans into 3-D space. Exercises, including quick sketch vignettes, expand your ability to visualize design concepts and communicate them accurately and convincingly. Learn to use a variety of media that enhance your sketches graphically.

**Prerequisite:** Graphic Communication I X476.1

**EDP 015115**
Jennifer Mahoney, B.A.
11 meetings
Wednesdays, 6–9:45 pm
June 12–Aug. 14 (also Saturday, Aug. 3, 9 am–4:30 pm)
San Francisco: Art and Design Center • $850
Certificate Program in Interior Design and Interior Architecture

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

**Curriculum Requirements**
The curriculum comprises 19 required courses (55 semester units) and a minimum of 3 electives (6 semester units) for a total of 61 semester units.

**Required Courses**

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

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

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

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

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"It was wonderful to come to UC Berkeley Extension and have a very pragmatic approach to learning," Certificate Program in Interior Design and Interior Architecture student Lisa Boyd explains. "Every class has given me a skill I could put to use immediately and deepened my understanding of space and how we work with it shapes our experience."
Digital Presentation Techniques  
X481 • 2 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Gain the skills to create effective concept and design drawings using 2-D and 3-D software. In this introductory course, learn how to use Google SketchUp and Adobe Photoshop and Illustrator to augment your creative ideas.  
Prerequisites: Graphic Communication II X476.2 and AutoCAD X479.1 or Revit X479.2  
EDP 015289  
Dan Goldstein, M.Arch., LEED AP ID+C, Associate IIDA  
12 meetings  
Thursdays, 6:30–9:30 pm  
May 30–Aug. 22 (no meeting on July 4)  
San Francisco: Art and Design Center • $825

Phase II

Design Studio I  
X482.1 • 3 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Learn to apply fundamental design principles to space, architecture and the environment through a series of design problems. Emphasis is on conceptual design and human factors of scale, materials and structure. Progress from abstract theory to problem solving through analysis and critiques. Use your manual and digital drawing skills to develop models communicating your ideas.  
Prerequisites: Design Principles and Elements X475, Graphic Communication II X476.2, and AutoCAD X479.1 or Revit X479.2  
EDP 015370  
Chip Minnick, M.Arch.  
12 meetings  
Wednesdays, 6–9:45 pm  
June 5–Aug. 21  
San Francisco: Art and Design Center • $950

Revit  
X479.2 • 3 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Learn the fundamentals of building information modeling (BIM) using Autodesk Revit Architecture. See how to implement and employ BIM software to facilitate the design process and automate documentation. Participate in hands-on activities to familiarize yourself with powerful, parametric 3-D modeling tools that enable you to generate fully coordinated plans, sections, elevations, 3-D perspectives and renderings.  
Prerequisites: Graphic Communication I X476.1 and AutoCAD X479.1  
EDP 015305  
Tamara Roth, B.F.A., LEED AP ID+C, Associate IIDA  
12 meetings  
Saturdays, 1–4:45 pm  
June 1–Aug. 17  
San Francisco: Art and Design Center • $950

Design Studio II  
X482.2 • 3 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Conceptualize and design a residential project. Using a specified program, analyze spaces and refine layouts to satisfy functional requirements. Become familiar with residential lines of furnishings and finishings. Develop your color palette, and select suitable materials to produce a workable, aesthetic environment for everyday living.  
Prerequisites: Color Theory and Application for Interiors X412.7, Graphic Communication II X482.1, Interior Finishes and Materials X480 and Space Planning X413.8  
EDP 015263  
Esin Karliova, B.A., B.S., CID, LEED AP  
12 meetings  
Mondays, 6–9:45 pm  
June 3–Aug. 19  
San Francisco: Art and Design Center • $1,000

Phase III

Design Studio III  
X482.3 • 3 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Examine both the conceptual and design development phases for commercial projects in urban environments. Use study models to develop your ideas, and correlate these ideas to a workable budget as you refine your concept. Research furniture choices, finishes and materials, and learn to refine your color palette as an essential component of your design.  
Prerequisites: Design Studio II X482.2, Fundamentals of Lighting Design X484, Building Components and Systems for Interior Architecture X483, and Digital Presentation Techniques X481; experience with Honors/colleagues.  
EDP 015479  
Melissa Mizell, B.A., LEED AP  
15 meetings  
Mondays, 6:30–9:30 pm  
June 3–Aug. 26 (also two Saturday or Sunday meetings to be arranged)  
San Francisco: Art and Design Center • $1,100

Construction Documents  
X414.5 • 2 semester units in Architecture  
A requirement in the Certificate Program in Interior Design and Interior Architecture  
Interior architects and designers must be able to communicate to those who construct their designs. Learn how to produce a complete set of working drawings—from plans through details and specifications—that your designs are realized efficiently and accurately.  
Prerequisites: Design Studio II X482.2, Building Components and Systems for Interior Architecture X483, Fundamentals of Lighting Design X484 and AutoCAD X479.1  
EDP 015313  
Tom McWatters, B.Arch., AIA  
12 meetings  
Wednesdays, 6:30–9:30 pm  
June 12–Aug. 28  
San Francisco: Art and Design Center • $925

Electives

Fundamentals of Interior Design  
X474 • 1 semester unit in Architecture  
An elective in the Certificate Program in Interior Design and Interior Architecture  
Explore the world of residential and commercial interior design in this introductory course. Gain exposure to resources, design theory, history, vocabulary and the process of design. For those contemplating registering for the certificate, this course provides a good overview of future coursework.  
This course is appropriate for personal enrichment; no previous training is required.  
EDP 045859  
Jayne Bunce, B.F.A., ASID, CID  
July 2–Aug. 13  
Online • $575

Designing and Customizing Furniture and Fixtures  
X473 • 1 semester unit in Architecture  
An elective in the Certificate Program in Interior Design and Interior Architecture  
Learn how to design, detail and fabricate custom interior fixtures, fittings and furniture. Understand how various materials and assembly and fabrication methods intersect, while gaining the skills to specify, detail, sketch and document your designs. Activities include lectures and in-class design exercises. A variety of projects throughout the session are great additions to your portfolio.  
Prerequisite: Graphic Communication II X476.2  
EDP 015164  
David Polifko, M.S., M.F.A.  
8 meetings  
Tuesdays, 2–5 pm  
June 25–Aug. 13  
San Francisco: Art and Design Center • $485
Portfolio and Professional Presentation
X413.5 • 2 semester units in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
How you present yourself as a designer is critical to establishing a successful career. In this course, design and develop your portfolio in digital and print formats and then edit the content to feature your strongest design skills. You also refine your résumé and develop a career plan. Bring a laptop to class with Adobe InDesign or Photoshop already installed.
Prerequisite: Design Studio II X482.2
EDP 015156
Jennifer Dye, M.A.
12 meetings
Tuesdays, 6–8:30 pm
June 4–Aug. 20
San Francisco: Art and Design Center • $785

Internship in Interior Design
X409.2 • 2 semester units in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Immerse yourself in the interior design profession through an internship at a design or architectural firm. With the guidance of the program director and the supervision of the host organization, you work as a junior designer to gain greater exposure to the real design world and prepare for your future profession. You are responsible for finding an interior design or architectural firm with which to intern. A total of 90 internship hours is required within a period of six months. Before enrolling, call us at (415) 284-1070 to receive an internship packet, complete a request form for your site approval and then meet with the instructor. To complete the internship, you must provide a daily journal, a paper, an oral presentation summarizing your internship and an evaluation from your job supervisor.
Prerequisite: Design Studio II X482.2
EDP 015149
Rachael Hagner, M.Arch., AIA, IIDA
2 meetings
Scheduled in consultation with instructor
San Francisco: Art and Design Center • $500

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

FREE INFORMATION SESSION
Certificate Program in Landscape Architecture and Professional Sequence in Cultural Landscape Preservation and Management
Discover how UC Berkeley Extension can prepare you for success in the growing and challenging field of landscape architecture. This short session includes an overview presentation, an opportunity to meet program staff and a Q&A period. For more information on the professional certificate, see p. 23 or visit extension.berkeley.edu/cert/land.html. For more information on the specialized program of study, see p. 22 or visit extension.berkeley.edu/pos/preservation.html.
EDP 015487
1 meeting
Tuesday, 6:30–8 pm
Aug. 27
San Francisco: Art and Design Center • FREE

Foundation Courses
Introduction to Landscape Architecture
X457 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Get an orientation to landscape architecture as an environmental-design profession. Lectures and field trips explore the history of landscape architecture; the central ideas of the profession; the role of the designer in the problem-solving process; and the nature, modes and scope of current landscape architectural practice.
EDP 015610
Catherine Chang, B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 19
San Francisco: Art and Design Center • $650

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. Learn to recognize the plants in several stages of maturity, and develop a plant palette to prepare basic planting plans. Wear walking shoes. Site locations vary weekly.
EDP 015420
Quin Ellis, A.S.
12 meetings
Saturdays, 9 am–1 pm
June 1–Aug. 24 (no meeting on Aug. 10)
San Francisco: Art and Design Center • $825

Advanced Courses
Advanced AutoCAD for Landscape Architecture: Level II
X433 • 2 semester units in Landscape Architecture
A requirement in the Certificate Program in Landscape Architecture
Reinforce and improve your ability to create landscape architectural designs using Autodesk AutoCAD 2013 for Windows. Learn how to use dialogue boxes to adjust settings for dimensions, linetypes, layers and color. You also learn how to make a script file to manage layers for various plan types and to transfer layers from model-space to paper-space viewports.
Prerequisite: AutoCAD for Landscape Architecture: Level I X428
EDP 015404
Instructor to be announced
12 meetings
Mondays, 6–9:30 pm
June 1–Aug. 24
San Francisco: Art and Design Center • $1,225

COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Professional Sequence in Cultural Landscape Preservation and Management

Cultural landscapes are places that include historical, cultural and natural resources associated with an important historic event, activity, person or group of people. Gain an understanding of the preservation and management of cultural landscapes, a growing area of professional practice. Learn established industry standards, receive an introduction to the vocabulary of the discipline, and apply expert techniques to class assignments. Develop awareness and build skills through a sequence of lecture-style and studio-based courses. All courses in the program are either requirements or approved electives in the Certificate Program in Landscape Architecture, which allows you to progress concurrently through both programs.

Curriculum Requirements
The curriculum comprises 5 required courses for a total of 9 semester units (142 hours of instruction).

Required Courses
1. Cultural Landscape Studio X479
2. Gardens, Parks and Urban Open Spaces I X416
3. Gardens, Parks and Urban Open Spaces II X418
4. Tools of Preservation: Managing Change in Cultural Landscapes X451
5. The Cultural Landscape: Preservation and Sustainable Practice X455 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/spos/preservation.html
(415) 284-1070
landarch@unex.berkeley.edu

Register using EDP 022509

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). 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 015628
Timothy Coppola, M.L.A.
26 meetings
Tuesdays and Thursdays, 6–9:30 pm
June 4–Aug. 29 (one two-and-a-half-hour class meeting on a Saturday or Sunday to be announced; no meeting on July 4)
San Francisco: Art and Design Center • $1,350

Electives

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

Prerequisite: Must be able to produce images with a digital or film 35 mm SLR camera using manual settings

EDP 015461
David Goldberg, B.A.
10 meetings
Saturdays, 10 am–1 pm
June 8–Aug. 17 (no meeting on July 6)
San Francisco: Art and Design Center • $730

The Cultural Landscape: Preservation and Sustainable Practice
X455  •  1 semester unit in Landscape Architecture
A requirement in the Professional Sequence in Cultural Landscape Preservation and Management; an elective in the Certificate Program in Landscape Architecture
Preservation-oriented design and sustainable practice are areas of growing interest for landscape professionals. Together, these ideas inform decision making for the sustained enjoyment of culturally significant landscapes. Gain an understanding of the fundamental tools of cultural landscape management and sustainable practice. Learn basic methodologies for landscape preservation through the lens of natural and cultural resource management. Class discussions and exercises offer opportunities to develop appropriate treatment strategies that enhance and protect the scope and diversity of local cultural and environmental history.

Prerequisite: Tools of Preservation: Managing Change in Cultural Landscapes X451

EDP 015453
Ellen Joslin Johnck, M.A.
9 meetings
Wednesdays, 6:30–8:30 pm
June 19–Aug. 14
San Francisco: Art and Design Center • $585

Five Ways to Enroll
1. Online: extension.berkeley.edu
2. Phone:(510) 642-4111
3. Mail: Department B
   1995 University Ave., Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person: Find Extension Center addresses at extension.berkeley.edu/locations.
Certificate Program in Landscape Architecture

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

Curriculum Requirements
The curriculum comprises 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 X457 (offered this term)
- Principles and Elements of Design X412.1
- Gardens, Parks and Urban Open Spaces I X416
- Gardens, Parks and Urban Open Spaces II X418
- Landscape Graphics I X458
- Landscape Graphics II X459
- Spring Plants and Applications X444
  or Summer Plants and Applications X445 (offered this term)

Required Advanced Courses
- Autumn Plants and Applications X446
- Studio L1: Environmental Design X416
- AutoCAD for Landscape Architecture: Level I X428
- Studio L2: Project Planning and Design X406
- Construction Technology I X404
- Construction Technology II X405 (offered this term)
- Planting Design X401
- Advanced AutoCAD for Landscape Architecture: Level II X433 (offered this term)
- Social Factors in Environmental Design X402
- Professional Practice in Landscape Architecture X427
- Studio L3: Advanced Landscape Architectural Design X408
- Studio L4: Environmental Analysis and Design X407
- Studio L5: Site Planning Practicum X409

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

Learn More and View the Brochure
extension.berkeley.edu/cert/land.html
(415) 284-1070
landarch@unex.berkeley.edu
Register using EDP 022186
Mark Muller draws on his personal experiences resulting from on-the-job back injury to succeed in the Professional Program in Health Advocacy. After six years of intensive rehabilitation, Muller understands the stress involved in both healing and navigating the intricacies of the insurance and medical industries—and he wants to help others in similar situations.

Thanks to a meeting and discussion with Angie Wei, legislative director for the California Labor Federation and chair of the California Commission on Health and Safety and Workers’ Compensation, Muller is taking the first steps to begin a new career. Muller is confident that UC Berkeley Extension’s courses offer the appropriate preparation for him to be a state advocate for workers’ compensation.

“I want to pursue something and feel good about myself, as well as help somebody who is in my position,” Muller says. “Helping people get the right medical attention, that’s all I really want to do. I want to be there with them, and say, ‘I know how you feel.’”
Get top 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, complete our program in health advocacy, 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, build new expertise and be effective in your practice.

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.
Counseling and Psychotherapy

**COURSE INFORMATION**
(510) 643-3883
counspsych@unex.berkeley.edu
extension.berkeley.edu/subject/counspsych.html

**NEW THIS TERM**

**A User’s Guide to the Brain**
0.7 ceu  •  7 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Neuropsychological Assessment

The human brain is responsible for coordinating and executing a vast range of functions, from our ability to perceive and attend to our processing of emotion and thought. Get an introduction to the central nervous system in this workshop. Discover how the brain is functionally organized and where it stores memory. Examine where emotions such as happiness or sadness reside in the brain. Investigate whether the field of neuroscience can make sense of disorders such as attention-deficit disorder, Alzheimer’s disease and depression.

**EDP 445577**
Simon Tan, Psy.D., ABPP
1 meeting
Saturday, 9 am–5 pm
July 27
Belmont: Belmont Center • $215

**NEW THIS TERM**

**Employee Assistance Programs (EAP) Counseling**
0.7 ceu  •  7 hours CE credit: BRN, LCSW/MFT and psychologists
Gain the expertise in rapid assessment, diagnosis and referral to be an effective Employee Assistance Program (EAP) counselor.

Understand the ethical challenges involved when employees are referred for mandatory versus voluntary support. EAP counseling is a rapidly growing field as companies look to provide better support for their employees’ workplace, stress and substance abuse issues to increase productivity and reduce employee absenteeism.

**EDP 445239**
Cynthia Front, Ph.D.
1 meeting
Saturday, 9 am–5 pm
Aug. 3
San Francisco: Downtown Center • $215

**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. Study psychodynamic, analytic, humanistic, behavioral and mind-body techniques that, when applied, should open new pathways for working with your clients. You are encouraged to bring a case about how to develop an art-therapy treatment plan to discuss with the class. Wear casual clothes for art making. This course is intended for therapists, educators, artists and those interested in the field of art; no previous art experience is required.

**EDP 445205**
Janet K. Long, M.A., MFT, ATR-BC, CTP
2 meetings
Saturday and Sunday, 9 am–5 pm
June 15–16
Berkeley: Golden Bear Center • $345

**NEW THIS TERM**

**An Operator’s Guide to Understanding Human Emotions**
Examine findings from affective science, focusing on state-of-the-art studies that explore the nuances of emotional experience, behavior and physiology.

For course schedule, see p. 27.
NEW THIS TERM
Memory, Brain and Aging: Recent Findings and Implications
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in Aging and Mental Health and in Neuropsychological Assessment

Memory decline is a prominent feature of neurological injury and a frequent presenting problem with elderly patients. New brain imaging methods have allowed psychologists to link behavioral changes to brain status. In this workshop, you review current findings on neuropsychological issues related to memory processes, from neuroimaging studies to investigations of brain-injured individuals. You also learn new tools and intervention strategies for helping your patients and clients maintain their memory abilities.

EDP 445213
1 meeting
Saturday, 9 am–4 pm
June 1
Berkeley: Golden Bear Center • $195

Arthur Shimamura, Ph.D., is professor in the Psychology Department at UC Berkeley and directs the Clinical Science Program and its Psychology Clinic, as well as the Institute for Personality and Social Research. He has been at the forefront of research on the nature of emotion and its psychological and physiological manifestations. His research has focused on the ways that emotion functions in intimate social relationships and ways that emotion relates to culture, gender, age, health and disease.

NEW THIS TERM
An Operator’s Guide to Understanding Human Emotions
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists

Emotions deeply influence social worlds, drawing people to build bonds with those they like, love and need, and building barriers between those they dislike or are threatening. Examine findings from affective science, focusing on state-of-the-art studies that explore the nuances of emotional experience, behavior and physiology. Gain useful information about the ways people generate and regulate emotions and how they understand and respond to the emotions of others. The workshop is built around a series of didactic modules devoted to these topics, each including hands-on experience that recreates some of the key experiments.

EDP 445221
1 meeting
Saturday, 9 am–4 pm
July 6
Berkeley: Golden Bear Center • $195

Robert Levenson, Ph.D., is professor in the Psychology Department at UC Berkeley and directs the Clinical Science Program and its Psychology Clinic, as well as the Institute for Personality and Social Research. He has been studying emotion for more than 30 years and has been at the forefront of research on the nature of emotion and its psychological and physiological manifestations. His research has focused on the ways that emotion functions in intimate social relationships and ways that emotion relates to culture, gender, age, health and disease.

FREE PUBLIC EVENT
The Impact of Adverse Childhood Experiences on an Urban Pediatric Population

Understand how adverse childhood experiences are a risk factor for adult ailments such as heart disease and cancer. Dr. Nadine Burke Harris outlines the relationship between poverty, child development and health in this thought-provoking lecture. She eloquently describes a model that integrates medical, mental health, and holistic and social services in an evidence-based approach to improving the health and well-being of urban children and youth. Burke Harris shares innovative treatment models based on her research and clinical practice. If you are a health and mental health clinician or teacher who works with urban children, youth and their families, this lecture will be of particular interest. The lecture’s wide-reaching conclusions, however, hold lessons for anyone interested in improving the lives of children. Enrollment is limited.

EDP 445643
1 meeting
Thursday, 4–5:30 pm
June 13
San Francisco: Downtown Center • FREE

Nadine Burke Harris, M.D., M.P.H., FAAP, is founder and CEO of the Center for Youth Wellness in San Francisco. She is the founding physician and former medical director of the CPAC Bayview Child Health Center, and has earned international attention for her innovative approach to addressing adverse childhood experiences as a risk factor for adult diseases such as heart disease and cancer.

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

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

If you are a professional working with people who have experienced loss and grief and you seek to advance your learning in this specialized area of practice, the Professional Program in the Study of Loss and Grief is designed for you. Gain an understanding of current issues in the field of loss and grief counseling, and increase your ability to make assessments and informed referrals. The program includes a three-day introductory institute; the Clinical Case Seminar in Loss and Grief; and a series of advanced workshops on topics such as children and families, spirituality, violence and healing, cross-cultural aspects of loss and grief, and somatics.

These workshops are not recommended for the newly bereaved.

Curriculum Requirements
The curriculum comprises 2 required workshops and 34 hours of electives for a total of 64 ceu (64 hours of instruction).

Required Workshops
• Clinical Case Seminar in Loss and Grief
• Introduction to Loss and Grief
• Issues: Refreshing Old Skills, Learning New Skills

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

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

Register using EDP 402231

Loss and Grief

Spiritual Approaches to Illness, Death and Grief
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

This two-day workshop addresses the spiritual issues of the ill, dying and bereaved. Myths and folktales about loss and grief, as well as case vignettes, illustrate the psychospiritual issues that arise in psychotherapy. Learn how to conduct a spiritual assessment, develop spiritual interventions, and use creative arts and dreams in therapy. Experiential exercises that draw on the ancient wisdom of spiritual traditions and clinical understandings from case material help prepare you to meet the psychosocial and spiritual challenges of these major life transitions.

EDP 445171
Christel Lukoff, Ph.D., MFT, and David Lukoff, Ph.D.
2 meetings
Saturday and Sunday, 9 am–4 pm
June 8–9
Berkeley: Golden Bear Center • $320

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 skillful language interventions in dealing with problem group members and 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 445189
Susan Moore, M.A., FT
1 meeting
Saturday, 9 am–4 pm
June 29
Berkeley: Golden Bear Center • $195

NEW THIS TERM
Veterans and Their Families: Loss and Grief, Hope and Resilience

Review common mental and physical health problems recent returnees struggle with, including substance abuse, depression, post-traumatic stress disorder, traumatic brain injury and chronic pain.

For course schedule, see p. 30.

Teens in the Crosshairs: Trauma, Loss and Grief
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in the Study of Loss and Grief and in Child and Adolescent Treatment

Learn to differentiate the adolescent grief response specific to the circumstances, and examine the structure of adolescent grief from a developmental and family-system point of view, as well as from a community perspective. This workshop is of interest to a range of professionals who work with teens in the wake of a severe loss, through sudden death or violence in the family, the school or community, or other losses frequently experienced by urban teens.

EDP 445197
Enka Maslan, M.A., LMFT
1 meeting
Saturday, 9:30 am–4:30 pm
July 27
Berkeley: Golden Bear Center • $195

An Experiential Introduction to Art Therapy

Learn innovative, classic and highly useful methods of engaging clients in personal and group expression of feelings, traumas, problems, insecurities and other states of the human condition.

For course schedule, see p. 26.

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 programs in the Treatment of Anxiety Disorders and 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. Learn guidelines for teaching behavioral and cognitive interventions, including somatic skills training, hierarchy development, cognitive restructuring, in-vivo exposure and how to design incentive systems.

EDP 445346
Michael A. Tompkins, Ph.D.,
Extension Honored Instructor
1 meeting
Saturday, 9 am–4 pm
Aug. 3
Berkeley: Golden Bear Center • $195
Clinical Case Seminar: 
**Anxiety Disorders**
- 0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
- A requirement in the Professional Program in the Treatment of Anxiety Disorders

In this follow-up to a series of workshops on anxiety disorders treatment, 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.

EDP 445361
Scott M. Granet, LCSW
1 meeting
Saturday, 9 am–5 pm
June 29
Berkeley: Golden Bear Center • $215

Eating and Weight Disorders

**Cognitive-Behavioral and Psychodynamic Approaches to the Treatment of Eating and Weight Disorders**
- 0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
- A requirement in the Professional Program in the Treatment of Eating and Weight Disorders

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

EDP 445247
Edward Abramson, Ph.D., and Sheira Kahn, MFT
1 meeting
Saturday, 9 am–4 pm
July 20
Berkeley: Golden Bear Center • $205

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Professional Program in
**The Treatment of Anxiety Disorders**

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

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

**Curriculum Requirements**
The curriculum comprises 5 required workshops and 1 elective for a total of 4.0 ceu (40 hours of instruction).

**Required Workshops**
- Cognitive Behavioral Treatment of Panic Disorders and Specific Phobias
- Post-Traumatic Stress Disorder: Assessment and Treatment
- Treating Obsessive-Compulsive Disorder and Body Dysmorphic Disorder
- Understanding and Treating Anxiety Disorders: An Overview
- Clinical Case Seminar: Anxiety Disorders (offered this term)

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

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

Register using EDP 402347

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Professional Program in
**Eating and Weight Disorders**

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

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

**Curriculum Requirements**
The curriculum comprises 5 required courses and 1 elective (36 hours of instruction).

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

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

Learn More and View the Flyer
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Professional Program in 
Trauma-Informed Interventions

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

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

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

Required Courses
• Overview of Trauma-Informed Assessment and Intervention (offered this term)
• Neurobiology of Complex Trauma
• Vicarious and Secondary Trauma

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

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

Register using EDP 402355

Trauma-Informed Interventions

NEW THIS TERM
Veterans and Their Families: Loss and Grief, Hope and Resilience
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in Trauma-Informed Interventions and in the Study of Loss and Grief

Learn about the challenges facing combat veterans and their families. Review common mental and physical health problems recent returnees struggle with, including substance abuse, depression, post-traumatic stress disorder, traumatic brain injury and chronic pain. Discuss the deployment cycle and how it affects military families. Study issues of loss and grief related to combat veterans’ experiences, as well as similar issues faced by their partners and children. Review therapeutic interventions, coping strategies and available resources on the national and local level. Workshop includes lectures, videos, case presentations, case studies and interactive work.

EDP 445254
Adele Brainard, LCSW
1 meeting
Saturday, 9 am–4 pm
Aug. 3
San Francisco: Art and Design Center • $195

NEW THIS TERM
Narrative Therapy and Trauma
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Trauma-Informed Interventions

Learn a narrative approach to trauma that can provide immediate relief for clients and is sustainable for therapists. Within narrative therapy, the telling of a traumatic story is not focused on what was done to the person, which can retraumatize the teller, but rather on their responses. Narrative therapists help people rewrite traumatic experiences into stories about their intentions and values. This approach decentralizes the therapist, helping the therapist avoid feeling responsible and overwhelmed. This workshop is accessible for people new to narrative therapy.

Guest instructor: Will Sherwin, MFT, is the clinical supervisor of Edgewood Center’s Early Childhood Mental Health Consultation program.

EDP 445953
Julia Wallace, LCSW
1 meeting
Saturday, 9 am–4 pm
July 20
San Francisco: Downtown Center • $195

Overview of Trauma-Informed Assessment and Intervention
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT and psychologists
A requirement in the Professional Program in Trauma-Informed Interventions

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

EDP 445262
Rick Nizzardini, J.D., LCSW
2 meetings
Saturday and Sunday, 9 am–4 pm
June 15–16
San Francisco: Downtown Center • $320

Co-Occurring Trauma and Drug and Alcohol Abuse: A Harm-Reduction Perspective

Understand how individuals cope with traumatic experiences through drug and alcohol use and other addictions, chemically modulating the changes triggered by traumatic experience.

For course schedule, see p. 35.

FREE PUBLIC EVENT
The Impact of Adverse Childhood Experiences on an Urban Pediatric Population

Understand how adverse childhood experiences are a risk factor for adult ailments such as heart disease and cancer.

For course schedule, see p. 27.

Convenient Locations
in Berkeley, Belmont and San Francisco
extension.berkeley.edu/locations
Aging and Mental Health

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 programs in Neuropsychological Assessment and in Aging and Mental Health

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

EDP 445288
Michael L. Drexler, Ph.D.
2 meetings
Saturday and Sunday, 9 am–4 pm
Aug. 17–18
San Francisco: Art and Design Center • $320

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. Prepare a brief case study to discuss in the workshop. By discussing these presentations, you learn how to examine your own practice and, ultimately, enhance your ability to work with the elderly and their families in a variety of settings.

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

EDP 445270
Patrick Arbore, Ed.D.
2 meetings
Saturday and Sunday, 9 am–4 pm
July 6–7
San Francisco: Art and Design Center • $320

NEW THIS TERM
Memory, Brain and Aging: Recent Findings and Implications
In this workshop, you review current findings on neuropsychological issues related to memory processes, from neuroimaging studies to investigations of brain-injured individuals.

For course schedule, see p. 27.

NEW THIS TERM
Caring for People With Alzheimer’s and Other Forms of Dementia: The Role of the Health Advocate
Gain an understanding of the major medical, legal and financial issues and hard decisions that face those living with Alzheimer’s disease.

For course schedule, see p. 39.

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5. In Person:
   Find Extension Center addresses at extension.berkeley.edu/locations.

Professional Program in Aging and Mental Health

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

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

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

Required Workshops
• Assessment and Treatment of Mental Illness in Older Adults
• Clinical Case Seminar on Aging and Mental Health (offered this term)

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

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

Register using EDP 402321
Professional Program in
The Treatment of Mood Disorders

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

Mood disorders are the most prevalent psychiatric condition, accounting for 25 percent of patients in psychiatric inpatient settings and as much as 10 percent of all patients seen in nonpsychiatric medical settings. The Professional Program in the Treatment of Mood Disorders comprises a series of workshops that review state-of-the-art assessment and treatment of this problem. Gain an understanding of current issues in the field of mood disorders, and improve your ability to make assessments, informed referrals and other professional recommendations.

Curriculum Requirements
The curriculum comprises 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 (such as adolescents, older adults or women).

Required Workshops
- Diagnosis and Treatment of Bipolar Mood Disorders
- Evidence-Based Psychotherapy for Mood Disorders

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

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

Register using EDP 402272

Mood Disorders

NEW THIS TERM
Treating Emotional Dysregulation in Women
0.6 ceu • 6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in the Treatment of Mood Disorders
Get an introduction to evidence-based treatment approaches for women struggling with issues of emotion regulation and mood. Topics include diagnostic factors, cultural competency and social forces affecting women and psychiatric treatment, and dual diagnosis and the role of substance abuse. Explore cognitive behavioral therapy and dialectical behavior therapy in detail, as these two treatment approaches have been found most effective in women with emotion dysregulation. Review specific cases and approaches to diagnosis, treatment planning and intervention delivery.

EDP 445650
Shokooh Miry, Psy.D.
1 meeting
Friday, 9 am–4 pm
June 28
San Francisco: Downtown Center • $195

Addressing Alcohol and Drug Problems in the Treatment of Mood Disorders
Learn how alcohol and drug use can exacerbate symptoms of anxiety and depression, and explore some of the basic tools used to assess the severity of alcohol and drug problems.

For course schedule, see p. 35.

Professional Program in
Neuropsychological Assessment

Recipient of the UPCEA 2012 Outstanding Noncredit Program Award

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

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

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

Required Courses
- Advances in Human Brain Science for Clinicians
- Introduction to Neuropsychological Assessment
- Neuropsychological Assessment, Rorschach and MMPI-2: An Update for Advanced Clinical Practice

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

Learn More and View the Flyer
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Neuropsychological Assessment

Child Neuropsychology
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in Neuropsychological Assessment and in Child and Adolescent Treatment
Examine topics such as the processes and procedures of assessment, the types of data gathered and the manner in which the assessment integrates the neuropsychological findings into an understanding of the child’s experience and functioning in the world. Increase your knowledge of neuropsychological issues and become more aware of when you should consider a neuropsychological assessment, what to expect from it and how to understand it.

EDP 445320
Shelley Peery, Ph.D.
1 meeting
Saturday, 9 am–5 pm
June 22
San Francisco: Art and Design Center • $215
NEW THIS TERM
Investigation of Neuropsychiatric Symptoms
1.4 ceu • 14 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Neuropsychological Assessment
Neuropsychiatry is the interface between neurology and psychiatry. In this two-day workshop, you explore the behavioral, emotional and cognitive manifestations associated with known or suspected neurological conditions such as aphasia, stroke, Parkinson’s disease and epilepsy, as well as lesser-known entities such as prosopagnosia, anosognosia and Lou Gehrig’s disease. You also examine neuropsychological patterns of test results seen in conjunction with these disorders.
EDP 445338
Simon Tan, Psy.D., ABPP
2 meetings
Saturday and Sunday, 9 am–5 pm
July 13–14
San Francisco: Art and Design Center • $345

NEW THIS TERM
A User’s Guide to the Brain
Get an introduction to the human central nervous system in this workshop.
For course schedule, see p. 26.

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 schedule, see p. 31.

NEW THIS TERM
Memory, Brain and Aging: Recent Findings and Implications
Review current findings on neuropsychological issues related to memory processes, from neuroimaging studies to investigations of brain-injured individuals.
For course schedule, see p. 27.

Child and Adolescent Treatment
Using Age-Appropriate Expressive Art Interventions With Adolescents
0.7 ceu • 7 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the Professional Program in Child and Adolescent Treatment
This hands-on, one-day, experiential workshop offers professionals working with adolescents an overview of the range and variety of expressive arts interventions used at appropriate developmental levels. The instructor focuses on intervention strategies used with teens under stress and those who are developmentally or neurologically challenged. Note: You should wear comfortable, loose clothing to this workshop. No previous art experience is needed.
EDP 445353
Janet K. Long, M.A.A., MFT, ATR-BC, CTP
1 meeting
Sunday, 9 am–5 pm
July 21
Berkeley: Golden Bear Center • $215

NEW THIS TERM
Pediatrics and Health Care Advocacy
Learn to apply health advocacy concepts to pediatric patients and their families and community.
For course schedule, see p. 38.

Childhood Anxiety Disorders: Cognitive-Behavioral Assessment and Treatment
Get an overview of cognitive-behavioral therapy for children and youth.
For course schedule, see p. 28.

Teens in the Crosshairs: Trauma, Loss and Grief
Learn to differentiate the adolescent grief response specific to the circumstances.
For course schedule, see p. 28.

Child Neuropsychology
Learn the processes and procedures of assessment, types of data gathered, uses and limitations of test data, and integration of neuropsychological assessment with the child’s experience and functioning in the world.
For course schedule, see p. 32.

FREE PUBLIC EVENT
The Impact of Adverse Childhood Experiences on an Urban Pediatric Population
Understand how adverse childhood experiences are a risk factor for adult ailments such as heart disease and cancer.
For course schedule, see p. 27.

Professional Program in Child and Adolescent Treatment
Recipient of the UPCEA 2012 Outstanding Noncredit Program Award
Children and adolescents have unique issues that require treatment tailored to their specific emotional needs, developmental issues and family circumstances. This program offers a series of topical workshops designed to help you and other mental health professionals stay current in your work with children, adolescents and their families. Choose from electives—taught by outstanding researchers and clinicians—that help you make better assessments and diagnoses, as well as more informed referrals and other professional recommendations related to your current practice.

Curriculum Requirements
The curriculum comprises 2 required workshops and 48 hours of electives for a total of 7.2 ceu (72 hours of instruction). You may specialize in age-specific practice, selected methods of intervention or common presenting problems. You are strongly encouraged to take at least one workshop on psychological testing or cross-cultural practice with children and families.

Required Workshops
- Psychiatric Disorders in Children and Adolescents: Diagnostic Evaluation and Treatment
- Treatments That Work: Evidence-Based Psychotherapy for Children and Adolescents

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

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

Register using EDP 402206
Licenses and Relicensing Workshops and Courses

Licensure Workshop on Aging and Long-Term Care

0.3 ceu • 3 hours CE credit: BRN, LCSW/MFT and psychologists
Satisfies the three-hour Board of Psychology requirement and three hours of the 10-hour Board of Behavioral Sciences 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. (See p. 31 for course details.)

EDP 445296
Michael L. Drexler, Ph.D.
1 meeting
Saturday, 9 am–12 pm
Aug. 17
San Francisco: Downtown Center • $95

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. This workshop does not provide CE hours for the purpose of license renewal.

Learn to place child abuse and neglect within their historical and cultural context; then, review the requirements of California child-abuse reporting laws. Learn how to identify the signs of abuse and neglect. You also learn guidelines for assessment and discuss the special challenges of interviewing children.

EDP 445585
Julie Robbins, LCSW
1 meeting
Friday, 9 am–5 pm
June 21
San Francisco: Downtown Center • $215

Assessment and Treatment of Alcohol and Drug Problems

X437 • 1 semester unit in Public Health
15 hours CE credit: BRN, LCSW/MFT and psychologists
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

Get an overview of the diagnosis and treatment of chemical dependence, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Study models for understanding chemical addiction and its treatment, especially as it differs from other psychological approaches. Note: You are expected to visit one self-help meeting and do a brief write-up. Enrollment is limited.

EDP 897686
Nancy Piotrowski, Ph.D.
Enroll anytime
Online • $365

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. This workshop does not provide CE hours for the purpose of license renewal.

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

EDP 445304
Rick Nizzardini, J.D., LCSW
2 meetings
Saturday, 9 am–4 pm
July 27 (also Sunday, July 28, 9 am–1 pm)
San Francisco: Downtown Center • $285

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 445312
David Jull-Patterson, Ph.D.
1 meeting
Saturday, 9 am–4 pm
June 15
San Francisco: Art and Design Center • $195

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

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Alcohol and Drug Abuse Studies

**COURSE INFORMATION**
(510) 642-1061 alcdrug@unex.berkeley.edu extension.berkeley.edu/cert/alcohol.html.

**Continuing Education Hours**
CAADAC: Continuing education for Certified Alcohol and Drug Counselors, California Association of Alcoholism and Drug Abuse Counselors (provider 4C-99-416-0803)

**FREE INFORMATION SESSION Certificate Program in Alcohol and Drug Abuse Studies**
Instructors and staff discuss the certificate and its benefits in terms of career development, personal growth and job opportunities. Students share the intellectual, conceptual and personal challenges they have faced in the program. For details, see p. 37 or visit the Certificate Program in Alcohol and Drug Abuse Studies at extension.berkeley.edu/cert/alcohol.html.

**EDP 445536**
1 meeting
Wednesday, 7–8:30 pm
May 29
San Francisco: Downtown Center • FREE

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**Electives**

**Addressing Alcohol and Drug Problems in the Treatment of Mood Disorders**
0.6 ceu • 6 hours CE credit: CAADAC, BRN, LCSW/MFT and psychologists

An elective in the Certificate Program in Alcohol and Drug Abuse Studies and in the professional programs in the Treatment of Mood Disorders and in Aging and Mental Health

Alcohol and drug problems co-occur frequently with depression and anxiety disorders and can significantly complicate treatment. This workshop helps you to better understand and address these problems in your practice, and includes treatment adaptations for older adults. Learn how alcohol and drug use can exacerbate symptoms of anxiety and depression, and explore some of the basic tools used to assess the severity of alcohol and drug problems. The workshop covers brief interventions for alcohol and drug problems, as well as combined interventions—such as relapse prevention—that address both mood states and the risk for substance misuse.

**Prerequisite:** Completion of Level 1 coursework and Diagnosis and Assessment in Chemical Dependency X132

**EDP 445569**
Derek Satre, Ph.D.
1 meeting
Friday, 9 am–4 pm
July 19
San Francisco: Art and Design Center • $185

**Co-Occurring Trauma and Drug and Alcohol Abuse: A Harm-Reduction Perspective**
1.2 ceu • 12 hours CE credit: BRN, LCSW/MFT, CAADAC and psychologists

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

Counselors and other helping professionals often encounter the symptoms of trauma in dysregulated internal states and the behaviors stemming from these states. Understand how individuals cope with traumatic experiences through drug and alcohol use and other addictions, chemically modulating the changes triggered by traumatic experience. You learn treatment approaches, including mindfulness techniques, and work collaboratively with clients using a “window of tolerance” to address multiple layers of experience at one time.

**EDP 445494**
Perri Franskoviak, Ph.D., and Peter Goetz, M.S., MFT
2 meetings
Friday and Saturday, 10 am–5 pm
Aug. 9–10
Berkeley: Golden Bear Center • $295

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**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

Get an introduction to the basic concepts and techniques of counseling in the field of substance abuse. Explore the characteristics of an effective counselor, the counselor role, ways to recognize dysfunctional patterns of communication and ethical considerations in counseling. Practice and develop skills in listening actively, building trust, reflecting feelings and content, and using confrontation.

**EDP 445379**
Jimmie R. Turner, Ph.D., Extension Honored Instructor
4 meetings
Tuesdays: 6:30–9:30 pm
June 4–18 (also Saturday, June 22, 9 am–4 pm)
Berkeley Campus: 140 Barrows Hall • $285

**Cultural, Social and Historical Overview of Alcohol- and Drug-Related Problems**
X128 • 2 semester units in Public Health

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

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

**EDP 445635**
Jerome Beck, Dr.P.H.
5 meetings
Saturdays, 10 am–5 pm
June 8–July 20 (no meetings on July 6 and 13)
Berkeley Campus: 54 Barrows Hall • $395

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**Enroll Early**

UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.
Psychological Foundations of Chemical Dependency
X127 • 2 semester units in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get a current understanding of the causes of chemical dependency and the approaches to its treatment, including the psychotherapeutic, family systems, disease and medical models, as well as 12-step and other self-help methods. Behavioral-cognitive, social-psychological and developmental theories of motivation and behavior change are examined for the contributions they can make to treatment strategies appropriate to the varied and complex needs of the addicted population. You pay particular attention to such critical aspects of recovery as overcoming denial and resistance and working with codependents.

EDP 445387
Valerie A. Gruber, Ph.D.
8 meetings
Wednesdays, 6–9 pm
June 19–July 31 (also Saturdays, July 13 and 27, 9 am–4 pm; no meeting on July 3)
San Francisco: Art and Design Center • $395

Behavioral Psychopharmacology and Biomedical Foundations of Chemical Dependency
This course will be offered in fall 2013.

Level II

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

EDP 445395
Joshua Kirsch, LCSW
2 meetings
Fridays, 9 am–5:30 pm
June 21 and 28
Berkeley: Golden Bear Center • $295

Career Preparation and Self-Care in Addictions Counseling
0.2 ceu • 2 hours CE credit
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Get a brief overview of current workforce issues and trends, and discover some tips on how to prepare for your career as an addictions counselor. Obtain individual advice on completing the program and preparing for the 255-hour (or 38-hour) internship as part of Field Experience in Chemical Dependency X109.

EDP 445403
Perri Franskoviak, Ph.D.
1 meeting
Wednesday, 6:30–8:30 pm
Aug. 28
Berkeley: Golden Bear Center • $65

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
Learn to identify and define an addiction syndrome. Review various physiological, psychological and social variables in making a diagnosis. Discuss the legal and financial constraints in making referrals. Topics include a review of treatment alternatives and their underlying philosophies, how to match a client with the most appropriate alternative and how to develop an effective treatment and referral plan. The use of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and difficulties in dual diagnosis receive special attention.

EDP 445411
Steven Allen, Ph.D.
9 meetings
Wednesdays, 6:30–9:30 pm
June 5–July 31 (also Saturday, July 13, 9 am–4 pm; no meeting on July 3)
Berkeley Campus: 151 Barrows Hall • $385

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 communities. Investigate a range of policy options used to prevent alcohol and other drug problems, including conditional-use permits, responsible beverage-service programs, and restrictions on alcohol-industry marketing and advertising practices. You also review basic community-organizing approaches to support progressive prevention policies.

EDP 445429
Andrew Treno, Ph.D.
4 meetings
Thursdays, 6:30–9:30 pm
Aug. 8–29 (also Saturday, Aug. 24, 9 am–4 pm; no meeting on Aug. 22)
Berkeley: Golden Bear Center • $295

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 intervention continues to be a major strategy to treat addictions. Gain an understanding of group process and dynamics in treating chemically dependent adults. In addition to the theory behind group work, you learn strategies on selecting patients and being a group leader. Examine methods appropriate to the transitional (open) group and the closed group. Structured time lets you practice these strategies in small groups.

EDP 445437
Tony Scuderi, Psy.D., D.Min., CADC, CCS
5 meetings
Tuesdays, 6:30–9:30 pm
June 11–July 16 (no meeting on July 2)
San Francisco: Art and Design Center • $295

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Certificate Program in Alcohol and Drug Abuse Studies

This program has been approved for California Foundation for Advancement of Addictions Professionals (CFAAP) members and meets all of the educational requirements for membership in the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

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

Curriculum Requirements
The curriculum comprises 14 required courses (21–22 semester units) and 20 hours of electives (2.0 ceu) for a total of 340 hours of instruction (355 hours for the CAADAC field seminar option).

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

Level II
• Addressing Co-Occurring Disorders in Addictions Counseling X143 (offered this term)
• Career Preparation and Self-Care in Addictions Counseling (offered this term)
• Continuing Care and Case Coordination in Chemical Dependency X134
• Diagnosis and Assessment in Chemical Dependency X132 (offered this term)
• Environmental Strategies for the Prevention of Alcohol and Drug Problems X151 (offered this term)
• Family Recovery in Chemical Dependency X116
• Group Process and Practice With Chemically Dependent Populations X144 (offered this term)

Level III
• Legal and Ethical Aspects of Chemical Dependency Treatment X135 (offered this term)

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

Learn More and View the Brochure
extension.berkeley.edu/cert/alcohol.html
(510) 642-1061
alcdrug@unex.berkeley.edu
Register using EDP 402222
Legal and Ethical Aspects of Chemical Dependency Treatment
X135  •  1 semester unit in Public Health
A requirement in the Certificate Program in Alcohol and Drug Abuse Studies
Learn to examine various ethical and legal issues that are designed to increase the standard of care for the client, including competence, consultations with colleagues, documentation requirements, consent to treatment, client confidentiality (including the Code of Federal Regulations), suicidal and homicidal clients, child and elder abuse reporting requirements, and civil commitment procedures.

EDP 445445
James Sorensen, Ph.D.
5 meetings
Thursdays 6:30–9:30 pm
June 6–July 11 (no meeting on July 4)
Berkeley Campus: 151 Barrows Hall  •  $295

Behavioral Psychopharmacology and Biomedical Foundations of Chemical Dependency
This course will be offered in fall 2013.

Family Recovery in Chemical Dependency
This course will be offered in fall 2013.

Continuing Care and Case Coordination in Chemical Dependency
This course will be offered in fall 2013.

Level III

Counseling Interventions in Chemical Dependency
This course will be offered in fall 2013.

Field Experience in Chemical Dependency
This course will be offered in fall 2013.

Field Experience in Chemical Dependency—CAADAC Option
This course will be offered in fall 2013.

Test Preparation

CAADAC Test Preparation Workshop
0.6 ceu
This one-day preparation workshop can help you pass the written CAADAC examination. You get the motivation and tools you need to move forward in your career as a CAADAC-certified addictions counselor. Improve your understanding of the written test process, review key content areas of study for the written examination, learn skill-building tips for addictions counselors and practice using a series of sample questions to identify keys for success.

EDP 445452
Neil Miller, CADC-II
1 meeting
Saturday, 9 am–4 pm
Aug. 24
Berkeley: Golden Bear Center  •  $185

Health Advocacy

COURSE INFORMATION
(510) 642-1061
pubhealth@unex.berkeley.edu
textextension.berkeley.edu/counseling

FREE INFORMATION SESSION
Professional Program in Health Advocacy
Learn how this program can help you better understand the increasingly complex and dynamic health system in the United States, including how you can become an informed health advocate qualified to advise patients and their families. Meet staff members who discuss how you can become a health advocate, geriatric case manager, discharge planner or family adviser. For more information, see p. 39 or visit extension.berkeley.edu/spos/healthadvocacy.html.

EDP 445528
1 meeting
Tuesday, 6–7 pm
May 28
Berkeley: Golden Bear Center  •  FREE

NEW THIS TERM
Pediatrics and Health Care Advocacy
0.6 ceu  •  6 hours CE credit: BRN, LCSW/MFT and psychologists
An elective in the professional programs in Health Care Advocacy and in Child and Adolescent Treatment
Learn to apply health advocacy concepts to pediatric patients and their families and community. Understand pediatric health advocacy on four levels: individual, family, community and policy. Examine models of patient- and family-centered care, and research the growing number of national and local organizations that provide support for pediatric illnesses. Learn about differences between adult and pediatric advocacy, acute and chronic illness, informed consent procedures, the Health Insurance Portability and Accountability Act, and the ethical code of conduct as applied to the pediatric context. Study the various health advocate roles, including such topics as access to care, communication with health professionals, managing complex home health care, mobilizing family and community support, caregiver issues, managing a child’s educational needs during treatment and considering end-of-life care.

EDP 445551
Anne Lown, Ph.D.
2 meetings
Wednesday and Thursday, 6:30–9:30 pm
July 17–18
Berkeley Campus: 50 Barrows Hall  •  $185

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/work.

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
Caring for People With Alzheimer’s and Other Forms of Dementia: The Role of the Health Advocate
0.6 ceu • 6 hours CE credit: BRN and LCSW/MFT
An elective in the professional programs in Health Advocacy and in Aging and Mental Health
Gain an understanding of the major medical, legal and financial issues and hard decisions that face those living with Alzheimer’s disease. Learn useful communication and behavior management skills to help patients and their families navigate this often multiyear journey. Examine funding courses and the range of community resources available to families.
EDP 445544
Jim Kimzey, M.B.A.
1 meeting
Saturday, 9 am–4 pm
Aug. 10
San Francisco: Downtown Center • $185

Overview of Health Care Advocacy
X403.5 • 1 semester unit in Public Health
1.5 ceu • 15 hours CE credit: BRN, LCSW/MFT and psychologists
A requirement in the Professional Program in Health Advocacy
Consumers are turning to health care advocates for assistance with a number of health-related issues, including new diagnoses, decision making in health care, placement issues, insurance and billing problems, and community resources. This course gives professionals and paraprofessionals considering the field an overview of the skills needed to be an effective advocate.
EDP 445627
Joanna Smith, M.P.H., LCSW
5 meetings
Mondays, 6:30–9:30 pm
June 3–July 1
Berkeley Campus: 140 Barrows Hall • $265

Ethical and Legal Issues in Health Care
X403.4 • 1 semester unit in Public Health
1.5 ceu • 15 hours CE credit: BRN, LCSW/MFT and psychologists
A requirement in the Professional Program in Health Advocacy
Explore the legal and ethical issues faced by health-care professionals and health advocates that are a natural part of the clinical practice process. Explore the principles that guide ethical practice, the ethical dilemmas that exist in a variety of settings, and local and federal guidelines. You also investigate tools for identifying and implementing an approach for ethical professional practice in health-care settings.
EDP 445502
Jim McCabe, D.S.W., M.S.W., M.P.H.
3 meetings
Thursday, 6:30–10 pm
June 6 (also Saturday, June 8, 9 am–6 pm; and Tuesday, June 11, 6:30–9:30 pm)
Belmont: Belmont Center • $285

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Professional Program in Health Advocacy
With an increasingly complex and dynamic health care system in the United States and an aging population, the need is growing for an informed group of health advocates who are qualified to advise patients and their families on health care issues. Learn about the health insurance industry and the key provisions of both Medicare and Medicaid/Medi-Cal legislation. Gain an in-depth understanding of the continuum of options available for both inpatients and outpatients, including rehabilitation settings, skilled nursing facilities, home health and hospice services. Explore some of the key policy and ethical challenges in serving in a variety of roles as health advocate, geriatric case manager, discharge planner and family adviser.

Curriculum Requirements
The curriculum comprises 5 required courses (5 semester units) and 2 electives (1 semester unit and 0.6 ceu) for a total of 96 hours of instruction.

Required Courses
• Overview of Health Care Advocacy X403.5 (offered this term)
• Families and Health Care Advocacy X404.6 (offered this term)
• Overview of Health Insurance Options X403.3
• Navigating the Health Care System X404.7
• Ethical and Legal Issues in Health Care X403.4 (offered this term)

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

Learn More and View the Flyer
extension.berkeley.edu/spos/healthadvocacy.html
(510) 642-1061
pubhealth@unex.berkeley.edu

Register using EDP 402503
Health Policy in the United States
X55 • 2 semester units in Public Health
3.0 ceu • 30 hours CE credit: BRN
An elective in the Post-Baccalaureate Health Professions Program and in the Professional Program in Health Advocacy
Get an overview of the U.S. health care system, with specific focus on past and current public policies that have shaped health care in the United States. In particular, you examine health policy, health-services financing and organization. Analyze current health policies and how they impact the cost, quality and access to services to better understand and critique them from an informed perspective.
EDP 445478
Robin Flagg, M.P.H.
10 meetings
Tuesdays, 6:30–9:30 pm
June 11–Aug. 13
Berkeley: Golden Bear Center • $395

Principles of Epidemiology
X186 • 2 semester units in Public Health
3.0 ceu • 30 hours CE credit: BRN
An elective in the Post-Baccalaureate Health Professions Program and in the Professional Program in Health Advocacy
Epidemiology is the study of the distribution of disease and health in human populations. Learn the basic principles of epidemiology, their application to specific public health situations and criteria for critically evaluating epidemiology studies. Discuss epidemiological concepts and their application to sample problems. Topics include disease risk, methods of evaluating the causative factors of disease, and the assessment of epidemiological study designs and research activities. Note: Please bring a calculator to class. Enrollment is limited.
EDP 445486
Ryan Murphy, M.P.H., Ph.D.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
Berkeley Campus: 104 Barrows Hall • $385

General Nutrition
X18 • 3 semester units in Nutritional Sciences
If you are a student in a health-related career or simply want a better understanding of the subject, this course enables you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. Learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; and current food issues, including food safety.
A background in high school or introductory college-level chemistry, biology or physiology is recommended but not required.
EDP 857920
Alanna Nimau Vigil, M.S., RD
Enroll anytime
Online, proctored final exam • $770

FREE PUBLIC EVENT
The Impact of Adverse Childhood Experiences on an Urban Pediatric Population
Understand how adverse childhood experiences are a risk factor for adult ailments such as heart disease and cancer. Dr. Nadine Burke Harris outlines the relationship between poverty, child development and health in this thought-provoking lecture.
For course schedule, see p. 27.
General Psychology

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

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

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

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

EDP 445601
1 meeting
Wednesday, 6–7:30 pm
May 22
Berkeley: Golden Bear Center • FREE

Counseling and Psychotherapy as a Career Option

1.8 ceu • 18 hours CE credit
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Investigate the training and licensing options available for mental health professionals. Designed to provide you with information as well as a support group, the course covers topics ranging from comparison of the various licenses and financial realities to multicultural issues and theoretical orientations. Group discussions help you examine the realities of the profession. Complete a personal inventory designed to aid your self-assessment for a career in mental health. Enrollment is limited.

EDP 445148
Richard J. Chiavarelli, Psy.D.
3 meetings
Saturdays and Sunday, 9 am–5 pm
June 8, 9 and 15
Berkeley: Golden Bear Center • $385

Abnormal Psychology

X146 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Learn about the dynamics and prevention of abnormal behavior, including neuroses, psychoses, character disorders, psychosomatic reactions, schizophrenia and other abnormal personality patterns.

Sec. 1 EDP 445114
Michael Shopshire, Ph.D.
14 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 29 (also Saturdays, June 22, 9 am–4 pm and July 13, 9 am–12 pm; no meeting on July 4)
San Francisco: Downtown Center • $595

Sec. 2 EDP 867564
Darrell Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam • $730

Psychology of Personality

X176 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions

Personality psychology, in contrast to abnormal and clinical psychology, is the study of normal and exceptional personalities, their assessment and development, and the processes that define them. Personality psychologists have been influenced by the “grand” theories of personality—philosophical positions that may have influenced research studies—that tend to have more historical significance than relevance for current personality theories and research. Contemporary personality theories are more specific but still fall under broad paradigms or approaches. Research some of these approaches, including trait, biological, psycho-dynamic, phenomenological, behavioral and learning, and social-cognitive theories.

Sec. 1 EDP 845826
Christina Chin-Newman, Ph.D.
May 21–Aug. 13
Online, proctored final exam • $730

Sec. 2 EDP 445155
Gretchen Rievy, Ph.D.
14 meetings
Mondays, 6:30–9:30 pm
June 10–Aug. 26 (also Saturdays, June 29, 9 am–4 pm and July 27, 9 am–12 pm)
Berkeley: Golden Bear Center • $595

Post-Baccalaureate Program for Counseling and Psychology Professions

The U.S. Department of Labor forecasts more than a half-million job openings in the next decade in the health and helping professions: counseling, psychotherapy, social work, clinical psychology, psychiatric nursing and health education. This program is ideal if you are a career changer who needs to complete undergraduate course prerequisites or if you want to become more competitive for graduate or professional school in counseling and psychology. Designed for those with bachelor’s degrees, the curriculum comprises a range of upper-division psychology courses that are required or strongly recommended by graduate and professional schools in social work, counseling and psychology. The program also offers guidance in planning your academic program of study and in initiating the graduate school application process.

Curriculum Requirements
The curriculum comprises 6 required courses for a total of 12 semester units and 2.4 ceu (204 hours of instruction).

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

Learn More and View the Flyer
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Research Methods in Psychology
X106  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Gain an understanding of the scientific methods behind psychological research. Learn methods of designing, collecting, analyzing and interpreting data using examples from a variety of specialty areas in psychology. Conduct several research projects, including a final project of your own design that helps you think more critically about scientific research in general.
Prerequisite: A lower-division general psychology course
EDP 445619
Bernadette Guimbetru, Ph.D.
10 meetings
Tuesdays, 6–10 pm
July 16–Aug. 13 (also Saturdays, July 20–Aug. 10, 9 am–1:30 pm; Saturday, Aug. 17, 9 am–5 pm)
Berkeley: Golden Bear Center  •  $595
Introduction to Developmental Psychology
X140  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Study the life-span developmental approach to developmental psychology, including prenatal life development. Gain perspective on biological, physical, cognitive, emotional, linguistic, sociocultural and spiritual changes across the life span, from prenatal and birth through the major stages of childhood, adolescence and adulthood. Examine fundamental theories, perspectives and critical thoughts about historical and current arguments in the field. Course requirements include research projects and brief class presentations.
Sec. 1 EDP 445122
Richard Sprott, Ph.D.
14 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 28 (also Saturday, Aug. 17, 9 am–4 pm)
Berkeley Campus: 166 Barrows Hall  •  $595
Sec. 2 EDP 887398
Richard Sprott, Ph.D.
Enroll anytime
Online, proctored final exam  •  $730
NEW THIS TERM
Intimate Relationships Throughout the Lifespan
X173  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
Get an introduction to the major theories and findings regarding parent-child relationships and attachment, friendships, and sexual and romantic relationships. Explore developmental changes during childhood, adolescence, adulthood and old age, focusing on the impact of intimate relationships in relation to gender, culture, class, society and technology.
EDP 445130
Richard Sprott, Ph.D.
14 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 27 (also Saturday, June 8, 9 am–4 pm)
Berkeley Campus: 50 Barrows Hall  •  $595
Positive Psychology
X402  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
Gain an understanding of the new academic field of positive psychology, the study of optimal human functioning. Although psychologists have traditionally focused on fixing what is wrong with people by understanding the roots of suffering, positive psychology concentrates on building what is right in people by scientifically studying strengths and values, such as optimism, resilience and courage. Gain an understanding of the research into the different dimensions of happiness and subjective well-being, and acquire skills to implement positive-psychology-based concepts in your life and practice.
EDP 445163
Lori Felton, Ph.D.
14 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 29 (also Saturdays, June 15, 9 am–12 pm, and July 13, 9 am–4 pm)
Berkeley Campus: 104 Barrows Hall  •  $595
General Psychology
XBW1  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
Important: Special academic policies apply to XBW courses. See p. 204.
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 887471
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam  •  $730
Adolescent Psychology
X139.1  3 semester units in Psychology
4.5 ceu  45 hours CE credit: BRN
Explore current theories about adolescents’ physical, mental, emotional, social and personality characteristics. By examining research findings from growth studies in this and other cultures, you learn to identify the roles American adolescents play in the home, school, social realm and community.
EDP 867556
Darrel Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam  •  $730
Psychology of Communication
X156.1  3 semester units in Psychology
4.5 ceu  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 backgrounds. Explore how people communicate to themselves, to other individuals, within small groups, within large organizations, with mass communication and in cross-cultural communications.
Prerequisite: You 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

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- Professional Sequence in Sales Management (p. 84)
- Professional Sequences in Personal Financial Planning and in Wealth Management (p. 85)
Michelle Gonzalez is committed to lifelong learning—a passion that her current employer, Clear Task, fully endorses. Her supervisor, who has previously taken courses at UC Berkeley Extension, encourages Gonzalez to peruse each term’s catalog and enroll in courses that will help her grow as a human resources professional. “Getting that support and commitment to learning and growing, and then taking risks and putting it into play has been tremendous,” Gonzalez says enthusiastically.

With courses such as Employee Relations, Essentials of Human Resources, and Talent Management and Workforce Development under her belt, Gonzalez is steadfastly taking courses to further her knowledge in the HR field. In fact, Gonzalez continues to reference the textbook for Essentials of Human Resources. “If I want to launch an initiative based around recognition, I can go to the recognition chapter and get the introductory paragraph to make the business case,” she says. “That book is heavily used; it’s the first book I pull out when it comes to anything HR related.” In addition, Gonzalez draws upon lessons learned from her instructors, noting that she finds it incredibly helpful to learn from other professionals who have experience in the field.

Currently enrolled in Effective Performance Management, Gonzalez says of her experience thus far: “I’m getting the academic theoretical knowledge and taking the opportunity to network and meet other people in the field and learn their best practices. There are a lot of opportunities here.”
UC Berkeley Extension provides the education to succeed in an ever-changing workplace. Earn a professional certificate that not only meets your profession’s highest standards but also commands the respect of your peers. Acquire technical savvy and the leadership and communication skills that make the difference in getting ahead. Take a course focused on exactly what you need to know now.

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### Free Information Sessions

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

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<th>Certificate Program in Accounting</th>
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<td>EDP 316067 Monday, May 6, 6:30–7:30 pm Berkeley: Golden Bear Center</td>
<td>EDP 306613 Monday, May 20, 5:30–6:30 pm San Francisco: Downtown Center</td>
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<tr>
<td>EDP 315085 Monday, Aug. 19, 6:45–7:45 pm Berkeley: Golden Bear Center</td>
<td>EDP 305714 Monday, Aug. 19, 6:45–7:45 pm San Francisco: Downtown Center</td>
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<tr>
<th>Certificate Program in Business Administration</th>
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<tr>
<td>EDP 316638 Monday, May 6, 5:15–6:15 pm Berkeley: Golden Bear Center</td>
<td>EDP 305847 Monday, July 15, 5:30–7 pm San Francisco: Downtown Center</td>
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<td>EDP 315184 Monday, Aug. 19, 5:30–6:30 pm Berkeley: Golden Bear Center</td>
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<tr>
<th>Certificate Program in Entrepreneurship and Small Business Management</th>
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<td>EDP 306712 Monday, May 13, 6:45–7:45 pm San Francisco: Downtown Center</td>
<td>EDP 326215 Thursday, May 30, 6–7 pm San Francisco: Downtown Center</td>
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<tr>
<td>EDP 305334 Monday, Aug. 26, 5:30–6:30 pm San Francisco: Downtown Center</td>
<td>EDP 315770 Thursday, June 6, 6–7 pm Berkeley: Golden Bear Center</td>
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<td>EDP 316737 Monday, April 15, 5:15–6:15 pm San Francisco: Downtown Center</td>
<td>EDP 315796 Thursday, Aug. 29, 6–7 pm Belmont: Belmont Center</td>
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<td>EDP 315317 Monday, Aug. 12, 5:30–6:30 pm San Francisco: Downtown Center</td>
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<td>EDP 315606 Monday, Aug. 26, 5:30–6:30 pm San Francisco: Downtown Center</td>
<td>EDP 326207 Thursday, May 30, 7:30–8:30 pm San Francisco: Downtown Center</td>
</tr>
<tr>
<td>EDP 315185 Monday, Aug. 19, 5:30–6:30 pm San Francisco: Downtown Center</td>
<td>EDP 315788 Thursday, June 6, 7:15–8:15 pm Berkeley: Golden Bear Center</td>
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<td>EDP 315572 Monday, Aug. 12, 5:30–6:30 pm San Francisco: Downtown Center</td>
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<tr>
<td>EDP 305359 Monday, Aug. 26, 6:45–7:45 pm San Francisco: Downtown Center</td>
<td>EDP 315598 Wednesday, Aug. 21, 5:30–6:30 pm Belmont: Belmont Center</td>
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<th>Certificate Program in Leadership and Management</th>
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<td>EDP 306654 Monday, May 20, 6:45–7:45 pm San Francisco: Downtown Center</td>
<td>EDP 316935 Monday, April 15, 6:30–7:30 pm San Francisco: Downtown Center</td>
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<tr>
<td>EDP 305391 Monday, Aug. 19, 5:30–6:30 pm San Francisco: Downtown Center</td>
<td>EDP 315465 Monday, Aug. 12, 6:45–7:30 pm San Francisco: Downtown Center</td>
</tr>
</tbody>
</table>

### Accounting

#### COURSE INFORMATION

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

#### ONLINE COURSE INFORMATION

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

#### CPA AND CMA EXAM PREPARATION

Information about Certified Public Accountant (CPA) and Certified Management Accountant (CMA) licensing and renewal requirements is available at the following websites:
- California Board of Accountancy
  dca.ca.gov/cba
- Uniform CPA Examination
  cpa-exam.org
- Institute of Management Accountants
  imanet.org

#### FREE INFORMATION SESSION

### Certificate Program in Accounting

Find out how an accounting certificate, which you can complete in just one year, can help you become the kind of accountant businesses want. For certificate details, see p. 47 or visit extension.berkeley.edu/cert/account.html.

**EDP 316067**
1 meeting
- May 6
  - Berkeley: Golden Bear Center • FREE

**EDP 315085**
1 meeting
- Aug. 19
  - Berkeley: Golden Bear Center • FREE

### ENROLL EARLY

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

Curriculum Requirements
The curriculum comprises 8 required courses for a total of 24 semester units (at least 360 hours of instruction).

Required Core Courses
We recommend that you begin the program with Intermediate Accounting I X421.1.

- Intermediate Accounting I X421.1 (offered this term)
- Intermediate Accounting II X421.2 (offered this term)
- Advanced Accounting X421.3 (offered this term)
- Accounting Ethics X420.6
- Auditing and Attestation X422.2
- Cost Accounting X419 (offered this term)
- Financial Statement Analysis X419.2 (offered this term)
- Taxation for Corporations and Other Flow-Through Entities X419.5 (offered this term)

Kyle Cameron says that the breadth of courses offered in UC Berkeley Extension’s Certificate Program in Accounting opens up just about any field in accounting—from auditing to taxation to controllership. “I can really do anything with the education,” he says. “When I took the Introduction to Managerial Accounting course, it was focused on the efficiencies of a business, how to turn numbers into a decision-making process. That’s how I’ve been thinking my whole life. This course was just putting it on paper.”
Introduction to Financial Accounting
XB102A • XBW102A for online sections
3 semester units in Business Administration
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Learn financial accounting fundamentals and how to identify, measure and report on the financial effects of economic events on enterprises. Topics include accrual accounting concepts; 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 315333
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
13 meetings
May 21–Aug. 13
Nancy Batch, M.S., M.B.A., CPA
Sec. 2 EDP 845129
Danny F. Lee, B.S., M.B.A.
13 meetings
June 4–Aug. 27
San Francisco: Downtown Center • $850
Sec. 3 EDP 897934
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900
Sec. 4 EDP 857409
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900
Introduction to Managerial Accounting
XB102B • XBW102B for online sections
3 semester units in Business Administration
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Study the concepts, theory and practice of the cost-control function of management. Learn what information is needed within an organization; where to obtain this information; and how managers can use this information to plan, control and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision-making and transfer pricing.
Introduction to Financial Accounting XB102A or equivalent is strongly recommended.
Sec. 1 EDP 315408
Gregory Sinclair, M.B.A., CPA
13 meetings
June 4–Aug. 27
Berkeley: Golden Bear Center • $850
Sec. 2 EDP 857854
Martha S. Doran, Ph.D., CPA
Enroll anytime
Online, proctored final exam • $900
Intermediate Accounting I
X421.1 • 3 semester units in Business Administration
A requirement in the certificate programs in Accounting and in Financial Planning and Analysis, Accounting Concentration
Build on the financial accounting concepts and principles covered in Introduction to Financial Accounting XB102A. Following an in-depth review of the accounting environment and the nature of accounting information, you study time-value-of-money concepts and explore basic financial statements. Pay detailed attention to how enterprises account for assets: cash, accounts receivable, inventories, property and equipment, intangible assets and long-term investments.
Prerequisite: Introduction to Financial Accounting XB102A or equivalent
Sec. 1 EDP 845115
Anna Lee, M.B.A.
May 14–Aug. 6
Online, proctored final exam • $900
Sec. 2 EDP 315069
Instructor to be announced
13 meetings
June 3–Aug. 26
San Francisco: Downtown Center • $850
Sec. 1 EDP 845123
Nancy Batch, M.S., M.B.A., CPA
May 21–Aug. 13
Online, proctored final exam • $900
Intermediate Accounting II
X421.2 • 3 semester units in Business Administration
A requirement in the certificate programs in Accounting and in Financial Planning and Analysis, Accounting Concentration
Expand upon the financial accounting concepts and principles covered in Intermediate Accounting I X421.1, and learn how enterprises account for liabilities and equity accounts, including current and noncurrent liabilities, leases, pensions, income taxes, contributed capital, retained earnings and stock options. Additional topics cover earnings per share, the statement of cash flows, accounting changes and error corrections.
Prerequisite: Introduction to Financial Accounting XB102A or equivalent. This course typically follows Intermediate Accounting I X421.1, but that course is not a prerequisite.
Sec. 1 EDP 845131
Kelly Pope, Ph.D., CPA
May 14–Aug. 6
Online, proctored final exam • $900
Sec. 2 EDP 845149
Nancy Batch, M.S., M.B.A., CPA
May 21–Aug. 13
Online, proctored final exam • $900
Sec. 3 EDP 315077
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
13 meetings
Wednesdays, 6–9:30 pm
May 29–Aug. 28 (no meeting on July 3)
San Francisco: Downtown Center • $850
Advanced Accounting
X421.3 • 3 semester units in Business Administration
A requirement in the certificate programs in Accounting and in Financial Planning and Analysis, Accounting Concentration
Get a comprehensive understanding of consolidated financial statements and how to prepare them. Focus on the accounting principles, methods and techniques that relate to particular types of business and nonprofit 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
Sec. 1 EDP 315101
Anna Lee, M.B.A.
13 meetings
June 5–Aug. 28
Berkeley: Golden Bear Center • $850
Sec. 2 EDP 887059
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900
Prepare for the auditing section of the Intermediate Accounting II X421.2, equivalent to Intermediate Accounting I X421.1. Prerequisites: have some aptitude for numbers to succeed in this course. You will need an accounting background, but you should have some aptitude for numbers to succeed in this course.

**Prerequisites:** Intermediate Accounting I X421.1 and Intermediate Accounting II X421.2, equivalent experience or consent of instructor

**EDP 857755**
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $1,025

**Cost Accounting**

X419 • 3 semester units in Business Administration
A requirement in the Certificate Program in Accounting; an elective in the Certificate Program in Financial Planning and Analysis, Accounting and Planning Concentrations

Take an intensive study covering basic cost-accumulation systems and refinements to determine costs of products or activities in various types of enterprises. Prepare to emphasize managerial cost analysis and management decision planning.

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

**EDP 315267**
James Botsford, B.S., CPA
13 meetings
Wednesdays, 6–9:30 pm
June 5–Aug. 28
San Francisco: Downtown Center • $850

**Accounting for Government and Not-for-Profit Organizations**

X414.5 • 3 semester units in Business Administration
A requirement in the Certificate Program in Accounting; an elective in the Certificate Program in Financial Planning and Analysis, Planning Concentration

Learn about the major provisions of the tax laws for filing in calendar years 2011–2012. Study the taxation of corporations; “S” corporations; partnership taxation; income taxation of estates, trusts and gifts; and tax accounting methods and periods. Review rules governing the formation, operation and disposition of partnerships and corporations.

**EDP 315093**
Kenneth Kurtz, M.A.
13 meetings
Thursdays, 6–9:30 pm
June 6–Sept. 5 (no meeting on July 4)
San Francisco: Downtown Center • $850

**Financial Statement Analysis**

X419.2 • 2 semester units in Business Administration
Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses.

For course schedule, see p. 68.

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**VISIT OUR WEBSITE**
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu
CPA Examination Preparation

The following four courses prepare you to take each of the Uniform Certified Public Accountant (CPA) Examination’s four modules: Auditing and Attestation (AUD), Regulatory (REG), Financial Accounting and Reporting (FAR), and Business Environment and Concepts (BEC). To receive your CPA license, you must pass all four modules, in any order. Likewise, you can take these courses in any order. Each course begins with an overview of the topic, including its importance and how corporations regularly apply it. For the next five weeks, in-depth review follows, along with ample problems and exercises for discussion at each class meeting. Each course culminates in a six-hour Saturday workshop with timed tests simulating what is required as part of the CPA exam.

CPA Examination Preparation Courses

- Regulation (REG) Module X483.5
  Review and test your understanding of professional, legal and ethical responsibilities of a certified public accountant.

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

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

- Auditing and Attestation (AUD) Module X422.7 (offered this term)
  Review auditing and attestation standards and their organization.

CPA Examination Preparation

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

Business Environment and Concepts (BEC) Module

X423.9 • 1 semester unit in Business Administration
Review external and internal business environment and concepts, principally from an internal-company viewpoint, including corporate-governance structures and mission. The following four courses prepare you to take each of the Uniform Certified Public Accountant (CPA) Examination’s four modules: Auditing and Attestation (AUD), Regulatory (REG), Financial Accounting and Reporting (FAR), and Business Environment and Concepts (BEC). To receive your CPA license, you must pass all four modules, in any order. Likewise, you can take these courses in any order. Each course begins with an overview of the topic, including its importance and how corporations regularly apply it. For the next five weeks, in-depth review follows, along with ample problems and exercises for discussion at each class meeting. Each course culminates in a six-hour Saturday workshop with timed tests simulating what is required as part of the CPA exam.

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  Review auditing and attestation standards and their organization.

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/work.

UC Berkeley Extension is committed to diversity in its staff, faculty and student body and invites all qualified people to apply. AA/EEO
Introduction to Agile Management

An elective in the Professional Sequence in Agile Management

Agile is a management philosophy that encourages self-organization, collaboration, frequent inspection and adaptation to achieve successful solutions, with a focus on customer needs and business value. This interactive two-day learning experience introduces you to the benefits of Agile thinking, and gives you practical experience applying Agile concepts and techniques. You gain an understanding of key Agile management competencies, values and principles that can empower you to anticipate and more effectively leverage change in any organization.

Sec. 1 EDP 315739
Ainsley Nies, M.S., PMP, and Eric Rapin, B.S.
2 meetings
Friday and Saturday, 9 am–5 pm
June 7–8
San Francisco: Downtown Center • $500

Sec. 2 EDP 315747
Ainsley Nies, M.S., PMP, and Eric Rapin, B.S.
2 meetings
Friday and Saturday, 9 am–5 pm
July 12–13
Berkeley: Golden Bear Center • $500

Emergent Strategies: Business Planning in Agile Management

X498.5 • 1 semester unit in Business Administration
An elective in the Professional Sequence in Agile Management

Learn how to create an emergent strategy through learning games and active planning exercises. Then apply those concepts to case studies that require you to set up iterative planning cycles, make trade-off decisions and use Agile practices for decision making. Reflect on these experiences in the group and develop a shared “lessons learned” retrospective.

EDP 305177
Volker Frank, M.A.
2 meetings
Saturdays, 9 am–5 pm
July 20 and 27
San Francisco: Art and Design Center • $500

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

FREE INFORMATION SESSION Professional Sequence in Agile Management

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

EDP 326207
1 meeting
Thursday, 7:30–8:30 pm
May 30
San Francisco: Downtown Center • FREE

EDP 315788
1 meeting
Thursday, 7:15–8:15 pm
June 6
Berkeley: Golden Bear Center • FREE

EDP 315804
1 meeting
Thursday, 7:15–8:15 pm
Aug. 29
Belmont: Belmont Center • FREE

Agile Management: Principles and Practices

X486.1 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Agile Management

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

EDP 315754
Sonja Koppensteiner, M.S., Ph.D., PMP
5 meetings
Saturdays, 9 am–4 pm
June 15–July 20 (no meeting on July 13)
San Francisco: Downtown Center • $750

Professional Sequence in Agile Management

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

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

Required Courses
• Agile Management: Principles and Practices X486.1 (offered this term)
• Agile Management Mastery X498.8

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

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

Register using EDP 312124

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START WITH A COURSE

You do not have to apply for acceptance into UC Berkeley Extension. Courses are open to all eligible students. Our courses can help you develop career skills, meet professional certification requirements or satisfy an intellectual urge.

Essentials of Business
X406.6 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management

Understand the goals, processes and operations of business enterprises. Examine the functions that a company must effectively manage to be successful, such as accounting, finance, human resource management, marketing, operations management and strategic planning. Pay particular attention to the legal environment in which businesses operate and the importance of business ethics and corporate citizenship.

Sec. 1 EDP 315853
Susanna Wong, M.B.A., M.S.
5 meetings
Saturdays, 9 am–4 pm
June 22–July 20
Belmont: Belmont Center • $750

Sec. 2 EDP 315291
Eric Yap, M.B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 10–Aug. 12
Berkeley Campus: 151 Barrows Hall • $750

Sec. 3 EDP 897991
Kevin M. Shea, M.B.A.
Enroll anytime
Online, proctored final exam • $900

Corporate Financial Management
X412.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management

Get a broad, practical introduction to financial management even if you have no previous knowledge of finance or accounting. Gain an overview of the three principal financial statements; the use of financial ratios to assess a firm’s financial health; financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value and risk analysis. Although the course emphasizes conceptual understanding over detailed numerical analysis, it does use basic math such as solving an equation with one unknown.

Sec. 1 EDP 315226
Robert Coackley, B.S.
10 meetings
Tuesdays, 6:30–9:30 pm
May 28–July 30
San Francisco: Downtown Center • $750

Sec. 2 EDP 315242
Instructor to be announced
8 meetings
Mondays, 6–9:45 pm
July 8–Aug. 26
Belmont: Belmont Center • $750

Organization and Management
X490.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Business Administration; an elective in the Certificate Program in Leadership and Management

Study high-level leadership strategies, and gain skills in resolving disputes, managing diversity and building productive teams. Using case studies and small group discussions, explore issues such as organizational conflict and power, management development, interpersonal influence, and the advantages and drawbacks of participative management.

Sec. 1 EDP 305482
Gene Hendrix, Ph.D., Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
San Francisco: Downtown Center • $750

Sec. 2 EDP 305490
Gene Hendrix, Ph.D., Extension Honored Instructor
4 meetings
Saturdays, 8:30 am–5 pm
June 1–22
Belmont: Belmont Center • $750

Principles of Management Accounting
X421.5 • 3 semester units in Business Administration

Get an overview of financial and cost-accounting principles and ways to use them for effective management. To succeed in this course, you do not need an accounting background but you should have some aptitude for numbers.

For course schedule, see p. 49.

Applied Economics for Business
X402.8 • 2 semester units in Business Administration

Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics.

For course schedule, see p. 60.

Introduction to Marketing
X460.1 • 2 semester units in Business Administration

Learn marketing concepts, terminology and practices. Study consumer, industrial and service marketing.

For course schedule, see p. 79.
Certificate Program in Business Administration

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

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

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

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

Learn More and View the Brochure
extension.berkeley.edu/cert/busad.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 152025

“I had M.B.A.s, entrepreneurs and Ph.D.s in my class,” Certificate Program in Business Administration student Akash Pai says. In addition to enabling him to find funding for his start-up, the professional certificate is helping him accomplish something else: “To converse with venture capitalists in financial speak without having to scratch my head!” he jokes. For Pai, the professional certificate fills in some gaps in business without the cost of a full M.B.A. program. “It has supplemented my knowledge tremendously, especially finance and negotiations,” he says.
International Business

International Business Management
X495.1 • 2 semester units in Business Administration
Examine successful international business strategies, and learn how to internationalize your business and career. Study the basics of marketing, economics, finance and business negotiation in a global context. This entrepreneurial-focused course prepares you for participation in larger international businesses.

EDP 857391
Christopher Lai, M.B.A., Ph.D.
Enroll anytime
Online • $800

Communicating Across Cultures: Marketing and Sales Challenges Around the World
X495.7 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing
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 • $800

NEW THIS TERM
Start Up Your Importing Business
Learn how to be a successful importer in this one-day seminar.
For course schedule, see p. 84.

Business Analysis

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 Analysis Essentials and Planning
X448.1 • 3 semester units in Business Administration
45 cdu: IIBA provider E234; IIBA Program Code: E234-001
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management
Learn business analysis fundamentals and the planning and monitoring knowledge areas—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. Master essential analysis theories that govern the performance of all other business analysis and transformation tasks. Those who intend to sit for the Certified Business Analysis Professional (CBAP®) exam should also meet the IIBA® testing requirements.

Sec. 1 EDP 845222
Ashley Wright, B.S., M.B.A.
May 2–June 27
Online • $995

Sec. 2 EDP 155341
Richard Rondeau, M.S., PMP
15 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 28 (also Mondays, Aug. 12–26, 6:30–9:30 pm; no meeting on Aug. 7)
Belmont: Belmont Center • $945

Sec. 3 EDP 845230
Ashley Wright, B.S., M.B.A.
July 2–Aug. 27
Online • $995

Elicitation, Requirements Management and Communication
X448.2 • 2 semester units in Business Administration
30 cdu: IIBA provider E234; IIBA Program Code: E234-002
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management
Learn how to manage conflicts, issues and changes to ensure that stakeholders agree on the solution scope. Study the elicitation knowledge area. Explore the requirements management and communication knowledge area, which describes the activities and considerations for managing and expressing requirements to a broad and diverse audience. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet IIBA® testing requirements.

Sec. 1 EDP 845248
David Zhu, B.S., PMP, CISA, CBAP
May 2–June 27
Online • $995

Sec. 2 EDP 845255
David Zhu, B.S., PMP, CISA, CBAP
July 2–Aug. 27
Online • $995

Enterprise and Requirements Analysis
X448.3 • 3 semester units in Business Administration
45 cdu: IIBA provider E234; IIBA Program Code: E234-003
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management
Learn to identify a business need using enterprise and requirements analysis to refine and clarify the definition of that need and define a solution scope that the business can implement. Understand how enterprise analysis describes problem definition and analysis, business case development, feasibility studies and the definition of solution scope. Study how requirements analysis explains how business analysts prioritize solution requirements to better implement solutions. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet the IIBA® testing requirements.

Sec. 1 EDP 845263
David Zhu, B.S., PMP, CISA, CBAP
May 2–June 27
Online • $995

Sec. 2 EDP 845271
David Zhu, B.S., PMP, CISA, CBAP
July 2–Aug. 27
Online • $995

COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Certificate Program in Business Analysis

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

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

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

Learn More and View the Flyer
extension.berkeley.edu/cert/busanalysis.html
(510) 642-4151
course@unex.berkeley.edu
Register using EDP 312109

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

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

FIND THE QUALITY YOU WANT
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□ CONCENTRATED CURRICULUM FOR FAST RESULTS

GET THE FOCUS YOU NEED
□ GAIN DECISION-QUALITY INSIGHT
□ LEARN ENTERPRISE OPPORTUNITY ANALYSIS
Solution Assessment and Validation, Underlying Competencies
X448.4 • 2 semester units in Business Administration
30 cdu: IIBA provider E234; IIBA Program Code: E234-004
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management

Learn to assess proposed solutions to determine which best fit the business need. You also learn to identify gaps and shortcomings in solutions and determine necessary workarounds or changes to the solution. Study how business analysts assess deployed solutions to see how well they met the original need of the sponsoring organizations. Examine underlying competencies such as behaviors, knowledge and other characteristics that support the effective performance of business analysis. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet the IIBA® testing requirements.

Sec. 1 EDP 845289
Ashley Wright, B.S., M.B.A.
May 2–June 27
Online • $995

Sec. 2 EDP 845297
Ashley Wright, B.S., M.B.A.
July 2–Aug. 27
Online • $995

Business and Professional Communication

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

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

Interpersonal Communication Skills for Business, Part I
X497.6 • 1 semester unit in Business Administration
A requirement in the Program in Professional Communication; an elective in the Certificate Program in Entrepreneurship and Small Business Management

Effective communication skills help foster cooperation and teamwork within an organization. Learn key interpersonal skills that can boost your influence at work and make you more effective. Learn to overcome barriers, provide constructive feedback, identify strategies for communicating across cultures, and understand how gender roles and differences influence communication.

EDP 305375
Dan Clurman, M.A.
3 meetings
Saturdays, 9:30 am–4:30 pm
June 1–15
Berkeley: Golden Bear Center • $525

Interpersonal Communication Skills for Business, Part II
X489.6 • 1 semester unit in Business Administration
A requirement in the Program in Professional Communication; an elective in the Certificate Program in Entrepreneurship and Small Business Management

Effective communication skills help foster cooperation and teamwork within an organization. Gain additional training in key interpersonal communication skills that enhance individual and group effectiveness in a business setting. Increase your competency in the core communication concepts and skills, and apply them to new contexts that are critical for enhancing collaboration, increasing message clarity, increasing emotional intelligence, providing evaluative feedback, managing conflict, and facilitating teams and groups.

Prerequisite: Interpersonal Communication Skills for Business, Part I X497.6

EDP 305383
Dan Clurman, M.A.
3 meetings
Saturdays, 9:30 am–4:30 pm
July 20–Aug. 3
Berkeley: Golden Bear Center • $525

Business Communication: Writing and Speaking
X404.7 • 2 semester units in Business Administration
An elective in the certificate programs in Business Administration and in Leadership and Management

Learn to be more confident and effective when making written and oral presentations. Coursework includes drafting a wide range of documents—including emails, memos, letters and reports—and learning interpersonal communication techniques and presentation skills.

EDP 305631
Victoria R. Manley Thompson, M.S., and Erin M. Faverty, M.A.
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
San Francisco: Downtown Center • $750

Location Guide

For detailed information, see p. 209.

Belmont: Belmont Center 1301 Shoreway Rd., Suite 400, Belmont
Berkeley Campus See campus map, p. 210. If no building location is given, visit extension.berkeley.edu for updated information.
Berkeley: Golden Bear Center 1995 University Ave., Berkeley
San Francisco: Downtown Center 425 Market St., 8th Floor (enter on Fremont Street), San Francisco
San Francisco: Art and Design Center 95 Third St., San Francisco
Online Internet and email access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete (unless otherwise noted on course description).
Other Classes that are not located at Extension centers or on the UC Berkeley campus have the classroom address provided with the course information.
Best Practices in Negotiation

0.8 ceu
An elective in the Program in Professional Communication

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

EDP 305243
Gary S. Goodman, J.D., M.B.A., Ph.D.
1 meeting
Saturday, 8:30 am–5 pm
June 1
San Francisco: Downtown Center • $325

Business Writing Fundamentals

1.2 ceu
An elective in the Program in Professional Communication

In this interactive business writing seminar, learn a writing process that can help you target readers, organize information and get important points across quickly, whether you’re writing a memo, email, letter or report. Practice using clear language and spotting and fixing common errors. This refresher course is for those who need to tune up their writing skills and review the basics of writing professionally in a business setting.

EDP 305268
Margaret Steen, M.J., Extension Honored Instructor
2 meetings
Mondays, 9 am–4 pm
July 15 and 22
Belmont: Belmont Center • $525

Communicate Effectively: Connecting in Personal and Work Life

0.8 ceu
An elective in the Program in Professional Communication

Miscommunication with customers, employees and clients can be frustrating and costly. Learn and practice how to communicate effectively to resolve issues by demonstrating a willingness to understand the other’s perspective, feelings and experience without negating the right to your own point of view. Help to build and maintain connection, support, and work and personal relationships that are mutually beneficial.

EDP 305649
Neil Fiore, Ph.D.
2 meetings
Fridays, 9 am–1:30 pm
Aug. 23 and 30
Berkeley: Golden Bear Center • $295

Conflict Coaching for Organizational Productivity

1.6 ceu
An elective in the Program in Professional Communication

Learn to avoid common reactions and pitfalls to conflict and instead focus on constructive conflict as a mechanism for desired change via purposeful actions. Use constructive conflict to influence your peers and colleagues and be a transformative versus a transactional employee, colleague and leader. Assess your conflict comfort zone, and learn to apply constructive conflict effectively through an examination of case studies and active class engagement.

EDP 305284
Sonoo Thadaney, M.B.A.
2 meetings
Fridays, 8:30 am–5 pm
June 21 and 28
Belmont: Belmont Center • $525

NEW THIS TERM
Diversity Awareness for Effective Leadership

1.2 ceu
An elective in the Program in Professional Communication

Today’s workforce is increasingly diverse. Effective leaders and team members need to be capable of welcoming, including and utilizing diverse people, and their perspectives, styles and experiences to achieve organizational success and capacity. Learn practical tools and concepts designed to resolve tensions, utilize strengths, support collaboration and create more welcoming environments.

EDP 305938
Bill Say, M.A.
2 meetings
Fridays, 9 am–4 pm
Aug. 9 and 16
Berkeley: Golden Bear Center • $595

Emotional Intelligence (EQ) and Improvisation: Building Your Leadership Toolkit

0.7 ceu
An elective in the Program in Professional Communication

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

EDP 315234
Allison Gilmore, B.A.
1 meeting
Friday, 9 am–5 pm
July 12
San Francisco: Downtown Center • $295

Grant Writing for Professionals

1.3 ceu
An elective in the Program in Professional Communication

In today’s competitive business climate, poorly written grant proposals that don’t meet a funder’s requirements won’t make it through the first stage of review. Ensure that your organization remains competitive by learning to meet the challenges of grant writing. In this introductory, two-day course, gain the skills necessary to tackle the grant-writing process. Explore the steps involved in finding funding opportunities, managing and scheduling the grant proposal project, writing narrative sections that sell and editing effectively. Class time focuses on research, planning and writing strategies, not program development.

EDP 305342
Melanie Wise, M.A.
2 meetings
Fridays, 9 am–4:30 pm
July 19 and 26
San Francisco: Downtown Center • $395

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COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Program in
Professional Communication

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

Curriculum Requirements
The curriculum comprises 2 required courses and a varied number of electives for a minimum of 2 semester units and 5.4 ceu (90 hours of instruction).

Core Courses
- Interpersonal Communication Skills for Business, Part I X497.6 (offered this term)
- Interpersonal Communication Skills for Business, Part II X489.6 (offered this term)

Electives
You must choose one or more electives from each grouping in Communication Competency, Effectiveness and Influence.

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

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

Register using EDP 312199

Handling Difficult Interactions With Skill and Confidence
0.8 ceu
An elective in the Program in Professional Communication

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

EDP 305706
Roberta Streimer, M.A.
1 meeting
Tuesday, 8:30 am–5 pm
July 16
San Francisco: Downtown Center • $295

Nonverbal Communication: Messages Beyond Words
0.6 ceu
An elective in the Program in Professional Communication

Nonverbal behavior sends messages above and beyond the words spoken. People communicate nonverbally whether they’re aware of it or not, and what is not said may be as important as what is said. Gain insight into your nonverbal communication, and learn how to use it to improve nonverbal effectiveness and help smooth your day-to-day work life.

EDP 305722
Janene Frahm, M.A.
1 meeting
Monday, 9 am–4 pm
Aug. 19
San Francisco: Downtown Center • $295

Optimal Performance on the Job: Achieving Work-Life Integration
0.6 ceu
An elective in the Program in Professional Communication

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

EDP 305821
Neil Fiore, Ph.D.
1 meeting
Friday, 9 am–4 pm
July 19
Berkeley: Golden Bear Center • $295

Performance Evaluations: Measuring Goals and Outcomes
0.8 ceu
An elective in the Program in Professional Communication

Learn critical information and explore strategies and techniques for ensuring successful performance evaluations. Learn how to give constructive negative feedback and how to use a participative style of leadership to obtain desired results. Understand how to develop meaningful goals including how to evaluate the quality of goals set. Learn how to measure the outcome of goals by developing a set of mutually established standards within a framework of ongoing employee development and corrective action.

EDP 305748
Richard Ragan, M.S., CPT, Extension Honored Instructor
1 meeting
Friday, 8:30 am–5 pm
July 26
Berkeley: Golden Bear Center • $295

Professional Networking
0.8 ceu
An elective in the Program in Professional Communication

Learn how to build an invaluable professional network to enhance career advancement, business goals and business ventures. Gain the practical skills to acquire 100 professional connections in 90 days. Understand the importance of building such networks and the strategies to use them effectively.

EDP 305524
Ken Yap, M.B.A.
1 meeting
Saturday, 8:30 am–5 pm
July 27
Belmont: Belmont Center • $295

Strategic Problem Solving
1.6 ceu
An elective in the Program in Professional Communication

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

EDP 305599
Angela Lee, M.B.A.
2 meetings
Friday and Saturday, 8:30 am–5 pm
Aug. 23–24
San Francisco: Downtown Center • $525
BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.

Tackling Tough Issues in the Workplace
0.8 ceu
An elective in the Program in Professional Communication

Given the pace of work, pressures to perform, and the resulting stress and burn-out common in today’s workplace, it’s not surprising that productivity suffers, performance declines, teams fall apart and leaders often get the blame. Using tools and strategies explored in this workshop, you learn to tackle and resolve long-standing issues, improve performance, strengthen relationships and make progress even in seemingly hopeless situations.

EDP 305763
Roberta Straimer, M.A.
1 meeting
Monday, 8:30 am–5 pm
Aug. 26
San Francisco: Downtown Center • $295

NEW THIS TERM
The Actor Within: Improving Your Business Presentation and Communication Skills
2.1 ceu
An elective in the Program in Professional Communication

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

EDP 305912
Billie Shepard, M.A.
3 meetings
Fridays, 9 am–5 pm
July 12–26
Belmont: Belmont Center • $650

The Coach Approach to Effective Communication and Leadership Development
2 ceu
An elective in the Program in Professional Communication

Whether you are a business professional, human resource manager or experienced coach, develop a deeper understanding of and facility with essential coaching competencies. Gain knowledge and build confidence to create value for your organization or business and the people involved. Study the eight core-coaching competencies for effective communication, and learn how to design and execute The Coach Approach relationship. Fieldwork includes working with an in-class peer coach, and establishing, maintaining and completing a coaching engagement with one real-world client. Upon completion, you are ready to put the learned coaching protocols into action to support individuals and leaders in targeting success and achieving results.

EDP 305276
Barbara Russo, B.A.
8 meetings
Wednesdays, 6:30–9 pm
July 10–Aug. 28
San Francisco: Downtown Center • $450

The Power of Listening
0.6 ceu
An elective in the Program in Professional Communication

Listening is an important business skill, yet one we tend to take for granted. Listening is critical for building teamwork and trust, getting necessary information and motivating others to do their best. Explore obstacles to listening, and learn how to overcome them. Discover appropriate listening styles, gain tips for being a better listener and practice effective listening skills.

EDP 305755
Janene Frahm, M.A.
1 meeting
Wednesday, 9 am–4 pm
July 24
San Francisco: Downtown Center • $295

Time and Life Management
0.8 ceu
An elective in the Program in Professional Communication

Learn strategies to be more productive and efficient as you gain control over your time and focus. Examine best practices in time management, and understand how to implement time-saving strategies for increased productivity and balance. Learn simple strategies to remove obstacles such as negativity and procrastination in the pursuit of optimal performance and heightened productivity so you can be more creative and enjoy your work more fully.

EDP 305771
Neil Fiore, Ph.D.
2 meetings
Fridays, 9 am–1:30 pm
July 26 and Aug. 2
San Francisco: Downtown Center • $295

Two-Day Business Presentation Skills Workshop
1.2 ceu
An elective in the Program in Professional Communication

Learn to represent yourself more effectively in today’s highly competitive business climate. Through a series of on-camera exercises, you receive coaching in the practical tools necessary to create dynamic, professional presentations. Learn how to produce a great first impression by projecting a confident image, organizing your content for impact, interacting effectively with visual aids and creating a stronger connection with your listeners so that they better hear and retain your message.

EDP 305235
Ed Alter, B.A.
2 meetings
Monday and Wednesday, 9 am–4 pm
July 22 and 24
San Francisco: Downtown Center • $595

Women and Negotiation
0.7 ceu
An elective in the Program in Professional Communication

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

EDP 305623
Denise Brouillette, M.B.A.
1 meeting
Tuesday, 9 am–5 pm
June 25
San Francisco: Downtown Center • $295
BUSINESS

Business Writing Review
X455 • 1 semester unit in English
Refresh and refine your business-writing skills by learning to edit your writing, identify your grammar and punctuation problems, and organize your ideas for clarity. You review the basics of composing effective business letters, memos and reports, as well as how to find the style and format that fit your subject and audience.

EDP 877852
Margaret Steen, M.J., Extension Honored Instructor
Enroll anytime
Online • $550

Mediation and Conflict Resolution
X499.2 • 2 semester units in Business Administration
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 schedule, see p. 73.

Business Negotiating
X451.3 • 2 semester units in Business Administration
Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements.

For course schedule, see p. 76.

NEW THIS TERM

Marketing and Communications Writing for Professionals
X416.3 • 1 semester unit in Business Administration
Learn effective writing techniques to improve short- and long-form marketing and communications documents, including articles, case studies, data sheets, brochures, Web copy and emails.

For course schedule, see p. 80.

Organizational Communication Strategies for Managers
X498.9 • 2 semester units in Business Administration
Gain the skills needed to communicate effectively in a complex business environment.

For course schedule, see p. 78.

Business Process Management

NEW THIS TERM

BPM C: Business Process Measurement
X441.3 • 1 semester unit in Business Administration
A requirement in the Professional Program in Business Process Management
Process improvement can be one of the most powerful strategies for enhancing business operations. That strategy, however, can easily dissolve into subjective opinion and scattered problem solving. Good metrics translate high-level process objectives into something concrete and comprehensible. During this course, you work on a process from your own work environment, with the goal of supporting a vital conversation among key decision makers. Learn how to define the needed data, how to mine that data for insights on process performance and how to display the data in a way that motivates action. Examine a set of free and low-cost statistical tools and how to apply them to your process improvement plan.

EDP 155572
Jerry L. Talley, Ph.D.
2 meetings
Saturdays, 8:30 am–5 pm
Aug. 17 and 31
Berkeley Campus: 140 Barrows Hall • $445

Moving Up to an IT Leadership Role
X458.8 • 2 semester units in EECS
This interactive framework-building course provides a suite of nine mini-frameworks that you use to professionally overcome representational IT management issues that occur throughout the year.

For course schedule, see p. 150.

Economics

NEW THIS TERM

Microeconomics
X402.8 • 2 semester units in Economics
A requirement in the Certificate Program in Business Administration
Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics. Topics include understanding how the economy works, making better business decisions and comprehending the powerful lessons of the economic approach. Enrollment is limited.

Sec. 1 EDP 315127
Ashish Sahni
5 meetings
Saturdays, 9 am–4 pm
June 1–29
San Francisco: Downtown Center • $750

Sec. 2 EDP 315119
Don Uy-Barreta, B.A., M.S.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
Belmont: Belmont Center • $750

Sec. 3 EDP 887026
Martin A. Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $800

Applied Economics for Business
X402.8 • 2 semester units in Economics
A requirement in the Professional Program in Business Administration

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/work.

UC Berkeley Extension is committed to diversity in its staff, faculty and student body and invites all qualified people to apply. AA/EEO
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 Professional and Continuing Education Association (UPCEA)

Focus on key economic indicators that are monitored closely by financial analysts, economists and governments around the world. Examine the business cycle to place each indicator in a context that allows you to understand seemingly contradictory market reactions to newly released indicators. You gain 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 has on a particular situation.

EDP 897041
Martin A. Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $800

Introduction to Microeconomics
X2 • 3 semester units in Economics

An elective in the Certificate Program in Business Administration

Study how markets work, and gain a real understanding of the role of economics in business and in public and private decision making. Learn ways to think about how humans allocate resources, including markets and prices, consumer and producer behavior, and risk and cost measurement. Use this knowledge for further study in economics, or apply it in your everyday business dealings to make more effective decisions.

Sec. 1 EDP 315424
Lall Ramrattan, Ph.D.
13 meetings
Wednesdays, 6:30–10 pm
June 5–Aug. 28
Berkeley: Golden Bear Center • $850

Sec. 2 EDP 877050
Edward T. Derbin, M.A., M.B.A.
Enroll anytime
Online, proctored final exam • $900

Introduction to Macroeconomics
X3 • 3 semester units in Economics

An elective in the Certificate Program in Business Administration

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; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation. You may take Introduction to Microeconomics X2 concurrently with this course.

Sec. 1 EDP 315390
Lall Ramrattan, Ph.D.
13 meetings
Thursdays, 6:30–10 pm
May 30–Aug. 29 (no meeting on July 4)
Berkeley: Golden Bear Center • $850

Sec. 2 EDP 877670
Larry O’Connell, M.A., M.S., M.B.A.
Enroll anytime
Online, proctored final exam • $900

ENROLL EARLY
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Professional Program in Business Process Management

With the Professional Program in Business Process Management, you learn how to optimize business processes by blending traditional business and IT theories and practices. Study strategies to use technology more efficiently to support your business goals. Ultimately, create an IT and management environment that can react more quickly to changing business needs through a process that involves a cycle of design, modeling, execution, monitoring and optimization.

Curriculum Requirements
The curriculum comprises a minimum of 3 courses (including at least 2 from the core course list) for a total of 3 semester units (45 hours of instruction).

Core Courses
Choose a minimum of 2 courses from this list:
• BPM A: Process Modeling and Analysis X441.1
• BPM B: Process Design, Transformation and Organization X441.2
• BPM C: Business Process Measurement X441.3 (offered this term)

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

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(510) 642-4151
course@unex.berkeley.edu

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Entrepreneurship and Small Business Management

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

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

FREE INFORMATION SESSION
Certificate Program in Entrepreneurship and Small Business Management

Attend a free, no-obligation event to learn how UC Berkeley Extension’s Certificate Program in Entrepreneurship and Small Business Management can help you successfully launch and manage your business. Talk with program administrators, and get answers to questions. For certificate details, see p. 63 or visit extension.berkeley.edu/cert/entrepreneur.html.

EDP 306712
1 meeting
Monday, 6:45–7:45 pm
May 13
San Francisco: Downtown Center • FREE

EDP 305334
1 meeting
Monday, 5:30–6:30 pm
Aug. 26
San Francisco: Downtown Center • FREE

Introduction to Entrepreneurship/Opportunity Recognition
X408.9 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management

Learn successful entrepreneurship essentials. Gain foundational knowledge, and explore the strengths and weaknesses of your entrepreneurial plan. Topics include defining and refining the idea, developing the opportunity, and planning and delivering the business venture. Learn the importance of the business plan as preparation for launching your business venture, managing the business and obtaining investor dollars.

EDP 305680
Mary Jean Koontz, D.B.A.
3 meetings
Saturdays, 9 am–4 pm
May 18–June 8 (no meeting on May 25)
San Francisco: Downtown Center • $595

Action Planning and Management for a New Business Venture
X443.8 • 2 semester units in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Certificate Program in Leadership and Management and in the Professional Program in Health Advocacy

Learn the critical and practical aspects of managing a small-business venture and implementing solutions that work. Focusing on the business owner, you study the skills needed to successfully start and effectively manage a small business, including project management, time management, decision making and the ability to manage others. In addition to gaining an understanding and appreciation of basic business operations and management systems, you learn how to implement a specific business action plan that focuses on effective management solutions.

EDP 305805
LouAnn Conner, M.B.A.
10 meetings
Tuesdays, 6–9 pm
June 4–Aug. 6
San Francisco: Downtown Center • $750

Building, Presenting and Executing a Business Plan
X445.6 • 2 semester units in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management

In this capstone course to the Certificate Program in Entrepreneurship and Small Business Management, you participate in a collaborative workshop environment and review in detail the planning process for creating a successful business venture. Work with other students to write, review, critique, present and further develop your business planning, writing and communication abilities. Complete a comprehensive business plan for your own venture using the knowledge gained in previous courses, and learn successful strategies to present your business plan to potential investors, partners and early adopters.

EDP 305904
Paul Emery, M.B.A.
10 meetings
Tuesdays, 6–9 pm
June 25–Aug. 27
Berkeley: Golden Bear Center • $750

Finances for Entrepreneurs and Small Business Owners
X475.6 • 1 semester unit in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Certificate Program in Marketing and in the Professional Program in Health Advocacy

Every budding entrepreneur or small-business owner needs to know how to leverage fundamental tools; read basic financial statements; understand product costing, initial profit-and-loss development and break-even analysis; manage cash flow; and understand various revenue models. In a hands-on environment, learn how to use integrated Microsoft Excel spreadsheets to develop practical financial projections that are immediately relevant to your business operation.

EDP 305870
John Beck, B.S.
6 meetings
Wednesdays, 6–9 pm
July 24–Aug. 28
San Francisco: Downtown Center • $625

Marketing Strategies for Entrepreneurs and Small Business Owners
X475.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Entrepreneurship and Small Business Management; an elective in the Certificate Program in Marketing and in the Professional Program in Health Advocacy

Learn practical ways to plan and execute cost-effective and innovative marketing strategies for entrepreneurs and small-business owners. Study social media marketing, including blogging, viral marketing, video marketing, Twitter, Facebook, LinkedIn, word-of-mouth, networking and more. Guest speakers are a key component of this course; these successful, proven small-business owners and entrepreneurs share tips, secrets and strategies to help you gain a competitive edge and attract more quality customers to your business and websites.

EDP 305466
Kathryn A. Gorges, M.A., M.B.A.
5 meetings
Saturdays, 9 am–4 pm
June 22–July 20
San Francisco: Downtown Center • $750
Updated for 2013
Certificate Program in Entrepreneurship and Small Business Management

The Certificate Program in Entrepreneurship and Small Business Management presents a strong instructional foundation for launching and successfully operating a small business venture. The curriculum spans all stages of small business development, from defining an idea and finding and managing your finances to building marketing strategies and managing your operation. The capstone course teaches you how to finalize your business plan and execute and manage a successful business. The curriculum is overseen by an advisory board of business entrepreneurs and education leaders and approved by the University of California, Berkeley, Haas School of Business. Courses are taught by professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 5 required courses and a minimum of 1 elective for a total of 10 semester units (156 hours of instruction).

Required Courses
• Introduction to Entrepreneurship/Opportunity Recognition X408.9 (offered this term)
• Action Planning and Management for a New Business Venture X443.8 (offered this term)
• Finances for Entrepreneurs and Small Business Owners X475.6 (offered this term)
• Marketing Strategies for Entrepreneurs and Small Business Owners X475.5 (offered this term)
• Building, Presenting and Executing a Business Plan X445.6 (capstone course; offered this term)

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

Learn More and View the Brochure
extension.berkeley.edu/cert/entrepreneur.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 312091

Because the Certificate Program in Entrepreneurship and Small Business Management curriculum covers all areas of successfully launching a business—finance, marketing and management—Anupam Jindal is receiving a fully rounded education that he can use to formulate his business plan. “I’ve learned a lot,” he says. “In the capstone course, I built my business plan. The instructor had enormous experience starting up small businesses. He was able to share his expertise in what a business plan should look like, how to present it, how to approach investors.”
NEW THIS TERM

Business Development for Web Startups

X499 • 2 semester units in Business Administration

An elective in the Certificate Program in Entrepreneurship and Small Business Management

Explore business development topics relevant to Web startups. Topics include networking, partnerships, legal requirements, accounting, business models, sales, fundraising and team building. Learn to build a detailed action and implementation plan for each subject. Take actionable steps to move your Web business forward. Course methodology focuses on real-world problems; so, if you do not have a prospective startup or company, you are paired with a student who does.

EDP 315820
Mary Jean Koontz, D.B.A.
10 meetings
Mondays, 6–9 pm
June 24–Aug. 26
Berkeley: Golden Bear Center • $750

NEW THIS TERM

Small Business Web Strategies

X429.4 • 1 semester unit in Business Administration

An elective in the Certificate Program in Entrepreneurship and Small Business Management

Focus on business strategies and Web design to effectively support your vision for a small-business enterprise. Build a clear, concise business plan, reinforced by a web presence tailored to your needs and goals. Investigate a variety of options for Web design solutions. Enhance your ability to communicate technically and to technical people. Leave this seminar empowered by your own business plan, slide deck, basic website, online promotional tools and Web-design strategies.

Prerequisites: Familiarity with computers and the Internet

EDP 315838
LeAnn Hilgers, M.S.
3 meetings
Fridays, 9 am–3 pm
Aug. 16–30
San Francisco: Downtown Center • $595

NEW THIS TERM

Creating and Selling Your Own Music

0.6 cuu

Designed for songwriters, music enthusiasts and engineers, this workshop teaches best practices and approaches to developing a musical project from design concept to product launch. Learn a step-by-step process to create, manage and market your own recording project. You also learn about developing a finished product, and explore tactics for a successful product launch.

EDP 305920
Jonathan Gill, B.A.
1 meeting
Saturday, 9 am–4 pm
June 22
Berkeley: Golden Bear Center • $225

NEW THIS TERM

Start Up Your Importing Business

0.8 cuu

Learn how to be a successful importer in this one-day seminar. Understand strategies for licensing, selecting products, finding suppliers, financing, costing and pricing, and gaining orders for your products. Gain the knowledge to work with governments, bankers, brokers and carriers.

EDP 305946
John Spiers, M.A.
1 meeting
Monday, 8:30 am–5 pm
July 29
Belmont: Belmont Center • $350

Small Business Management

X105 • 3 semester units in Business Administration

An elective in the Certificate Program in Entrepreneurship and Small Business Management

Gain the skills and knowledge you need to start a small business. Learn to coordinate operations to increase efficiency. Discover what technologies can help your business compete in the marketplace. Finally, learn how to best represent your business to potential investors and bankers if you are looking to expand.

EDP 877068
Judith L. Forbes, M.B.A., Ph.D.
Enroll anytime
Online • $900

NEW THIS TERM

Marketing Tools for Startups

X419.4 • 2 semester units in Business Administration

In this practical, hands-on class, learn how to define your product and service; find your target audience; assess your competition; and develop branding with company identity, website and collateral marketing tools to bring your ideas to the marketplace.

For course schedule, see p. 80.

New Product Development

X405.8 • 2 semester units in Business Administration

Building on real-world market research concepts, learn how to develop a successful new product.

For course schedule, see p. 80.

Essentials of Business

X406.5 • 2 semester units in Business Administration

For students without any previous business knowledge, this course provides an introduction to the goals, processes and operations of business enterprises.

For course schedule, see p. 52.

Corporate Financial Management

X412.5 • 2 semester units in Business Administration

Gain an understanding of financial management, and apply financial tools to business decisions.

For course schedule, see p. 52.

BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.

FIVE WAYS TO ENROLL

1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave., Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person: Find Extension Center addresses at extension.berkeley.edu/locations.
Basic Corporate Finance
X430.1  •  2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis, Accounting Concentration; an elective in the Certificate Program in Finance.

This course serves as a prerequisite for most other finance courses at UC Berkeley Extension. Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured. Devote specific attention to the financial management context, the time value of money, risk and return, the cost of capital, the valuation of stocks and bonds, capital budgeting decision analysis tools, the impact of financial leverage on cost of capital and valuation, dividend policy and an overview of financial statement analysis.

**Prerequisites:** One course in economics and one in financial accounting, or consent of instructor. Basic Financial Mathematics and Financial Calculators, or equivalent skills, is recommended.

**Sec. 1 EDP 845156**
Brad Fox, M.B.A.
May 14–Aug. 6
Online, proctored final exam • $800

**Sec. 2 EDP 845164**
Fernando Garcia, M.B.A., J.D.
May 21–Aug. 6
Online, proctored final exam • $800

**Sec. 3 EDP 315150**
Susanna Wong, M.B.A., M.S.
10 meetings
Tuesdays, 6–9 pm
May 28–July 30
Belmont: Belmont Center • $750

**Sec. 4 EDP 315143**
Patricia Muscatelli, M.B.A., M.S.
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 7
San Francisco: Downtown Center • $750

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**COURSES AVAILABLE THROUGHOUT THE YEAR**

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

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**FREE PUBLIC EVENT**

The Fiduciary in California: Now and in the Future

The California Professional Fiduciary Bureau (under the auspices of the California Department of Consumer Affairs) oversees the qualification, testing and certification of individuals who wish to function as California Licensed Professional Fiduciaries (CLPF). With the graying of America and the aging population in California, the need for more people to become certified fiduciaries is growing. In this public lecture, three experienced professional fiduciaries talk about the proper role of a fiduciary as a person of trust in the broadest context, including financial planning, medical care and oversight of people with complex disabilities. They review not only the requirements to pass the certification exam, but also present the benefits to both the individuals who entrust their lives to fiduciaries and those who are so entrusted. Understand what the term fiduciary means and the various roles that fiduciaries are entrusted with. Additionally, you hear a cogent explanation of how fiduciaries are appointed and when it is advisable to use the services of a professional fiduciary.

**Speakers**

Pat McVey-Ritsick, NCG, CLPF 67, has taught courses on fiduciary issues for the Professional Fiduciary Association of California (PFAC) and UC Berkeley. She has served on the East Bay Chapter Board, the Northern California Board and the State Board of PFAC.

Rosalie Rowsey, NCG, CLPF 28, has been a private fiduciary since 1986, and is a charter member of the Professional Fiduciary Association of California.

Kim Schwarz, NCG, CLPF 18, has been on the regional and state board of directors at the Professional Fiduciary Association of California (PFAC) for many years and was chair of many committees. Schwarz has also taught conservatorship of the person and estate courses and been co-chair of the PFAC annual conference committee twice.

**EDP 315861**
1 meeting
Wednesday, 6–8 pm
Aug. 7
San Francisco: Downtown Center • FREE
Basic Financial Mathematics and Financial Calculators

0.6 ceu

Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel. In-class examples and problems include bank accounts, mutual fund returns and home mortgages.

Note: If you are unsure of your math skills, this class is helpful preparation for Basic Corporate Finance X430.1 and Survey of Personal Financial Planning X432. Please check course textbook requirements for the preferred calculator.

Prerequisite: High school-level algebra

EDP 315168
Martin Brook, M.B.A., Extension Honored Instructor
1 meeting
Saturday, 10 am–5 pm
June 22
San Francisco: Downtown Center • $300

Intermediate Corporate Finance

X444.1 • 2 semester units in Business Administration

A requirement in the certificate programs in Finance, Investment Management Specialization and in Financial Planning and Analysis, Planning Concentration

A continuation of Basic Corporate Finance X430.1, this course rounds out the comprehensive overview of corporate finance topics and examines the concepts, techniques and tools that financial managers use to make effective investing, financing and working capital management decisions. Understand advanced capital budgeting topics, financing decisions, working capital management and multinational finance.

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

Sec. 1 EDP 315366
Peter H. Lou, M.B.A., CFA, Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
July 6–Aug. 3
San Francisco: Downtown Center • $750

Sec. 2 EDP 887067
Lawrence Cox, B.S., M.B.A.
Enroll anytime
Online, proctored final exam • $800

Hands-on Corporate Financial Analysis and Modeling

X435.6 • 1 semester unit in Business Administration

A requirement in the certificate programs in Finance, Investment Management and Capital Markets Specializations and in Financial Planning and Analysis

This hands-on computer course provides the skills to apply the theories, concepts and tools covered in Basic Corporate Finance X430.1 and Intermediate Corporate Finance X444.1 to develop spreadsheet knowledge that you can use for effective financial analysis and decision making. Topics include developing spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation and capital budgeting.

Note: The online section requires access to Microsoft Excel 2003 or later.

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 315218
Peter H. Lou, M.B.A., CFA, Extension Honored Instructor
4 meetings
Sundays, 9 am–12:45 pm
Aug. 4–25
San Francisco: Art and Design Center • $595

Sec. 2 EDP 887208
Catherine Pinkas, M.B.A., PMP
Enroll anytime
Online • $645

Advanced Corporate Finance

X431.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis, Planning Concentration

Apply essential financial tools and techniques in a series of case studies that 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 897801
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $800

Options and Other Financial Derivatives

X435.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Finance, Investment Management Specialization

Get a comprehensive understanding of how to analyze and use options and other related derivatives. 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 315457
Richard Lehman, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
San Francisco: Downtown Center • $750

Sec. 2 EDP 887124
Richard Lehman, M.B.A.
Enroll anytime
Online, proctored final exam • $800

International Finance

X430.8 • 2 semester units in Business Administration

A requirement in the certificate programs in Finance and in Financial Planning and Analysis, an elective in the Certificate Program in Business Administration

Understand international finance from both corporate and international banking viewpoints, as well as financial constraints on international business and differences between domestic and international environments. Examine the international monetary system, the differences between foreign trade and foreign investments, international sales terms, measurement and management of foreign-exchange exposure, international financial markets and banking, import/export financing, current-asset management and international taxation.

Prerequisite: Basic Corporate Finance X430.1 or equivalent

Sec. 1 EDP 315374
Tony D. Yeh, M.B.A., M.Eng.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
San Francisco: Downtown Center • $750

Sec. 2 EDP 887216
Grace Kalil, M.B.A.
Enroll anytime
Online, proctored final exam • $800
Updated for 2013
Certificate Program in Finance

With the UC Berkeley Extension Certificate Program in Finance, you gain in-depth knowledge and skills to advance your career—in less time and at less cost than a master’s degree requires. The integrated curriculum features both financial theory and practical tools. First, build a strong foundation with courses in risk, financial analysis and modeling, and corporate finance. Then, choose a specialization for further study:

- Capital Markets for portfolio management; options; derivatives; debt markets; and techniques for creating, using, acquiring and selling complex financial instruments.
- Investment Management for securities analysis, portfolio management, and options and other derivatives for managing the investment of financial instruments.

The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. Courses are taught by working financial professionals with many years of practical business experience.

Curriculum Requirements

The curriculum comprises 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
- Corporate Financial Analysis and Modeling X435.6 (offered this term)
- Fundamentals of Risk Management X436.5 (offered this term)
- Intermediate Corporate Finance X444.1 (offered this term)
- International Finance X430.8 (offered this term)

Investment Management Specialization
- Financial Securities Analysis X425.5
- Investment Portfolio Management X431.2
- Options and Other Financial Derivatives X435.1 (offered this term)

Capital Markets Specialization
- Advanced Portfolio and Risk Management X436.6
- Debt Markets and Fixed-Income Securities X436.3
- Derivative Securities X436.4

Electives

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

Learn More and View the Brochure
extension.berkeley.edu/cert/finance.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 152041

As an investment banker at Robert W. Baird & Co., Certificate Program in Finance student Josh Fiedler uses lessons learned in class to solve issues at work. “I had to run an analysis of companies at my work, and I brought ideas from class to this exercise,” he recalls. “The scenarios presented in class were directly applicable to this case. I’m thinking of ideas that someone with an M.B.A. may not think of because of the Advanced Corporate Finance course.”
Fundamentals of Risk Management
X436.5 • 2 semester units in Business Administration

A requirement in the Certificate Program in Finance; an elective in the Certificate Program in Business Administration and in the Professional Sequence in Personal Financial Planning

Learn the fundamentals of financial risk management as it is practiced by corporate treasury staffs and investment managers. Focus on current theory, best practices and financial products that can be used for risk mitigation.

Sec. 1 EDP 845172
Lawrence Cox, M.B.A.
June 4–Aug. 6
Online, proctored final exam • $800

Sec. 2 EDP 315507
Wayne Price, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Downtown Center • $750

Presenting Financial and Other Numerical Information Effectively
X419.1 • 2 semester unit in Business Administration
(Formerly Painting With Numbers: Making Financial Information Comprehensible)

Study the rules and practices of quantitative communication to ensure that your audience understands your financial and other numerical presentations. Examine ways to use software tools such as spreadsheets to produce your reports quickly and efficiently. Learn how to apply the rules and tools of quantitative communication to your specific business needs. Ensure that your financial communication supports a narrative that is clear and meaningful, whether you deliver it in printed, electronic or spoken form.

EDP 315432
Randall Bolten, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 25–Aug. 27
San Francisco: Downtown Center • $750

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

FREE INFORMATION SESSION
Certificate Program in Financial Planning and Analysis

Find out how a certificate in financial planning and analysis from UC Berkeley Extension can prepare you for career advancement or an advanced degree. For certificate details, see p. 69 or visit extension.berkeley.edu/cert/financial_planning_analysis.html.

EDP 315606
1 meeting
Monday, 5:30–6:30 pm
Aug. 26
San Francisco: Downtown Center • FREE

Financial Statement Analysis
X419.2 • 2 semester units in Business Administration

A requirement in the certificate programs in Financial Planning and Analysis, Financial Planning Concentration, and in Accounting, Accounting for Financial and Business Analysts Specialization

Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses. Examine the analytical tools to assess a company’s performance, the concept of quality of earnings, approaches to valuation and other issues.

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

Sec. 1 EDP 315358
Mohsin Hafeez, M.B.A.
10 meetings
Mondays, 6:30–9:30 pm
June 10–Aug. 12
San Francisco: Downtown Center • $750

Sec. 2 EDP 897074
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $800

Basic Corporate Finance
X430.1 • 2 semester units in Business Administration

Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured.

For course schedule, see p. 65.

Mergers and Acquisitions
X415.9 • 2 semester units in Business Administration

A requirement in the Certificate Program in Financial Planning and Analysis, Planning Concentration

Explore the various stages and strategies of corporate mergers and acquisitions, and understand the benefits of a merger or acquisition in relation to corporate objectives. Learn practical planning methods and tools for an eventual acquisition; how to determine the value of a company; how to work with various advisers; and how to lead the transaction process through the letter of intent, due diligence and close. By the end of this course, you should be able to use a variety of techniques to value a company, obtain deal terms consistent with shareholder objectives, and possess an overview of legal and tax knowledge to engage various advisers and effectively support a transaction.

EDP 315416
Neil Shroff, B.S.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Belmont: Belmont Center • $750

Business Valuation
X431.9 • 2 semester units in Business Administration

A requirement in the certificate programs in Financial Planning and Analysis, Financial Planning Analysis, and in Accounting, Accounting for Financial and Business Analysts Specialization; an elective in the Professional Sequence in Personal Financial Planning

Learn to apply financial and economic theory to investment, financing and dividend decisions 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 and private placements, leveraged buyouts, performance-based executive compensation, agency costs, control premiums, and costs of marketability and real options.

Prerequisites: Basic Corporate Finance X430.1, Introduction to Financial Accounting XB102A, Principles of Management Accounting XB21.5, or consent of instructor and professional experience

Sec. 1 EDP 315200
Robert Cockley, B.S.
10 meetings
Wednesdays, 6:30–9:30 pm
May 29–July 31
San Francisco: Downtown Center • $750

Sec. 2 EDP 897975
Donald R. Byrne, Ph.D.
Enroll anytime
Online, proctored final exam • $800

For course schedule, see p. 62.
New!
Certificate Program in Financial Planning and Analysis

Learn to guide your employer’s company to optimum financial performance and growth with UC Berkeley Extension’s new Certificate Program in Financial Planning and Analysis. Gain an understanding of the analytical underpinnings of economic decision making for the growth area of corporate accounting and finance. Financial planning and analysis expertise is in high demand. In this program, you learn to interpret accounting results and formulate plans and strategies for future growth based on sound analytical principles. You also examine the latest analytical techniques used by industry executives to shape their companies’ future plans and strategies.

Taught by practicing executives, the certificate curriculum is overseen by an advisory board that comprises a mix of successful corporate executives, consultants, education leaders and other experts and approved by the University of California, Berkeley, Haas School of Business. In addition to fulfilling the core competencies of the certificate, you also develop specific expertise in either an accounting or planning concentration. Courses are taught in both online and classroom modes.

Curriculum Requirements
The curriculum comprises 8 required courses (4 core courses, 3 concentration courses and 1 elective) for a total of 16–18 semester units (at least 240 hours of instruction).

Required Core Courses
• Business Valuation X431.9 (offered this term)
• Corporate Financial Analysis and Modeling X435.6 (offered this term)
• Financial Statement Analysis X419.2 (offered this term)
• International Finance X430.8 (offered this term)

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

Accounting Concentration
• Basic Corporate Finance X430.1 (offered this term)
• Intermediate Accounting I X421.1 (offered this term)
• Intermediate Accounting II X421.2 (offered this term)

Planning Concentration
• Balanced Scorecard for Metric-Centered Strategic Management X464.6
• Intermediate Corporate Finance X444.1 (offered this term)
• Mergers and Acquisitions X415.9 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/cert/financial_planning_analysis.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 312223
Human Resources

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

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

FREE INFORMATION SESSION
Certificate Program in Human Resource Management

Discover how UC Berkeley Extension’s professional certificate, approved by the Human Resource Certification Institute, can help you make the most of growing opportunities in human resource management. For more information about the certificate, see p. 71 or visit extension.berkeley.edu/cert/hrm.html.

EDP 306670
1 meeting
Monday, 5:30–6:30 pm
May 13
San Francisco: Downtown Center • FREE

EDP 305359
1 meeting
Monday, 6:45–7:45 pm
Aug. 26
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

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 305367
David Schlocker, M.B.A., SPHR, GPHR
10 meetings
Thursdays, 6–9 pm
May 30–Aug. 15 (no meetings on June 13 and July 4)
San Francisco: Downtown Center • $750

Sec. 2 EDP 845388
Catherine McKnight, M.A.
May 14–Aug. 13
Online • $800

Effective Performance Management
X452.3 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management

Get an overview of performance management, including its definition, benefits and application in most organizations. If you are a manager or supervisor in a company of any size and want to learn more about performance management, this course teaches you how to implement a successful program or partner with line managers to enhance the process. You learn how to develop effective performance management systems that involve goal setting, coaching and feedback, measuring performance against goals, performance appraisals and employee development.

EDP 305318
Terri Lynn Cardona, M.S.
10 meetings
Mondays, 6–9 pm
June 3–Aug. 5
San Francisco: Downtown Center • $750

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 and making hiring decisions. Recruiters who manage multiple openings can also benefit from this course.

EDP 305326
Nicole Jackson, M.B.A., M.S.
5 meetings
Saturdays, 9 am–4 pm
June 22–July 20
San Francisco: Downtown Center • $750

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 and family issues, employee assistance, sexual harassment, diversity management, and ways to handle formal complaints and discipline.

EDP 305672
Susan J. Gallagher, M.S.
6 meetings
Wednesdays, 6:30–9:30 pm
May 29–July 3
San Francisco: Downtown Center • $625

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. Learn practical tools to develop a plan to use technology more effectively in the human resources department. This course is completely paperless; to succeed, you must bring a laptop or tablet with Wi-Fi capability to every class.

EDP 305797
Karen Haley Allen, M.A.
5 meetings
Sundays, 9 am–4 pm
June 23–July 28 (no meeting on July 7)
San Francisco: Art and Design Center • $750

“I was looking at the Human Resources certificate versus university-level studies,” Michael Kiley says. “What drew me to the certificate was the diversity of the coursework. When I started this program, it was the faculty who engaged me: They’re thought-provoking, leaders in the industry; they have a passion for what they do. The material made you think outside of the box and engage with the subject matter and with current events. I was able to use that information in my current position.”

Michael Kiley, student, Certificate Program in Human Resource Management
Certificate Program in Human Resource Management

With the Certificate Program in Human Resource Management, you can develop the knowledge, methods and skills necessary to meet the human resource challenges of today’s changing workplace and workforce. With courses developed by top HR professionals and approved for recertification credits by the HR Certification Institute, the certificate gives you a strong foundation in current HR best practices. It also prepares you to lead the strategic deployment of human capital in today’s corporations, government agencies, nonprofit organizations and small businesses. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. Courses are taught by human resource professionals with many years of practical experience.

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

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

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

“Programmers are human beings first and computer scientists second.”

Certificate Program in Human Resource Management student Peter Haralabopoulos says, “I’m in my second class and have been really impressed.” He also finds that his instructors’ real-world experience is applicable to his current job. For example, Haralabopoulos is implementing the tools learned in Effective Performance Management to manage performance, set goals for his staff and develop other recognition opportunities.

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extension.berkeley.edu/cert/hrm.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 152058
Talent management 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. In this course, intended for professionals who manage talent across a broad spectrum of organizations, you survey the core elements of talent management, and learn how to develop and implement effective talent management systems within your organization.

EDP 305607
Resa Peay-Wainwright, B.A.
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
San Francisco: Downtown Center • $750

Total Compensation
X493.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Human Resource Management

Study total compensation rewards and work-life option programs that address a range of monetary and nonmonetary options beyond salary compensation and benefits. Learn how to integrate total compensation packages with other basic human resources functions, including recruitment, performance contributions, development and retention.

EDP 305615
Resa Peay-Wainwright, B.A.
10 meetings
Tuesdays, 6–9 pm
May 28–July 30
San Francisco: Downtown Center • $750

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.

Prerequisite: Training and Learning in Organizations X499.1 or consent of instructor
EDP 305292
Richard Ragan, M.S.
8 meetings
Wednesdays, 6–9 pm
July 17–Aug. 21 (also Saturdays, July 13 and Aug. 24, 9 am–4 pm)
Berkeley: Golden Bear Center • $675

Employee Benefit Plans
X495 • 2 semester units in Business Administration
An elective in the Certificate Program in Human Resource Management

Study the most common types of discretionary benefits, and learn how they are selected and administered. Explore legal requirements, administrative problems and available options, as well as government-mandated plans such as workers’ compensation and Social Security. Examine important policy issues on sick leave, vacation, jury duty and leaves of absence, and learn how they are related to organizational culture and policy.

EDP 897157
Richard K. Takahashi, M.B.A.
Enroll anytime
Online • $800

Optimal Performance on the Job: Achieving Work-Life Integration

Learn tools and strategies to help you get more productivity out of your efforts and more satisfaction from your job.

For course schedule, see p. 58.

Performance Evaluations: Measuring Goals and Outcomes

Learn critical information and explore strategies and techniques for ensuring successful performance evaluations.

For course schedule, see p. 58.

Practicing law since 2000 and recently opening her own firm, attorney Angel Lewis is now focusing on employment law. With the Certificate Program in Human Resource Management, the UC Berkeley graduate is gaining new knowledge to better understand and serve her clients. And Extension’s flexible course schedules enable her to keep her business running while completing the required courses.

Lewis points to instructor Resa Peay-Wainwright, who brings practical experience and knowledge to each class. “The instructors bring a lot of stories and anecdotes about the material we’re learning, which is really helpful,” Lewis says. She also finds that her fellow classmates offer their own experiences in class, which helps to frame the material in real-world situations.

Nearing completion of the certificate, Lewis is taking a mediation course that she plans to incorporate into her business. “I’m happy that the program allows you to take any business management course as an elective,” she says. “This class has been really good in terms of figuring out other ways to service my clients with mediation skills.”
Law

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

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

E-Discovery Advantage: Managing High-Volume Data Demands

0.8 ceu

Electronic Discovery, or E-Discovery, refers to the process by which information stored in digital form is accessed as a result of criminal or civil litigation. To comply with existing law, businesses must have robust strategies to provide digital data if subpoenaed. Learn how to prepare an effective E-Discovery plan. Examine issues such as cost control, effective records management and litigation preparedness. Apply course concepts by preparing a sample data plan for a business.

EDP 305300
Jonathan Van Ee, J.D.
2 meetings
Saturdays, 10 am–2:30 pm
July 13 and 20
San Francisco: Downtown Center ● $350

Principles of Business Law

X410.1 ● 2 semester units in Business Administration

People who want to be successful in business or real estate need to know how to deal with legal issues and when to refer questions to an attorney. Learn to identify the issues and know when you have a legal problem. 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 845412
Jason Lum, J.D.
May 14–Aug. 6
Online ● $800

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, and recent technological developments and trends in the legislative and legal arenas. Anyone involved in the creation, acquisition, use, sale, marketing, licensing and ownership of intellectual property can benefit from this course.

EDP 897066
Brien C. Walton, LL.M., J.D.
Enroll anytime
Online ● $800

Paralegal Studies

FREE INFORMATION SESSION
Certificate Program in Paralegal Studies

For more information, see p. 75 or visit extension.berkeley.edu/cert/paralegal.html.

EDP 305847
1 meeting
Monday, 5:30–7 pm
July 15
San Francisco: Downtown Center ● FREE

Essential Paralegal Studies Part I: Foundational Skills

X418 ● 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

Study the foundational paralegal qualities most sought by attorneys and law firms. Learn various aspects of paralegal skills, including legal terminology; court structures and procedures; legal ethics; evidence; investigation; interviewing; formal discovery methods and procedures; legal research, analysis and writing; and other subjects relevant to becoming a qualified paralegal. Note: Online section must be completed within three months of receiving login information.

EDP 317073
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online ● $1,750

Mediation and Conflict Resolution

X499.2 ● 2 semester units in Business Administration

40 hours MCLE credit for attorneys (3 hours Ethics) ● 40 hours CE credit: BRN, LCSW/MFT and psychologists

The Award of Completion satisfies training requirements for most court and agency mediation programs.

Do you want to successfully resolve business disputes with confidence? With courts clogged and lawsuits and business conflict on the rise, mediation skills can become an essential part of your skill set. In this intensive 40-hour training, you gain the ability and confidence to resolve almost any business dispute as a mediator, negotiator or representative. Through lecture, discussion, dispute simulations and video, you learn the skills and strategies of a successful mediator. A complete set of model forms for your practice or program is also included.

EDP 305201
Ron Kelly, Extension Honored Instructor
5 meetings
Saturdays and Sundays, 9 am–5:30 pm
June 22–30 (also Friday, June 28, 9 am–5:30 pm)
Berkeley: Golden Bear Center ● $1,095
Paralegal California Procedures
X407  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study California court rules and procedures, as well as how to properly access and cite those rules and procedures. Learn strategies to locate rules relevant to a variety of situations. Investigate documents and filing procedures in California to successfully assist attorneys in identifying and applying trial court rules. Note: Online section must be completed within two months of receiving login information.
EDP 317057
Julie Goren, J.D.
Enroll anytime
Online  •  $875

Paralegal Contract Law
X405  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn how to form effective legal contracts, how contracts are performed and how to remedy for nonperformance or breach of contract. The contract drafting, analysis and litigation skills learned in this course can be applied to a wide variety of legal situations. Note: Online section must be completed within two months of receiving login information.
EDP 317032
Tammi Clearfield, J.D.
Enroll anytime
Online  •  $875

Paralegal Criminal Law
X406  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Study substantive and procedural criminal law, and learn to identify the elements of and defenses against criminal charges. Examine levels of criminal intent and the purpose of criminal punishment. Note: Online section must be completed within two months of receiving login information.
EDP 307983
Tammi Clearfield, J.D.
Enroll anytime
Online  •  $875

Paralegal Family Law
X410  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Learn the paralegal’s role in family law practice. Topics include child custody and visitation matters. Examine issues of paternity proceedings, adoption and surrogacy rights. Note: Online section must be completed within two months of receiving login information.
EDP 317016
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online  •  $875

Paralegal Intellectual Property Law
X409  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Explore trademark, copyright, patent and trade-secret law as they relate to a paralegal’s role in representing clients. Gain quantifiable paralegal skills in the area of intellectual property law to assist clients with their intellectual property matters under an attorney’s supervision. Note: Online section must be completed within two months of receiving login information.
EDP 317065
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online  •  $875

Paralegal Tort Law
X403  •  1 semester unit in Law
An elective in the Certificate Program in Paralegal Studies
Get an overview of negligence, personal injury, strict and products liability. Examine the intentional torts of battery, assault and false imprisonment. Analyze the distinctions between criminal and civil law, as well as liability, duty, breach of duty, causation and damages while applying the appropriate legal defenses. Note: Online section must be completed within two months of receiving login information.
EDP 307991
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online  •  $875
Certificate Program in Paralegal Studies

Designed by paralegals for paralegals and taught by practicing attorneys approved by the University of California, Berkeley, the Certificate Program in Paralegal Studies offers the skills and knowledge you need to become a practicing paralegal. In just six months, you can fulfill California’s education requirements for paralegals and take the next step in your career. Two convenient learning formats enable you to continue working while you complete the program: Proceed at your own pace with an online program that you can begin anytime, or choose the hybrid format that combines classroom and online study.

Curriculum Requirements

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

Required Courses
• Essential Paralegal Studies Part I: Foundational Skills X418 (offered this term)
• Essential Paralegal Studies Part II: Authority, Research and Writing X419 (offered this term)

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

Statement Regarding California Regulatory Requirements

The UC Berkeley Extension online and hybrid Certificate Program in Paralegal Studies is in compliance with California Business & Professions Code 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This program meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 8 semester units of academic credit for the program.

Learn More and View the Flyer
extension.berkeley.edu/cert/paralegal.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 312215
Leadership and Management

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

FREE INFORMATION SESSION
Certificate Program in Leadership and Management

Find out how this UC Berkeley Extension professional certificate can help you build the essential skills for effective management and make a tangible difference in your career. For information about the certificate, see p. 77 or visit extension.berkeley.edu/cert/mgt.html.

EDP 306654
1 meeting
Monday, 6:45–7:45 pm
May 20
San Francisco: Downtown Center • FREE

EDP 305391
1 meeting
Monday, 5:30–6:30 pm
Aug. 19
San Francisco: Downtown Center • FREE

Effective Leadership and Management: Understanding and Influencing the Dynamics of Organizations
X498.4 • 2 semester units in Business Administration
A requirement in the Certificate Program in Leadership and Management

Learn the concepts, applications, practices and strategies involved in becoming a highly effective leader and influencing outcomes within an organizational setting. As organizational expectations continue to increase with heavy workloads, fewer staff, increased complexity and reduced resources, you explore how leadership behaviors can increase organization and employee performance. Topics include managing talent, team development, conflict resolution, decision making, working with the multigenerational workforce, work-family challenges, and addressing diversity and cultural dilemmas. Learn how to move from the tactical to the strategic as a leader, and how to address challenges systematically. Note: Course requirements include taking an assessment test, offered at a discounted rate of $100, to track your mastery in essential leadership functions and to create an action plan for your leadership development and improvement.

EDP 305664
Eleni Pallas, M.B.A.
10 meetings
Thursdays, 6–9 pm
May 30–Aug. 8 (no meeting on July 4)
San Francisco: Downtown Center • $750

Business Negotiating
X451.3 • 2 semester units in Business Administration
A requirement in the Certificate Program in Leadership and Management

Don’t get mad. Don’t get even. Get what you want. Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements. In this highly interactive course, you learn successful negotiation skills through role play and real-world case studies, giving you the knowledge and experience to handle difficult conversations, communicate with people from different cultures, uncover hidden value, discover optimal job-interview techniques and negotiate salary. Learn techniques to overcome obstacles that prevent you from reaching your goals.

EDP 305250
Terence K. Hird, M.B.A.,
Extension Honored Instructor
5 meetings
Saturdays, 9 am–4 pm
June 1–29
San Francisco: Downtown Center • $750

Leadership, Influence and Power in Organizations
X499.3 • 2 semester units in Business Administration
A requirement in the Certificate Program in Leadership and Management

Explore how leaders use power and influence to achieve organizational commitment and effectiveness. Discuss topics of organizational culture, appropriate types of power, influence with and without authority, business ethics, and effective goal setting and planning. Research and case studies about the global economy, Silicon Valley innovation and current events provide you with the tools to develop personal leadership skills and styles.

EDP 305813
Elie Asmar, M.S.E., PMP, CKM,
Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
June 25–Aug. 27
San Francisco: Downtown Center • $750

Public Event
Skyrocket Team Performance With Three Feedback Habits

When management assesses organizational performance, frequency of feedback is consistently a major indicator of an organization’s performance. Join us to learn the very specific ways to gather and deliver feedback for higher motivation, productivity and even profitability.

• Leave understanding the key elements of High Performance Feedback, as well as receive a toolkit of three feedback frameworks to increase performance.
• Learn the most powerful type of conversation and dialogue for increased agility, learning and engagement.
• Create a feedback model for your team or organization that supports your current performance management system and takes your ability to affect performance to a whole new level.

Who Should Attend
• Any individual seeking to be an influence for higher performance and motivation at work or at home
• Leaders wishing to take their teams to a new level of learning, efficiency and effectiveness
• Leaders whose teams are experiencing decreased engagement, motivation and productivity due to post-financial crisis burnout
• Those with goals to be met, promotions to achieve and a desire to become more effective every day

Speakers
Jessica Weatherford, president and CEO of Marble Arch Consultants
Neal Bottom, principal and co-founder of Marble Arch Consultants

EDP 315895
1 meeting
Monday, 6–8 pm
June 3
San Francisco: Downtown Center • $15

Visit Our Website
Up-to-date course and schedule information with easy enrollment
visit extension.berkeley.edu
Certificate Program in Leadership and Management

Become a more effective leader, manager or supervisor through practical, skill-based learning in the Certificate Program in Leadership and Management. Grounded in the practical aspects of day-to-day management, the curriculum develops knowledge and skills useful to a position of influence, even if you are not in a formal management role. Courses in how to build managerial excellence equip you to better understand the latest principles, strategic concepts, philosophies and advanced applications in management and leadership. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. The certificate prepares you to take on higher-level job responsibilities, improves your current managerial performance, helps you develop a big-picture view of management and enables you to communicate more effectively.

Curriculum Requirements
The curriculum comprises 5 required courses and 2 electives for a total of 13 semester units (195 hours of instruction).

Required Courses
• Effective Leadership and Management: Understanding and Influencing the Dynamics of Organizations X498.4 (offered this term)
• Business Negotiating X451.3 (offered this term)
• Leadership, Influence and Power in Organizations X499.3 (offered this term)
• Managing Change and Ambiguity in the Workplace X411.9 (offered this term)
• Organizational Communication Strategies for Managers X498.9 (offered this term)

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

Learn More and View the Brochure
extension.berkeley.edu/cert/mgt.html
(510) 642-4231
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Gain the Skills You Want
- EFFECTIVE COMMUNICATION
- LEADERSHIP CAPACITY
- ETHICAL BUSINESS PRACTICE

Get the Knowledge You Need
- MANAGEMENT
- BUSINESS COMMUNICATION
- THE ROLE OF POWER AND AUTHORITY
- BUSINESS ETHICS AND SOCIAL RESPONSIBILITY
Managing Change and Ambiguity in the Workplace
X411.8 • 1 semester unit in Business Administration

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

Learn valuable insights on how to foster goodwill and commitment during times of transition to create and maintain a high-performance organization. Discover how to design and manage change more effectively, gain an awareness of principles used to address people’s readiness and capability for change, and understand how to make people more receptive to and prepared for change. Bring an example of an organizational change in which you have been involved as your case study; this example could be an initiative that you have led, participated in or observed. Learn to apply the principles of change management to your specific case.

Note: Prereading assignments prior to first class meeting are listed in the course reader.

EDP 305417
Anna Ewins, Ph.D.
2 meetings
Saturday, 8:30 am–5 pm
June 15 and July 6
San Francisco: Downtown Center • $595

Organizational Communication Strategies for Managers
X498.9 • 2 semester units in Business Administration

A requirement in the Certificate Program in Leadership and Management

Learn to communicate effectively in a complex business environment. Understand how to be flexible so you can communicate both upstream and downstream, as well as with vendors, clients, stakeholders and other partners from a variety of business cultures. Study communication theory, review case studies, discuss topical communication issues from the weekly news, and practice communication strategies that you can apply right away in your current position or as preparation for career advancement.

EDP 305508
Mary Lynn Wilson, Ph.D.
5 meetings
Saturday, 9 am–4 pm
July 13–Aug. 10
San Francisco: Downtown Center • $750

Essentials of Management
X475.4 • 2 semester units in Business Administration

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

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 a professional takes on a management position. Learn key interpersonal and managerial skills.

Sec. 1 EDP 305789
Gene Hendrix, Ph.D., Extension Honored Instructor
4 meetings
Saturday, 8:30 am–5 pm
June 29–July 20
Belmont: Belmont Center • $750

Sec. 2 EDP 305409
Gene Hendrix, Ph.D., Extension Honored Instructor
10 meetings
Wednesdays, 6–9 pm
May 29–July 31
San Francisco: Downtown Center • $750

Power and Influence: Women and Leadership
X474.8 • 2 semester units in Business Administration

A requirement in the Professional Program in Women and Leadership; an elective in the Certificate Program in Leadership and Management

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

EDP 305516
Denise Brouillette, M.B.A.
5 meetings
Saturday, 9 am–4 pm
June 1–29
San Francisco: Downtown Center • $625

NEW THIS TERM

Diversity Awareness for Effective Leadership

Learn practical tools and concepts designed to resolve tensions, utilize strengths, support collaboration and create more welcoming environments.

For course schedule, see p. 57.
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
Certificate Program in Marketing and Professional Sequences in Marketing Metrics and in Integrated Marketing Communications

Find out how UC Berkeley Extension’s Certificate Program in Marketing and the professional sequences in Marketing Metrics and in Integrated Marketing Communications equip you with a solid understanding of marketing’s most up-to-date concepts and techniques. For more information about the Certificate Program in Marketing, see p. 81 or visit extension.berkeley.edu/cert/market.html. For more information about the Professional Sequence in Integrated Marketing Communications, see p. 82 or visit extension.berkeley.edu/spos/imc.html. For more information about the Professional Sequence in Marketing Metrics, see p. 83 or visit extension.berkeley.edu/spos/metrics.html.

EDP 306613
1 meeting
Monday, 5:30–6:30 pm
May 20
San Francisco: Downtown Center • FREE

EDP 305714
1 meeting
Monday, 6:45–7:45 pm
Aug. 19
San Francisco: Downtown Center • FREE

Introduction to Marketing
X460.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing and in Business Administration, an elective in the Certificate Program in Leadership and Management and in the Specialized Program in Professional Writing

Learn marketing concepts, terminology and practices, and apply them to contemporary marketing situations and how they affect your organization’s profitability. (These strategies also apply to nonprofits.) Study consumer and business marketing, marketing research, product planning, distribution, pricing and promotion. Learn how marketing integrates with other business disciplines including social media.

Sec. 1 EDP 305441
Jim Prost, M.B.A.,
two-time Extension Honored Instructor
10 meetings
Tuesdays, 6–9 pm
May 28–Aug. 6 (no meeting on June 4)
San Francisco: Downtown Center • $750

Sec. 2 EDP 305458
Warren L. Brown, M.B.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 1–Aug. 6
Berkeley Campus: 151 Barrows Hall • $750

Sec. 3 EDP 305888
William Hess, M.A., Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
May 29–July 31
Belmont: Belmont Center • $750

Sec. 4 EDP 845404
Woody Alexander, M.B.A.
May 14–Aug. 6
Online • $800

Marketing Research: Concepts and Techniques
X460.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing and in the Professional Sequence in Marketing Metrics

Explore the entire cycle of market research, from objectives and planning; choice of methodology; designing questionnaires and focus group guides; collecting, analyzing and interpreting data; and presenting findings. You place special emphasis on using market research to develop and support decision-making processes to minimize risk and direct-resource investment. Curriculum does not focus on statistics and numerical analysis, but rather on each of the steps, separately and together, that make up a real-world research process.

Sec. 1 EDP 305433
Scott Worthing, B.S.
5 meetings
Saturdays, 9 am–4 pm
June 1–29
Berkeley Campus: 136 Barrows Hall • $750

Sec. 2 EDP 845396
Nicky Shovar, Ph.D.
May 14–Aug. 6
Online • $800

Strategic Marketing
X415 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing

Learn strategic challenges and opportunities created by the dynamic nature of markets. Study marketing strategies, and determine which ones are relevant and feasible for your organization and which ones will maximize the bottom line. Corporate responsibilities (including green and social) energize the organization and can foster internal cooperation and communication. Learn customer value propositions; assets and competencies; and structured strategic analysis including detailed customer, competitor, market, environmental and internal analysis.

Sec. 1 EDP 845420
Suzanne Powers, M.B.A.
May 14–Aug. 6
Online • $800

Sec. 2 EDP 305573
Jim Prost, M.B.A.,
two-time Extension Honored Instructor
10 meetings
Wednesdays, 6–9 pm
June 26–Aug. 28
San Francisco: Downtown Center • $750

Born, raised and educated in India, Isha Sethi wants to immerse herself in all things American culture. After moving to the San Francisco Bay Area in the summer of 2011, Sethi believes that to be successful in any marketing endeavor, it is important to know the people and culture of that area. Soon after arriving and registering for UC Berkeley Extension’s Certificate Program in Marketing, Sethi knows that she is on her way to excelling in this field.

About to finish the required curriculum for the certificate, Sethi credits the experience—especially the motivated students and experienced instructors—in helping her become more confident and instilling a sense of career direction. “It has helped me in understanding many more potential opportunities, and I am looking forward to exploring what’s out there.”

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Copywriting Seminar: Putting Your Words to Work
X416.2 • 1 semester units in Business Administration
An elective in the Certificate Program in Marketing

Study copywriting basics and begin to create a professional writing portfolio. Combine your writing skills, creativity, interest in advertising, and love of brands and trends into a new career. Learn how to create punchy, inspired copy for traditional and nontraditional media, and practice conceptual thinking.

EDP 305565
Carin Capolongo, M.F.A., M.B.A.
5 meetings
Thursdays, 6–9 pm
May 30–June 27
San Francisco: Downtown Center • $495

New This Term
Marketing and Communications Writing for Professionals
X416.3 • 1 semester unit in Business Administration
An elective in the Certificate Program in Marketing

Learn effective writing techniques to improve short- and long-form marketing and communications documents, including articles, case studies, data sheets, brochures, Web copy and emails. Learn to evaluate and teach yourself as you review effective and ineffective documents and develop evaluation criteria. Conceptualize, create and revise a three-document campaign; investigate and present on various marketing and communications document types; effectively present your work; and begin creating a professional portfolio.

Prerequisite: Ability to write college-level prose; college-level composition or business writing course experience preferred

EDP 315259
Melanie Wise, M.A.
4 meetings
Fridays, 9 am–12:45 pm
Aug. 2–23
San Francisco: Downtown Center • $495

Marketing and Communications Writing for Professionals
X416.3 • 1 semester unit in Business Administration
An elective in the Certificate Program in Marketing

Study copywriting basics and begin to create a professional writing portfolio. Combine your writing skills, creativity, interest in advertising, and love of brands and trends into a new career. Learn how to create punchy, inspired copy for traditional and nontraditional media, and practice conceptual thinking.

EDP 305565
Carin Capolongo, M.F.A., M.B.A.
5 meetings
Thursdays, 6–9 pm
May 30–June 27
San Francisco: Downtown Center • $495

NEW THIS TERM
Marketing Tools for Startups
X419.4 • 2 semester units in Business Administration
An elective in the certificate programs in Marketing and in Entrepreneurship and Small Business Management

Do you have an idea for an app, product or service that you want to turn into a company? Learn to develop a face and voice for your startup; assess benefits to define target markets; and use visual design, copywriting and content creation in combination with social networking strategies to launch your new venture. In this practical, hands-on class, learn how to define your product and service; find your target audience; assess your competition; and develop branding with company identity, website and collateral marketing tools.

EDP 315846
Jori Berman
10 meetings
Thursdays, 6–9 pm
May 30–Aug. 8 (no meeting on July 4)
Berkeley: Golden Bear Center • $750

New Product Development
X405.8 • 2 semester units in Business Administration
An elective in the certificate programs in Marketing and in Entrepreneurship and Small Business Management

Learn what it takes to develop a successful new product, service or app. Gain insider knowledge in customer need identification, concept generation and selection, industrial design, patents, financing and market introduction, all taught with a do-it-yourself approach. The instructor uses readings, case studies, videos and a prototyping team project to bring the subject to life.

EDP 305474
Stephan Sorger, M.B.A., M.S., PE, CMC
5 meetings
Saturdays, 9 am–4 pm
June 1–29
San Francisco: Art and Design Center • $750

Strategic Brand Management
X459.2 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing

Learn to define, develop and apply tactics and strategies in brand management through a systematic model and process. Focus on the concept of brand equity and its creation and growth through brand positioning, marketing programs, measurement of brand performance and strategies to sustain and build over time.

EDP 305565
Scott Worthge, B.S.
5 meetings
Saturdays, 9 am–4 pm
July 20–Aug. 17
Berkeley Campus: 136 Barrows Hall • $750

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

Sec. 1 EDP 305581
Christina Johnson, M.B.A.
10 meetings
Tuesdays, 6–9 pm
June 18–Aug. 27 (no meeting on July 2)
San Francisco: Downtown Center • $750

Sec. 2 EDP 897454
Woody Alexander, M.B.A.
Enroll anytime
Online, proctored final exam • $800

Integrated Marketing Communications

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

Study the key elements that make one advertising campaign successful and another a bust. Learn strategies to understand the customer, maximize the brand, and create compelling creative and targeted media plans. Examine the advertising process, explore creativity in media and ads, and develop the critical-thinking skills to evaluate advertising campaigns.

EDP 897447
Deborah Medsker, B.A.
Enroll anytime
Online, proctored final exam • $800

Introduction to Public Relations
X466 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Integrated Marketing Communications; an elective in the Certificate Program in Marketing

Examine public relations principles and strategies that can be implemented quickly and inexpensively. Learn how to produce events that draw media attention, write sample press releases, make media lists, maximize social media tools and examine best practices in crisis management strategies.

EDP 897462
Larry Flegle, D.B.A., M.A., CSE, CEC, MAPPA, MPM, CIPM
Enroll anytime
Online, proctored final exam • $800
Certificate Program in Marketing

With the Certificate Program in Marketing, you gain crucial skills and a credential to advance your career. You’re ready to contribute more to your organization or take on a new professional role. You’re also equipped with in-depth knowledge of the latest marketing concepts and techniques in less time and at less cost than a master’s degree requires. Get an overview with courses on marketing research and planning, strategic marketing, analytics and metrics, and emerging trends in social media and other innovative technologies. The curriculum is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley, Haas School of Business, ensuring your education is relevant and up to date. Learn from some of the best in the business—leading professionals with the marketing acumen and teaching experience to provide both a theoretical foundation and practical training.

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

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

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

Learn More and View the Brochure
extension.berkeley.edu/cert/market.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 152033

A transplant from Ukraine—where she worked as a marketing manager—Nataliya Komasyuk finds that the knowledge gained in the Certificate Program in Marketing is helping her excel in her current engineering role. “In my work, all of my previous marketing skills and experience has really helped,” she says. “I decided I should take marketing classes to refresh my knowledge, learn new things. It’s also a good place to enhance my English.”
Social Media and Analytics

Marketing Analytics
X466.8 • 2 semester units in Business Administration
A requirement in the Professional Sequence in Marketing Analytics

Learn how to predict and measure the effectiveness of your marketing efforts. Acquire hands-on experience with spreadsheet-based models, marketing metrics and social-media measurement tools. Marketers, product managers and other business professionals who are being asked to show the impact of their efforts can benefit from this course. **Note:** Please bring a laptop with Microsoft Excel to the first day of class.

**Prerequisites:** Introduction to Marketing X460.1 or equivalent, proficiency with Excel spreadsheets

EDP 305425
Stephan Sorger, M.B.A., M.S., PE, CMC
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
San Francisco: Art and Design Center • $750

Email and Online Marketing

0.8 ceu
A requirement in the Professional Sequence in Strategic Online Marketing

Power up your email marketing to maximize business profits. Learn winning marketing strategies for acquiring and retaining customers in a world of crowded email inboxes and spam filters. Explore the use of social media to build email lists, registrations and sales. Learn how to implement triggered and nurture email strategies, how to design emails for mobile users and how to use responsive design. Discuss opt-in and list-building techniques, and learn creative design tips to get your emails noticed and opened. Discover offer strategies that work, personalization and segmentation strategies, and landing page and website optimization to increase conversion to sale.

EDP 305854
Laurie Beasley, B.S.
1 meeting
Saturday, 8:30 am–5 pm
Aug. 17
San Francisco: Downtown Center • $425

Advanced Email and Online Marketing

0.8 ceu
A requirement in the Professional Series in Strategic Online Marketing

Learn strategies and techniques to increase your email campaign click-through and conversion rates. Understand how spam filters work, and how you can successfully reach potential clients. Optimize your email for preview panes. Understand how responsive design can make your emails more attractive to mobile and tablet customers. Study advanced techniques to connect email response data with your CRM system. Nurture leads through triggered email campaigns. Examine how segmentation, dynamic content, and personalized email and landing pages can help increase campaign conversion rates by 50 to 150 percent.

EDP 305862
David Beasley, B.S.
1 meeting
Saturday, 8:30 am–5 pm
Aug. 24
San Francisco: Art and Design Center • $425

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 Analytics

Master the next generation of strategic marketing planning and tactics made possible by the latest media channels and technologies. 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. Gain the ability to strategically plan and cost-efficiently execute new-channel programs with more conventional marketing approaches.

**Prerequisite:** Introduction to Marketing X460.1 or equivalent

**Sec. 1** EDP 845438
Susan Gaide, M.B.A.
May 14–Aug. 6
Online • $800

**Sec. 2** EDP 305557
Michael Brito, M.S.
10 meetings
Thursdays, 6–9 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Downtown Center • $750

Note:
- Please bring a laptop with Microsoft Excel to the first day of class.
- A requirement in the Certificate Program in Marketing Analytics

Professional Sequence in Integrated Marketing Communications

In today’s competitive business environment, marketing programs need to engage customers using a wide range of marketing tools. The Professional Sequence in Integrated Marketing Communications helps you develop the expertise to use these tools effectively and produce successful results. Four courses address essential principles of advertising, direct marketing and public relations, and teach you how to combine them to maximize marketing effectiveness.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
- Introduction to Advertising X401.7 (offered this term)
- Introduction to Direct Marketing X463.5
- Introduction to Public Relations X466 (offered this term)
- Integrated Marketing Communications X466.1

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

Register using EDP 152561
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 helps 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. Validate your success and enhance your career with the skills and information gained from this four-course integrated curriculum.

Prerequisite
Introduction to Marketing X460.1 or equivalent (offered this term)

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

Required Courses
- Marketing Analytics X466.8 (offered this term)
- Marketing Research: Concepts and Techniques X460.6 (offered this term)
- Pricing: Strategies and Tactics X483.6
- Strategies and Technology for Online Multimedia Ad Campaigns X464.4

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

Register using EDP 302919

Professional Series in Strategic Online Marketing

The Professional Series in Strategic Online Marketing trains you to become a practicing professional consultant in strategic online marketing. It also teaches online marketing musts and strategic applications such as search engine marketing (SEM) and optimization (SEO), email marketing, online advertising, social-media marketing, Web 2.0, the customer engagement cycle, customer relationship management (CRM), lead nurturing and return on investment (ROI). Expand your target audience, and attract, serve and sell prospective customers. Learn recession-proof best practices to generate marketing buzz and increase sales for products or services.

Curriculum Requirements
The curriculum comprises 3 required workshops and 1 required course for a total of 1 semester unit and 2.4 ceu (39 hours of instruction).

Required Courses and Workshops
- Email and Online Marketing (offered this term)
- Advanced Email and Online Marketing (offered this term)
- Search Engine Marketing (offered this term)
- Strategies and Technology for Online Multimedia Ad Campaigns X464.4

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

Register using EDP 312033

Search Engine Marketing
0.8 ceu

A requirement in the Professional Series in Strategic Online Marketing

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

EDP 305532
Lorrie Thomas Ross, M.A.O.M.
1 meeting
Saturday, 8:30 am–5 pm
July 6
San Francisco: Downtown Center • $395

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 the online and offline worlds. In this workshop, learn how to create a powerful voice in this “influence economy,” where anyone with an opinion can effect great change.

EDP 305540
Lorrie Thomas Ross, M.A.O.M.
1 meeting
Friday, 8:30 am–5 pm
July 5
San Francisco: Downtown Center • $295

Marketing Strategies for Entrepreneurs and Small Business Owners
X475.5 • 2 semester units in Business Administration

Learn practical ways to plan and execute cost-effective and innovative marketing strategies.

For course schedule, see p. 62.
Professional Sequence in Sales Management

Get the tools to rise from staff member to sales manager with the Professional Sequence in Sales Management. The sales force is an integral part of the overall company organizational structure. Improve your understanding of this crucial function and its role in achieving strategic objectives. Learn to create budgets, perform SWOT (strengths, weaknesses, opportunities and threats) analysis and make effective presentations to senior management. Study compensation models and motivation techniques, and develop a successful approach to recruiting, interviewing, selecting, hiring and training new sales staff. With this program, you develop skills to handle the challenges of management and receive the academic training needed to raise your visibility and pursue a management career.

Curriculum Requirements

The curriculum comprises 3 required courses for a total of 6 semester units and one workshop for a total of 0.4 ceu (94 hours of instruction).

Required Courses and Workshops

- Introduction to Sales Management I X479.2 (offered this term)
- Introduction to Sales Management II X479.3 (offered this term)
- Budgeting and Planning for Nonfinancial Managers X415.6
- Sales Management Workshop in Ethics and Leadership

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

Register using EDP 312166

Sales Management

COURSE INFORMATION

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

FREE INFORMATION SESSION

Professional Sequence in Sales Management

Meet UC Berkeley Extension instructors and staff members, and find out how this program can help advance your sales management career. An opening presentation is followed by a Q&A session. For Professional Sequence in Sales Management details, see this page or visit extension.berkeley.edu/spos/salesmanagement.html.

EDP 315572
1 meeting
Monday, 5:30-6:30 pm
Aug. 12
San Francisco: Downtown Center • FREE

EDP 315598
1 meeting
Wednesday, 5:30-6:30 pm
Aug. 21
Belmont: Belmont Center • FREE

Introduction to Sales Management I

X479.2 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Sales Management, an elective in the Certificate Program in Leadership and Management

Learn the skills and strategies to become a more marketable executive. Learn how to better estimate sales potential and efficiently gauge your sales staff requirements. Understand how a sales manager communicates with other departments—such as human resources, finance and engineering—to more effectively represent a company’s products. Case method, textbooks, quizzes, lectures and in-class discussions help develop skills that can enhance your sales-management career prospects.

EDP 315515
Instructor to be announced
10 meetings
Wednesdays, 6:30-9:30 pm
June 5–Aug. 7
San Francisco: Downtown Center • $750

Introduction to Sales Management II

X479.3 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Sales Management

This course builds on the concepts covered in Introduction to Sales Management I X479.2. Develop a quantitative approach to measuring and rewarding sales staff performance. Coupled with your own experience in sales and marketing, investigate the myriad challenges that management faces when making decisions with respect to whom to hire, how to train them, how to motivate and reward them, and how to point them in the right direction. Learn to tie these goals together to succeed as a sales manager.

EDP 315523
Instructor to be announced
10 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
Belmont: Belmont Center • $750

FIVE WAYS TO ENROLL

1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B 1995 University Ave., Suite 110 Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person: Find Extension Center addresses at extension.berkeley.edu/locations.
Personal Financial Planning and Wealth Management

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

Learn to prepare a comprehensive financial plan for an individual client. Master the technical skills required in areas such as income tax, investments, insurance, employment benefits, estate planning and mathematical analysis. Understand how to provide comprehensive service and create an optimum client-practitioner relationship. Individuals who wish to learn about financial planning fundamentals for themselves can also benefit from this course, though it is geared toward those who are pursuing professional certification.

If you don’t have experience using financial calculators, we recommend that you take Basic Financial Mathematics and Financial Calculators before enrolling in this course.

Sec. 1 EDP 315549
Catherine Bradford, M.S., CFP, ChFC
5 meetings
Saturdays, 9 am–4 pm
July 6–Aug. 10 (no meeting on July 20)
San Francisco: Downtown Center • $750

Sec. 2 EDP 897116
Christina Woo, M.B.A.
Enroll anytime
Online, proctored final exam • $800

Income Taxes and Personal Financial Planning
X433.1 • 2 semester units in Business Administration
2 CE units for life agents—LX

A requirement in the Professional Sequence in Personal Financial Planning; an elective in the Professional Sequence in Wealth Management

Focus on the interrelation of income tax rules and regulations, and on financial planning techniques applicable to individuals, partnerships and corporations. Topics include income, deductions, rates and credits; sales and exchanges; real estate; tax shelters; corporations and planning vis-à-vis the individual shareholders and employees; partnerships and subchapter “S” corporations; retirement plans; and overall coordination of various planning techniques. Practical problems are analyzed in light of current and proposed tax laws. Enrollment is limited.

EDP 315341
Frank Paré, M.B.A.
5 meetings
Saturdays, 9 am–4 pm
June 1–29
San Francisco: Downtown Center • $750

Professional Sequence in Personal Financial Planning

Follow an academic path to the financial planning profession. Through this specialized program of study, you learn to analyze and advise in all core areas of personal financial planning. Students who register for and complete this program are eligible to take the Certified Financial Planner (CFP®) Certification Examination. The curriculum is overseen by an advisory board of investment, financial planning and education leaders and taught by working professionals with many years of practical experience in financial services.

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

Required Courses
• Employment Benefits and Personal Financial Planning X433.6 (offered this term)
• Estate Planning X433.2 (offered this term)
• Income Taxes and Personal Financial Planning X433.1 (offered this term)
• Insurance in Personal Financial Planning X433.8
• Investments in Personal Financial Planning: General Principles and Methods X433.3 (offered this term)
• Survey of Personal Financial Planning X433 (offered this term)
• Personal Financial Planning Capstone X433.7 (offered this term)

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

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

Register using EDP 302836
CFP® and CERTIFIED FINANCIAL PLANNER™ are federally registered marks of 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.

EDP 315465
1 meeting
Monday, 6:45–7:30 pm
Aug. 12
San Francisco: Downtown Center • FREE

EDP 316935
1 meeting
Monday, 6:30–7:30 pm
April 15
San Francisco: Downtown Center • FREE

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

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

FREE INFORMATION SESSION
Professional Sequences in Personal Financial Planning and in Wealth Management

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. For Professional Sequence in Personal Financial Planning details, see this page or visit extension.berkeley.edu/spos/pfp.html. For Professional Sequence in Wealth Management details, see p. 86 or visit extension.berkeley.edu/spos/wealth.html.

EDP 315549
Catherine Bradford, M.S., CFP, ChFC
5 meetings
Saturdays, 9 am–4 pm
July 6–Aug. 10 (no meeting on July 20)
San Francisco: Downtown Center • $750

Sec. 1 EDP 315549
Catherine Bradford, M.S., CFP, ChFC
5 meetings
Saturdays, 9 am–4 pm
July 6–Aug. 10 (no meeting on July 20)
San Francisco: Downtown Center • $750

Sec. 2 EDP 897116
Christina Woo, M.B.A.
Enroll anytime
Online, proctored final exam • $800

Income Taxes and Personal Financial Planning
X433.1 • 2 semester units in Business Administration
2 CE units for life agents—LX

A requirement in the Professional Sequence in Personal Financial Planning; an elective in the Professional Sequence in Wealth Management

Focus on the interrelation of income tax rules and regulations, and on financial planning techniques applicable to individuals, partnerships and corporations. Topics include income, deductions, rates and credits; sales and exchanges; real estate; tax shelters; corporations and planning vis-à-vis the individual shareholders and employees; partnerships and subchapter “S” corporations; retirement plans; and overall coordination of various planning techniques. Practical problems are analyzed in light of current and proposed tax laws. Enrollment is limited.

EDP 315341
Frank Paré, M.B.A.
5 meetings
Saturdays, 9 am–4 pm
June 1–29
San Francisco: Downtown Center • $750

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

Wealth management is an advanced area of financial planning that includes 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 to help wealthy investors navigate their particular challenges and opportunities. You 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 you can use immediately. It also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders and taught by professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 5 required courses and 1 elective for a total of 12 semester units (180 hours of instruction).

Required Courses

- Understanding Wealth Management X414.3
- Financial Engineering and Wealth Management X414.4
- Counseling Skills for Financial Services Professionals X465
- Philanthropy as a Wealth Management Tool X414.5
- Wealth Management Practicum X414.6

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

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

Register using EDP 302828

Investments in Personal Financial Planning: General Principles and Methods
X433.3 • 2 semester units in Business Administration

A requirement in the Professional Sequence in Personal Financial Planning; an elective in the Certificate Program in Finance

Study topics basic to understanding securities markets and applying investment theory to individual portfolio management. Review the organization and structure of securities markets and common sources of information about them. Learn to analyze stocks and bonds, focusing on pricing, quality, liquidity, risk and reward. Enrollment is limited.

EDP 315382
Instructor to be announced
10 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: Downtown Center • $750

Employment Benefits and Personal Financial Planning
X433.6 • 2 semester units in Business Administration

2 CE units for life agents—LX

A requirement in the Professional Sequence in Personal Financial Planning

Examine retirement and other investment-oriented employment benefits available to business clients and their employees, planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of each alternative. Topics include stock options, capital accumulation devices and taxation of benefits. Enrollment is limited.

EDP 315283
Katherine R. Roberts, M.S., CFP
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
San Francisco: Downtown Center • $750

Estate Planning
X433.2 • 2 semester units in Business Administration

2 CE units for life agents—LX

A requirement in the Professional Sequence in Personal Financial Planning; an elective in the Professional Sequence in Wealth Management

Study the tax-oriented decisions and personal considerations that constitute an effective estate plan. Topics include the federal estate gift tax structure and application; basic documents in estate planning; gifts to reduce income and estate taxes; charitable giving; and specialized planning for the executive, the business entrepreneur and the wealthy. Enrollment is limited.

EDP 315309
Carolyn Collins, B.A., J.D.
10 meetings
Mondays, 6–9 pm
June 10–Aug. 12
San Francisco: Downtown Center • $750

Personal Financial Planning Capstone
X433.7 • 3 semester units in Business Administration

A requirement in the Professional Sequence in Personal Financial Planning

Apply the substantive knowledge gained in prior courses to prepare and present a complete financial plan in an environment of nonliability. Considerable role playing is involved, and you receive feedback on written work. Enrollment is limited.

Prerequisites: Successful completion of all six prior courses in the Professional Sequence in Personal Financial Planning

EDP 315473
George Noceti, M.B.A., M.A., CRPSR
10 meetings
Mondays, 6–9 pm
June 3–Aug. 5
San Francisco: Downtown Center • $850

NEW THIS TERM

Savvy Social Security Planning
0.3 ceu

Learn the basics of Social Security, and understand strategies to maximize your benefits. The decisions you make now can have a tremendous impact on the total amount of benefits you stand to receive over your lifetime. Examine the five factors to consider when deciding when to apply for benefits. Research when it makes sense to delay benefits and when it does not. Know why you should always check your earnings record for accuracy. Learn how to estimate your benefits, coordinate them with your spouse, minimize taxes and coordinate Social Security with your other sources of retirement income.

EDP 315531
George Noceti, M.B.A., M.A., CRPSR
1 meeting
Saturday, 9 am–12 pm
June 8
San Francisco: Downtown Center • $95

Basic Financial Mathematics and Financial Calculators

Get a one-day, hands-on introduction to the basic mathematics used in finance, as well as instruction in Microsoft Excel.

For course schedule, see p. 66.
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
Certificate Program in Project Management

Discover how you can excel in the expanding field of project management with a UC Berkeley Extension certificate that meets the high professional standards of the Project Management Institute. For information about the certificate, see p. 89 or visit extension.berkeley.edu/cert/project.html.

EDP 326215
1 meeting
Thursday, 6–7 pm
May 30
San Francisco: Downtown Center • FREE

EDP 315770
1 meeting
Thursday, 6–7 pm
June 6
Berkeley: Golden Bear Center • FREE

EDP 315796
1 meeting
Thursday, 6–7 pm
Aug. 29
Belmont: Belmont Center • FREE

ENROLL EARLY
UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.

Project Management
X470 • 2 semester units in Business Administration
30 pdu: PMI provider 1173


The online course is the recipient of the Outstanding Course Award from the University Professional and Continuing Education Association (UPCEA).

Proper management plays a crucial role in executing and completing projects efficiently. Get a step-by-step introduction to the project management process, and review the differences between theory and practice. Use the tools and knowledge acquired to create your own project plan. This course is a prerequisite for all other Extension project management courses.

Sec. 1 EDP 845636
Anthony Minstein, B.A., CPIM, PMP;
Extension Honored Instructor
May 2–June 27
Online • $800

Sec. 2 EDP 845644
Edmond Matevosian, B.S., PE, PMP
May 2–June 27
Online • $800

Sec. 3 EDP 845651
Mark Angel, B.S., M.B.A., PMP
May 14–Aug. 6
Online • $800

Sec. 4 EDP 845669
Ali Aiyed, B.S., M.A., Ph.D., PMP
May 21–Aug. 13
Online • $800

Sec. 5 EDP 315028
Roger Warren, M.B.A., PMP
10 meetings
Tuesdays, 6:30–9:30 pm
May 28–July 30
Berkeley: Golden Bear Center • $750

Sec. 6 EDP 305987
Sonja Koppensteiner, Ph.D., M.S., PMP
10 meetings
Thursdays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
Belmont: Belmont Center • $750

Sec. 7 EDP 305953
Tarek Zaghloul, M.B.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Downtown Center • $750

Sec. 8 EDP 305128
William L. Teiser, M.Ch.E.
5 meetings
Saturdays, 9 am–4 pm
June 29–July 27
San Francisco: Downtown Center • $750

Sec. 9 EDP 845677
Alex Brown, PMP, IPMA-C
July 2–Aug. 27
Online • $800

Sec. 10 EDP 845685
Mark Angel, B.S., M.B.A., PMP
July 2–Aug. 27
Online • $800

Sec. 11 EDP 845693
Timothy Donahue-Bombosch, Ph.D.
July 2–Aug. 27
Online • $800

Sec. 12 EDP 315275
Helena Weiss-Duman, M.A., PMP
5 meetings
Sundays, 9 am–4 pm
July 21–Aug. 25 (no meeting on Aug. 11)
Berkeley: Golden Bear Center • $750

Sec. 13 EDP 305961
Joseph Mudd, B.S.
5 meetings
Fridays, 9 am–4 pm
July 26–Aug. 23
Berkeley: Golden Bear Center • $750

Sec. 14 EDP 305979
Ahmet Taspinar, M.B.A., PMP
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
Berkeley: Golden Bear Center • $750

Sec. 15 EDP 315036
Gustav Toppenberg, M.B.A.
5 meetings
Saturdays, 9 am–4 pm
Aug. 3–31
Belmont: Belmont Center • $750
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; an elective in the Certificate Program in Construction Management

Procuring products and services is an essential part of a project manager’s responsibilities. Learn the fundamentals of the procurement process, from developing procurement documents and specifications to evaluating vendor proposals, crafting appropriate contracts and overseeing successful execution of contracts. Examine a variety of contractual arrangements and fee options.

Prerequisite: Project Management X470

Sec. 1 EDP 845792
Timothy Donahue-Bombosch, Ph.D.
May 2–June 27
Online • $800

Sec. 2 EDP 845800
Timothy Donahue-Bombosch, Ph.D.
May 14–Aug. 6
Online • $800

Sec. 3 EDP 315762
Evelyn Launius, M.B.A., PMP
May 2–June 29
San Francisco: Art and Design Center • $750

Sec. 4 EDP 305144
Catherine Pinkas, M.B.A., PMP
June 1–29
Berkeley: Golden Bear Center • $750

Sec. 5 EDP 845818
Catherine Pinkas, M.B.A., PMP
July 2–Aug. 29
Online • $800

Sec. 6 EDP 305136
William L. Teiser, M.Ch.E.
Aug. 3–Sept. 7
Berkeley: Golden Bear Center • $750

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

Sec. 1 EDP 845701
Murray R. Millet, M.B.A., M.S.
May 2–June 27
Online • $800

Sec. 2 EDP 845719
Mark Angel, B.S., M.B.A., PMP
May 14–Aug. 6
Online • $800

Sec. 3 EDP 315564
Doug Hawley, M.B.A., Extension Honored Instructor
June 1–29
Berkeley: Golden Bear Center • $750

Sec. 4 EDP 845727
Murray R. Millet, M.B.A., M.S.
July 2–Aug. 27
Online • $800

Sec. 5 EDP 315556
Doug Hawley, M.B.A., Extension Honored Instructor
July 27–Aug. 24
Berkeley: Golden Bear Center • $750

Sec. 6 EDP 305151
Catherine Pinkas, M.B.A., PMP
Aug. 4–Sept. 8 (no meeting on Sept. 1)
Berkeley: Golden Bear Center • $750

Sec. 7 EDP 315440
Doug Hawley, M.B.A., Extension Honored Instructor
Aug. 9–Sept. 6
San Francisco: Downtown Center • $750

Human Factors and Team Dynamics for Project Management

X469.2 • 2 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 to support quality management in your organization. Through team-based projects, learn how to master the most difficult aspects of quality management. 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.

Prerequisite: Project Management X470

Sec. 1 EDP 845735
Alex Brown, PMP, IPMA-C
May 2–June 27
Online • $900

Sec. 2 EDP 845743
Ali Aiyed, B.S., M.A., Ph.D., PMP
May 14–Aug. 6
Online • $900

Sec. 3 EDP 315051
Jim O’Donnell, M.B.A.
June 24–June 28
Berkeley: Golden Bear Center • $850

Sec. 4 EDP 315044
Jim O’Donnell, M.B.A.
June 24–June 28
Berkeley: Golden Bear Center • $850

Sec. 5 EDP 845750
Madeleine Bronstone, MLHR, PMP
July 2–Aug. 27
Online • $900

Sec. 6 EDP 305169
Zachary Wong, Ph.D., Extension Honored Instructor
Aug. 9–Sept. 6
San Francisco: Downtown Center • $850

For course and schedule information, visit extension.berkeley.edu/catalog
Certificate Program in Project Management

Demand for project management expertise in organizations continues to grow, and the UC Berkeley Extension Certificate Program in Project Management is a great way to build the skills to keep your projects on task, on time and on budget. In this highly interactive curriculum—delivered online or in class—you learn how to apply project management practices to achieve success in a wide variety of fields, including high tech, marketing, financial services, information technology, international trade, life science industries, government, construction and more. You learn from highly qualified instructors with extensive project management experience and work in teams with classmates to develop hands-on problem-solving techniques. On completion, you earn a highly regarded credential approved by the University of California, Berkeley, Haas School of Business and an advisory board of business and education leaders. Moreover, all of our project management courses apply toward professional development units (PDUs) for the Project Management Institute (PMI).

Curriculum Requirements
The curriculum comprises 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 this term)
- Project Procurement Management X474.3 (offered this term)
- Quality Management X470.9 (offered this term)
- Human Factors and Team Dynamics for Project Management X469.2 (offered this term)
- Project Risk Management X440.4 (offered this term)
- Project Planning and Control X471.9 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/cert/project.html
(510) 642-4231
business@unex.berkeley.edu
Register using EDP 152249

Shivani Dalal is registered for the Certificate Program in Project Management. “I graduated in 2004, so getting back into education was a little hard,” she says. “As I went through the program, I started getting back into the flow and enjoying it more. The flexible class schedule was also appealing.”
Professional Sequence in Project Human Resource Management

If you’re especially interested in learning how to effectively manage a project team, the three-course Professional Sequence in Project Human Resource Management provides exactly what you need. It begins with an overview of project management and includes intermediate and advanced courses that strengthen your communication skills and your ability to lead, motivate, coach and influence others to complete projects successfully.

Curriculum Requirements
The curriculum comprises 3 required courses for a total of 7 semester units (105 hours of instruction).

Required Courses
- Project Management X470
- Human Factors and Team Dynamics for Project Management X469.2
- Advanced Human Factors: Improving Personal Effectiveness and Influence X496.6

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

Register using EDP 302901

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, 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. However, specific techniques can help you deal with project risk and recognize and manage potential problems. Learn practical methods for completing difficult projects, and explore how to apply these methods to your own projects.

Prerequisite: Project Management X470

Sec. 1 EDP 845602
Madeleine Bronstone, MLHR, PMP
May 2–June 27
Online • $800

Sec. 2 EDP 845610
Anthony Minstein, B.A., CPIM, PMP
Extension Honored Instructor
May 14–Aug. 6
Online • $800

Sec. 3 EDP 315622
Lifong Liu, B.S., PMP
5 meetings
Fridays, 9 am–4 pm
May 31–June 28
San Francisco: Downtown Center • $750

Sec. 4 EDP 845628
Madeleine Bronstone, MLHR, PMP
July 2–Aug. 27
Online • $800

Sec. 5 EDP 315614
Deann Smith, B.A., PMP, CKM
5 meetings
Sundays, 9 am–4 pm
Aug. 4–Sept. 8 (no meeting on Sept. 1)
Berkeley: Golden Bear Center • $750

Sec. 6 EDP 315630
Roger Warren, M.B.A., PMP
10 meetings
Mondays and Wednesdays, 6:30–9:30 pm
Aug. 5–Sept. 9 (no meeting on Sept. 2)
San Francisco: Downtown Center • $750

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 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 learned in Project Management X470 in greater detail.

Prerequisite: Project Management X470

Sec. 1 EDP 845768
Anthony Minstein, B.A., CPIM, PMP
Extension Honored Instructor
May 2–June 27
Online • $900

Sec. 2 EDP 315655
Joseph Mudd, B.S.
6 meetings
Saturdays, 9 am–5:30 pm
May 4–June 15 (no meeting on May 25)
San Francisco: Downtown Center • $850

Sec. 3 EDP 845776
Anthony Minstein, B.A., CPIM, PMP
Extension Honored Instructor
May 14–Aug. 6
Online • $900

Sec. 4 EDP 315663
Alan Tsuda, M.B.A.
6 meetings
Saturdays, 9 am–5:30 pm
June 1–July 6
Berkeley: Golden Bear Center • $850

Sec. 5 EDP 845784
Deann Smith, B.A., PMP, CKM
July 2–Aug. 27
Online • $900

Sec. 6 EDP 315648
Lifong Liu, B.S., PMP
6 meetings
Saturdays, 9 am–5:30 pm
July 6–Aug. 10
Belmont: Belmont Center • $850

Sec. 7 EDP 315671
Ahmet Taspinar, M.B.A., PMP
6 meetings
Thursdays, 9 am–5:30 pm
July 25–Aug. 29
Berkeley: Golden Bear Center • $850
Exam Preparation

**Intensive PMP/CAPM Exam Preparation**

X474.9 • 2 semester units in Business Administration
35 pdu: PMI provider 1173
Internet access required

This 35-hour course prepares you to take the Project Management Institute (PMI) Project Management Professional (PMP) or Certified Associate Project Manager (CAPM) examination. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, procurement and stakeholder management. The course also covers ethics and professional responsibility. In addition to in-depth coverage of PMI’s *Project Management Body of Knowledge* (PMBOK), you analyze sample exam questions, and learn tips and tricks to help you pass each exam. Chat room interaction, teleconferences with the instructor, virtual desktop sharing (with audio) and room interaction, teleconferences with the instructor, virtual desktop sharing (with audio) and threaded discussions allow you to experience the full multimedia of this course. **Note:** The PMI PMP and CAPM tests will be changing in July 2013 to focus on the PMBOK Guide (fifth edition, 2013). Summer courses in following terms will be revised to use this new edition.

**Sec. 1 EDP 315689**
Cheryl Allen, M.S., PMP, Extension Honored Instructor
4 meetings
Fridays, 9 am—5 pm
June 7–July 19 (no meetings on June 14 and 28 and July 12)
Berkeley: Golden Bear Center • $1,650

**Sec. 2 EDP 845594**
Edmond Matevosian, B.S., PE, PMP
July 2–Aug. 27
Online • $1,589

**Sec. 3 EDP 315705**
Cheryl Allen, M.S., PMP, Extension Honored Instructor
4 meetings
Saturdays, 9 am—5 pm
Aug. 3–Sept. 14 (no meetings on Aug. 10 and 24 and Sept. 7)
Berkeley: Golden Bear Center • $1,650

**Sec. 4 EDP 315697**
Elie Asmar
7 meetings
Mondays, 6:30–9:30 pm
July 1–Aug. 12
Berkeley: Golden Bear Center • $1,650

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**Advanced Project Management**

**Project Portfolio Management/Leadership**

X438.3 • 1 semester unit in Business Administration

Examine proven portfolio governance processes to evaluate, select and track individual projects and to consistently achieve a high degree of project success. Learn strategies to avoid overcommitting scarce resources. Understand ways to make informed decisions to approve the right projects or efficiently shut down troubled projects.

**EDP 305219**
Gopal Kapur, B.S.
2 meetings
Fridays, 9 am—5 pm
July 19 and 26
Berkeley: Golden Bear Center • $500

**NEW THIS TERM**

**Managing Global Projects**

X474.4 • 1 semester unit in Business Administration

Gain an understanding of the challenges project managers face today, including the need to manage proven diversity within projects across cultures, countries, corporate divisions and professional disciplines. Learn how to plan for a global project and to identify appropriate leadership, management, resource and control steps to keep the project on track. Examine techniques for gathering, analyzing and communicating essential information within the project team to keep the team cohesive, motivated and committed. In this highly interactive course, you contrast traditional project planning with the proper mindset for successfully completing global projects within time, budget, and technical and political constraints while managing the risks that global projects bring.

**EDP 315721**
Gustav Toppenberg, M.B.A.
2 meetings
Saturdays, 9 am—5 pm
June 13 and 20
San Francisco: Downtown Center • $595

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**Project Management Master Simulation**

X438.2 • 1 semester unit in Business Administration

Project management is a skill in great demand in nearly every modern industry. In this course, you receive a first-hand opportunity to lead a realistic project using proven concepts and techniques. Successful processes for project execution and control are reinforced using computer simulations and instructor-led discussions.

**EDP 305193**
Sherman Luk, B.S., MCP, PMP, CBAP, CBIP
2 meetings
Saturdays, 9 am—5 pm
Aug. 17 and 24
San Francisco: Downtown Center • $595

**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. Gain a strong understanding of economic analysis and how to manage the economies of small and large projects. This practical, hands-on course is designed for nonfinancial professionals who want to get a solid understanding of the key concepts and techniques of economic analysis in a concentrated, two-day format.

**EDP 305185**
Sherman Luk, B.S., MCP, PMP, CBAP, CBIP
2 meetings
Saturdays, 9 am–5 pm
Aug. 3 and 10
San Francisco: Downtown Center • $595

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“...The certificate courses give you a good foundation as it relates to understanding how to manage projects and deal with issues,” he says.

“The courses cover essentials such as communicating, being a leader, knowing how to get more out of people, dealing with changes. What I learned I applied immediately to my work. The principles that they taught have become second nature to me now—they’re useful not only in building a career; but as lessons for life.”

Harlan Kelly Jr., graduate, Certificate Program in Project Management
Construction and Environmental Management

BE YOUR BEST WITH BERKELEY

UC Berkeley Extension
extension.berkeley.edu/construction
UC Berkeley Extension’s construction and environmental management offerings are ideal for career changers and those seeking job-enhancing knowledge. Learn the latest developments in sustainability awareness, policy and regulatory compliance, urban planning, environmental engineering and site remediation, civil engineering, construction management, HVAC and mechanical systems, LEED, natural resources and energy options, facilities management, and safety.

Courses are offered in Berkeley, San Francisco, Belmont, online, and on-site by request. Learn more at a free information session, or request a one-on-one academic advising session with the department.
Free Information Session

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

Certificate Programs in Construction Management and in HVAC

EDP 156935
Wednesday, May 29, 6:30–7:30 pm
Berkeley: Golden Bear Center

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/work.

UC Berkeley Extension is committed to diversity in its staff, faculty and student body and invites all qualified people to apply. AA/EEO

Construction Management

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/subject/construction.html

FREE INFORMATION SESSION
Certificate Programs in Construction Management and in HVAC

Learn how these professional certificates can help you achieve your career goals. See p. 95 or visit extension.berkeley.edu/cert/const.html for more information about the Certificate Program in Construction Management. See p. 99 or visit extension.berkeley.edu/cert/hvac.html for more information about the Certificate Program in HVAC.

EDP 156935
1 meeting
Wednesday, 6:30–7:30 pm
May 29
Berkeley: Golden Bear Center • FREE

Fundamentals of Construction Law

X440 • 2 semester units in IDS-Civil Engineering and Law

A requirement in the Certificate Program in Construction Management

Whether you are an engineer, architect, project manager, developer or contractor, familiarize yourself with the variety of legal issues affecting the construction industry. California construction law is emphasized in the context of the foundational rights, statutes, case law and legal obligations relating to the industry. Upon completion of this course, you should understand, in a broad sense, the legal aspects of a construction project and be able to identify issues and legal problems as they arise.

EDP 155622
Tim McInerney, J.D.
4 meetings
Saturdays, 9 am–4:30 pm
June 1–22
Berkeley Campus: 166 Barrows Hall • $695

Managing Safety and Health in Construction Projects

X452 • 2 semester units in Civil and Environmental Engineering

A requirement in the Certificate Program in Construction Management

Safety and risk management on a construction project not only protect workers but also dramatically affect the bottom line for the companies involved. Production, quality, cost control and safety are equally important to the efficiency and profitability of any construction firm. Learn the basic principles of health management as it relates to the safety and environmental issues faced by a construction firm. Effective safety management and the deployment of safety and loss control are major foci. Enrollment is limited.

EDP 155325
Peter Furst, M.B.A., CSP, REA,
Extension Honored Instructor
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 7
Berkeley: Golden Bear Center • $680

Construction Materials and Methods

X486 • 2 semester units in Civil and Environmental Engineering

An elective in the Certificate Program in Construction Management

As new materials are introduced to the construction market, new applications are found for existing materials, and construction techniques evolve. The “do more with less” business outlook demands the most efficient use of materials in construction. In this course, you explore the implications of design realities, material capabilities, and code limitations and regulations on the construction process. Topics include the physics of natural and synthetic materials, construction tolerances and other issues that impact quality, constructability and life-cycle assessment. Enrollment is limited.

EDP 155333
Peter Furst, M.B.A., CSP, REA,
Extension Honored Instructor
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
Berkeley: Golden Bear Center • $695

BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
Certificate Program in Construction Management

The Certificate Program in Construction Management provides thorough, current preparation for effective leadership in the field, which includes light projects (residential and small office buildings) and heavy projects (large office buildings and facilities, infrastructures). Learn the regulatory, insurance, management, safety, estimating and environmental aspects of construction management necessary for overall planning and control of a project. Gain problem-solving skills to determine costs, establish schedules and apply time-value-of-money concepts to effectively evaluate alternatives. In addition to interpreting construction-material properties and standards, you acquire perspectives on emerging issues in construction management. With a curriculum overseen by an advisory board of industry and education leaders and approved by the University of California, Berkeley, College of Engineering, you are assured of a relevant, up-to-date education. Courses are taught by working professionals with many years of practical experience.

Curriculum Requirements
The curriculum comprises 5 required courses and 60 hours of electives (usually 2 courses) for a total of 14 semester units (210 hours of instruction).

Required Courses
- Construction Project Scheduling and Control X463
- Fundamentals of Construction Law X440 (offered this term)
- Management in the Construction Industry (X464)
- Managing Safety and Health in Construction Projects X452 (offered this term)
- Preconstruction Estimating: From the Design Development Stage to the Final Bid Process X451 (offered this term)

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

Learn More and View the Flyer
extension.berkeley.edu/cert/const.html
(510) 642-4151
course@unex.berkeley.edu
Register using EDP 302448
Preconstruction Estimating: From the 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

Get a practical introduction to all aspects of construction-estimating techniques during preconstruction services, from design development to the final bid process. Collaborate with other students on practical projects, such as working on case studies, performing and simulating step-by-step approaches and techniques, and applying current construction contract delivery methods.

EDP 155440
Henry Tooryani, M.S., Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
June 25–Aug. 27
Berkeley Campus: 166 Barrows Hall • $725

The ABCs of Construction Law
X499.3 • 1 semester unit in Civil Engineering

Gain an understanding of the legal and practical aspects of planning, designing and building large infrastructure projects. This highly interactive short course is an introduction to the American legal system as it affects the construction industry’s legal environment, including principles of construction contracts, performance and breach, terminations, claims, damages, and dispute resolution. Other topics include principles of project development, including concept, design, finance, environmental review and project approval. Examples emphasize large public works projects, as well as risk management, environmental protection, permitting, licensing, construction insurance and bonding.

EDP 155689
Ernest C. Brown, Esq., PE
5 meetings
Mondays, 6:30–9:30 pm
June 3–July 1
San Francisco: Downtown Center • $485

Sustainable Construction Management and Field Practices
X490 • 2 semester units in Civil and Environmental Engineering
30 GBCI CE Hours

An elective in the Certificate Program in Construction Management

Learn green management and operation of a construction site from preconstruction to LEED/green certification. Review management methods in preconstruction, cost estimation of green features, improved workers’ safety and health field practices, LEED/green-building requirements, and development and execution of proper commissioning.

EDP 155432
Adhamina Rodriguez, M.S., LEED AP
10 meetings
Thursdays, 5:30–8:30 pm
June 6–Aug. 8
San Francisco: Downtown Center • $795

Structural Engineering for Nonengineers
X402.2 • 3 semester units in EECS

Develop a basic understanding of the forces that affect buildings, ways to roughly estimate those forces and methods to select appropriate structural systems to resist those forces. Explore the different construction materials available; then, determine when it is most appropriate to use each material and how to quickly and efficiently size structural building members, based on instructor-led examples. This course is ideal for anyone in the construction and real estate industries, including mechanical, electrical and geotechnical professionals; contractors; developers; owner-agents; urban planners; remodelers; facilities managers; and architects.

EDP 155606
Instructor to be announced
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 7
Belmont: Belmont Center • $525

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Environmental Management

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

DISCONTINUATION NOTICE
The Professional Program in Corporate Social Responsibility Reporting is being discontinued, effective July 15, 2013. No further applications to the program will be accepted. For all questions, email course@unex.berkeley.edu or call (510) 642-4151.

NEW THIS TERM
Green Innovation and Engineering
X428 • 2 semester units in Engineering
Learn how to apply current principles and proper methods to generate new ideas for innovating and engineering greener products and business processes. This highly interactive course helps you learn how to effectively analyze present business models and development processes from a green perspective to successfully create innovative approaches. Explore the newest methodologies to reduce harm to environment. Learn to present proper recommendations for managing waste before products are made. Examine how to construct and supply greener products. Through readings, lectures, research and group discussions, you gain the skills and knowledge to deliver greener products.

EDP 155374
Farid Dalili, Ed.D.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Belmont: Belmont Center • $595

EDP 155473
Pamela J. Gordon, B.A.
2 meetings
Sunday and Monday, 8:30 am–5 pm
June 9–10
Berkeley: Golden Bear Center • $475

VISIT OUR WEBSITE
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu

BUILD A CAREER
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Details at extension.berkeley.edu/cert.

NEW THIS TERM
Sustainable, Prosperous, Greener Companies
X402.1 • 1 semester unit in Natural Resources
Discover how major corporations are using sustainable strategies and technologies to reduce costs, risks and regulatory burdens while providing safer products, healthier employees and cleaner communities. Participate in both large-group discussions and small-group exercises that stimulate thinking and challenge your ability to connect the dots between global events, governmental actions and corporate practices. Prepare to demonstrate systems thinking, a thought process that integrates economic, environmental and social issues and minimizes the risk of negative trade-offs and downstream, unintended consequences. You must pass two end-of-day quizzes and complete and pass the end-of-day-one homework assignment.

EDP 155473
Pamela J. Gordon, B.A.
2 meetings
Sunday and Monday, 8:30 am–5 pm
June 9–10
Berkeley: Golden Bear Center • $475

Professional Program in Responsible Global Change Management

New technologies can help counteract the effects of global change in several dynamic fields, and this program provides the ideal preparation. By examining a wide range of sustainability issues and career options, you receive an introduction to the interrelated issues of environmental quality, sustainability and ecosystem health presented in language relevant to businesses, governments and nonprofit organizations. You also learn best practices and leadership skills. 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 a manager, planner, consultant or business owner.

Curriculum Requirements
The program comprises 3 courses and 3 one-day workshops for a total of 3 semester units and 2.1 ceu (66 hours of instruction).

Required Courses
• Climate Change and Law AB 32: What It Means for You
• Introduction to Natural Capital and Ecological Asset Management X444.3
• Introduction to Environmental Management
• Introduction to Sustainability Management
• Managing Sustainable Change in an Organization X417
• Sustainability Leadership: Strategies and Paradigms X419

Learn More and View the Flyer
extension.berkeley.edu/spos/globalchange.html
(510) 642-4151
course@unex.berkeley.edu
Register using EDP 302969
CONSTRUCTION AND ENVIRONMENTAL MANAGEMENT

Professional Series in Smart Grid Technology

This entry-level program provides a solid foundation in smart grid technology (SGT), including a technical overview of networking, electrical engineering, and power transmission and distribution. In addition to a wide range of smart grid theory, you study deployment issues, vendors, demand shaping, and statutory and regulatory requirements—instruction that prepares you to seize new opportunities in the emerging field of networked power.

If you are a sustainability professional looking for additional technical knowledge or a technology worker interested in migrating to SGT, this program provides the knowledge you need. The program is also an excellent fit if you are an urban planner, home developer, real estate professional or policy maker looking for new or advanced opportunities in public utilities, renewable energy, commercial construction or electric transportation.

Curriculum Requirements

The curriculum comprises 4 required courses for a total of 4 semester units (60 hours of instruction).

Required Courses

Choose any 4 of the 7 required courses.

- Smart Grids: Introduction X423 (offered this term)
- Smart Grids: Command and Control X423.2 (offered this term)
- Smart Grids: Energy-Efficient Buildings X423.6
- Smart Grids: Energy-Efficient Transmission X423.1 (offered this term)
- Smart Grids: Internet of Things X423.4
- Smart Grids: Metering and Home Area Networks X423.3 (offered this term)
- Smart Grids: Microgrids X423.5

Learn More and View the Flyer

extension.berkeley.edu/ipsos/smartgrid.html
(course@extension.berkeley.edu)

Register using EDP 312059

Energy

COURSE INFORMATION

(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/construction

Smart Grid Technology

Smart Grids: Introduction

X423 • 1 semester unit in Electrical Engineering
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 practicities points of view. Discover the evolution of today’s power-distribution grid and the potential benefits from dynamically applying intelligence for improved efficiencies. This course lays a solid technical foundation for business professionals and a contemporary overview for technical staff; it is ideal for proposal staff, product developers, system managers and urban planners.

EDP 155259
Michael Hsieh, Ph.D.
2 meetings
Saturday, 8:30 am–5 pm
June 1 and 8
Belmont: Belmont Center • $475

Smart Grids: Energy-Efficient Transmission

X423.1 • 1 semester unit in Electrical Engineering
A requirement in the Professional Series in Smart Grid Technology

From long-distance, high-voltage transmission lines through neighborhood distribution to the smart meter in the residential dwelling, this survey course covers the technical, economic and environmental issues surrounding energy transmission. Learn about the challenges of high-power interconnections, and review quality considerations. Advance to the intricacies of outage management systems, reliability benefits of substation automation, economics of capital deferral, energy-loss mitigation using DC transmission, interfacing with demand control systems and infrastructure security. This course lays a solid technical foundation for proposal staff, product developers, system managers, urban planners and business professionals, as well as a contemporary overview for technical staff.

EDP 155267
Michael Hsieh, Ph.D.
2 meetings
Saturday, 8:30 am–5 pm
June 15 and 22
Belmont: Belmont Center • $475

Smart Grids: Command and Control

X423.2 • 1 semester unit in Electrical Engineering

A requirement in the Professional Series in Smart Grid Technology

The futuristic AC smart grid is built upon the concept of computerized command and control over a parallel data network to improve efficiency and reliability of electrical power distribution. In this survey course, you first review the communication technology for distribution automation of AC energy and then advance into technology trade-off considerations. Build a foundation for understanding the control network from the generation site to the end appliance in a residential home, including networking theory, trade-offs of various radio technologies, protocols and security issues.

EDP 155275
Michael Hsieh, Ph.D.
2 meetings
Saturday, 8:30 am–5 pm
June 29 and July 6
Belmont: Belmont Center • $475

Smart Grids: Metering and Home Area Networks

X423.3 • 1 semester unit in Electrical Engineering

A requirement in the Professional Series in Smart Grid Technology

Today’s utility industry delivers greener power at impressive efficiencies by tapping into the smart grid business model using consumer portals, automatic sensors, home networking and advanced metering infrastructure. Gain a solid technical foundation for understanding smart meters and home power networking, including OpenHAN system requirements, modern wireless sensor networks, home automation and ZigBee Smart Energy. This course is ideal for proposal staff, product developers, system managers, urban planners and business professionals, as well as a contemporary overview for technical staff.

EDP 155283
Michael Hsieh, Ph.D.
2 meetings
Saturday, 8:30 am–5 pm
July 13 and 20
Belmont: Belmont Center • $475

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extension.berkeley.edu

For course and schedule information

Visit extension.berkeley.edu/catalog

98
The field of heating, ventilation and air conditioning (HVAC) is the science and practice of controlling indoor climate to provide healthy and comfortable interior conditions for occupants in a well-designed, energy-efficient and low-emissions manner. The Certificate Program in HVAC provides a structured approach to learning the in-depth technical principles and applications you need to design new and retrofit existing HVAC systems. Upon completion of UC Berkeley Extension's certificate, you may receive a certificate of accomplishment from the Golden Gate Chapter of the American Society for Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), the industry’s leading professional organization. The curriculum is overseen by an advisory board of industry and education leaders and approved by the University of California, Berkeley, College of Engineering, ensuring your education is relevant and up to date. Courses are taught by working professionals with many years of practical experience.

Curriculum Requirements
This curriculum comprises 4 required courses and 90 hours of electives (usually 3 courses) for a total of 14 semester units (210 hours of instruction).

Required Courses
• HVAC Control and Energy Management Systems X473
• HVAC Ductwork and Piping Systems X470
• HVAC System Design Considerations X472
• HVAC System Load Calculations and Psychrometry X469 (offered this term)

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

Gail Brownell is using the Certificate Program in HVAC for her next career phase. “The UC Berkeley Extension HVAC certificate allows me to expand upon my interests and experience,” she says. “I have made contacts, listened to leaders in the industry, found more to learn and been inspired. The opportunity to learn from and talk with teachers who have influenced the standards and technology in the HVAC field is amazing, and the interaction with students who are working in the industry has broadened my appreciation of the field.”
HVAC System Load Calculations and Psychrometry

X469 • 2 semester units in Mechanical Engineering
A requirement in the Certificate Program in HVAC
Understand the thermodynamic principles of air-vapor mixtures; learn practical applications and use of psychrometric tables and charts; examine psychrometric processes of cooling, heating, humidification, dehumidification and air-stream mixture; and study effective measurement tools and methods. Learn how to calculate HVAC system load and apply the principles of psychrometric processes to the design of air-conditioning and heating systems and energy management. Study best practices in system-design strategies for LEED from real-world case studies.

EDP 155507
Kenneth Martin, B.S., PE
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
Belmont: Belmont Center • $675

FIVE WAYS TO ENROLL

1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave., Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person: Find Extension Center addresses at extension.berkeley.edu/locations.

Facilities Construction and Project Management

X420.2 • 2 semester units in Architecture
A requirement in the Professional Sequence in Facilities Management
Examine the function of the project manager, and gain an understanding of the planning, scheduling, administration and control of all aspects of facilities construction. This course is recommended for new and experienced project managers from both design and construction backgrounds.

EDP 155317
Peter Furst, M.B.A., CSP, REA,
Extension Honored Instructor
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Berkeley: Golden Bear Center • $695

Facilities Management: Strategic Planning Leadership and the Organization

X420.3 • 2 semester units in Architecture
A requirement in the Professional Sequence in Facilities Management
Strategic 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 they support 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 155705
Steven Greenwood, M.B.A., CFM
5 meetings
Saturdays, 9 am–5 pm
June 1–29
Belmont: Belmont Center • $575
The Professional Program in Corporate Social Responsibility Reporting is being discontinued, effective April 8, 2013. No further applications to the program will be accepted. For all questions, email course@unex.berkeley.edu or call (510) 642-4151.

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 the 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. 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 green economy.

Curriculum Requirements
The program comprises 2 courses and 3 one-day workshops for a total of 2 semester units and 2.1 ceu (51 hours of instruction).

Required Courses
• Climate Change and Law AB 32: What It Means for You
• Corporate Social Responsibility Reporting
• Greening Your Supply Chain: Life Cycle Assessment Tools X434
• Introduction to Sustainability Management
• Sustainability Leadership: Strategies and Paradigms X419

Learn More and View the Flyer
extension.berkeley.edu/spos/csr.html
(510) 642-4151
course@unex.berkeley.edu

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

The Professional Program in Leadership in Sustainability and Environmental Management

Take advantage of new opportunities in the emerging global green economy with a structured selection of courses on sustainability leadership and change management, environmental law and policy, compliance management systems, and climate-change risk-mitigation strategies. In addition to learning how to implement sustainability practices in cost-effective ways in public and private sectors worldwide, you acquire a set of management tools based on sustainability leadership principles. Upon successful completion of the program, you are proficient in the language of the industry and able to understand, research, analyze and articulate the industry’s viewpoints in a professional manner. You are also prepared to further develop advanced expertise and responsibility within the context of sustainability principles.

Required Courses
• Environmental Law and Regulation X440
• Environmental Management Systems and ISO 14000 X422
• Introduction to Climate Change, Environment and Sustainability X444
• Sustainability Leadership: Strategies and Paradigms X419

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

Learn More and View the Flyer
extension.berkeley.edu/spos/sustman.html
(510) 642-4151
course@unex.berkeley.edu

Register using EDP 302985
While some students take classes and then volunteer to get real-world experience, Phyliss Martinez, a UC Berkeley School of Law program administrator, is taking the opposite route. Already a volunteer at St. Elizabeth Catholic Parish as an adult ESL instructor, Martinez is pursuing the Certificate Program in Teaching English as a Second Language to formalize her teaching skills.

With lessons learned in her first course, Methods and Materials for Teaching English as a Second Language, Martinez now finds that she brings a different viewpoint to the classroom. “Many of the students had taken most of the curriculum, but many of them had not taught,” Martinez says. “I’m in a classroom situation and can say, ‘Oh, this just happened the other night.’ I could literally take something that instructor Sedique Popal had talked about and take it right into the classroom the next night. But I could also shed light on something that he was talking about to students who hadn’t really taught.”

Although she hasn’t been in a classroom in 35 years, Martinez is finding success early on. “I did this with absolutely no real knowledge of what the coursework would entail,” she says of registering for the certificate. “The Extension program is very accessible. Because everybody is coming from different places, there’s more of an eclectic, collaborative feel than what you’d find in traditional undergrad or grad programs. It’s more about people having a world sense.”
Whether you’re already a teacher or want a career in education, UC Berkeley Extension offers the education to prepare you for your next step. Fulfill requirements for a teaching credential in adult or career technical education. Take a class for professional growth, complete a certificate enabling you to teach English as a second language, or get training 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. Earn a certificate to teach Chinese as a foreign language. Or enhance your teaching skills with courses focusing 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 UC Berkeley Extension offers the best training for a career in education.
Teaching Credential Programs

COURSE INFORMATION
(510) 642-1171
askeducation@unex.berkeley.edu
extension.berkeley.edu/subject/edcredprogram.html

Designated Subjects Adult Education and Career Technical Education

UC Berkeley Extension’s Designated Subjects Adult Education and Career Technical Education teaching credentials open classroom doors in a range of academic and career technical subject areas, whether you already hold a teaching position or desire to enter the field. To learn more or to begin a credential program, call the Education department at (510) 642-1171 or email askeducation@unex.berkeley.edu.

UC Berkeley Extension’s teaching credential programs are accredited by the California Commission on Teacher Credentialing (CTC) as meeting the requirements for teacher training.

Certificate Program in Teaching English as a Second Language

EDP 205724
Thursday, May 16, 5:30–7 pm
Berkeley: Golden Bear Center

EDP 205716
Tuesday, Aug. 20, 5:30–7 pm
Berkeley: Golden Bear Center

Designated Subjects Adult Education and Career Technical Education Teaching Credentials

EDP 206490
Thursday, May 16, 5:30–7 pm
Berkeley: Golden Bear Center

EDP 205583
Thursday, Aug. 15, 5:30–7 pm
Berkeley: Golden Bear Center • FREE

Free Information Sessions

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

Free Information Session
Designated Subjects Adult Education and Career Technical Education Teaching Credentials

Find out how you can succeed in a teaching career with a credential in adult education or career technical education. For more information about adult education, see p. 105 or visit extension.berkeley.edu/spos/dsae.html. For more information about career technical education, see p. 106 or visit extension.berkeley.edu/spos/dscte.html.

EDP 206490
1 meeting
Thursday, 5:30–7 pm
May 16
Berkeley: Golden Bear Center • FREE

EDP 205583
1 meeting
Thursday, 5:30–7 pm
Aug. 15
Berkeley: Golden Bear Center • FREE

Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

EDP 206581
Wednesday, May 1, 5:30–7 pm
Berkeley: Golden Bear Center

EDP 205708
Wednesday, Aug. 21, 5:30–7 pm
Berkeley: Golden Bear Center

Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

EDP 206581
Wednesday, May 1, 5:30–7 pm
Berkeley: Golden Bear Center

EDP 205708
Wednesday, Aug. 21, 5:30–7 pm
Berkeley: Golden Bear Center

Designated Subjects Adult Education and Career Technical Education Teaching Credentials

EDP 206490
Thursday, May 16, 5:30–7 pm
Berkeley: Golden Bear Center

EDP 205583
Thursday, Aug. 15, 5:30–7 pm
Berkeley: Golden Bear Center

After 19 years of working as a graphic designer, Sandra Sung’s transition to substitute teaching is paving the way for a new career that allows her to give back to the community. Combining her in-class experience with UC Berkeley Extension’s Designated Subjects Adult Education Teaching Credential, Sung is able to finalize her training in teaching Spanish.

She credits instructors James Iler and Donna Wyatt with bringing their teaching experiences to the classroom. “Jim has taught me practical strategies that I could use right away in the classroom,” she says. “He’s also a very motivational instructor. Donna has wide knowledge in the field and shares in-depth details about numerous topics in education.”

Sung enjoys learning new techniques for being an effective instructor, including ways to relate to students so that lessons are most effective.

After receiving her credential, Sung plans to teach in an adult setting. “I’m very enthusiastic when I teach,” Sung says. “And I love sharing my knowledge with others. The adult education teaching credential program with UC Berkeley Extension has also allowed me to gain much confidence when delivering my lessons to foreign language learners.”
Early Orientation

X366.13 • 1 semester unit in Education

A requirement in the Designated Subjects Career Technical Education and Designated Subjects Adult Education teaching credentials; an elective in the professional programs in Adult Education and in Career Technical Education

Get the theoretical background and skills essential for success as a beginning educator. Expect an overview of teaching methods, learning styles, lesson planning, career technical and adult education concepts, equity and diversity in the classroom, mandated reporting, and legal and ethical issues. You further study these competencies in later coursework.

Prerequisite: Advising session or consent of instructor and program director

Sec. 1 EDP 205245
Rod McLean, M.A.
2 meetings
Sundays, 9 am–5:30 pm
June 2 and 9
Berkeley: Golden Bear Center • $295

Sec. 2 EDP 205252
Anu Suresh, M.S.
2 meetings
Saturdays, 9 am–5:30 pm
July 6 and 13
Berkeley: Golden Bear Center • $295

Sec. 3 EDP 205278
Rod McLean, M.A.
2 meetings
Sundays, 9 am–5:30 pm
Aug. 4 and 11
Berkeley: Golden Bear Center • $295

Instructional Strategies

X366.14 • 2 semester units in Education

A requirement in the Designated Subjects Career Technical Education and Designated Subjects Adult Education teaching credentials and in the professional programs in Adult Education and in Career Technical Education

Study instructional strategies that are consistent with theories of pedagogy, andragogy and learning, including activities and materials appropriate for learners with diverse needs, skills and abilities. Emphasis is on planning and presenting instruction clearly, as well as on maintaining an effective educational classroom climate. Cover basic principles of language acquisition, approaches to teaching students whose primary language is not English, and techniques and materials to assist students with limited English proficiency. Additional topics include learning strategies to encourage interaction between different language groups and incorporating assessment data into instructional planning.

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

EDP 205260
Vicki Pontius, Ed.D.
4 meetings
Sundays, 9 am–5:30 pm
June 30–July 28 (no meeting on July 28)
Berkeley: Golden Bear Center • $475

Designated Subjects Adult Education Teaching Credential

UC Berkeley Extension’s three-year Designated Subjects Adult Education Teaching Credential (DSAE) was approved by the California Commission on Teacher Credentialing (CTC) in June 2012. This DSAE program opens classroom doors in a range of academic subject areas, whether you already hold a teaching position or desire to enter the field. Learn from industry professionals, and get up-to-date training in education technology, curriculum development and student evaluation. Understand instructional strategies, activities and materials appropriate for adult learners with diverse needs. Develop methods to increase student motivation and retention. The credential program maximizes your previous life experience to improve your teaching skills or start a new career in the classroom.

Note: If you are currently registered in the five-year DSAE program, please contact the Education department at (510) 642-1171 or askeducation@unex.berkeley.edu for completion requirements.

Required Courses

• Early Orientation X366.13 (offered this term)
• Instructional Strategies X366.14 (offered this term)
• Integrating Technology Into Education X366.15 (offered this term)
• Curriculum Design and Assessment X366.16 (offered this term)
• Foundations of Adult Education X366.22 (offered this term)
• Adult Education Instructor Practicum X366.21

Curriculum Requirements

The curriculum comprises 6 required courses for a total of 9 semester units (135 hours of instruction).

Learn More and View the Flyer
extension.berkeley.edu/spos/dsae.html
(510) 642-1171
askeducation@unex.berkeley.edu

Contact the Education department for registration information.

Professional Program in Adult Education

Skilled, knowledgeable teachers are always in demand for many adult education positions. 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 teaching technology, curriculum development and student evaluation.

Required Courses

• Instructional Strategies X366.14 (offered this term)
• Curriculum Design and Assessment X366.16 (offered this term)
• Integrating Technology Into Education X366.15 (offered this term)

Electives

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

Curriculum Requirements

The curriculum comprises 3 required courses and 1 approved elective for a total of 6–9 semester units (90–120 hours of instruction).

Learn More and View the Flyer
extension.berkeley.edu/spos/adulted.html
(510) 642-1171
askeducation@unex.berkeley.edu

Register using EDP 202309

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Designated Subjects Career Technical Education Teaching Credential

UC Berkeley Extension’s Designated Subjects Career Technical Education (DSCTE) Teaching Credential, accredited by the California Commission on Teaching Credentialing (CTC), opens classroom doors in a range of career technical subject areas by enabling you to teach what you know best. Learn from industry professionals, and get up-to-date training in education technology, curriculum development and student evaluation. Understand instructional strategies, activities and materials appropriate for adult and youth learners with diverse needs. Develop methods to increase student motivation and retention. The credential program maximizes your previous work experience to start a new career in teaching.

Required Courses
- Early Orientation X366.13 (offered this term)
- Instructional Strategies X366.14 (offered this term)
- Integrating Technology Into Education X366.15 (offered this term)
- Curriculum Design and Assessment X366.16 (offered this term)
- SDAIE/Special Needs for Career Technical Education X366.17
- Career Technical Education Foundations X366.18 (offered this term)
- Advanced Preparation Portfolio for Career Technical Education A X366.19 (offered this term)
- Advanced Preparation Portfolio for Career Technical Education B X366.20 (offered this term)

Curriculum Requirements
The curriculum comprises 8 required courses for a total of 14 semester units (210 hours of instruction).

Learn More and View the Flyer
extension.berkeley.edu/spos/dscte.html
(510) 642-1171
askeducation@unex.berkeley.edu

Contact the Education department for registration information.

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.

Curriculum Requirements
The curriculum comprises 3 required courses and 1 approved elective for a total of 7–10 semester units (105–135 hours of instruction).

Required Courses
- Instructional Strategies X366.14 (offered this term)
- Curriculum Design and Assessment X366.16 (offered this term)
- Career Technical Education Foundations X366.18 (offered this term)

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

Learn More and View the Flyer
extension.berkeley.edu/spos/career Tech.html
(510) 642-1171
askeducation@unex.berkeley.edu

Register using EDP 202317

Integrating Technology Into Education
X366.15 • 1 semester unit in Education
A requirement in the Designated Subjects Career Technical Education teaching credentials and in the Professional Program in Adult Education; an elective in the Professional Program in Career Technical Education

Learn to integrate computers and related technologies into your curriculum in ways that enhance learning for adolescents and adults with diverse needs and learning styles. Study methods for using technology to develop effective curricular materials for the classroom.

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

EDP 205286
James Iler, M.A.
2 meetings
Sundays, 9 am–5:30 pm
June 16 and 23
Berkeley: Golden Bear Center • $295

Curriculum Design and Assessment
X366.16 • 2 semester units in Education
A requirement in the Designated Subjects Career Technical Education and Designated Subjects Adult Education teaching credentials and in the professional programs in Adult Education and in Career Technical Education

Study curriculum and instructional planning in relation to specific occupations, including the role of integrated academic and career technical education curricula. Topics include the development and coordination of instructional objectives, strategies, activities, safety considerations, materials and student-assessment instruments in the preparation of unit and lesson plans.

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

EDP 205302
Instructor to be announced
4 meetings
Saturdays, 9 am–5:30 pm
July 6–27
Berkeley: Golden Bear Center • $475

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Career Technical Education Foundations
X366.18 • 2 semester units in Education

A requirement in the Designated Subjects Career Technical Education teaching credential and in the Professional Program in Career Technical Education

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

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

EDP 205328
Donna Wyatt, M.S., RN
4 meetings
Sundays, 9 am–5:30 pm
June 2–23
Berkeley: Golden Bear Center • $475

Advanced Preparation Portfolio for Career Technical Education A
X366.19 • 2 semester units in Education

A requirement in the Designated Subjects Career Technical Education Teaching Credential

Learn to use your classroom experience to demonstrate proficiency through the development of portfolio projects. Develop and discuss a complete curriculum plan, including goals, objectives, daily lesson plans, classroom materials, teaching strategies and student assessment materials. Learn how to design lessons to help all students maximize their performance with respect to the student academic content standards. Assess student information literacy, and learn problem-solving skills to adapt subsequent lessons.


EDP 205344
Daniene Marciano, Ed.D.
4 meetings
Sundays, 9 am–5:30 pm
June 30–July 21
Berkeley: Golden Bear Center • $475

Advanced Preparation Portfolio for Career Technical Education B
X366.20 • 2 semester units in Education

A requirement in the Designated Subjects Career Technical Education Teaching Credential

Develop a project portfolio that demonstrates your teaching proficiency. Coursework emphasizes the use of electronic research strategies and technology to access and evaluate information, as well as the integration of technology into curriculum-based lessons. Topics also include school safety plans and how to collect and interpret student assessment data.


EDP 205351
Instructor to be announced
4 meetings
Sundays, 9 am–5:30 pm
July 28–Aug. 18
Berkeley: Golden Bear Center • $475

Foundations of Adult Education
X366.22 • 2 semester units in Education

A requirement in the Designated Subjects Adult Education Teaching Credential; an elective in the Professional Program in Adult Education

Explore essential themes and concepts related to the adult education teaching profession, including history, funding, and governance and its role in public education, as well as contemporary education issues. Understand the role of adult education in serving those least likely to be served in other areas of education. Learn strategies for modeling respect and promoting interpersonal relationships to create a positive and inclusive learning environment in the school and classroom, including motivation, group facilitation and conflict-resolution skills. Learn to foster openness and trust among students in the classroom and facilitate the development of clear expectations for social interaction in the classroom. Understand how to recognize students’ personal and academic challenges and refer students to appropriate resources to support learning. Develop knowledge of the characteristics of adult learners, and recognize the diversity of adult learners’ needs.

EDP 205336
Thomas H. Reid, M.A.
4 meetings
Saturdays, 9 am–5:30 pm
June 8–29
Berkeley: Golden Bear Center • $475

Credential Fulfillment

U.S. Constitution History Requirement

Introduction to American Politics
XBW1 • 4 semester units in Political Science

Explore the theoretical implications of democracy and justice in this in-depth look into the structure of the American political system.

For course schedule, see p. 122.

Introduction to the History of the United States: From Colonial Settlement to the Civil War
XBW7A • 4 semester units in History

Sharpen your understanding of the people, institutions and ideologies that shaped the formation of the United States.

For course schedule, see p. 120.

CTC-Approved Courses

Fostering Wellness
X345.4 • 1 semester unit in Education

Fulfills the Health Education requirement for California teaching credentials; an elective in the Professional Program in Adult Education

Part of the educational process at all grade levels is helping students learn to care for their bodies and make healthy emotional adjustments to the demands and pressures of a fast-paced society. Learn effective strategies for teaching health concepts in elementary, secondary and adult classes. Topics include fitness and nutrition, stress and depression, sexuality, and use and abuse of drugs and alcohol.

EDP 205393
Peter Niloufari, M.D.
2 meetings
Sundays, 9 am–5:30 pm
Aug. 18 and 25
Berkeley: Golden Bear Center • $365
Introduction and Use of Computer Technology (Level I)

EDP 205377
James Iler, M.A.
4 meetings
Sundays, 9 am–5:30 pm
Aug. 4–25
Berkeley: Golden Bear Center • $525

Inclusion of Students With Special Needs in Regular Education

EDP 205369
Nina Ghiselli, Psy.D.
4 meetings
Saturdays and Sundays, 9 am–5:30 pm
July 13–21
Berkeley: Golden Bear Center • $525

Classroom-Tested Reading Techniques, K–12

EDP 205385
Eugenia Kau, Ph.D.
6 meetings
Saturdays, 9 am–5:30 pm
June 1–July 6
Berkeley Campus: 122 Barrows Hall • $625

CLAD Through CTEL

CTEL 0: Orientation: Clad Through CTEL

0.2 ceu
A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy
Gain a clear understanding of the CLAD Through CTEL program, including its scope and goals, requirements, standards, the procedures that affect competencies and field experience.
EDP 205120
Various instructors
1 meeting
Thursday, 10:30 am–12:30 pm
June 27
Berkeley: Golden Bear Center • $25

CTEL 1: Culture and Inclusion

X374.A • 3 semester units in Education
A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy; an elective in the Professional Program in Adult Education
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.
EDP 205138
Sherri DeFina, M.A.
6 meetings
Monday–Friday, 9 am–5:30 pm
July 6–July 15
Berkeley: Golden Bear Center • $520

CTEL 2: Language and Language Development

EDP 205146
Eugenia Kau, Ph.D.
6 meetings
Tuesday–Friday and Monday and Tuesday, 9 am–5:30 pm
July 16–23
Berkeley: Golden Bear Center • $520

CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE

EDP 205187
Donna Altes, B.A.
8 meetings
Wednesday–Friday and Monday–Friday, 9 am–5:30 pm
July 24–Aug. 2
Berkeley: Golden Bear Center • $580

Note: Because the foundation for CTEL 3: Assessment of English Learners is provided in
CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction SDAIE, it is recommended that you take CTEL 4 before taking CTEL 3.

ENROLL EARLY
UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.
CTEL 3: Assessment of English Learners

X374.C • 2 semester units in Education

A requirement in the CLAD Through CTEL program and in the Professional Program in English Learner Pedagogy; an elective in the Professional Program in Adult Education

Learn the principles and design of standards-based assessments and instruction for English-language learners and the relationship to identifying students’ strengths and needs in English language and literacy development and academic achievement.

Note: Because the foundation for CTEL 3: Assessment of English Learners is provided in CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction SDAIE, it is recommended that you take CTEL 4 before taking CTEL 3.

CTEL P: Portfolio

X374.P • 1 semester unit in Education

A requirement in the CLAD Through CTEL program

Consolidate the information and field experience from the previous CLAD Through CTEL courses, and connect them in a cohesive manner. Complete a CTEL portfolio that documents your experiences, including organized reflections and evidence of knowledge, skills and abilities.

Prerequisite: Completion of all courses in the CLAD Through CTEL program

CTEL 3: Assessment of English Learners

EDP 205195
Eugenia Kaw, Ph.D.
4 meetings
Monday–Thursday, 9 am–5:30 pm
Aug. 9–10
Berkeley: Golden Bear Center • $460

Professional Program in English Learner Pedagogy

The Professional Program in English Learner Pedagogy gives you the teaching skills and knowledge needed to work successfully in any educational environment with English learners, or students whose native language is not English. You learn from outstanding professionals in the field and gain the latest in language acquisition, the foundations and methods of English-language instruction, and the assessment of English learners.

Required Courses

• CTEL O: Orientation: CLAD Through CTEL (offered this term)
• CTEL 1: Culture and Inclusion X374.A (offered this term)
• CTEL 2: Language and Language Development X374.B (offered this term)
• CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE X374.D (offered this term)
• CTEL 3: Assessment of English Learners X374.C (offered this term)
• CTEL P: Portfolio X374.P (offered this term)

Curriculum Requirements

The curriculum comprises 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 curriculum to satisfy requirements for the CLAD Through CTEL program.

Learn More
extension.berkeley.edu/spos/clad.html
askeducation@unex.berkeley.edu

Contact the Education department at (510) 642-1171 for registration information and individualized guidance through the certification process.

Convenient Locations in Berkeley, Belmont and San Francisco

extension.berkeley.edu/locations

CLAD Through CTEL

Gain effective skills and knowledge to teach English learners, or students whose native language is not English. Accredited by the California Commission on Teacher Credentialing (CTC), the CLAD Through CTEL program meets the updated competencies required for CLAD certification of K–12 teachers. Teachers who take this classroom-based curriculum do not need to take the CTEL exam. In this program, you gain a clear understanding of language systems, how children of diverse backgrounds acquire language, and standards-based assessments and instruction for English learners.

Prerequisites

A CLAD Through CTEL program application and a valid California teaching credential

Required Courses

• CTEL O: Orientation: CLAD Through CTEL (offered this term)
• CTEL 1: Culture and Inclusion X374.A (offered this term)
• CTEL 2: Language and Language Development X374.B (offered this term)
• CTEL 4: Foundations and Methods of English Language/Literacy Development and Content Instruction, SDAIE X374.D (offered this term)
• CTEL 3: Assessment of English Learners X374.C (offered this term)
• CTEL P: Portfolio X374.P (offered this term)

Curriculum Requirements

The curriculum comprises 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 curriculum to satisfy requirements for the CLAD Through CTEL program.

Learn More
extension.berkeley.edu/spos/clad.html
askeducation@unex.berkeley.edu

Contact the Education department at (510) 642-1171 for registration information and individualized guidance through the certification process.
Teaching English as a Second or Foreign Language (TESL/TEFL)

COURSE INFORMATION
(510) 642-1171
askeducation@unex.berkeley.edu
extension.berkeley.edu/subject/tesl.html

FREE INFORMATION SESSION
Certificate Program in Teaching English as a Second Language
Learn how UC Berkeley Extension’s certificate can prepare you for diverse job opportunities—in education, business, travel and more—both in the United States and around the world. For certificate details, see p. 111 or visit extension.berkeley.edu/cert/tesl.html.

EDP 205724
1 meeting
Thursday, 5:30–7 pm
May 16
Berkeley: Golden Bear Center • FREE

EDP 205716
1 meeting
Tuesday, 5:30–7 pm
Aug. 20
Berkeley: Golden Bear Center • 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
Get an introduction to the concepts in linguistics and sociolinguistics relevant to the teaching of English as a second language (TESL). If you are a TESL certificate student, you should take this course first, as it provides a foundation for other TESL studies.
EDP 205161
Steven L. West, Ph.D.
13 meetings
Mondays, 6–9 pm
June 3–Aug. 12 (also Saturdays, June 15 and Aug. 10, 10 am–4 pm)
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
In this practical introduction to the field, you learn traditional and innovative classroom techniques for teaching listening, speaking, reading and writing skills to speakers of English as a second language.
Sec. 1 EDP 205732
Carol Lethaby, M.A.
13 meetings
Tuesdays, 6–9 pm
May 28–Aug. 6 (also Saturdays, June 1 and 8, 10 am–4:30 pm)
San Francisco: Art and Design Center • $535

Sec. 2 EDP 205294
Sedique Popal, Ed.D., Extension Honored Instructor
13 meetings
Tuesdays and Thursdays, 6–9:30 pm
June 4–July 18 (no meeting on July 4)
Berkeley: Golden Bear 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. You also gain an understanding of the special difficulties that arise in learning a second language and the reasons that these problems occur.
EDP 205872
Patti Weissman, M.A.
7 meetings
Sundays, 9:30 am–2 pm
June 16–Aug. 4 (no meeting on July 7)
Berkeley: Golden Bear Center • $500

Cross-Cultural Communication
X339.4 • 2 semester units in Education
A requirement in the certificate programs in Teaching English as a Second Language and in Teaching Chinese as a Heritage/Foreign Language; an elective in the Professional Program in Adult Education
Examine the values, customs, mores and communication styles of cultural groups, with emphasis on their implications for teaching. Learn to interpret the communicative behavior of students and to explain how conversational behavior differs from culture to culture.
EDP 205179
Steven L. West, Ph.D.
11 meetings
Tuesdays, 6–9 pm
June 4–Aug. 13
Berkeley: Golden Bear Center • $500

Molly Tyson is not interested in retiring. Instead, she’s putting her professional background as a writer and personal experience of traveling as a child into a new career: teaching English as a second language. A friend’s research into the subject—determining that UC Berkeley Extension’s Certificate Program in Teaching English as a Second Language is the most substantial and prestigious curriculum available—brings her to this new adventure.

Jumping right into the curriculum, Tyson believes that getting professional experience is key to succeeding in the coursework. “Volunteering is essential because it makes the courses that much more valuable,” she says. “You can suddenly relate what you’re learning to real people.” Starting as a volunteer at San Francisco’s Arriba Juntos, a nonprofit employment and training organization, Tyson is now a full-time employee, teaching English to those needing help with job placement.

Tyson also brings her experiences at Arriba Juntos to the Extension classroom, extracting new skills and engaging with fellow classmates. “Students from my class have come to volunteer at Arriba Juntos,” Tyson says. “We sit and debrief after our classes and give each other ideas. Volunteering is huge: You find out what you need to know.”
Certificate Program in Teaching English as a Second Language

The increasing use of English throughout the world means career opportunities for teachers of English as a second language (ESL) in education, as well as professionals in fields such as business, hospitality, entertainment and more. But teaching ESL well requires more than fluency in English and a lesson plan. UC Berkeley Extension’s Certificate Program in Teaching English as a Second Language provides a foundation in linguistics and second-language acquisition—along with classroom methodologies and curriculum-design skills—so that you can be an effective teacher in a variety of environments. You receive training in language pedagogy, materials development, assessment and evaluation, and cross-cultural communication. The certificate curriculum is overseen by an advisory board of TESL and education leaders and approved by the University of California, Berkeley, Graduate School of Education, ensuring your education is relevant and up to date. This certificate does not award a California teaching credential, but all courses in the curriculum apply toward a master’s degree at St. Mary’s College and the University of San Francisco.

Curriculum Requirements
The curriculum comprises 7 required courses for a total of 17 semester units (255 hours of instruction).

Required Courses
- Cross-Cultural Communication X339.4 (offered this term)
- Fundamentals of Linguistics for ESL Teachers X416 (offered this term)
- Grammar Fundamentals for ESL Teachers X338 (offered this term)
- Methods and Materials for Teaching English as a Second Language X339.1A (offered this term)
- Second-Language Acquisition X334 (offered this term)
- Teaching Pronunciation as a Communicative Skill X339.7 (offered this term)
- Practicum in Course Design for ESL/EFL Teachers X327.1 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/cert/tesl.html
(510) 642-1171
askeducation@unex.berkeley.edu
Register using EDP 202127

“I want to help my students learn to write, communicate and articulate their thoughts in a clear way,” Certificate Program in Teaching English as a Second Language student Derek Merrill says. “In the future, I’d like to help immigrants with their speaking skills and adjustment to a new culture.”

Despite the two-hour drive from Merced to Berkeley and the delicate balance of completing schoolwork while teaching, Merrill finds joy in completing the certificate. “I’m inspired by my colleagues and the instructors,” he says. “They’re so knowledgeable and highly inspiring, and I take what I’ve learned from them into my classroom.”
Second-Language Acquisition
X334 • 3 semester units in Education
A requirement in the Certificate Program in Teaching English as a Second Language and in Teaching Chinese as a Heritage/Language
Review the theories of first- and second-language acquisition, comparing and contrasting issues involved in both. Focus on language structure, use and development, and build skills in contrasting languages and linguistic errors. Extend your understanding of broad sociocultural theory.
Prerequisite: Fundamentals of Linguistics for ESL Teachers X416

EDP 205310
Sedique Popal, Ed.D., Extension Honored Instructor
13 meetings
Mondays and Wednesdays, 6:30–10 pm
June 3–July 15
Berkeley Campus: 155 Barrows Hall • $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. Explore American English pronunciation, including stress, rhythm, intonation, consonants and vowels. You also explore the linguistic and psychological factors affecting communicative clarity. Coursework includes hands-on experience as a tutor.
Sec. 1 EDP 205542
Ilze Duarte, Ph.D.
5 meetings
Saturdays, 1–4 pm
June 8–July 13 (no meeting on July 6)
Berkeley Campus: 175 Barrows Hall • $395

Sec. 2 EDP 205575
Carol Lethaby, M.A., Extension Honored Instructor
5 meetings
Mondays, 6–9 pm
July 8–Aug. 5
San Francisco: Art and Design Center • $395

Practicum in Course Design for ESL/EFL Teachers
X327.1 • 3 semester units in Education
A requirement in the Certificate Program in Teaching English as a Second Language
Build on prior coursework in methodology, second-language acquisition, linguistics and cross-cultural communication, and gain project-based practical experience in the fundamentals of course design. Move through the curriculum cycle and needs assessment, objective writing, lesson and material development, and evaluation. Embedded in the course are exercises in teaching techniques, classroom management, and testing and assessment. Before the course begins, you are responsible for working with the program administration to find a mentor ESL teacher whom you will observe in class over a minimum of five one-hour visits. You then teach four one-hour lessons for this class under the guidance of your mentor teacher. Email the Education department if you already have a mentor teacher in mind or if you would like guidance in finding an appropriate one. Locations include nonprofits, community colleges, adult schools and private language schools. K–12 schools may be appropriate if you can observe a dedicated ESL class. Contact the department on your enrollment to receive related practicum documents.
Enrollment is restricted. Call the Education department at (510) 642-1171 for enrollment information.
Prerequisite: Completion of all coursework for the Certificate Program in Teaching English as a Second Language
Gabriella Megyesi, M.A.
11 meetings
Thursdays, 6:30–9:30 pm
June 13–Aug. 8 (also Saturdays, June 15 and 29, July 13 and Aug. 10, 10 am–4 pm; no meetings on July 4 and 25)
Berkeley Campus: 50 Barrows Hall • $940

BUILD A CAREER
Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.
Details at extension.berkeley.edu/cert.

Teaching Chinese as a Heritage/Language

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

Methods and Materials of Teaching Chinese I
X392.8 • 3 semester units in Education
A requirement in the Certificate Program in Teaching Chinese as a Heritage/Language
If you’re an aspiring teacher of Chinese, this course helps you develop practical applications for classroom teaching. Review current research and theories regarding first- and second-language acquisition, and investigate strategies and techniques that are effective in developing communicative competence—listening, speaking, reading and writing—in Chinese.
Prerequisite: Native-speaker fluency in Chinese
EDP 215046
Stella Yu-Mei Kwok, Ed.D.
6 meetings
Friday and Monday–Friday, 9 am–5 pm
June 14–21
Berkeley: Golden Bear Center • $450

Methods and Materials of Teaching Chinese II
X396.8 • 3 semester units in Education
A requirement in the Certificate Program in Teaching Chinese as a Heritage/Language
Gain a working knowledge of Chinese-language teaching approaches for all levels in grades K–12. Apply what you learn in class by planning a thematic unit or a 50-minute lesson. You also complete four to six hours of practice teaching in a Chinese-language classroom.
Prerequisites: Native-speaker fluency in Chinese; Methods and Materials of Teaching Chinese I X392.8
EDP 215053
Stella Yu-Mei Kwok, Ed.D.
6 meetings
Monday–Friday and Monday, 9 am–5 pm
June 24–July 1
Berkeley: Golden Bear Center • $450

Second-Language Acquisition
X334 • 3 semester units in Education
Review the theories of first- and second-language acquisition.
For course schedule, see this page.

Cross-Cultural Communication
X339.4 • 2 semester units in Education
Examine the values, customs, mores and communication styles of cultural groups, with emphasis on their implications for teaching.
For course schedule, see p. 110.
Certificate Program in Teaching Chinese as a Heritage/Foreign Language

With interest in learning to read and speak Mandarin Chinese increasing, the demand for qualified Chinese-language teachers—with dedication to pedagogical craft—is growing rapidly. The UC Berkeley Extension Certificate Program in Teaching Chinese as a Heritage/Foreign Language prepares fluent Mandarin Chinese speakers with minimal teaching experience to teach Chinese as a foreign language and gives experienced teachers formalized training in Chinese-language pedagogy. Developed in cooperation with the National Center for K–16 Chinese Language Pedagogy at the Institute of East Asian Studies, UC Berkeley, the certificate meets the highest standards. You learn contemporary language-acquisition theory combined with practical approaches for classroom success, based on standards of the American Council on the Teaching of Foreign Languages. Heightened pedagogical skills and expertise enable you to work in a variety of settings, including charter schools, dedicated language schools, and after-school and weekend language programs. If you wish to work in a K–12 public school, you must acquire a separate California teaching credential.

Prerequisites for Admission
One of the following prerequisites is required to register for the Certificate Program in Teaching Chinese as a Heritage/Foreign Language:
- A baccalaureate or higher degree verified by an official transcript
- Significant experience in teaching

You must also meet the following language requirements:
- Native-level fluency in spoken and written Mandarin Chinese
- Proficiency in spoken and written English

Curriculum Requirements
The curriculum comprises 5 required courses for a total of 14 semester units (210 hours of instruction).

Required Courses
- Cross-Cultural Communication X339.4 (offered this term)
- Linguistics for Chinese-Language Teachers X393.3
- Methods and Materials for Teaching Chinese I X392.8 (offered this term)
- Methods and Materials for Teaching Chinese II X396.8 (offered this term)
- Second-Language Acquisition X334 (offered this term)

Learn More and View the Flyer
extension.berkeley.edu/cert/teachingchinese.html
(510) 642-1171
askeducation@unex.berkeley.edu
Register using EDP 202333

FIND THE QUALITY YOU WANT
- ADVISORY BOARD OF UC BERKELEY FACULTY AND INTERNATIONAL EXPERTS
- DEVELOPED WITH THE NATIONAL CENTER FOR K–16 CHINESE LANGUAGE PEDAGOGY

GET THE KNOWLEDGE YOU NEED
- TEACH COMMUNICATIVE COMPETENCY
- DEVELOP STUDENT-FOCUSED CURRICULA
- UNDERSTAND CULTURALLY EMBEDDED TEACHING METHODOLOGIES
- USE APPLIED LINGUISTICS AND PSYCHOLINGUISTICS
Professional Program in College Admission Counseling

College-counseling expertise is in growing demand, and you can increase your marketability as a school counselor by gaining the skills in this program. To apply, you must provide evidence of your Pupil Personnel Services (PPS) credential or master's degree in counseling.

Curriculum Requirements
The curriculum comprises 2 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
- College Admissions Advising A X369.3
- College Admissions Advising B X369.4

Learn More
extension.berkeley.edu/spos/admission.html
(510) 642-1171
askeducation@unex.berkeley.edu

Register using EDP 202085

College Admissions and Career Planning

COURSE INFORMATION
(510) 642-1171
askeducation@unex.berkeley.edu
extension.berkeley.edu/subject/edcounseling.html

FREE INFORMATION SESSION
Certificate Program in College Admissions and Career Planning and Professional Program in College Admission Counseling

Call (510) 642-4111 to reserve your space; there is no charge or obligation to enroll. For details on the Certificate Program in College Admissions and Career Planning, see p. 115 or visit extension.berkeley.edu/cert/college.html. For details on the Professional Program in College Admission Counseling, see this page or visit extension.berkeley.edu/spos/admission.html.

EDP 206581
1 meeting
Wednesday, 5:30–7 pm
May 1
Berkeley: Golden Bear Center • FREE

EDP 205708
1 meeting
Wednesday, 5:30–7 pm
Aug. 21
Berkeley: Golden Bear Center • FREE

Career Planning for College Admissions
X369.5 • 4 semester units in Education

A requirement in the Certificate Program in College Admissions and Career Planning

This hands-on course utilizes career assessment tools to help educators, counselors and others interested in career planning for all ages. Topics include assessment, theory and methods to motivate clients to achieve their goals. Role-play as career counselor and client throughout the assessment process to build your practical skills. Use career theories and models to plan career exploration. Examine strategies to effectively link client career assessments with college major selection.

EDP 205690
Judi Garcia, B.S.
8 meetings
Saturday, 9 am–5 pm
June 15–Aug. 17 (no meetings on July 6 and 20)
Belmont: Belmont Center • $970

Counseling Techniques for Educators
X365.5 • 2 semester units in Education

A requirement in the Certificate Program in College Admissions and Career Planning

Gain familiarity with counseling approaches that counselors, teachers, administrators and others can use in K–12 and university settings. Learn and practice the basic tenets of Robert Carkhuff’s Human Resource Development (HRD) Model in order to gain competence in the application of basic counseling skills.

EDP 205682
Aubrey Uresti, M.A., PPS
4 meetings
Sundays, 9 am–5 pm
June 30–July 28 (no meeting on July 7)
Berkeley: Golden Bear Center • $485

BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
Certificate Program in College Admissions and Career Planning

As the need for advisers to meet the diverse needs of today’s students continues to grow, the Certificate Program in College Admissions and Career Planning provides the in-depth knowledge and technical skills necessary to help students transition from high school to college or from college to a professional career. Experienced instructors offer insight to all areas, including admissions requirements for public, private, local, national and international institutions; financial aid options and planning; techniques to advise special populations; counseling skills; self-appraisal instruments and interpretation; planning for college admissions tests, essays and recommendation letters; and uses of technology in college and career planning. The curriculum—overseen by an advisory board and approved by the University of California, Berkeley, Graduate School of Education—gives special attention to training in the college admissions process while emphasizing the connection to the working world, including field site observations and a comprehensive practicum. With training from Extension, you are prepared to help others while advancing your own career advising.

Curriculum Requirements
The curriculum comprises 5 required courses for a total of 15 semester units (216 hours of instruction)

Required Courses
- Career Planning for College Admissions X369.5 (offered this term)
- College Admissions Advising A X369.3
- College Admissions Advising B X369.4
- Counseling Techniques for Educators X365.6 (offered this term)
- Practicum in College Admission Advising X361.9

Find the Quality You Want
- Undertake a Curriculum Designed According to The National Association for College Admission Counseling (NACAC) Principles of Good Practice
- Qualify for Associate-Level Membership with The Independent Education Consultants Association

Get the Knowledge You Need
- Admission Requirements
- Financial Aid
- Specialized Populations
- Counseling Skills
- Professional and Ethical Issues
- Field Experience

Learn More and View the Brochure
extension.berkeley.edu/cert/college.html
(510) 642-1171
askeducation@unex.berkeley.edu
Register using EDP 202150

Stacey Ho holds a master’s degree in education and is a graduate of the Certificate Program in College Admissions and Career Planning. “It has been, hands down, the best professional development I have ever received,” she says. “The lessons that my instructors prepared were so timely! I honestly can’t say that about so many different professional development courses I’ve sat through.”
Teaching Math

**MAKING MATH REAL INSTITUTE**

The following courses are offered in partnership with the Making Math Real Institute, which provides professional development for educators, private practitioners and parents. Making Math Real integrates cognitive development techniques into 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 and pay 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.

If you have questions regarding academic credit from UC Berkeley Extension, contact the Education department at (510) 642-1171.

**Making Math Real: Overview**

X381.1 • 1 semester unit in Education

This two-day introductory course is the mandatory prerequisite K–12 Overview for all other Making Math Real courses and is not grade-level specific.

Get an overview of 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 traditional math-teaching methods.

Tuition fee paid directly to Making Math Real Institute: $349. Fee for academic credit option paid to UC Berkeley Extension: $175. Register online at www.makingmathreal.org or call (510) 527-0720 for a registration packet.

**Sec. 1 EDP 205591**

David Berg, ET

2 meetings

Monday and Tuesday, 9 am–5 pm

June 24–25

Oakland: Alameda County Training and Education Center, 125 12th St.

**Sec. 2 EDP 205609**

David Berg, ET

2 meetings

Thursday and Friday, 9 am–5 pm

July 25–26

Oakland: Alameda County Training and Education Center, 125 12th St.

Do not contact the Alameda County Training and Education Center. If you have questions, contact the Making Math Real Institute.

Making Math Real: The 9 Lines Intensive

X307.7 • 1 semester unit in Education

Learn to integrate the 9 Lines symbol-imaging mental organizer into the daily classroom or home experience. Apply this system to multiplication, division, fractions, number theory, whole-number factoring and factoring polynomials. Tuition fee paid directly to Making Math Real Institute: $349. Fee for academic credit option paid to UC Berkeley Extension: $175.

**Prerequisite:** Making Math Real: Overview X381.1

**EDP 205617**

David Berg, ET

2 meetings

Thursday and Friday, 9 am–5 pm

June 27–28

Oakland: Alameda County Training and Education Center, 125 12th St.

Do not contact the Alameda County Training and Education Center. If you have questions, contact the Making Math Real Institute.

Making Math Real: Kindergarten

X360.6 • 1 semester unit in Education

This three-day intensive focus on the comprehensive scope and sequence for kindergarten is important for both kindergarten and first-grade teachers. Emphasis is on developmentally appropriate, multisensory structured strategies to establish key fundamental prerequisites for primary mathematics. Topics include one-to-one correspondence, conservation of number, number symbol development, counting, sorting, classifying, data and graphing, number concepts for place value, concepts of addition and subtraction, time, money, measurement, geometry and story problems.

Tuition fee paid directly to Making Math Real Institute: $494. Fee for academic credit option paid to UC Berkeley Extension: $175. Register online at www.makingmathreal.org or call (510) 527-0720 for a registration packet.

**Prerequisite:** Making Math Real: Overview X381.1

**EDP 205633**

David Berg, ET

2 meetings

Monday and Wednesday, 9 am–5 pm

July 1 and 3

Oakland: Alameda County Training and Education Center, 125 12th St.

Do not contact the Alameda County Training and Education Center. If you have questions, contact the Making Math Real Institute.
### Making Math Real: The 4 Operations and 400 Math Facts

X362.6 • 5 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: $1,194. Fee for academic credit option paid to UC Berkeley Extension: $360. Register online at www.makingmathreal.org or call (510) 527-0720 for a registration packet.

**Prerequisite:** Making Math Real: Overview X381.1

**EDP 205625**

David Berg, ET  
10 meetings  
Mondays, Tuesdays, Thursdays and Fridays, 9 am–5 pm  
July 8–23  
Oakland: Alameda County Training and Education Center, 125 12th St.

Do not contact the Alameda County Training and Education Center. If you have questions, contact the Making Math Real Institute.

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### Making Math Real: Fractions, Decimals and Advanced Place Value

X302.2 • 5 semester units, 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 finally make fractions, decimals and advanced place value meaningful and accessible for all students. It is designed for educational therapists, special educators, and elementary and secondary classroom teachers. Parents and nonmath majors are especially encouraged to enroll. Topics include comprehensive methods for teaching full units in advanced place value, including exponents through the billions; fractions, including the four concepts, the 4 operations through mixed 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. Extension and enrichment activities for each unit are presented.

Tuition fee paid directly to Making Math Real Institute: $1,194. Fee for academic credit option paid to UC Berkeley Extension: $360. Register online at www.makingmathreal.org or call (510) 527-0720 for a registration packet.

**Prerequisite:** Making Math Real: Overview X381.1

**EDP 215079**

David Berg, ET  
10 meetings  
Mondays, Tuesdays, Thursdays and Fridays, 9 am–5 pm  
July 29–Aug. 13  
Oakland: Alameda County Training and Education Center, 125 12th St.

Do not contact the Alameda County Training and Education Center. If you have questions, contact the Making Math Real Institute.

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### Location Guide

**Belmont:** Belmont Center 1301 Shoreway Rd., Suite 400, Belmont  
**Berkeley Campus** See campus map, p. 210. If no building location is given, visit extension.berkeley.edu for updated information.  
**Berkeley: Golden Bear Center** 1995 University Ave., Berkeley  
**San Francisco: Downtown Center** 425 Market St., 8th Floor (enter on Fremont Street), San Francisco  
**San Francisco: Art and Design Center** 95 Third St., San Francisco  
**Online** Internet and email access required. Schedules displaying no dates mean you may enroll anytime and take six months to complete (unless otherwise noted on course description).  
**Other** Classes that are not located at Extension centers or on the UC Berkeley campus have the classroom address provided with the course information.

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### FIVE WAYS TO ENROLL

1. **Online:** extension.berkeley.edu  
2. **Phone:** (510) 642-4111  
3. **Mail:** Department B 1995 University Ave., Suite 110 Berkeley, CA 94704-7000  
4. **Purchase Order:** (510) 642-3910  
5. **In Person:** Find Extension Center addresses at extension.berkeley.edu/locations.
Humanities, Languages and Personal Development

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Broaden your intellectual perspective with UC Berkeley Extension, and change the way you view the world. Courses in history, literature, philosophy, culture, cuisine and personal development provide options to suit your interests. Explore the historical context of the classics, gain a greater appreciation of diverse religions, or develop your communication skills.

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Extension courses offer the academic excellence you expect from a world-class university—and the opportunity to learn from both knowledgeable instructors and fellow students who share your passion for ideas.

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**HUMANITIES, LANGUAGES AND PERSONAL DEVELOPMENT**

### Humanities

**COURSE INFORMATION**

(510) 643-1110
humanit@unex.berkeley.edu
extension.berkeley.edu/subject/hum.html

**ONLINE COURSE INFORMATION**

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

---

### Literature, History and Culture

**NEW THIS TERM**

**Pharaoh’s Tomb Crew: The History of Deir el-Medina**

For approximately four centuries during ancient Egypt’s New Kingdom (ca. 1567–1070 BCE), the Deir el-Medina community inhabited a small desert valley across the Nile from the splendid capital, Thebes. Because its houses were built of stone and located on the edge of the desert, and because its citizens boasted an unusually high level of literacy, Deir el-Medina has preserved an enormous number of documents for modern historians. Study the history and archaeology of this community, the everyday lives of its people, and their preparations for death and the afterlife. Lectures are illustrated with vivid slides, and you read and discuss translations of texts from Deir el-Medina to gain an understanding of this unique culture.

**EDP 055251**

Teresa Moore, Ph.D.
6 meetings
Saturdays, 10 am–1 pm
June 15–July 20
Berkeley Campus: 78 Barrows Hall • $245

**NEW THIS TERM**

**Vampires and Steampunk**

X481 • 1 semester unit in English

An elective in the Post-Baccalaureate Certificate Program in Writing

Writers interested in genre fiction can benefit from this course, devoted to active reading of new twist and odd standards in fantasy, science fiction, paranormal fiction and urban fantasy. The works of writers such as J.R.R. Tolkien, Jules Verne, Alan Moore and Laurell K. Hamilton provide you with examples of various genre conventions, including plot, atmosphere and characterization. The course serves as a field guide to the definitive themes, characters, conventions and possibilities of each genre.

At the end of the course, you should be able to identify the key elements for creating your own work of genre fiction.

**EDP 055293**

Mary Ann Koory, Ph.D.
5 meetings
Wednesdays, 6:30–9:30 pm
July 10–Aug. 7
San Francisco: Art and Design Center • $375

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### The Development of World Civilization: The Neolithic Age to the Renaissance

X19 • 3 semester units in History

Get a comparative study of world civilizations from prehistoric times to the European Renaissance, focusing on spiritual, political, intellectual and artistic developments. 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 the 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

Engage in 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. Learn about the civilizations of the Western Hemisphere, Africa and the Middle East; the beliefs and social organizations of India, China and Japan; European political and intellectual revolutions; the World Wars and the Cold War; anticolonialism 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

### Introduction to the History of the United States: From Colonial Settlement to the Civil War

XBW7A • 4 semester units in History

**Important:** Special academic policies apply to XBW courses. See p. 204 for details.

Explore the rich and complex history of Islam from its birth to the present day. Gain a greater appreciation of the cultural, geographical and political diversity of the people who comprise the Islamic mosaic. You pay particular attention to the religious values of Islamic culture as exemplified by the life of the prophet Muhammad and as expressed in the Qur'an.

**EDP 897835**

Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

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### Introduction to the History of the United States: From the Civil War to the Present

XBW7B • 4 semester units in History

**Important:** Special academic policies apply to XBW courses. See p. 204 for details.

Survey U.S. history from the 1870s to the new millennium, and increase your knowledge of events, institutions and prominent historic figures while developing your 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 897843**

Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

### The Culture of India: Roots of Tradition and Change

X11 • 2 semester units in South and Southeast Asian Studies

Explore some of the fundamental facets of the history and culture of modern India. By studying the country’s political history, religious traditions and varied geography, you gain 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 Professional and Continuing Education Association (UPCEA)

Explore the rich and complex history of Islam from its birth to the present day. Gain a greater appreciation of the cultural, geographical and political diversity of the people who comprise the Islamic mosaic. You pay particular attention to 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

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**FOR COURSE AND SCHEDULE INFORMATION**

VISIT EXTENSION.BERKELEY.EDU/CATALOG
FREE PUBLIC EVENTS

LASER: Leonardo Art Science Evening Rendezvous

The LASER series, chaired by cultural historian Piero Scaruffi, is a local forum for art and science projects that are creative, original and interdisciplinary in nature. Each evening program features a medley of four artists, scientists, philosophers, historians, inventors and scholars who are working on projects that expand existing paradigms.

Moderator

Piero Scaruffi is a cognitive scientist who was the manager of the Olivetti Artificial Intelligence Center in Silicon Valley, held visiting scholarships at several academic centers—notably Harvard and Stanford universities, lectured in three continents, and published several books on artificial intelligence and cognitive science. As a music historian, he has published ten books, the latest ones being A History of Rock Music (second edition, 2009) and A History of Jazz Music (2007). He has also written extensively about cinema, literature and the visual arts on his websites caruffi.com. His latest book of poems and meditations is Synthesis (2009), A Brief History of Knowledge (2011), the lectures from his old UC Berkeley class, has been published as an Amazon e-book. An avid traveler, he has visited more than 140 countries of the world.

Panelists for June 5

Robert Buelteman has been honored with three residencies at the Djerassi Resident Artists Program, as well as a three-year residency at the Santa Fe Institute. He has published 13 photography portfolios over his 33 years in photography, and four of these, A Vision of Life (1988), The Unseen Peninsula (1994), Eighteen Days in June (2000) and Signs of Life (2009), were published as monographs.

Jennifer Dionne is an assistant professor in the department of Materials Science and Engineering at Stanford University. Her work has been recognized with a National Science Foundation CAREER Award, Air Force Office of Scientific Research Young Investigator Award, Hellman Faculty Scholar Award, and MRS Gold Award. Dionne’s research interests include plasmonic and nanocrystalline metamaterials for nanoscale optical manipulation, imaging, computation and solar-energy conversion.

Vijaya Nagarajan is an associate professor in the Department of Theology and Religious Studies and the Program in Environmental Studies at the University of San Francisco (USF). Her scholarship has centered on the multivalent meanings in the kolam, a women’s ritual art in southern India. She is currently working on her book, Feeding a Thousand Souls: Women, Ritual and Art in Southern India—The Kolam (Oxford University Press).

Indre Viskontas straddles the line between music and neuroscience, as an affiliate of the Memory and Aging Center at UCSF and an active Bay Area performer. The Lithuanian-Canadian soprano has performed roles ranging from The Countess in Mozart’s Le Nozze di Figaro to the title role in Gilbert and Sullivan’s Iolanthe.

Panelists for Aug. 7

Mark Wagner is a digital and traditional artist and teacher. He has worked as a concept artist in the film and game industry, creating art through Pixar for the Disney feature film John Carter. Wagner is an internationally known street painter and chalk-drawing artist. He created the nonprofit Drawing on Earth, which inspires art and creativity in youth and communities around the world.

Melanie Swan is a science, technology and philosophy futurist at the MS Futures Group in Palo Alto, Calif. She founded the participatory medicine research organization DIYgenomics in 2010. She is a faculty member at Singularity University and the University of the Commons and an affiliate scholar at the Institute for Ethics and Emerging Technologies.

Across three decades and more than 30 albums, Robert Rich has helped define the genres of ambient music, dark-ambient, tribal and trance. Part of his unique sound comes from using homemade acoustic and electronic instruments, microtonal harmonies, computer-based signal processing, chaotic systems and feedback networks. Rich has designed sounds for television and film scores, including the films Pitch Black and Crazy Beautiful.

Kal Spelletich founded Seemen, an interactive machine art performance collective, in 1988. Since then, he has performed, exhibited and lectured worldwide, collaborating with Survival Research Labs and countless others from a wide spectrum of people from punk rock bands to scientists. For 25 years he has been experimenting with interfacing humans and robots with humans using technology. Spelletich teaches and lectures at universities as well as exhibits all over the world, most recently in Namibia, Zagreb, Leipzig, Berlin, Madrid, Portland and New Orleans.

EDP 055392
2 meetings
Wednesdays, 6:30–8:30 pm
June 5 and Aug. 7
Berkeley Campus: 110 Barrows Hall • FREE
Principles of Sociology: A Multicultural Perspective
X2 • 3 semester units in Sociology
Examine the basic topics, concepts and principles of sociology. Consider the influence of social phenomena on human behavior using comparative multicultural and cross-cultural approaches 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, family, economic systems, political systems, religion, health care, education, and types and theories of social change.
EDP 887125 Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $760

Introduction to American Politics
XBW1 • 4 semester units in Political Science
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Explore the theoretical implications of democracy and justice in this in-depth look at the structure of the U.S. political system. Analyze the basic workings of the Constitution and the institutions of the federal government, including Congress, the presidency, the judiciary and governmental bureaucracy. Examine the system of electoral politics— including parties, interest groups, social movements, public opinion and participation—as well as several areas of public policy: defense, foreign policy, civil rights and liberties, and social spending.
EDP 857821 Nina Clark, Ph.D.
Enroll anytime
Online, proctored final exam • $760

The History of the English Language
X102 • 4 semester units in English
The varieties of written and spoken English are astounding and potentially perplexing to anyone who has encountered the likes of reggae lyrics, the writings of Geoffrey Chaucer or the lilting drawls of the Old South. Examine the grammatical and semantic structure of English as it has evolved across centuries, with attention to 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 at public.oed.com/how-to-subscribe. Access to a library is recommended.
EDP 857508 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
Survey mystery fiction and its conventions, from the genre’s 19th-century origins to the classic Golden Age puzzle to the hard-boiled American female detective fiction of the 1950s. Understand the mystery novel’s status as a significant form of modern fiction, one that explores how human consciousness makes sense out of what might otherwise be viewed as random experience and meaningless violence.
EDP 867606 Mary Ann Koory, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $715

The English Novel
X125 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the English novel by reading authors such as E.M. Forster, Anthony Trollope, Charles Dickens, Charlotte Brontë, George Eliot, Oscar Wilde, Thomas Hardy and Robert Louis Stevenson. Gain perspective on this literary form with 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

American Fiction
X135A • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the major American novelists and short-stor y writers of the 19th and early 20th centuries, including Mark Twain, Edgar Allen Poe, Stephen Crane, Herman Melville, Edith Wharton, Nathaniel Hawthorne and Jack London. Learn about various literary movements—such as romanticism, realism and naturalism—and consider questions of aesthetics, morality, poverty, racism, gender and power.
EDP 867622 Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715

Children’s Literature: The Golden Age
X466 • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
During the late 19th and early 20th centuries, many of the major works of children’s literature were published, among them Alice in Wonderland, The Wind in the Willows, Peter Pan, Treasure Island and The Wizard of Oz. Examine these and other classics of children’s literature to discover what visions they present of childhood, of the social world and of the self. Pay particular attention to how these books address the two audiences of children’s literature: the child and the adult.
EDP 857417 Celeste Davidson Mannis, B.A., M.B.A.
Enroll anytime
Online • $770

Shakespeare
XBW17 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Study five of William Shakespeare’s plays (The Taming of the Shrew, Richard III, Othello, Macbeth and The Tempest) recognized as literature of immense cultural importance and popular entertainment. Gain an understanding and appreciation of Shakespearean language and literary forms, as well as a critical awareness of the continuing reinterpretation of Shakespeare’s plots and characters.
EDP 897827 Mary Ann Koory, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770

The Art of Film
X20 • 3 semester units in Film Studies
Learn the techniques of evaluating and appreciating films. For course schedule, see p. 13.

Visit Our Website
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu
Philosophy and Religion

Comparative Philosophy
X11 • 3 semester units in Philosophy
Get an introduction to basic themes in ethics, epistemology, and political and social philosophy. Examine some fundamental philosophical questions from a variety of perspectives, including classical Western philosophy; Eastern and Western religious traditions; and specific cultural viewpoints, including feminist, Native American and African thought.
EDP 857938
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
Get an introduction 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. Explore philosophical questions relating to politics, metaphysics, natural science, logic, ethics and aesthetics.
EDP 867531
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715

Views of the Absolute in World Religions
X10 • 3 semester units in Religious Studies
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

Personal Development

COURSE INFORMATION
(510) 643-1110
humanit@unex.berkeley.edu
extension.berkeley.edu/humanities

Using Your Voice as a Sales Tool
1.8 ceu
Cover the basics of good speech: vocal health, volume, pace, articulation, relaxation and breath control. Learn the value of more advanced practices of emphasis, pausing and inflection, as well as the importance of silent messages. Learn skills that add polish and professionalism to your vocal image.
EDP 055350
Deborah Biron, B.A.
6 meetings
Tuesdays, 6–9 pm
June 25–July 30
San Francisco: Art and Design Center • $395

Creative Power at Work: The Art and Science of Creativity
Challenging times call for increased personal and professional creativity, as well as organizational innovation. In this workshop, you learn powerful insights and proven practices that help you bring your full creative energies to your personal and professional life. Creative practices include methods for inviting and elaborating your creative intuitions, techniques for overcoming fears and blocks, meditations that clear and focus your mind, and practices that help you channel and shape your creative energies.
EDP 055277
Charles Burack, Ph.D.
1 meeting
Saturday, 10 am–5 pm
Aug. 3
San Francisco: Art and Design Center • $145

FREE PUBLIC EVENT
What Every Career-Minded Professional Should Know
Join noted career-coach Marty Nemko for an afternoon of practical tips, strategies and advice to get the most out of your career skills and your talents to ensure full and productive employment in the years ahead. Nemko explains what skills you need to have or develop, including next-generation self-marketing strategies and effective communication techniques. He also reveals his insights into specific pockets of opportunity that are opening up in coming years.
EDP 055376
1 meeting
Wednesday, 12–1 pm
June 12
San Francisco: Art and Design Center • FREE

Marty Nemko, Ph.D., is among the nation’s most sought-after experts on both career and education issues. He has been interviewed by hundreds of major media—including multiple times on everything from The Today Show to NPR’s Talk of the Nation, from The New York Times to the Los Angeles Times, from Time to Cosmopolitan.
The Oxford Berkeley Program

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The Devil’s Chaplain: The Origins and Impact of Charles Darwin’s Idea of Evolution by Natural Selection
Diggers, Dealers and Dilettanti: British Collectors and Classical Antiquities
The English Detective Novel
London, England (FULL)
Making Things, Making Britain (FULL)
Mediterranean Shakespeare (FULL)
Tudor Kings
The Victorian Garden: Mess or Marvel?
The War for the World: Britain and France, 1789–1815 (FULL)

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travel@unex.berkeley.edu

Wine and Food Studies

COURSE INFORMATION
(510) 643-1110
humanity@unex.berkeley.edu
extension.berkeley.edu/humanities

Fundamentals of Wine Studies I: Wines of California and Europe
2.4 ceu
Explore the characteristics of different wine types, the methods of production and aging, and the history of California’s wine industry. Learn tasting techniques with emphasis on comparing California and European wines of similar varieties and the proper care and serving of wine. Tastings of representative Californian, French, German, Italian, Spanish and Portuguese wines follow the lectures.

Note: Bring six wineglasses to each session. You must be at least 21 years old to enroll in this course.

EDP 055368
Christopher Greene, B.A.
8 meetings
Wednesdays, 6–9 pm
June 19–Aug. 21 (no meetings on July 10 and 17)
San Francisco: Art and Design Center • $545

NEW THIS TERM
All but Forgotten Wines: The Blender’s Art
1.5 ceu
The wine world has much more to offer than today’s trendy single-varietal and single-vineyard wines. Some of the best wines in the world come from multiple varietals; sadly, many are overlooked. Using coffee, fragrance, poetry, music and art as sensory metaphors, study the multivarietal wines from around the world. Through guided tastings, discover the gestalt that makes some blended wines sublime, greater than the sum of their parts.

Note: Bring six wineglasses to each session. You must be at least 21 years old to enroll in this course.

EDP 055384
Don Beatty
5 meetings
Mondays, 6–9 pm
July 1–29
Berkeley: Golden Bear Center • $395

Languages

COURSE INFORMATION
(510) 643-1110
lang@unex.berkeley.edu
extension.berkeley.edu/subject/languages.html

Chinese

Mandarin I
X22 • 2 semester units in East Asian Languages
Learn basic pronunciation, sentence patterns, and reading and writing characters. Learn 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. Learn to read and write 135 simplified characters and their corresponding pinyin romanization. Enrollment is limited.

EDP 055335
Natasha Wild, M.A., Extension Honored Instructor
18 meetings
Mondays and Thursdays, 6:30–9 pm
June 3–Aug. 5 (no meeting on July 4)
Berkeley: Golden Bear Center • $565

French

French I
X15 • 2 semester units in French
Get an introduction to the basic structures of French. By the end of the course, you should be able to greet others; ask and answer questions; and express basic feelings, intentions and reactions. Enrollment is limited.

EDP 055319
Catherine Philippin, M.A., Extension Honored Instructor
10 meetings
Tuesdays and Thursdays, 9 am–12 pm
June 4–July 9 (no meeting on July 4)
Berkeley: Golden Bear Center • $445

Greek

Attic Greek II
X18 • 3 semester units in Classics
Complete your introductory study of the essentials of grammar, syntax and vocabulary of classical Greek. Learn the structure of complex sentences in this course, and master the styles and idioms of Attic Greek. Readings from various authors reflect the culture of the Classical Age.

Prerequisites: One semester of classical Greek (Attic or Homeric)

EDP 055269
Rali Christo, Ph.D.
15 meetings
Saturdays, 9 am–12 pm
June 1–Sept. 7
Berkeley Campus: 174 Barrows Hall • $565
### Latin

#### Latin III: Readings in Classical Latin Literature

<table>
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<th>X22</th>
<th>3 semester units in Classics</th>
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Read, analyze and discuss the literature and thought of selected masters of classical Latin prose and poetry. After a grammar review, you read selected “Loci Immortati” in Wheelock’s Latin, as well as Petronius’ Satyricon and Apuleius’ Metamorphoses. All of these works are studied in Latin. The course may be repeated for a total of nine semester units. **Enrollment is limited.**

**Prerequisite:** Latin II X21 or equivalent

**EDP 055327**

Rali Christo, Ph.D.

15 meetings

Saturdays, 1–4 pm

June 1–Sept. 7

Berkeley Campus: 174 Barrows Hall • $565

### Spanish

#### An Intensive Course in Spanish: Level 1

<table>
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<th>X20</th>
<th>4 semester units in Spanish and Portuguese</th>
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This 60-hour intensive course is designed for people who are unable to make an extended time commitment but who want to master beginning conversational and reading skills. Daily classes, informal conversation groups and supplementary materials provide a comprehensive introduction to the language. Two to four hours of outside class preparation per day is expected. **Enrollment is limited.**

**EDP 055418**

Pamela Lin-McAllister, M.A., Extension Honored Instructor

14 meetings

Mondays–Fridays, 9 am–1 pm

July 1–24 (no meetings on July 4, 18 and 19)

San Francisco: Downtown Center • $695

#### An Intensive Course in Spanish: Level 2

<table>
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<th>X21</th>
<th>4 semester units in Spanish and Portuguese</th>
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This 60-hour intensive course is designed for people who are unable to make an extended time commitment but who want to master beginning conversational and reading skills.

**EDP 055426**

Pamela Lin-McAllister, M.A., Extension Honored Instructor

15 meetings

Mondays–Fridays, 9 am–1 pm

July 29–Aug 16

San Francisco: Downtown Center • $695

### English as a Second Language (ESL)

#### Course Information

(510) 642-1171

askeducation@unex.berkeley.edu

extension.berkeley.edu/subject/english.html

If your native language is not English, you can benefit from the following English as a second language (ESL) courses. Study with other professionals, and learn how to speak, write and interact with more confidence.

#### Academic Writing for ESL

<table>
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<th>X400.1</th>
<th>2 semester units in Writing</th>
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This course is designed for intermediate to advanced nonnative English speakers who need to improve their academic writing skills. Lectures and writing workshops help you in writing summaries, abstracts, technical reports and academic papers. Structured exercises and instructor feedback teach you to assess your own writing and that of your peers. Upon completion, you have a deeper understanding of the writing process and noticeable improvements in your writing.

*This course is intended for intermediate to advanced English learners.*

**EDP 205641**

Ben Feinbaum, M.Ed.

10 meetings

Mondays, 6:30–9:30 pm

June 10–Aug. 12

Berkeley Campus: 136 Barrows Hall • $500

#### Advanced Grammar Skills in ESL

<table>
<thead>
<tr>
<th>X402</th>
<th>2 semester units in Writing</th>
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Designed for nonnative English speakers, this course helps perfect and polish your English grammar, with the goal of increasing your effectiveness and confidence in the workplace. Review and practice advanced grammar points in the contexts of oral communication, reading and writing.

*This course is intended for advanced English learners.*

**EDP 205153**

Steven L. West, Ph.D.

10 meetings

Wednesdays, 6:30–9:30 pm

June 5–Aug. 7

Berkeley: Golden Bear Center • $550

### Which Language 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 course if space permits. **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 tenses. 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

For students who have good speaking and reading knowledge of the language and can engage in spontaneous conversations and discussions.
Which ESL Course Is Best for You?

Intermediate courses are for nonnative speakers who:

- can speak or write in sentences or short paragraphs about familiar topics but have difficulty expressing themselves in longer paragraphs;
- have studied grammar but have trouble using correct grammar within speaking or writing contexts;
- sometimes have trouble finding the correct word or phrase to express their meaning.

High-intermediate to low-advanced courses are for nonnative speakers who:

- can speak and write with some ease in full paragraphs about a wide range of subjects, with a high degree of grammatical accuracy;
- need to improve their sensitivity to formal and informal language and the appropriateness of expressions in certain situations;
- can express their meaning but need to improve use of vocabulary and idioms.

Advanced courses are for nonnative speakers who:

- can speak and write fluently but need more complex vocabulary and grammar;
- make occasional errors in grammar and vocabulary that do not interfere with comprehension;
- can frequently, but not always, speak and write with appropriate tone and style.

You are welcome to attend the first class to consult the instructor about your English language level, but space in the class is not guaranteed. If you have questions prior to enrollment, contact the Education department at (510) 642-1171 or email questions to askeducation@extension.berkeley.edu.

Idiomatic English and Oral Communication Skills for ESL

X407 • 2 semester units in Writing

Learn to communicate more fluently and naturally in many everyday situations. Using a variety of fun and engaging classroom speaking activities, build your vocabulary and your ability to use idioms to communicate more accurately and express yourself more effectively. Examine common American English idioms, expressions, slang and word combinations in popular movies, songs and texts. Learn in a lively, fun classroom environment, and build confidence in your English conversation skills.

This course is intended for intermediate to advanced English learners.

EDP 205666
Ben Feinbaum, M.Ed.
10 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
Berkeley Campus: 140 Barrows Hall • $550

Pronunciation Improvement for Effective Communication in ESL

X404 • 2 semester units in Writing

Learn how to improve your intonation, rhythm and stress patterns to speak more clearly. Work closely with the instructor to correct individual errors, and learn strategies to help improve your accent. Become a better communicator in English through intensive classroom practice and structured activities. You also become aware of your own pronunciation and learn to monitor yourself for continued improvement.

This course is intended for intermediate to advanced English learners.

EDP 205534
Ilze Duarte, Ph.D.
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–July 3 (also Saturdays, June 8–July 13, 9 am–12 pm; no meeting on July 6)
Berkeley Campus: 175 Barrows Hall • $500

Building Reading Skills for ESL Students

X412 • 2 semester units in Writing

Develop the fluency, accuracy and communication skills you need to work confidently in the English-speaking business world. Focus on improving your English proficiency in core skill areas such as reading, writing, speaking and listening as you review key areas of business. You also learn how to effectively communicate in business meetings, give presentations, negotiate, and express yourself in a confident and assertive manner.

This course is intended for high-intermediate to advanced English learners.

EDP 205674
Wayne Macedo, M.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Berkeley Campus: 104 Barrows Hall • $550

Building Reading Skills for ESL Students

X410 • 2 semester units in Writing

Develop the fluency, accuracy and communication skills you need to work confidently in the English-speaking business world. Focus on improving your English proficiency in core skill areas such as reading, writing, speaking and listening as you review key areas of business. You also learn how to effectively communicate in business meetings, give presentations, negotiate, and express yourself in a confident and assertive manner.

This course is intended for high-intermediate to advanced English learners.

EDP 205658
Ben Feinbaum, M.Ed.
10 meetings
Wednesdays, 6:30–9:30 pm
June 12–Aug. 14
Berkeley Campus: 136 Barrows Hall • $500

Business English for ESL Students

X411 • 2 semester units in Writing

Develop the fluency, accuracy and communication skills you need to work confidently in the English-speaking business world. Focus on improving your English proficiency in core skill areas such as reading, writing, speaking and listening as you review key areas of business. You also learn how to effectively communicate in business meetings, give presentations, negotiate, and express yourself in a confident and assertive manner.

This course is intended for high-intermediate to advanced English learners.

EDP 205674
Wayne Macedo, M.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Berkeley Campus: 104 Barrows Hall • $550

Building Reading Skills for ESL Students

X412 • 2 semester units in Writing

Develop the fluency, accuracy and communication skills you need to work confidently in the English-speaking business world. Focus on improving your English proficiency in core skill areas such as reading, writing, speaking and listening as you review key areas of business. You also learn how to effectively communicate in business meetings, give presentations, negotiate, and express yourself in a confident and assertive manner.

This course is intended for high-intermediate to advanced English learners.

EDP 205658
Ben Feinbaum, M.Ed.
10 meetings
Wednesdays, 6:30–9:30 pm
June 12–Aug. 14
Berkeley Campus: 136 Barrows Hall • $500

BUILD A CAREER

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
Rigorous Instruction in University-Level English

UC Berkeley Extension’s Intensive Academic English Program (IAEP) provides tailored instruction in university-level English to develop skills in reading, speaking, listening and academic writing. More than a traditional English-as-a-second-language (ESL) curriculum, IAEP combines Berkeley-quality instruction with cultural, social and academic orientation to life and study in the United States.

Start with a minimum three-session commitment (each session is approximately four weeks), and stay as long as you need to become proficient. On-site placement exams ensure you start in the instruction level appropriate for your skills. After each session, oral and written exams demonstrate your readiness to advance to the next instruction level. Experienced instructors and staff make certain that you achieve proficiency through supportive, individualized attention—at whatever pace is right for you.

All students age 18 and older with intermediate to advanced English skills are encouraged to apply.

Berkeley-Quality ESL for Intermediate to Advanced Students

- Minimum three-session commitment, with full program length tailored to your needs
- Ongoing admissions throughout the year
- Full-time and part-time program options available
- Small personalized classes located in downtown San Francisco
- Highly experienced, caring instructors and staff members
- Multiple instruction levels for varying degrees of proficiency
- On-site placement exams to determine appropriate instruction level
- 20 class hours per week (four hours per day, five days per week)
- Award of Proficiency granted at successful completion of highest instruction level

Learn more at extension.berkeley.edu/academicenglish.
Jessica Kundapur credits the Certificate Program in Clinical Research Conduct and Management—specifically, a fellow online classmate—with landing her current job as a clinical project assistant at PRC Clinical, where she is also training to be a clinical research associate (CRA). For Kundapur, that “foot in the door” opportunity is key to breaking into the industry.

“I had been looking for work for a few months, and a classmate told me about the internship at her work,” Kundapur recalls. “Her company was impressed with her and knew about the Extension certificate, so they trusted her opinion of me—and I started interning for them in November. In January, they offered me full-time employment.”

Coming to Extension with previous experience as a clinical trial coordinator, Kundapur praises the Clinical Research Conduct and Management curriculum with providing more in-depth knowledge that she is able to employ every day. “The courses opened me up to new fields and what really happens in a clinical trial,” she says. “The online format was great because I could do it on my own time. It was such a great learning experience; I really enjoyed it.”
Enhance your career in the sciences with UC Berkeley Extension. Stay competitive with training that reflects the latest thinking in various fields. Courses developed and taught by industry innovators and subject experts enable you to connect with medical professionals, business leaders and biotechnology pioneers.

Prepare for advanced programs in medicine, dentistry, veterinary medicine, nursing, pharmacy and other health professions. Meet the math and statistics requirements to enter the UC Berkeley Haas School of Business or other M.B.A. programs. Courses ranging from biology and physics to analytic geometry and calculus ensure that you find the appropriate education. For the specialized math and science knowledge that you need to take your career to the next level, come to UC Berkeley Extension.

Health Professions Preparation

Biology

Advanced Bioscience

Clinical Laboratory Science

Chemistry

Physics

Geology and Environmental Sciences

Life Sciences Business

Clinical Research

Project Management in the Life Science Industries

Regulatory Sciences

Quality and Compliance

Regulatory Affairs

Mathematics and Statistics

Mathematics

Statistics
Health Professions Preparation

COURSE INFORMATION
(510) 643-0598
science@unex.berkeley.edu
extension.berkeley.edu/subject/
healthprofessions.html

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 other 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. For details, see p. 131 or visit the Post-Baccalaureate Health Professions Program at extension.berkeley.edu/spos/premed.html.

EDP 416107
1 meeting
Saturday, 10–11:30 am
April 20
San Francisco: Downtown Center • FREE

EDP 416404
1 meeting
Saturday, 10 am–12 pm
May 4
Belmont: Belmont Center • FREE

EDP 405589
1 meeting
Saturday, 10 am–12 pm
June 1
Belmont: Belmont Center • FREE

EDP 405597
1 meeting
Saturday, 10 am–12 pm
June 22
Berkeley: Golden Bear Center • FREE

EDP 405605
1 meeting
Monday, 6:30–8 pm
July 29
San Francisco: Downtown Center • FREE

Health Careers Seminar I
0.4 ceu
A requirement in the Post-Baccalaureate Health Professions Program

This course orients you to the Post-Baccalaureate Health Professions Program and assists you in planning your course of study. Learn the skills that support your success in the program, and clarify your understanding of and interest in specific health care careers.

Prerequisite: You must be officially accepted into the Post-Baccalaureate Health Professions Program.

EDP 405480
Shoshana Katzman, Ph.D.
1 meeting
Sunday, 1–5 pm
July 21
San Francisco: Art and Design Center • $315

FIVE WAYS TO ENROLL

1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave.,
   Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order:
   (510) 642-3910
5. In Person:
   Find Extension Center addresses at extension.berkeley.edu/locations.
General Biology Laboratory II
X15.1B • 2 semester units in Integrative Biology

An elective in the Post-Baccalaureate Health Professions Program

Learn fundamental concepts in biology, including prokaryotes; protists; fungi and plant development, form and function; population genetics; ecology; conservation; the origin of life; evolution; and classification. Designed for biology majors and premedical and prehealth students, this course is also appropriate for returning students interested in a refresher biology class and professionals in other disciplines considering a career change to the biological sciences. Develop laboratory skills such as instrumentation, data analysis and observation.

Prerequisite: General Biology II X15B must be completed with a C or better or taken concurrently.

EDP 405456
Instructor to be announced
15 meetings
Mondays and Wednesdays, 6–10 pm
June 3–July 24 (no meeting on July 3)
Oakland: Merritt College, 12500 Campus Dr. • $960

The Post-Baccalaureate Health Professions Program allows students to tailor their education to the courses they need when applying for graduate school—and that's exactly the type of program that August Kerschner wants. A biology graduate from Bowdoin College in Brunswick, Maine, Kerschner is set on attending medical school. But first, he must complete a few prerequisites.

Kerschner recently completed Organic Chemistry I with Dr. Gregory Watkins, who Kerschner considers one of his best instructors. “One of the things I really enjoy is that all of the instructors work professionally in their fields,” he says. “They all bring a very unique, practical aspect to teaching, which I appreciate. That has helped my learning experience. They’re all there because they want to teach.”

August Kerschner, student, Post-Baccalaureate Health Professions Program
Familiarity with basic chemistry is recommended but not required.

EDP 857763
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online, proctored final exam • $830

EDP 857771
Susan Parkinson, Ph.D.
Enroll anytime
Online, proctored final exam • $830

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Human Physiology Laboratory
X406.1 • 1 semester unit in Molecular and Cell Biology

An elective in the Post-Baccalaureate Health Professions Program

Study the fundamental concepts of human physiology—including reproductive, neural, muscular, cardiovascular, respiratory, renal, endocrine and sensory systems—using hands-on experiments and computer simulations. Measure and analyze student EKG, blood pressure, respiratory volume and reflexes.

Prerequisite: Introduction to Human Physiology X832 or Mammalian Systemic Physiology X109 must be completed with a C or better or taken concurrently.

Sec. 1 EDP 405506
Peter Niloufari, M.D.
9 meetings
Saturdays, 10 am–3 pm
June 1–Aug. 6 (no meeting on July 6)
Hayward: Life Chiropractic College West, 25001 Industrial Blvd., Room 164 • $835

Sec. 2 EDP 405514
Maria De Angelo, Ph.D., and David A. West, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 4–July 25 (no meeting on July 4)
Oakland: Merritt College, 12500 Campus Dr. • $835

Introduction to Medical Microbiology
X111 • 3 semester units in Public Health

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Post-Baccalaureate Health Professions Program and in the Advanced Biosciences Program

Study medically important microbes from the perspective of disease in this introductory survey designed for students in microbiology, medical technology and nursing; this course is also 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. Gain an awareness of the versatility of microbes and an understanding of how humans and microbes coexist.

Prerequisites: One year of college-level general biology for majors and chemistry

Sec. 1 EDP 405266
Srinivas Garlapati, Ph.D.
15 meetings
Fridays and Saturdays, 9:30 am–12:30 pm
June 1–July 27 (no meetings on July 5 and 6)
San Francisco: Downtown Center • $860

Sec. 2 EDP 405258
Katherine Wang, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 3–July 24 (no meeting on July 3)
Belmont: Belmont Center • $860

Microbiology Laboratory
X491.1 • 1 semester unit in Public Health

An elective in the Post-Baccalaureate Health Professions Program

Get an introduction to various microorganisms of particular importance to human health, with emphasis on those involved in causing human disease. Laboratory work includes microscopy, staining, aseptic and sterile transfer techniques, assessment of morphological and biochemical properties of microorganisms, medical and biotechnological-related procedures, and microbial identification.

Prerequisite: Introduction to Medical Microbiology X111 must be completed with a C or better or taken concurrently.

EDP 405530
Srinivas Garlapati, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 4–July 25 (no meeting on July 4)
Oakland: Merritt College, 12500 Campus Dr. • $835

The Biology of Human Cancer
X124 • 3 semester units in Molecular and Cell Biology

An elective in the Certificate Program in the Essentials of Green Chemistry, in the Post-Baccalaureate Health Professions Program and in the Advanced Biosciences Program

Learn cancer biology fundamentals, including cell proliferation, cell death, the process of metastasis and tumor progression, oncogenes and tumor suppressor genes, and cancer therapeutics. Explore scientific and clinical research on cancer through readings and presentations.

EDP 405217
Kedar Hastak, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 3–July 24 (no meeting on July 3)
Belmont: Belmont Center • $860

Biochemistry
X115A • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program; an elective in the Post-Baccalaureate Health Professions Program and in the Certificate Program in the Essentials of Green Chemistry

Study the common molecular processes and chemical reactions that underlie diverse life forms. Begin by examining the relationship between the 3-D structure of proteins and their biological activity. Next, look at the mechanism of enzyme action, how enzymes recognize their substrates and enhance reaction rates, and the control of enzymatic activity. Finally, develop an integrated picture of metabolism in the body by examining metabolic pathways and their regulation and control.

Prerequisites: One year of college-level general biology for majors and organic chemistry

Sec. 1 EDP 405191
R. Geoffrey Sargent, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 3–July 29 (no meetings on June 12 and July 3)
San Francisco: Downtown Center • $860

Sec. 2 EDP 405209
Louisa Weng Chi Man, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 4–July 25 (no meeting on July 4)
Belmont: Belmont Center • $860

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Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
SCIENCE, BIOTECHNOLOGY AND MATHEMATICS

Introductory Biochemistry
X105 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry
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. Explore the various ways that biological systems react to their environment.

Prerequisites: College-level courses in elementary chemistry and biology required; one or two semesters of organic chemistry recommended

Sec. 1 EDP 867465
Nidhi Ahuja, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Sec. 2 EDP 867390
Paul Tarr, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Sec. 3 EDP 887430
Rebekah S. Marsh, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Sec. 4 EDP 857961
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Neuroscience
X108 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry, in the Post-Baccalaureate Health Professions Program and in the Advanced Biosciences Program
Get an overview of the fundamental principles of the organization, function and development of the human nervous system, including neural development and diseases. Examine experimental approaches from anatomy to molecular biology, and critically evaluate papers from the primary scientific literature. This course is a foundation for advanced study in the neurosciences.

Prerequisite: One year of college-level general biology for majors

EDP 405274
Natalie M. Zahr, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 4–July 25 (no meeting on July 4)
Berkeley: Belmont Center • $860

Genetics
X143 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226
An elective in the Post-Baccalaureate Health Professions Program, in the Certificate Program in the Essentials of Green Chemistry and in the Advanced Biosciences Program
Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited. Study the molecular basis of gene function and mutation, Mendelian genetics, transmission systems, regulation of cellular processes, developmental genetics, cytoplasmic inheritance, population genetics and multifactorial inheritance. Learn about recent advances in biotechnology that have genetic implications, including the Human Genome Project and advances in genetic engineering technology.

Prerequisite: One year of college-level general biology for majors

Sec. 1 EDP 405225
Mary Alice Yund, Ph.D., Extension Honored Instructor
14 meetings
Tuesdays and Thursdays, 6:30–9:45 pm
June 4–July 23 (no meeting on July 4)
Berkeley Campus: 103 Genetics and Plant Biology • $860

Sec. 2 EDP 887315
John S. Placyk Jr., Ph.D.
Enroll anytime
Online • $795

Sec. 3 EDP 887539
Christina Morales, 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
An elective in the Advanced Biosciences Program
Learn how cells function in this nonlab course 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

Sec. 1 EDP 857680
Susan Parkinson, Ph.D.
Enroll anytime
Online, proctored final exam • $795

Sec. 2 EDP 887331
Margaret S. Lee
Enroll anytime
Online, proctored final exam • $795

Virology
X126 • 3 semester units in Molecular and Cell Biology
An elective in the Post-Baccalaureate Health Professions Program and in the Advanced Biosciences Program
Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis, as well as diagnosis, control and prevention of infection.

Prerequisite: One year of college-level general biology for majors

EDP 405282
Molly OhAinle, Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 4–Aug. 1 (no meetings on July 4, 16 and 18)
Berkeley: Golden Bear Center • $860

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/work.

UC Berkeley Extension is committed to diversity in its staff, faculty and student body and invites all qualified people to apply. AA/EEO
Immunology
X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226
A Core Course in the Clinical Laboratory Scientist Preparatory Program, an elective in the Post-Baccalaureate Health Professions Program, in the Certificate Program in the Essentials of Green Chemistry and in the Advanced Biosciences Program
The immune system plays the crucial role of battling infection and cancer in the body. As a defense system, it must recognize and distinguish between what is foreign and what is self. Examine the basic principles of immunology, and study the tissues and cells that make up the immune system. Understand the structure and function of immunoglobulins, and investigate the nature of their interactions with antigens. Learn to discuss biotherapeutics, cancer and AIDS from an informed standpoint.
Prerequisite: One year of college-level general biology for majors
Sec. 1 EDP 405233
Rajeev Banerjee, M.S., Ph.D.
15 meetings
Tuesdays and Thursdays, 6:30–9:30 pm
June 4–July 25 (no meeting on July 4)
Berkeley: Golden Bear Center • $860
Sec. 2 EDP 887042
Amy S. Morgan, Ph.D.
Online, proctored final exam • $840
Sec. 3 EDP 887133
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online, proctored final exam • $840

The Biology of Cancer
X26 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry and in the Advanced Biosciences Program
Examine the molecular, cellular and genetic basis for the 270 diseases called cancer. Topics in this nonlab course 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.
A background in high school or college-level biology is recommended.
EDP 867994
David Lieu, Ph.D., M.D.
Enroll anytime
Online, proctored final exam • $770

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

FIVE WAYS TO ENROLL
1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
   1995 University Ave., Suite 110
   Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person: Find Extension Center addresses at extension.berkeley.edu/locations.

Advanced Bioscience

COURSE INFORMATION
(510) 642-8108
science@unex.berkeley.edu
extension.berkeley.edu/subject/advancedbioscience.html

ONLINE COURSE INFORMATION
(510) 642-7243
online@unex.berkeley.edu
extension.berkeley.edu/online

Epigenetics of Human Development and Disease
X423 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry
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 development from a fertilized egg into a complex human being, as well as in aging and in various diseases (including cancer). Study topics such as DNA methylation, histone modification, RNAi, cancer epigenetics, stem cells and the environment (for example, nutrition and stress) as potential modifiers of the human epigenome.
This course has no formal prerequisites; some background in molecular biology and genetics is helpful.
EDP 897777
Rebekah S. Marsh, Ph.D.
Enroll anytime
Online, proctored final exam • $795

Current Topics in the Biosciences
X427 • 2 semester units in Molecular and Cell Biology
A requirement in the Advanced Biosciences Program; an elective in the Post-Baccalaureate Health Professions Program
Learn about recent scientific advances and emerging technologies in molecular and cell biology, neurobiology, genomics, immunology and infectious disease. Read current scientific literature, and learn how to analyze experimental data and critically evaluate the impact of research findings. Participate in classroom discussions and student presentations to enhance your ability to discuss some of the exciting scientific advances being published today. This course is intended for advanced science students with some previous knowledge of cell biology, molecular biology and genetics. Industry professionals and health professions students can also benefit from this course.
EDP 845180
Natalia Caporale, Ph.D.
May 14–Aug. 8
Online • $575
Advanced Biosciences Program

Advance your career, start a new project or update your knowledge of current topics and emerging technologies with the Advanced Biosciences Program. The required course, Current Topics in the Biosciences X427, orients you to the program and gives you an overview of recent advances in modern biological research. You then tailor the remainder of the program to meet your specific needs. Whether you are returning to graduate school, retooling your career or learning new skills for your current employer, you can choose from a variety of elective courses in advanced biosciences, biology or chemistry. Online and classroom courses are available in the basic sciences, as well as in specialized topics such as stem cell biology, hematology and biostatistics. New courses are continually being developed to keep pace with this evolving field.

Curriculum Requirements
The curriculum comprises 1 required course and 8 units of electives for a total of 10 semester units (150 hours of instruction).

Required Course
• Current Topics in the Biosciences X427 (offered this term)

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

Learn More and View the Flyer
extension.berkeley.edu/spos/advanced_biosciences.html
(510) 642-8108
science@unex.berkeley.edu

Register using EDP 402404

Hematology
X499.4 • 3 semester units in Molecular and Cell Biology
Study fundamental concepts of hematology—primarily human—including blood-forming organs and the origin and function of blood cells and plasma.
For course schedule, see p. 137.

Virology
X126 • 3 semester units in Molecular and Cell Biology
Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis.
For course schedule, see p. 134.

Immunology
X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226
Examine the basic principles of immunology, and study the tissues and cells that make up the immune system. Understand the structure and function ofimmunoglobulins, and investigate the nature of their interactions with antigens.
For course schedule, see p. 135.

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.
For course schedule, see p. 132.

Introduction to Human Physiology
XB32 • XBW32 for online section
3 semester units in Molecular and Cell Biology
Understand the complexities of the cells, tissues, and major organs and systems of the human body. Study a different system each week, concentrating on basic mechanisms underlying human life processes and important diseases affecting normal human function.
For course schedule, see p. 132.

Microbiology Laboratory
X491.1 • 1 semester unit in Public Health
Get an introduction to microorganisms of particular importance to human health, with emphasis on those involved in causing human disease.
For course schedule, see p. 133.

The Biology of Human Cancer
X124 • 3 semester units in Molecular and Cell Biology
Learn cancer biology fundamentals, including cell proliferation, cell death, the process of metastasis and tumor progression, oncogenes and tumor suppressor genes, and cancer therapeutics.
For course schedule, see p. 133.

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.
For course schedule, see p. 134.

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.
For course schedule, see p. 134.

Biochemistry
X115A • 3 semester units in Molecular and Cell Biology
Understand molecular processes and chemical reactions that underlie diverse life forms.
For course schedule, see p. 133.

Introduction to Medical Microbiology
X111 • 3 semester units in Public Health
Study medically important microbes from the perspective of disease in this introductory survey designed for students in microbiology, medical technology and nursing; this course is also for those with a biological science background who are interested in infectious diseases and their causes.
For course schedule, see p. 133.
Clinical Laboratory Science

COURSE INFORMATION
(510) 642-8108
science@unex.berkeley.edu
extension.berkeley.edu/sciences

FREE INFORMATION SESSION
Clinical Laboratory Scientist Preparatory Program

Attend a free, no-obligation event to learn more about the new Clinical Laboratory Scientist Preparatory Program. For program details, see this page or visit extension.berkeley.edu/spos/clsp_prep.html.

EDP 405308
1 meeting
Monday, 4–5:30 pm
Aug. 12
Berkeley: Golden Bear Center • FREE

Hematology

X499.4 • 3 semester units in Molecular and Cell Biology

A Core Course in the Clinical Laboratory Scientist Preparatory Program, an elective in the Advanced Biosciences Program and in the Post-Baccalaureate Health Professions Program.

Study fundamental concepts of hematology—primarily human—including blood-forming organs and the origin and function of blood cells and plasma. You also examine the theoretical and clinical aspects of normal and pathological conditions of erythrocytes, leukocytes, platelets, coagulation and blood group systems.

Prerequisite: One year of college-level general biology for majors

EDP 405290
Luis P. Fernandez, Ph.D.
15 meetings
Mondays and Wednesdays, 6:30–9:30 pm
June 3–July 24 (no meeting on July 3)
San Francisco: Downtown Center • $860

Immunology

X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226

Examine the basic principles of immunology, and study the tissues and cells that make up the immune system.

For course schedule, see p. 135.

Biochemistry

X115A • 3 semester units in Molecular and Cell Biology

Understand molecular processes and chemical reactions that underlie diverse life forms.

For course schedule, see p. 133.

Introduction to Medical Microbiology

X111 • 3 semester units in Public Health

Study medically important microbes from the perspective of disease in this introductory survey designed for students in microbiology, medical technology and nursing; this course is also for those with a biological science background who are interested in infectious diseases and their causes.

For course schedule, see p. 133.

Introduction to Human Physiology

XB11 (offered this term)

Introduction to Statistics

XB12 • 3 semester units in Molecular and Cell Biology

Get an introduction to modern medical virology, with an emphasis on structure, molecular biology, viral replication, mutations, evolution of viruses, host cell interactions and pathogenesis.

For course schedule, see p. 134.

Virology

XB2 • 4 semester units in Statistics

Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies.

For course schedule, see p. 147.

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.

Clinical Laboratory Scientist Preparatory Program

Clinical laboratory scientists are increasingly in demand as the need grows for professionals to perform sophisticated clinical diagnostic tests with a high degree of skill and knowledge. This specialized career offers exciting and rewarding job opportunities that combine advanced laboratory skills with front-line health care delivery. Clinical laboratory scientists work mainly in hospital laboratories but can apply their expertise in management, biotechnology, medical device sales and education. Enhance your background in the biological or chemical sciences with the Clinical Laboratory Scientist (CLS) Preparatory Program, and gain the required course credit needed to apply to certified CLS training programs. The CLS Preparatory Program offers all of the required coursework, as well as many elective courses, to strengthen your application to competitive CLS training programs.

Curriculum Requirements

The curriculum comprises 2 core courses (6 semester units) and 1–2 electives or an additional core course (3 semester units) for a total of 9 semester units (at least 135 hours of instruction).

Core Courses (choose 2)

• Biochemistry X115A (offered this term)
• Hematology X499.4 (offered this term)
• Immunology X110 (offered this term)
• Introduction to Medical Microbiology X111 (offered this term)
• Physics I X3A
• Quantitative Analysis: Applications in Clinical Chemistry X416

Electives

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

Learn More and View the Flyer

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(510) 642-8108
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137
### Chemistry

#### COURSE INFORMATION
(510) 642-8108  
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extension.berkeley.edu/chemistry.html

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

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**Introduction to Chemistry**

- **X16** • 3 semester units in Chemistry
  - An elective in the Certificate Program in the Essentials of Green Chemistry
  - This nonlab course introduces you 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, you are required to have a basic knowledge of math, including algebra.

  **EDP 857979**  
  Weiwei Gu, Ph.D.  
  Enroll anytime  
  Online, proctored final exam • $770

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**Introductory Organic Chemistry**

- **X18** • 3 semester units in Chemistry
  - An elective in the Certificate Program in the Essentials of Green Chemistry
  - Examine the compounds that comprise most living mass. Following an introduction to covalent bonding and isomerism, you move into a detailed discussion of the molecular structures and properties of various classes of organic and other biologically important compounds.
  - **Prerequisites:** One course in introductory chemistry and knowledge of basic algebra

  **EDP 857995**  
  Weiwei Gu, Ph.D.  
  Enroll anytime  
  Online, proctored final exam • $770

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**Organic Chemistry I**

- **X36A** • 3 semester units in Chemistry
  - An elective in the Post-Baccalaureate Health Professions Program
  - Learn the structure, nomenclature, bonding, properties and reactions of carbon compounds. Study the organic chemistry of alkanes, acids and bases, alkenes, alkydes, alcohols, ethers, sulfides and epoxides. This course is aimed at science majors; premedical, prehealth and returning students; and professionals interested in chemistry. Organic Chemistry Laboratory I X36.1A is associated with this course. This lecture may be taken without the laboratory.
  - **Prerequisite:** One year of a college-level general chemistry class completed with a C or better

  **EDP 405548**  
  Gregory Watkins, Ph.D.  
  15 meetings  
  Mondays and Wednesdays, 6:30–10 pm  
  June 24 – Aug. 14 (no meeting on July 3)  
  Berkeley: Golden Bear Center • $960

**Organic Chemistry Laboratory I**

- **X36.1A** • 2 semester units in Chemistry
  - An elective in the Post-Baccalaureate Health Professions Program
  - Acquire a variety of fundamental laboratory techniques applicable to the study, separation, purification and preparation of organic compounds. This course is designed for biology majors; premedical, prehealth and returning students; and professionals interested in chemistry. It is associated with Organic Chemistry I X36A.
  - **Prerequisites:** One year of college-level general chemistry class with laboratory. Organic Chemistry I X36A must be completed with a C or better or taken concurrently.

  **EDP 405555**  
  Jean Dupon, Ph.D.  
  15 meetings  
  Tuesdays and Thursdays, 6–10 pm  
  June 25 – Aug. 15 (no meeting on July 4)  
  Berkeley Campus: 321 Latimer Hall • $960

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**Biochemistry**

- **X115A** • 3 semester units in Molecular and Cell Biology
  - Understand molecular processes and chemical reactions that underlie diverse life forms.
  - **For course schedule, see p. 133.**

### Physics

#### COURSE INFORMATION
(510) 642-8108  
science@unex.berkeley.edu  
extension.berkeley.edu/sciences

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

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**Physics II**

- **X3B** • 3 semester units in Physics
  - An elective in the Post-Baccalaureate Health Professions Program
  - Get an introduction to fundamental concepts in physics, including electricity, magnetism, electromagnetic waves and optics. Aimed at biology, premedical, prehealth and architecture students, this course is also appropriate for returning students interested in physics and professionals in other disciplines considering a career change to the sciences. This course is associated with Physics Laboratory II X3.1B. This lecture may be taken without the laboratory.
  - **Prerequisite:** Physics I X3A must be completed with a C or better.

  **EDP 405563**  
  Alice Pevyhouse, M.S.  
  15 meetings  
  Mondays and Wednesdays, 6–10 pm  
  June 24 – Aug. 14 (no meeting on July 3)  
  Berkeley: Golden Bear Center • $960

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**Physics Laboratory II**

- **X3.1B** • 1 semester unit in Physics
  - An elective in the Post-Baccalaureate Health Professions Program
  - Get an introduction to fundamental concepts in physics, including electricity, magnetism, electromagnetic waves and optics. Aimed at biology, premedical, prehealth and architecture students, this course is also appropriate for returning students interested in physics and professionals in other disciplines considering a career change to the sciences. This course is associated with Physics II X3B.
  - **Prerequisites:** Physics I X3A and Physics Laboratory I X3.1A must be completed with a C or better. Physics II X3B must be completed with a C or better or taken concurrently.

  **Sec. 1 EDP 405571**  
  Austin Hedeman, M.A.  
  15 meetings  
  Tuesdays and Thursdays, 6:30–9:30 pm  
  June 25 – Aug. 15 (no meeting on July 4)  
  Berkeley Campus: 201 LeConte Hall • $835
Certificate Program in the Essentials of Green Chemistry

Companies are seeking individuals with knowledge in green chemistry principles, and UC Berkeley Extension’s Certificate Program in the Essentials of Green Chemistry gives you that competitive edge. Taught by academic and industry professionals, the certificate curriculum provides up-to-date knowledge of the theory and practice of green chemistry. Developed in association with the UC Berkeley School of Public Health, course topics include the foundational principles of green chemistry; chemicals policy, business and financial planning; and risk and hazard assessment tools. Numerous electives allow you to customize your curriculum to include additional technical science, sustainability or business practice expertise. Online and classroom courses provide the flexibility to meet your needs and schedule. Whether you are a chemist looking to add green chemistry principles to your skill set or a business professional interested in applying green chemistry initiatives to your company’s operating procedures, prepare to learn valuable skills to enhance your current career and future opportunities.

Curriculum Requirements
The curriculum comprises 5 required courses and 1–2 elective courses for a minimum of 12 semester units (180 hours of instruction).

Required Courses
- Principles of Green Chemistry X413
- Decision Making and Comparative Risk Assessment X473
- Green Chemistry and Chemicals Policy X400.8
- Alternatives Assessment: Tools for Choosing Safer Chemicals, Materials and Products X415
- Business and Financial Planning for Green Chemistry Innovation X413.8

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

Learn More and View the Flyer
extension.berkeley.edu/cert/greenchem.html
science@unex.berkeley.edu
(510) 642-8108
Register using EDP 402421

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THE OPTIONS YOU NEED
☐ INTERDISCIPLINARY CURRICULUM
☐ FLEXIBLE EVENING, WEEKEND AND ONLINE COURSE SCHEDULES
Professional Program in Life Sciences Business

Learn the specific business needs of the life science industries. Focusing on the aspects of business and development unique to biotechnology, medical devices, vaccines and pharmaceuticals, the Professional Program in Life Sciences Business provides the knowledge to start, develop, expand and operate a successful business in the life science industries. Electives cover other areas within the life science and business and management industries to ensure that professionals from all backgrounds can communicate effectively and understand the roles of various functions within disparate business units. Choose from bioscience electives that apply to multiple programs, allowing you to earn credit while tailoring the program to meet your needs.

Curriculum Requirements
The curriculum comprises 5 required courses and a minimum of 2 electives for a total of 6 semester units (at least 125 hours of instruction).

Required Courses
• The Drug Development Process: An Intensive Seminar (3.6 ceu)
• Life Sciences Business and Marketing: Their Integral Role for Success X442.4
• Life Sciences Business Development X440.8
• Life Sciences Product Marketing: It’s All in the Plan X442.5
• Venture Funding and Due Diligence: Financing a Biotechnology Company X436.8

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

Learn More and View the Flyer
extension.berkeley.edu/spos/lifesciences_business.html
(510) 642-1062
science@unex.berkeley.edu

Register using EDP 402397

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. Intended for students majoring in the humanities and social sciences, as well as anyone with an interest in the subject, this course covers forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light. Study the concepts of physics with a minimum of mathematics.

EDP 867515
Raja Almkahhal, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Geology and Environmental Sciences

COURSE INFORMATION
(510) 642-8108
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extension.berkeley.edu/sciences

ONLINE COURSE INFORMATION
(510) 642-7342
online@unex.berkeley.edu
extension.berkeley.edu/online

Contemporary Environmental Issues
X70 • 4 semester units in Environmental Science, Policy and Management
An elective in the Certificate Program in the Essentials of Green Chemistry
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. Examine 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
XBW160AC • 4 semester units in Environmental Science, Policy and Management
An elective in the Certificate Program in the Essentials of Green Chemistry
Winner of UC Berkeley’s Education Initiatives Award
Important: Special academic policies apply to XBW courses. See p. 204 for details.

Explore the ways cultural groups have perceived, managed and conserved the American environment from colonial times to the present. Investigate how attitudes toward resource development and nature have shaped the environmental movement. This course satisfies the American Cultures breadth requirement for the UC Berkeley campus. For more information regarding the breadth requirement, visit americancultures.berkeley.edu.

EDP 857953
Douglas Greenberg, Ph.D.
Enroll anytime
Online, proctored final exam • $770

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3. Mail: Department B
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   Berkeley, CA 94704-7000

4. Purchase Order:
   (510) 642-3910

5. In Person:
   Find Extension Center addresses at extension.berkeley.edu/locations.
The human testing process, also known as a clinical trial, determines whether a drug, biologic or medical device is safe and effective before approval for marketing and sale. Regulations and guidelines govern the clinical trials process; thus, thorough knowledge of the procedures at every stage is essential. The Certificate Program in Clinical Research Conduct and Management—available in either an online or hybrid online/classroom format—enables you to master practical aspects of clinical trial conduct and management, including clinical trial phases and design, planning, implementation, data analysis, regulatory and procedural guidelines, and ethical considerations. The curriculum is overseen by an advisory board of life-science and education leaders and approved by the University of California, Berkeley, College of Letters and Science, ensuring your education is relevant and up to date. Courses are taught by working professionals with many years of practical experience. Coursework in this certificate also meets continuing education requirements for nurses and clinical research professionals.

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

Required Courses
- Introduction to Clinical Research: Clinical Trial Phases and Design X400.2 (offered this term)
- Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities X400.3 (offered this term)
- Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting X400.4 (offered this term)
- Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management X400.5 (offered this term)

Learn More and View the Brochure
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### Life Sciences Business

**COURSE INFORMATION**

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Attend a free, no-obligation event to learn about the wide variety of biosciences programs available at UC Berkeley Extension. Meet instructors who can answer your questions about how these programs can help you in your biotech career. For details, browse this catalog or visit extension.berkeley.edu/cert/sciences.

**EDP 406330**  
1 meeting  
Wednesday, 6–8 pm  
May 22  
San Francisco: Downtown Center • FREE

**EDP 405316**  
1 meeting  
Thursday, 4–6 pm  
June 6  
Berkeley: Golden Bear Center • FREE

**EDP 405324**  
1 meeting  
Wednesday, 6–8 pm  
Aug. 28  
San Francisco: Downtown Center • FREE

### Clinical Research

**COURSE INFORMATION**

(510) 642-1062  
science@unex.berkeley.edu  
extension.berkeley.edu/subject/biotech.html

**ONLINE COURSE INFORMATION**

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For course schedule, see this page.

**Introduction to Clinical Research: Clinical Trial Phases and Design**  
X400.2  
3 semester units in Public Health  
45 hours CE credit: BRN provider 00226  
A requirement in the Certificate Program in Clinical Research Conduct and Management

Review the drug development process, principles of good clinical practice, clinical trial phases and design, principal players in clinical research, regulatory strategies and medical terminology.

**Sec. 1 EDP 845305**  
Michael Dubinsky, B.S.  
May 2–June 27  
Online • $1,895

**Sec. 2 EDP 845313**  
Michael Dubinsky, B.S.  
July 2–Aug. 27  
Online • $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 00226  
A requirement in the Certificate Program in Clinical Research Conduct and Management

Learn the procedures to plan clinical trials, including protocol development, case report form design, institutional review board (IRB) submission, prestudy visits and more.

**Prerequisites:** Introduction to Clinical Research: Clinical Trial Phases and Design X400.2

**Sec. 1 EDP 845321**  
Karen Henry, M.P.H.  
May 2–June 27  
Online • $1,895

**Sec. 2 EDP 845339**  
Karen Henry, M.P.H.  
July 2–Aug. 27  
Online • $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 00226  
A requirement in the Certificate Program in Clinical Research Conduct and Management

Get a thorough look at the role of clinical trial monitors. Understand the various aspects of study monitoring, such as data review, safety reporting and drug accountability. Study global drug development and subject recruitment and retention, topics that are crucial to meeting study timelines.

**Prerequisites:** 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

**Sec. 1 EDP 845347**  
David R. Leonard, Ph.D.  
May 2–June 27  
Online • $1,895

**Sec. 2 EDP 845354**  
David R. Leonard, Ph.D.  
July 2–Aug. 27  
Online • $1,895
Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management

X400.5 • 3 semester units in Public Health
45 hours CE credit: BRN provider 00226

A requirement in the Certificate Program in Clinical Research Conduct and Management

Learn the clinical study report and other procedures at study close-out to prepare yourself for regulatory audits and inspections. Get an overview of project management and vendor selection in clinical research.

Prerequisites: Introduction to Clinical Research: Clinical Trial Phases and Design X400.2; Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities X400.3, and Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting X400.4

Sec. 1 EDP 845362
Daniel Redline, B.A., CCRP
May 2–June 27
Online • $1,895

Sec. 2 EDP 845370
Daniel Redline, B.A., CCRP
July 2–Aug. 27
Online • $1,895

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Professional Program in
Project Management in the Life Science Industries

Learn life-science-specific project management processes, and gain exposure to the latest professional trends in the pharmaceutical, biotechnology, medical device and diagnostics industries. Use your existing skills and experience to advance or shift your career in this booming field.

Curriculum Requirements
The curriculum comprises 6 required two-day courses for a total of 6 semester units (90 hours of instruction). Choose 6 of the 7 required courses below.

Required Courses
• Project Management in Preclinical Development X478.5
• Project Management in Clinical Development X484.2 (offered this term)
• Ensuring Successful Commercialization of Life Science Products X484.3
• Opportunities and Challenges in Managing Global Projects X484.4
• Alliance Management in the Life Science Industries X484.5 (offered this term)
• Best Practices in Project Management for the Life Science Industries X484.6 (offered this term)
• Project Management for Effective CMC Planning X484.7

Learn More and View the Flyer
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STUDENT SUCCESS STORIES

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**Project Management in the Life Science Industries**

**COURSE INFORMATION**

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extension.berkeley.edu/subject/biopharmpm.html

**FREE INFORMATION SESSION**

All Life Science Industries  
Professional Certificates and Programs

Attend a free, no-obligation event to learn about the wide variety of biosciences programs available at UC Berkeley Extension.  
For course schedule, see p. 142.

**Alliance Management in the Life Science Industries**

X484.5 • 1 semester unit in Business Administration  
15 pdu: PMI provider 1173

A requirement in the Professional Program in Project Management in the Life Science Industries; an elective in the Professional Program in Life Sciences Business

Creating and maintaining alliances has become an important part of the Food and Drug Administration's Critical Path Initiative for the life science industries. In this two-day intensive course, learn how aligning resources and project objectives can lead to successful partnerships and reduce risk. You also learn why alliances fail and how project management practices can positively affect partnerships and license compliance. The course fee includes an extensive course reader of lecture slides, relevant articles and case studies.

**Prerequisites:** One year of experience in drug development and project planning or completion of the following courses: Bioscience Essentials for Industry Professionals: An Intensive Seminar; The Drug Development Process: An Intensive Seminar; and Project Planning and Control X471.9.

EDP 405332  
Melanie Ebojo, M.B.A., PMP  
2 meetings  
Friday and Saturday, 8:30 am–5 pm  
July 12–13  
San Francisco: Downtown Center • $995

**Project Management in Clinical Development**

X484.2 • 1 semester unit in Business Administration  
15 pdu: PMI provider 1173

A requirement in the Professional Program in Project Management in the Life Science Industries

Learn to apply project management processes to the design, planning and phases of clinical development. Working individually and in teams, you develop a project management plan, including Good Clinical Practices (GCP) and standard operating procedures (SOP)—compliant project operating guidelines. Examine clinical data—management practices, and learn how to identify and analyze risks such as protocol deviation and adverse event reporting.

EDP 405423  
Kay Monroe, M.B.A.  
2 meetings  
Friday and Saturday, 8:30 am–5 pm  
June 28–29  
San Francisco: Downtown Center • $995

**Best Practices in Project Management for the Life Science Industries**

X484.6 • 1 semester unit in Business Administration  
15 pdu: PMI provider 1173

A requirement in the Professional Program in Project Management in the Life Science Industries

Hone your project management tools and techniques as they apply specifically to biopharmaceuticals, medical devices, blood testing and vaccines. Learn to execute project management best practices for preclinical and clinical projects in life-cycle assessment and management and in regulatory compliance. You are encouraged to use this course and the expertise of the instructors and of the other students to work on real-world projects.

**Prerequisites:** One year of experience in drug development and project planning or completion of the following courses: Bioscience Essentials for Industry Professionals: An Intensive Seminar; The Drug Development Process: An Intensive Seminar; and Project Planning and Control X471.9.

EDP 405340  
Elie Asmar, M.S., and David A. Mish, M.B.A.  
2 meetings  
Saturdays, 9 am–5 pm  
June 8 and 15  
Berkeley: Golden Bear Center • $75

**Certificate Program in Project Management**

Acquire the skills you need to complete high-quality projects on task, on time and within budget.  
See p. 89 for complete certificate details.

**Regulatory Sciences**

**COURSE INFORMATION**

(510) 642-1062  
science@unex.berkeley.edu  
extension.berkeley.edu/subject/clinical.html

**Quality and Compliance**

**Principles of Quality and Compliance**

X401.6 • 1 semester unit in Public Health

A requirement in the Professional Program in Quality and Compliance for Biotechnology; an elective in the Professional Program in Regulatory Affairs

Get an introduction to the regulatory authorities whose regulations must be implemented to ensure compliance with the laws governing the biotech industry. Learn to understand what the regulations require and how to apply them in principle.

**Prerequisite:** College-level biology or biochemistry, chemistry or engineering

EDP 405365  
Linda Yang, Ph.D.  
2 meetings  
Saturdays, 9 am–5 pm  
June 8 and 15  
Berkeley: Golden Bear Center • $75

**Good Manufacturing Practices (GMP): Quality Assurance (QA) in Practice**

X401.4 • 2 semester units in Public Health

A requirement in the Professional Program in Quality and Compliance for Biotechnology

Gain an understanding of the role of quality assurance (QA) in the functional plants that make materials for clinical trials and commercial operations. Understand the role of quality assurance in a functional Good Manufacturing Practices (GMP) plant. Using case studies, examine the various systems and how they interface with the rest of the plant. Learn how to implement the elements and expectations of the regulations in the clinical trial industry.

**Prerequisite:** One year of college-level biology, biochemistry, chemistry or engineering

EDP 40537  
Peter Calcott, B.Sc., D.Phil.  
4 meetings  
Saturdays, 9 am–5 pm  
June 14–28 (also Saturday, June 15, 9 am–5 pm)  
Berkeley: Golden Bear Center • $875
Regulatory Affairs

Principles of Regulatory Affairs
X401.3 • 1 semester unit in Public Health

A requirement in the Professional Program in Regulatory Affairs; an elective in the professional programs in Quality and Compliance for Biotechnology and in Life Sciences Business

Get an introduction to the regulatory authorities whose regulations and requirements must be met to ensure compliance with the laws governing this industry. Learn the steps leading to testing products in humans, the approval of products and post-approval requirements, and industry implementation.

Prerequisite: College-level biology, biochemistry, chemistry or engineering

EDP 405373
Ronald H. Carlson, Ph.D.
2 meetings
Saturdays, 9 am–5 pm
July 13 and 20
Berkeley: Golden Bear Center • $575

Principles of Supply Chain and Manufacturing
X475.7 • 1 semester unit in Public Health

A requirement in the Professional Program in Regulatory Affairs; an elective in the professional programs in Quality and Compliance for Biotechnology and in Life Sciences Business

Study the principles of supply chain and the supply of materials for clinical trials and commercial sales. Master the regulations that must be followed, and understand how to implement them in operations to ensure compliance with the laws governing the biopharmaceutical industry.

Prerequisite: One year of college-level biology, biochemistry, chemistry or engineering

EDP 405381
Peter Calcott, B.Sc., D.Phil.
2 meetings
Fridays, 9 am–5 pm
Aug. 2 and 9
Berkeley: Golden Bear Center • $575

Professional Program in Quality and Compliance for Biotechnology

Build a thorough foundation in the skills and knowledge needed to perform and oversee quality and regulatory compliance functions within the biotechnology industry. Regulations and guidelines govern the manufacturing and clinical trials processes of drugs, biologics and medical devices; therefore, knowledge of the procedures at every stage of the process is essential. Review FDA regulations; International Conference on Harmonisation (ICH) and GXP principles, including guidelines for Good Manufacturing Practices (GMP), Good Clinical Practices (GCP) and Good Laboratory Practices (GLP); and practical procedural guidelines and ethical considerations covering the manufacture of drugs.

Curriculum Requirements
The curriculum comprises 5 required courses and a minimum of 2 electives for a total of 10 semester units (150 hours of instruction). Because the discipline requires a broad understanding of various aspects of the industry, the electives include courses from related and interfacing disciplines.

Required Courses
• Principles of Quality and Compliance X401.6 (offered this term)
• Good Manufacturing Practices (GMP): Quality Assurance (QA) in Practice X401.4 (offered this term)
• Good Manufacturing Practices (GMP): Quality Control (QC) in Quality and Compliance X401.7
• Good Pharmaceutical Practice (GPP) principles, and the ethical considerations governing this industry.

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

Learn More and View the Flyer
extension.berkeley.edu/spos/compliance.html
(510) 642-1062
science@unex.berkeley.edu
Register using EDP 402363

Professional Program in Regulatory Affairs

Regulatory affairs personnel are the first-line assurance that company products and documentation are in accordance with regulatory bodies worldwide. The Professional Program in Regulatory Affairs provides the training to manage these activities and reviews FDA regulations and other guidelines, Good Pharmaceutical Practice (GXP) principles and ethical considerations covering the development of drugs and dossiers for clinical trials and licensure. Additional coursework draws from the related functional areas of clinical research, product and process development, manufacturing and supply chain, and quality and compliance. Many required courses apply to multiple programs, allowing you to earn credit while you find the curriculum that's right for you.

Curriculum Requirements
The curriculum comprises 6 required courses and a minimum of 2 electives for a total of 9 semester units (135 hours of instruction).

Required Courses
• Principles of Regulatory Affairs X401.3 (offered this term)
• BLA/NDA/MAA Submissions and Post-Approval Activities X403.1
• INDI/CTA Enabling Studies and Agency Interfaces X402.4
• INDI/CTA Preparation and Submission X402.3
• Post-Approval Activities X403.1

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

Learn More and View the Flyer
extension.berkeley.edu/spos/regulatory.html
(510) 642-1062
science@unex.berkeley.edu
Register using EDP 402454
Self-Paced Courses in Mathematics

The content of these courses is identical to that of our traditional courses except in the method of instruction. There are no formal lectures; rather, you cover the material at your own pace, using a series of study guides. An instructor is available for individual instruction and to administer exams. Attend as many of the class meetings as you need. This is not an online or correspondence course. Three or more semester units in any self-paced math course, excluding Algebra and Trigonometry 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 405142

Precalculus X32-S
1–4 semester units in Mathematics
Prerequisite: Three years of high school math with one year of algebra
EDP 405167

Analytic Geometry and Calculus X16A-S
1–3 semester units in Mathematics
Prerequisite: Three years of high school math, including trigonometry
EDP 405183

Analytic Geometry and Calculus X16B-S
1–3 semester units in Mathematics
Prerequisite: Analytic Geometry and Calculus X16A-S or XB16A or equivalent
EDP 405175

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 405134

Calculus X1B-S
1–4 semester units in Mathematics
Prerequisite: Calculus X1A-S or XB16A or equivalent
EDP 405159

Instructor: Flor Feldman, M.Sc.
14 meetings
Thursdays, 6:30–10 pm
June 6–July 11 (also Saturdays, June 8–July 6, 10 am–1:30 pm; Tuesdays, June 11–July 9, 6:30–10 pm; no meetings on June 15 and July 4)
Berkeley Campus: 155 Barrows Hall • $675 per course

For detailed information about the course structure and refund policy, call (510) 642-1061, visit extension.berkeley.edu/math/selfpaced.html or email mathstat@unex.berkeley.edu.

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

Mathematics Refresher
2.8 ceu
Brush up on essential math skills, including 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 exams.

EDP 405126
Dieter Jurkat, M.S., Extension Honored Instructor
4 meetings
Saturdays, 9 am–5 pm
Aug. 3–24
San Francisco: Downtown Center • $350

Analytic Geometry and Calculus-A
XB16A • 3 semester units in Mathematics
An elective in the Post-Baccalaureate Health Professions Program
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 p. 204 for details.

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. Study the basic properties of logarithms and exponents, and get an introduction to the logarithmic and exponential functions and their derivatives, as well as an introduction to integration. Examine the development of calculus concepts and their applications to problems in business and biological sciences.

Prerequisites: Algebra, including trigonometry, and one semester of calculus

EDP 405415
Dieter Jurkat, M.S., Extension Honored Instructor
12 meetings
Thursdays, 6–10 pm
May 23–July 25 (also Sundays, June 16–July 14, 9 am–12 pm; no meetings on June 23, and July 4 and 7)
San Francisco: Art and Design Center • $650
Precalculus
X9 • 2 semester units in Mathematics
Gain exposure to concepts in basic and advanced algebra and some trigonometry. Explore topics such as logarithms, solving or graphing linear equations, and factoring a polynomial at a more advanced level than that of a beginning or intermediate algebra class. You gain a good foundation for study in future calculus classes. Note: An integral component of this course is the interactive website MyMathLab. For complete system requirements, visit mymathlab.com/system.html.

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 857656
Flor Feldman, M.Sc., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $720

Calculus X1A
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, examine the key concepts of differentiation and its applications in calculating velocities and rates of change. Get an introduction to exponential growth and logarithmic functions. Then explore the fundamental theorem of calculus, which leads to the concept of integration and one of its main applications in calculating areas and solids of revolution. Note: If you are looking to fill Haas prerequisites, you must be in the online course for three months before you can take the final exam.

Prerequisite: Three-and-a-half years of high school mathematics, including trigonometry and analytic geometry

Sec. 1 EDP 857441
Hillel Raz, Ph.D.
Enroll anytime
Online, proctored final exam • $790

Sec. 2 EDP 857458
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $790

Sec. 2 EDP 887141
Steven Pon, Ph.D.
Enroll anytime
Online, proctored final exam • $790

Calculus X1B
X1B • 4 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program

This continuation of Calculus X1A includes techniques and applications of integration, infinite sequences and series, first-order ordinary differential equations, exact equations, second-order ordinary differential equations, oscillation and damping, and series solutions of ordinary differential equations.

Prerequisite: Calculus X1A or equivalent

Sec. 1 EDP 857706
Hillel Raz, Ph.D.
Enroll anytime
Online, proctored final exam • $790

Sec. 2 EDP 857714
Makan Rokni, Ph.D.
Enroll anytime
Online, proctored final exam • $790

Sec. 3 EDP 857466
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $790

Math for Management
X402 • 2 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program

Get an introduction to quantitative and statistical techniques needed to address business coursework, and gain a working knowledge of concepts you can apply to other math and statistics courses. Get an introduction to basic mathematical principles, and learn to apply these principles to the study of economics, statistics, probability, finance and decision making. Key topics from probability and descriptive statistics include measures of central tendency, probability distributions, correlation, and regression and statistical hypothesis testing. Topics from finance include mathematical analysis of investments and financial decision making. An emphasis is placed on using mathematics as a means to develop the intuition and understanding necessary to apply concepts to business decisions and other courses.

EDP 857862
Steven Pon, Ph.D.
Enroll anytime
Online, proctored final exam • $675

Statistics

Introduction to Statistics
XB2 • XBW2 for online sections
4 semester units in Statistics
An elective in the Certificate Program in the Essentials of Green Chemistry and in the Post-Baccalaureate Health Professions Program
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program

Important: Special academic policies apply to XB and XBW courses. See p. 204 for details.

Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Get an introduction to statistical and critical thinking, including descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing and regression. Note: If you want to complete Haas M.B.A. prerequisites, you must be in the online course for three months before you can take the final exam.

Prerequisite: Two years of high school algebra. A recent course in college algebra is recommended.

Sec. 1 405431
Dieter Jurkat, M.S., Extension Honored Instructor
15 meetings
Tuesdays, 6–10 pm
May 21–July 30 (also Sundays, May 26–July 29, 9 am–1 pm; no meetings on June 16, 18 and 30 and July 2, 7 and 14)
San Francisco: Downtown Center • $720

Sec. 2 405399
Michael Regan Quigley, Ph.D.
17 meetings
Wednesdays, 6:30–10 pm
May 29–July 24 (also Mondays, June 3–July 29, 6–10 pm; no meeting on July 3)
San Francisco: Downtown Center • $720

Sec. 3 EDP 887448
G. James Pan, Ph.D.
Enroll anytime
Online, proctored final exam • $785

Sec. 4 EDP 857631
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $785
Every day, Sean Haq takes a lesson learned in his database classes and puts it to use. Working in technology software sales at Oracle—focusing on a baker’s dozen of Fortune 500 companies—Haq is confident that he can intelligently speak to his clients about the products he’s selling.

Registered in both the Post-Baccalaureate Certificate in Information Systems and Management and the Certificate Program in Leadership and Management, Haq is just beginning his educational relationship with UC Berkeley Extension. “I have a more personal interest in the leadership and management program while information systems and management is more applicable to my job,” Haq says. “The information systems and management courses were eye-opening because after I sell a product that companies invest a lot of money into, I understand why it’s being used and, most importantly, I understand the struggles my customers experienced previously. This has been the best hands-on training I have received.

“I went to Cal,” Haq continues, noting why Extension is his choice for continuing education. “I knew there were other options, but I didn’t even bother looking at them. Some of my classes are in walking distance from work—what more could you ask for?”
UC Berkeley Extension’s programs and courses in technology and information management provide the innovative training you need to thrive in today’s dynamic market. Get the latest approaches in enterprise solutions and leadership, integrated technical and business process management, business analysis, quantitative-based analysis and decision making, business intelligence and information administration, databases and applications development, computer languages, operating systems, electrical engineering and technology fundamentals.
Leadership, Systems and Technology Management

COURSE INFORMATION
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course@unex.berkeley.edu
extension.berkeley.edu/technology

FREE INFORMATION SESSION
Certificates and Professional Programs in Computer Technology and Information Management
EDP 156943
Wednesday, May 29, 5:30–6:20 pm
Berkeley: Golden Bear Center

Find out how UC Berkeley Extension’s courses and programs in computer technology and information management can provide the innovative training to thrive in the dynamic IT field.

EDP 156943
1 meeting
Wednesday, 5:30–6:20 pm
May 29
Berkeley: Golden Bear Center • FREE

Information Technology Service Management
X427.2 • 2 semester units in EEC
Develop a solid understanding of the history, components and infrastructure of information technology (IT). Discuss the economics of service systems in the context of industry and the U.S. and world economies. Get demonstrations of fundamental IT service management skills, strategies and methodologies, as well as IBM service experience. As part of your skill building, you provide solutions to a wide range of service activity problems, including customer service, technical support, and project and service management. Learn to develop IT service solutions in business process analysis, career development and organizational behavior. This course is ideal for IT product and project managers, IT service designers and engineers, service quality inspectors, and those who are working on or seeking service-related positions.

EDP 155564
Zong Ling, Ph.D.
5 meetings
Saturdays, 9 am–4 pm
July 27–Aug. 24
Belmont: Belmont Center • $595

Introduction to Information Systems Analysis and Design
X422 • 3 semester units in EEC-DCS
A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management; an elective in the Professional Program in Data Administration 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. You gain knowledge in the interactive nature of the analysis and design process.

Sec. 1 EDP 845198
Mark Angel, B.S., M.B.A., PMP
May 14–Aug. 6
Online • $820

Sec. 2 EDP 155481
Patrick McDermott, B.A., M.S.
12 meetings
Thursdays, 6–9:45 pm
June 6–Aug. 29 (no meeting on July 4)
Berkeley: Golden Bear Center • $715

Advanced Business Process and Systems Analysis
X423 • 3 semester units in EEC-DCS
A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management; an elective in the Professional Program in Data Administration 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 845206
Todd Landredieu, Ph.D., CPHQ, CHC
May 14–Aug. 6
Online • $820

Moving Up to an IT Leadership Role
X458.8 • 2 semester units in EEC
This interactive framework-building course provides a suite of nine miniframeworks that you use to professionally overcome representative IT management issues that occur throughout the year. From RFPs to budgeting, improve your management efficiency and avoid costly errors with appropriate frameworks. The course is ideal for those climbing up the IT manager ranks at nontechnology companies where goods and services come first and technology is the enabler.

EDP 155515
Randy Chin, B.S.
10 meetings
Wednesdays, 6:30–9:30 pm
June 5–Aug. 7
San Francisco: Downtown Center • $625
Post-Baccalaureate Certificate in Information System and Management

Prepare yourself for a new career in the IT field. Our rigorous curriculum combines theory and practice to give you a balanced mix of skills and powerful tools to build a successful career in information management, systems analysis, computer programming or computer consulting. Upon successful completion of the Post-Baccalaureate Certificate in Information Systems and Management (ISM), you are 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 comprises 4–8 required courses (depending on specific courses taken) for a total of 10 semester units (150 hours of instruction). At least 6 of the 10 semester units required must come from the Core Courses list.

Prerequisites
You must hold a bachelor’s degree and submit a transcript to register for this certificate.

Core Courses
You must take a minimum of 6 semester units from this list:

- Introduction to Information Systems Analysis and Design X422 (offered this term)
- Introduction to Relational Database Management Systems X409.1 (offered this term)
- Managing the Software Development Life Cycle X458.4
- Software Project Management X433
- Software Requirements Analysis X438.1
- UNIX/Linux System Administration Programming: Shell, C and Perl X426.1B (offered this term)
- UNIX/Linux System Fundamentals X426.1A
- Using the UNIX Operating System X415 (offered this term)

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

“Through Extension, I’ve come to an awareness of how databases permeate our society,” Post-Baccalaureate Certificate in Information Systems and Management student James Botsford explains. “Databases are the underpinning of everything we do. They are extraordinary and powerful tools, and the Internet has jumped on that horse and ridden it.” By studying information technology, Botsford is wisely positioned to use his new knowledge to inform his expertise in financial management.

Learn More and View the Brochure
extension.berkeley.edu/cert/ism.html
(510) 642-4151
course@unex.berkeley.edu
Register using EDP 302894
Professional Program in Quantitative Analysis

With the Professional Program in Quantitative Analysis, you acquire the skills to effectively combine applications in mathematics, statistics and numerical computing methods to design, develop and deploy valuable solutions in today’s competitive global market. In addition to learning how to build robust quantitative models, explore ways to effectively address difficult modeling and analysis problems to reach “correct” real-world solutions based on complex models with database-driven back ends and to devise mission-critical quality solutions relative to your company’s business case.

Curriculum Requirements
The curriculum comprises 4–6 required courses of 2 semester units each, and 2–4 additional courses from a list of electives. The curriculum includes 105 hours of instruction.

Required Courses
Choose a minimum of 7 semester units from this list:

- Financial Quantitative Analysis and Modeling Using Excel X407.5
- Introduction to Statistical Analysis With SPSS X400 (offered this term)
- Introduction to MATLAB and SCILAB X446.7
- MATLAB and SCILAB for Economists, Scientists and Engineers X446.8
- Quantitative Analysis: Data Mining Using SQL X407.1 (offered this term)
- Quantitative Analysis: Erwin Data Modeling Essentials X407.2
- Quantitative Analysis: Toad for Data Analysts X407.3
- Quantitative Analysis: Using SAP BusinessObjects X407.4 (offered this term)
- Any one course from the Certificate Program in Business Analysis; from the Professional Program in Business Process Management; from the Professional Series in Virtual and Cloud Computing; or any SQL, SAS programming or database technology course.

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/technology

Introduction to Statistical Analysis With SPSS
X400 • 2 semester units in Statistics
A requirement in the Professional Program in Quantitative Analysis

Get an introduction to the basic practice of statistics by using IBM® SPSS® Statistics, a statistical software program used for data management and data analysis. Understand the basic workings of SPSS, and learn how to perform basic statistical analyses. Focus on database management tasks, descriptive statistics and graphics, and basic inferential statistics for comparisons and correlations. Note: This is a hands-on class. You are required to have some version of SPSS but not necessarily the latest version. If you do not already have the software, you can download it at onthehub.com/spss. Select IBM SPSS Statistics standard/base GradPack for either Windows or Mac. You must provide proof that you have registered for the class. You are expected to have installed the software before the first class meeting. If you have a laptop, you should bring it to class to perform the tasks demonstrated by the instructor.

EDP 155192
Dominic Lusinch, Ph.D.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
San Francisco: Downtown Center • $565

VISIT OUR WEBSITE
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu

Business Intelligence and SAS Analytics

For more information about the software requirements for SAS courses, please contact the department at (510) 642-4151.

Introduction to the SAS System
X405 • 2 semester units in Statistics
A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software

The SAS system for information delivery is the international standard for data management, manipulation, storage, retrieval and analysis. Gain rigorous exposure to core SAS elements, and get grounded in the fundamentals of the SAS system programming language and procedures.

EDP 155218
Jianmin Liu, Ph.D.
9 meetings
Tuesdays, 6–9:30 pm
June 4–July 30
San Francisco: Downtown Center • $945

Data Mining Using SAS/Enterprise Miner
X405.5 • 2 semester units in Statistics
A requirement in the Professional Sequence in Business Intelligence and SAS Analytics Software

Learn technical essentials of data mining to help you analyze large amounts of data and turn it into useful relationships and patterns so that you can improve strategic and competitive decision making in your organization and help your company achieve profitable growth. This course is especially valuable for data miners, database and marketing professionals, risk analysts, and fraud investigators.

EDP 155226
Jianmin Liu, Ph.D.
5 meetings
Saturdays, 8:30 am–5 pm
Aug. 3–Sept. 7 (no meeting on Aug. 31)
San Francisco: Downtown Center • $1,095

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

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, and is widely used in real-life scenarios and production environments.

EDP 155630
Jianmin Liu, Ph.D.
9 meetings
Wednesdays, 6–9:30 pm
July 10–Sept. 4
San Francisco: Downtown Center • $945
**Quantitative Analysis**

**Quantitative Analysis: Data Mining Using SQL**

X407.1 • 1 semester unit in EECS-DCS

A requirement in the professional programs in Quantitative Analysis and in Data Administration and Management

Learn how to analyze and mine data with the Structured Query Language (SQL). Understand SQL fundamentals, and then advance into the uses of SQL data analysis and data mining with real applications. Learn to use Microsoft Excel to further analyze, manipulate and present your data exploration and data-mining findings in tabular and graphical formats. This course is ideal if you want to analyze data with SQL queries and learn statistical methods to test the results.

**Sec. 1 EDP 155143**
Can Gencer, M.S.
3 meetings
Monday and Wednesday, 6:30–10 pm
June 3 and 5 (also Saturday, June 8, 8 am–5 pm)
Berkeley Campus: 78 Barrows Hall • $425

**Sec. 2 EDP 155150**
Can Gencer, M.S.
3 meetings
Monday and Wednesday, 6:30–10 pm
June 24 and 26 (also Saturday, June 29, 8 am–5 pm)
San Francisco: Downtown Center • $425

**Sec. 3 EDP 155457**
Can Gencer, M.S.
3 meetings
Monday and Wednesday, 6:30–10 pm
Aug. 19 and 21 (also Saturday, Aug. 24, 8 am–5 pm)
Berkeley: Golden Bear Center • $425

**Quantitative Analysis: Using SAP BusinessObjects**

X407.4 • 2 semester units in EECS-DCS

A requirement in the Professional Program in Quantitative Analysis

Learn how to develop business intelligence (BI) reports using the SAP BusinessObjects XI Web Intelligence report development tool. Begin with a brief review and understanding of SAP BusinessObjects XI BI software components. Learn and practice the essentials of the SAP BusinessObjects Edge BI report development process using Webl. (Webl is a BO XI BI report development tool that gives business users an easy-to-use, interactive and flexible user interface for building and analyzing reports on corporate data using a Web browser.) Explore practical issues and solution scenarios that enable the successful design of Web Intelligence reports. Learn how to create professional BI reports using Webl.

**EDP 155176**
Can Gencer, M.S.
6 meetings
Mondays and Wednesdays, 6:30–10 pm
June 10–19 (also Saturdays, June 15 and 22, 8 am–5 pm)
San Francisco: Downtown Center • $545

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Details at extension.berkeley.edu/cert.

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**Professional Sequence in Business Intelligence and SAS Analytics Software**

Improve your practical skill set in the mechanics of analysis using numerical methods with the Professional Sequence in Business Intelligence and SAS Analytics Software. Develop your ability to use this powerful software program to analyze and mine data. Then, generate comprehensive reports that are meaningful to senior managers, which can get you noticed within your organization. Instructors with extensive experience in statistical modeling and data mining ensure that you receive the proper knowledge to handle large data sets and a full range of SAS skills to manipulate that data quickly, with definitive statistical confidence levels.

**Curriculum Requirements**

The curriculum comprises 5 required courses for a total of 10 semester units (150 hours of instruction).

**Required Courses**

Choose 5 courses from this list:

- Introduction to the SAS System X405 (offered this term)
- Advanced Programming Using the SAS System X405.5 (offered this term)
- Data Analysis Using the SAS System X446
- Data Mining Using SAS/Enterprise Miner X405.6 (offered this term)
- Database Marketing and Data-Driven Customer Relationship Management (CRM) X481.9
- SAS Graphing and Output Delivery System (ODS) X405.7
- SAS Techniques for Risk Management X402
- Visual Data Discovery Using SAS Enterprise Code X403

**Learn More**

extension.berkeley.edu/spos/sas.html
(510) 642-4151
course@unex.berkeley.edu

**Register using EDP 121119**
Data Administration

**COURSE INFORMATION**

(510) 642-4151

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extension.berkeley.edu/technology

**ONLINE COURSE INFORMATION**

(510) 642-7343

online@unex.berkeley.edu

extension.berkeley.edu/online

**DISCONTINUATION NOTICE**

The Professional Program in Formal Software Development is being discontinued, effective July 15, 2013. No further applications to the program will be accepted. For all questions, email course@unex.berkeley.edu or call (510) 642-4151.

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**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; an elective in the Professional Program in Data Administration and Management and in the Specialized Program in Professional Writing

Learn effective relational database design, and gain a general overview of relational database management systems. Gain an introduction 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. Gain confidence in using DBMS and understanding database structures.

**Prerequisite:** A previous programming course in any language or equivalent experience is recommended.

EDP 155119

Andrew J. Oppel, B.A.

10 meetings

Tuesdays, 6:30–9:30 pm

June 4–Aug. 6

San Francisco: Downtown Center • $795

**Introduction to MySQL and PHP**

X495.1 • 2 semester units in EECS

A requirement in the Professional Program in Data Administration and Management

Find out why project managers, marketers and developers love the combination of PHP’s easy-to-learn server-side programming tools and MySQL’s blazing-fast speed for accessing and manipulating data. Discover why MySQL, a popular open-source database, is often used instead of Oracle, MSSQL or Microsoft Access for many in-house and Web-based projects. You also discover why PHP, with its C-like syntax, is a popular alternative to Java.

EDP 155200

Hans Yip, M.S.

10 meetings

Thursdays, 6:30–9:30 pm

June 6–Aug. 15 (no meeting on July 4)

Belmont: Belmont Center • $585

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**Managing Data(bases) Using SQL**

X401.9 • 2 semester units in EECS

A requirement in the Professional Program in Data Administration and Management; an elective in the Post-Baccalaureate Certificate in Information Systems and Management

Get in-depth training of the core Structured Query Language (SQL), with particular focus on Data Query Language (DQL) and Data Manipulation Language (DML). Data Definition Language (DDL) and Data Control Language (DCL) are also covered briefly. You learn the concepts of SQL through lectures and hands-on exercises. Additional class exercises, tests and projects further enhance your learning experience. Upon successful completion of the course, you are able to write and understand complex SQL statements and gain a basic understanding of database operations.

**Prerequisite:** Introduction to Relational Database Management Systems X409.1 or basic understanding of databases

EDP 155291

Michael Kremer, M.S., Ph.D.,

Extension Honored Instructor

10 meetings

Tuesdays, 6–9 pm

June 11–Aug. 20 (no meeting on July 2)

San Francisco: Downtown Center • $695

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**Data Warehouse Design and Dimensional Modeling**

X426.1 • 3 semester units in EECS

Learn the fundamental principles guiding data warehouse design, dimensional data modeling, and online analytical processing (OLAP) and data including a review of SQL relational database fundamentals. Design data warehouses and data marts to further explore these principles. Build dimensional data models using SQL Server Enterprise Analytical Services, which supports online analytical processing and data. Course project work uses both workstation-based and cloud tools for data warehouse and dimensional modeling exercises.

EDP 155358

Robert Hughes, M.S.

6 meetings

Saturdays, 8:30 am–4 pm

July 6–Aug. 10

Berkeley: Golden Bear Center • $1,095

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**Convenient Locations in Berkeley, Belmont and San Francisco**

extension.berkeley.edu/locations
Building Database Systems
X478 • 2 semester units in EECS

A requirement in the Professional Program in Data Administration and Management, and an elective in the Post-Baccalaureate Certificate in Information Systems and Management

Get an overview of database applications, from simple desktop applications 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 their underlying technologies.

Prerequisite: Introduction to Relational Database Management Systems X409.1 or basic understanding of databases

EDP 155309
Michael Kremer, M.S., Ph.D., Extension Honored Instructor
10 meetings
Thursdays, 6–9 pm
June 13–Aug. 22 (no meeting on July 4)
San Francisco: Downtown Center • $695

Concepts of Relational Database Management Systems
X408 • 3 semester units in EECS-DCS

A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management; an elective in the Professional Program in Data Administration and Management

Study techniques for creating and using database applications. Learn requirements analysis and specification; logical database design; normalization; database implementation; recovery, concurrency, integrity and security concerns; and database use. You focus on the relational database model and the SQL language. Learn the creative art and science of database design rather than training for the tactical oversight role of an operational database administrator. Access to a computer system with a relational database management system (DBMS) installed or on which you can install a relational DBMS and create tables is highly recommended. Such functionality can prove useful for written assignments that include SQL problems.

A programming course in any language or equivalent experience is recommended.

EDP 887414
Andrew J. Oppel, B.A.
Enroll anytime
Online, proctored final exam • $799

Building Applications Using C# and .NET Framework
X474.7 • 3 semester units in EECS

Learn to develop information system applications using C#, Microsoft .NET Framework and Visual C# Express Edition (part of Microsoft Visual Studio).

For course schedule, see p. 157.

Building Web Applications Using ASP.Net, AJAX and JavaScript
X474.8 • 3 semester units in EECS

Learn to develop ASP.net Web applications using Visual Web Developer Express (part of Microsoft Visual Studio).

For course schedule, see p. 157.

Business Intelligence

Business Intelligence (BI) is revealed by combining operational information from various departments into a data mart and then providing insightful queries and reports to decision makers. BI has become an essential tool for strategic management, finance, customer service, marketing, sales and other business aspects. Learn to analyze and develop a BI system, including programming examples using Microsoft SQL Server. You learn to design insightful inquiries and reports, as well as gain an understanding of BI applications, SQL data mart features and trends in the BI industry.

EDP 155697
Erick Ahrens, B.S., M.B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 26–Aug. 28
San Francisco: Downtown Center • $625

Professional Program in Formal Software Development

The Professional Program in Formal Software Development is being discontinued, effective July 15, 2013. No further applications to the program will be accepted. For all questions, email course@unex.berkeley.edu or call (510) 642-4151.

Formal software development, with its mathematical foundation, is the root of some of the most exciting projects in software today. Propel your career to new heights with UC Berkeley Extension's highly specialized and rigorous Professional Program in Formal Software Development. Learn to judge the effectiveness of available formal tools, their trade-offs and their suitability for certain practical applications. Prepare to study a range of methodologies, beginning with type-checking systems, static program analysis, model checking and theorem proving. Industry leaders and pioneers leading the program ensure that you receive the most practical, applicable and cutting-edge instruction available.

Curriculum Requirements
The curriculum comprises 3 required courses and at least 2 electives for a total of 10 semester units (150 hours of instruction).

Required Courses
• SMT Solvers X408.6
• Interactive Provers X408.7
• Imperative Programs X408.8

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

Learn More and View the Flyer
extension.berkeley.edu/spos/software.html (510) 642-4151
course@unex.berkeley.edu
Open Source and Operating Systems

UNIX/Linux System Administration

Using the UNIX Operating System
X415 • 3 semester units in EECS-DCS
A Core Course in the Post-Baccalaureate Certificate 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, email, 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., M.B.A.
Enroll anytime
Online, proctored final exam • $815

UNIX/Linux System Administration Programming: Shell, C and Perl
X426.1B • 2 semester units in EECS-DCS
A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management

Master essential skills of the UNIX operating system, including manipulating data using grep, sed, awk, join and other low power utilities; programming advanced applications using the shell; customizing user accounts; and performing fundamental system operations. Note: This course offers lectures and demonstrations, as well as online assignments. Internet access is required; a login and password will be issued to you by the second class meeting.

Prerequisite: Successful completion of UNIX/Linux System Fundamentals X426.1 or equivalent experience

EDP 155390
John Muster, Ph.D.
10 meetings
Mondays, 7–10 pm
June 3–Aug. 5
Berkeley: Golden Bear Center • $895

UNIX/Linux System Administration I: Essentials
X422.8 • 2 semester units in EECS
Cover the bases 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, prepare to discuss variations among operating systems.

Prerequisites: A general understanding of UNIX
operating system externals and command interfaces, access to a UNIX or Linux system

EDP 155408
Marcelo Carvalho, M.A.
10 meetings
Mondays, 6:30–9:30 pm
June 3–Aug. 5
San Francisco: Downtown Center • $795

Developing Applications for the iOS
X422.9 • 2 semester units in EECS
Applications for the Apple iPhone have made it one of the most popular—and lucrative—programming platforms. Learn the hardware and software features of the iPhone and iPod Touch and the tools used to create apps for them. Study tutorials, sample code and documentation. Modify and extend sample code to give you hands-on experience.

Prerequisites: This course covers development tools, the Objective C language and the operating system iOS. You should be comfortable in using the C programming language; some familiarity with object-oriented programming is desirable. You must have access to a Mac using an Intel x86 processor with the most recent OS version.

EDP 155739
David Rowland, M.S.
10 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 15
San Francisco: Downtown Center • $845

UNIX/Linux System Administration II: Networking
X420.8 • 2 semester units in EECS
This course follows UNIX/Linux System Administration I: Essentials X422.9. 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 155416
Marcelo Carvalho, M.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 20–Aug. 29 (no meeting on July 4)
San Francisco: Downtown Center • $845

UNIX/Linux System Administration III: Services
X444.2 • 2 semester units in EECS
Learn to master system administration skills related to network services by installing and configuring these services. Topics and exercises include installing and configuring directory services, sharing files using the network file system, managing the IP address space using domain name system, learning how to use basic tools to do kernel performance and tuning, and configuring windowing systems.

Prerequisites: UNIX/Linux System Administration I: Essentials X422.8 and UNIX/Linux System Administration II: Networking X420.8

EDP 155424
Marcelo Carvalho, M.A.
5 meetings
Saturdays, 8:30 am–3:30 pm
June 29–July 27
San Francisco: Downtown Center • $795

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Programming Languages and Object-Oriented Programming

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online@unex.berkeley.edu
extension.berkeley.edu/online

First Course in Android Application Programming
X441.9 • 2 semester units in EECS
Learn to build Android applications using GUIs and custom views, integrate content provider connections, understand bound and unbound services, schedule notification alarms, and manage Internet resources. Java programmers and developers who would like to program Android mobile devices will gain a comprehensive understanding of the Android platform architecture and Software Development Kit (SDK).

EDP 155234
Lalitha Krishnamurthy, M.S.
5 meetings
Saturdays, 9 am–5 pm
June 1–29
San Francisco: Downtown Center • $645

C Language Programming I
X444 • 2 semester units in EECS
This course provides a solid introduction to all of the fundamental aspects of C, including elementary data types; arithmetic, logical and bitwise operators; control-flow statements; functions; structures; pointers; program scope rules; good program design practices; and C debugging techniques. Emphasis is on ANSI-standard C, but earlier versions of C are also discussed. No computing facilities are provided; you are required to have access to a C compiler and hard-copy output device for programming assignments.

Prior experience with a high-level programming language is helpful.

EDP 155382
John Muster, Ph.D.
10 meetings
Wednesdays, 7–10 pm
June 5–Aug. 7
Berkeley: Golden Bear Center • $695

Building Applications Using C# and .NET Framework
X428.6 • 2 semester units in EECS
An elective in the Professional Program in Data Administration and Management
Learn to develop information system applications using C#, Microsoft .NET Framework and Visual C# Express Edition (part of Microsoft Visual Studio). Study the essentials of the C# programming language and use C# to master object-oriented concepts, including classes, events and inheritance. Design and develop simple forms and database applications. You will complete fairly sophisticated applications using a wide range of form controls and data validation techniques by the end of this course.

EDP 155127
Michael Kremer, M.S., Ph.D.,
Extension Honored Instructor
10 meetings
Saturdays, 8:30–11:30 am
June 15–Aug. 24 (no meeting on July 6)
San Francisco: Downtown Center • $695

Building Web Applications Using ASP.Net, AJAX and JavaScript
X428.7 • 2 semester units in EECS
An elective in the Professional Program in Data Administration and Management
Learn to develop ASP.net Web applications using Visual Web Developer Express (part of Visual Studio). Get a solid introduction to Web applications and the ASP.net structure. Explore C# as a programming language for server-side processing, JavaScript for client-side processing and AJAX technologies in great detail. Continue into ASP.net and programming custom data access methods. Then, combine these new skills into a sample Web application that accesses a database. Advanced topics include cloud computing, security and forms authentication.

EDP 155135
Michael Kremer, M.S., Ph.D.,
Extension Honored Instructor
10 meetings
Saturdays, 12:30–3:30 pm
June 15–Aug. 24 (no meeting on July 6)
San Francisco: Downtown Center • $695

Programming With R
X480.1 • 2 semester units in EECS
Get an introduction to the R programming language for data manipulation, statistical analysis and graphics applications. There are thousands of available libraries or packages for everything from time-series analysis and machine learning to data visualization. As a result, R is rapidly becoming the language of choice for engineers, scientists, researchers and business analysts who are engaged in data preparation, analysis and the generation of high-quality typographical and graphical results.

EDP 155499
Allan Miller, Ph.D.
8 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 6
Berkeley: Golden Bear Center • $675

Introduction to Perl Programming
X416.7 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate in Information Systems and Management
Perl is widely used by UNIX and Windows programmers, system administrators, and Web and database programmers. It is an easy-to-learn, extremely powerful extensible language with add-on modules for almost every kind of task imaginable. Perhaps its most powerful feature is that Perl programs run on any operating system with few, if any, changes needed. Learn to write, debug and understand more complicated Perl programs.

Prerequisites: Familiarity with UNIX or Windows and experience with a programming language

EDP 877886
Carl Limisco, B.A.
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Online • $595

Python Programming
X442.3 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate 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 language, ideal for team projects, that provides access to databases, CGI programming, system administration and other useful services.

Although no previous programming experience is required, you must have access to a computer running Python or access to the Internet to download Python.

EDP 877951
Carl Limisco, B.A.
Enroll anytime
Online • $595

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Microsoft Access Series

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 Microsoft Access Series offers a three-tiered approach to meet differing levels of experience. Each course provides hands-on instruction at the UC Berkeley Extension computer training facilities.

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

Required Courses
- Designing, Building and Using Databases X405.4
- Developing Database Applications X405.5
- Database Automation Using VBA X405.6

Learn More
extension.berkeley.edu/spos/access.html
(510) 642-4151
course@unex.berkeley.edu

Register using EDP 312041

PHP Programming for the Web
X400 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate 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.
Enroll anytime
Online • $595

Introduction to C Language Programming
X24 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate in Information Systems and Management

Learn the C programming language and fundamental programming concepts. Gain the knowledge to write simple C language applications, and undertake courses that assume some background in computer programming. Topics include variables, data types, functions, control structures, pointers, strings, arrays and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link and debug a C program. Familiarity with fundamental programming language concepts such as variables, data types and compiling source code is helpful.

EDP 867879
Robert Adams Jr., M.S.
Enroll anytime
Online • $595

Java

First Course in Java
X429.9 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate in Information Systems and Management

Java—with its platform independence—is heavily used in Web applications and middleware that work on Windows, Macintosh, UNIX and other platforms. Examine fundamental programming concepts, and get an introduction to object-oriented programming. Upon successful completion of the course, you are able to write simple applications and are prepared for courses that assume some familiarity with Java.

You do not need any background in programming to succeed in this course. You are welcome to bring your own laptop. The classroom does not provide computers but does have free wireless Internet access. Download Java SE 7 at www.oracle.com/technetwork/java/javase/downloads/index.html and see the configuration instructions at www.write-technical.com/126581/javase/downloads/index.html and download Java SE 7 at www.oracle.com/technetwork/java/javase/downloads/index.html and see the configuration instructions at www.write-technical.com/128581/session1/syllabus.htm#Download.

EDP 155366
Thomas Albert, Ph.D.
10 meetings
Thursdays, 6:30–9:30 pm
June 6–Aug. 15 (no meeting on July 4)
San Francisco: Downtown Center • $695

C++ Programming I
X412.1 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate 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 American National Standards Institute (ANSI) standard C++, including the newer syntactic and semantic constructs, by studying each concept through lucid, fluent examples. Prepare to learn all major features of C++, including objects, classes, pointers, and single and multiple inheritance.

Prerequisites: Introduction to C Language Programming X24 or reasonable knowledge of the C programming language, including familiarity with C data types, structures and arrays; decision and looping constructs; use of pointers; and defining and invoking functions. Access to a C++ compiler is required.

EDP 887281
Robert Adams Jr., M.S.
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Courses Available Throughout the Year

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Java: Discovering Its Power  
X436.2 • 2 semester units in EECS  
An elective in the Post-Baccalaureate Certificate in Information Systems and Management  
Java’s platform independence (write once, run anywhere) allows the same code to run on Windows, Macintosh, UNIX, mobile phones and supercomputers. Java is popular for enterprise applications that run on Web servers. This high-level language enhances productivity and reduces bugs through automatic memory management and strong typing. Using the free Java Development Kit (JDK 6 SE), you learn practical fundamentals of the Java programming language, as well as basic object-oriented programming so that you can write simple applications and take intermediate courses in Java.  
Prerequisites: First Course in Java X429.9, C++ Programming I X412.1 or equivalent, and some experience with object-oriented design and techniques. Familiarity with building graphical user interfaces is helpful.  
EDP 877910  
Carl Limsico, B.A.  
Enroll anytime  
Online • $715  

Advanced Java: Language, Internals and Techniques  
X436.5 • 2 semester units in EECS  
An elective in the Post-Baccalaureate Certificate in Information Systems and Management  
Gain exposure to a broad range of Java Development Kit–related tools and techniques, with emphasis on server-side support if you are a working Java programmer. Topics include multithreading, reflection, serialization, generics in Java, internationalization and native methods. You also see what happens inside the JVM and get an overview of related technologies, including servlets and JSP, RMI, JavaBeans, JDBC, JDO, JAXP and the Java security model. Upon successful completion of this course, you are able to evaluate, select and integrate vendor/open-source implementations that make use of the tools and techniques covered.  
Prerequisites: Good programming knowledge of Java and a working knowledge of operating systems and compilers; familiarity with Web technologies such as HTML.  
EDP 155184  
Christine Bouamalay, M.S.,  
Extension Honored Instructor  
10 meetings  
Tuesdays and Thursdays, 6:30–9:30 pm  
May 28–June 27  
San Francisco: Downtown Center • $645  

Virtual and Cloud Computing  

Cloud Computing: Discovering Its Power  
X422.4 • 1 semester unit in EECS  
A requirement in the Professional Series in Virtual and Cloud Computing  
Discover why cloud computing is at the forefront of a rapidly changing Internet. Learn how cloud computing’s lower costs, faster and better service, and increased flexibility deliver a powerful new business model for users and providers of Internet-based services. This introductory course provides you with an in-depth overview of the field of cloud computing, and offers a framework for you to skillfully select the best combination of cloud technology to meet your business requirements. Topics discussed include business model drivers, technical theory and comparison to historical alternatives. You also acquire a working technical knowledge of cloud computing, as well as the knowledge to install a virtual system and create an online cloud network.  
EDP 155549  
Hari Hirani, B.Tech., M.S.  
2 meetings  
Saturdays, 9 am–5:30 pm  
June 1 and 15  
Berkeley: Golden Bear Center • $495  

Cloud Computing: Systems Engineering and Analysis  
X422.5 • 2 semester units in EECS  
A requirement in the Professional Series in Virtual and Cloud Computing  
Cloud computing promises cheaper, faster and better computing. Can your organization take advantage of this evolutionary change? Learn about the history of cloud computing, identify and profile the early adopter, compare various deployment options, and explain the cloud ecosystem and the drivers compelling current adopters. Learn to identify key criteria of your organization’s systems that determine cloud suitability, and apply that knowledge to transition to the best-suited deployment architecture. The course is targeted at IT management, system architects, operations managers and application developers.  
EDP 155556  
Hari Hirani, B.Tech., M.S.  
4 meetings  
Saturdays, 9 am–5:30 pm  
June 22–Aug. 3 (no meetings on June 29, and July 20 and 27)  
Berkeley: Golden Bear Center • $625  

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 products. In addition to a full range of enhanced virtualization deployment skills and cloud computing theory, learn to apply your skills to a variety of open-source and vendor-specific virtualization solutions, including Microsoft Hyper-V, Red Hat 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 segment of the programming market.  
Curriculum Requirements  
The curriculum comprises 3–4 required courses for a total of 7 semester units (105 hours of instruction).  
Required Courses  
Choose 3–4 courses from this list:  
• Agile Development, Virtualization and Cloud Deployment X422.3  
• Building Your Private Cloud With Linux X422.7  
• Business and Technical Models of Cloud Computing X422.2 (offered this term)  
• Cloud Computing: Discovering Its Power X422.4 (offered this term)  
• Cloud Computing: Systems Engineering and Analysis X422.5 (offered this term)  
• Multivendor Virtualization X422.1 (offered this term)  
• Optimizing Cloud Computing for Profitability X415.1 (offered this term)  
• Private Clouds: Building and Managing With Linux X422.7  
• Scalable Storage in the Cloud Computing Era X459.7  
• Virtualization Theory for CPU, Memory and Storage X422.0  
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Optimizing Cloud Computing for Profitability

X415.1 • 2 semester units in EECS

A requirement in 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 155598
Atahk Verma, M.S.
8 meetings
Mondays and Wednesdays, 6–9:45 pm
June 24–July 17
San Francisco: Downtown Center • $645

Business and Technical Models of Cloud Computing

X422.2 • 3 semester units in Computer Science

A requirement in the Professional Series in Virtual and Cloud Computing

Review the benefits and rapid growth of Internet clouds, and then learn how to build competitive business models based on robust and economically successful cloud computing concepts. Understand how cloud computing technologies deliver economies of scale using virtualization, including how they incorporate and expand upon the proven business elements of infrastructure as a service, platform as a service and software as a service. Learn the technical intricacies of building a scalable, low-cost cloud environment. As a group, you and other students build a cloud environment, and then explore various scenarios through which you can build an economically compelling business using cloud computing.

EDP 155580
Atahk Verma, M.S.
7 meetings
Saturdays, 8:30 am–4:30 pm
July 6–Aug. 17
San Francisco: Downtown Center • $675

Multivendor Virtualization

X422.1 • 3 semester units in EECS

A requirement in the Professional Series in Virtual and Cloud Computing

Focus on the practical areas of creating, configuring and securing popular virtual machines on hypervisors such as Microsoft Hyper-V, Red Hat KVM, VMware ESX and QEMU. This course is ideal for planners who optimize the trade-offs of different vendors’ solutions from both technical and business perspectives. Learn the GUI tools and the internals of each vendor’s various software development kits (SDKs) available for developing custom applications. You also learn how to write plug-ins for vSphere to customize the solution to a particular environment. Note: Bring an X86-based machine that is Intel VT or AMD-V (virtualization-enabled) with a minimum of 8 GB of RAM and a 500GB hard drive with a DVD-RW, drive and USB port(s); you may have to install ESXi(II), Hyper-V, Red Hat KVM, enabled kernel and QEMU.

EDP 155648
Ravi Jagannathan, B.S., B.Tech.
6 meetings
Saturdays, 9 am–5:30 pm
July 6–Aug. 10
Belmont: Belmont Center • $795

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extension.berkeley.edu/online

Audio: Basic Concepts in Audio

X424.1 • 1 semester unit in Electrical Engineering

Get an introduction to the basic principles of acoustics, speech and music. Examine practical applications to understand the physical properties of a sound wave and its main parameters, including frequency and phase; simple versus complex tone; sound generation; the decibel and bark scales; sound perception; noise; basics of speech production; and the property of music timbre, pitch and tempo. This course provides a solid foundation for any advanced speech, audio or acoustics courses at Extension.

EDP 155531
Alexander I. Iliev, Ph.D.
5 meetings
Mondays, 6:30–9:30 pm
July 8–Aug. 5
San Francisco: Downtown Center • $425

Audio: Acoustics and Sound Mitigation in Urban Settings

X424.2 • 1 semester unit in Electrical Engineering

Gain an understanding of the principles of sound management, including transmission, absorption and reflection; reverberation; and distinguishing various types of noise. Learn to make educated decisions on acoustical challenges at home or at work. Your final project demonstrates your ability to work with the class material and apply it to real-world examples.

EDP 155523
Alexander I. Iliev, Ph.D.
5 meetings
Wednesdays, 6:30–9:30 pm
July 3–31
San Francisco: Downtown Center • $425
Fundamentals of Data Communications and Networking
X433 • 2 semester units in EECS (DCS)
A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management
Learn about data communications in this introductory course in networking technology. Gain a practical understanding of relevant terminology concepts and other information necessary to be knowledgeable in data communications. By the end of the course, you should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communications equipment and systems.
EDP 897983
Ching-Cheng Lee, Ph.D.
Enroll anytime
Online • $715

CCNA Preparation: Network Security Theory
X411.7 • 2 semester units in EECS
Gain a solid foundation in modern network security theory, and prepare to take the Cisco Certified Network Associate (CCNA) Security Exam (640-553 IINS) in this 30-hour course. You learn about core security technologies and how to develop security policies and mitigate risks. IT organizations that employ CCNA Security-certified staff seek applicants with the knowledge you gain in this course, as well as staff who can develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.
EDP 155663
Kwang-Pill Sung, M.S.
8 meetings
Tuesdays, 6:15–10 pm
July 9–Aug. 27
Belmont: Belmont Center • $545

CCNA Preparation: Routing and Switching Theory
X411.8 • 2 semester units in EECS
Get a solid foundation in modern routing and switching theory, and prepare to take the Cisco Certified Network Associate (CCNA) certification composite exam (640-802 CCNA) in this 30-hour course. Through lectures and hands-on router simulations, you learn how to use router simulators (downloaded or Internet-based). You also learn about Internetworking, Internet Protocols, IP subnets, and VLSM, IOS, IP routing, EIGRP, OSPF, BGP, Layer 2 switching, VLANs, managing a Cisco Internetwork, managing traffic with access lists and wide area network (WAN) protocols, among other topics.
EDP 155671
Kwang-Pill Sung, M.S.
8 meetings
Thursdays, 6:15–10 pm
July 11–Aug. 29
Belmont: Belmont Center • $545

Integrated Circuit (IC) Design and Engineering
COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/technology

Semiconductor Devices for Integrated Circuit Design
X138 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Integrated Circuit Design and Techniques
Get an in-depth, comprehensive understanding of semiconductor devices, enabling you to cope with the ever-increasing bandwidths of state-of-the-art designs. Study a broad range of topics in bipolar junction transistor (BJT) and metal-oxide semiconductor (MOS) technologies, with an emphasis on physical concepts, operation principles, second-order effects, and modeling and simulation. Individual research projects cover 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 • $525

Advanced Analog Microelectronics
X139 • 2 semester units in Electrical Engineering
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. 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 choose a practical research topic that you can implement in real-world applications for frequency synthesizers or televisions.
EDP 307835
Vincent Chang, Ph.D.
Enroll anytime
Online • $525

Fundamentals of Analog Integrated Circuit Design Techniques
X140 • 2 semester units in Electrical Engineering
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 complementary metal-oxide semiconductor (CMOS) analog integrated circuit. Topics cover 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. This course is ideal if you are a working professional with no strong foundation in analog design but an interest in either upgrading your knowledge and skills or redirecting your career development in the semiconductor market.
EDP 307843
Vincent Chang, Ph.D.
Enroll anytime
Online • $525

Advanced Design Techniques for Analog Integrated Circuits
X141 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Integrated Circuit Design and Techniques
Advances in signal processing, analog-to-digital conversion and the continued scaling down of complementary metal-oxide semiconductor (CMOS) nanotechnology have ushered in the era of analog IC design with multi-standard challenges. Topics include stability of feedback, frequency compensation, multistage operational amplifiers (op-amps) and optimized CMOS op-amp designs. Prepare to work on a design project to meet a required product specification. The scope of the project covers design of an advanced CMOS op-amp and of high-performance CMOS comparators for flash analog-to-digital converter (ADC) applications.
EDP 307850
Vincent Chang, Ph.D.
Enroll anytime
Online • $525

COURSES AVAILABLE THROUGHOUT THE YEAR
UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
Introduction to Microelectronic Theory and Applications

X30 • 1 semester unit in Electrical Engineering

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Taking an application-oriented approach, get an overview of analog and digital integrated circuits, starting with the most frequently used and applicable semiconductor device and circuit theories, and channel them into more complex circuit schematics and application modules, such as amplifiers, operational amplifiers with bipolar and complementary metal-oxide semiconductor (CMOS) technologies, digital inverters, precision rectifiers, voltage regulators and biasing techniques of amplifiers.

EDP 30744
Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Fundamentals of Integrated Circuit Design

X31 • 1 semester unit in Electrical Engineering

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Learn the underlying concepts and industry-standard simulation tools for IC design, operational amplifier (op-amp) characteristics and 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 op-amp 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 30751
Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Introduction to Physics of Semiconductor Devices

X32 • 1 semester unit in Electrical Engineering

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Learn how industry terms such as energy bandgaps and minority carriers are powerful concepts that reveal the mysterious behavior of semiconductor devices. Topics include intrinsic and extrinsic semiconductors and metal-semiconductor contact. An individual research project covers subjects such as the ultimate limits of integrated electronics and an integrated strategy for confronting commoditization in the foundry industry. Apply what you learn to many applications, including complementary metal-oxide semiconductors (CMOS), bipolar junction transistors (BJT), LEDs, lasers and sensors.

EDP 30777
Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Fundamentals of Analog Microelectronic Techniques

X33 • 1 semester unit in Electrical Engineering

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. Although some courses use the classical approach requiring a tedious derivation that becomes more cumbersome with a complex circuit, this approach focuses on the analysis-by-inspection method. Topics include low-frequency bipolar junction transistor (BJT) and metal-oxide semiconductor (MOS) amplifiers, amplifier frequency response, analysis-by-inspection, simulated program with integrated circuit emphasis (SPICE) simulation and advanced case studies.

EDP 30769
Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Digital Integrated Circuit Design

X134 • 2 semester units in Electrical Engineering

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Study 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, simulation program with integrated circuit emphasis (SPICE) verification and design skills from complementary metal-oxide semiconductor (CMOS), emitter-coupled logic (ECL) and BiCMOS logic to memory design. Work on a research project covering cutting-edge technologies, including user programming language (ULP) eSRAM, design for handheld or mobile applications, nonvolatile memory, NOR flash, PRAM and high-speed eDRAM.

EDP 30785
Vincent Chang, Ph.D.
Enroll anytime
Online • $525

Effective SPICE Circuit Simulation Techniques

X405 • 1 semester unit in Electrical Engineering

An elective in the Certificate Program in Integrated Circuit Design and Techniques

Gain hands-on experience using simulated program with integrated circuit emphasis (SPICE) to simulate, verify, examine and design microelectronic circuits. Illustrating techniques to fully leverage SPICE, this course offers in-depth coverage ranging from semiconductor devices to analog and digital ICs. A design project covers wide-swing constant-transconductance bias; advanced comparators; and sequential digital circuits, such as master-slave DFFs and C2MOS latches.

EDP 30793
Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Fundamentals of Modern Data Converter Design

X236 • 1 semester unit in Electrical Engineering

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, high-resolution data converter techniques. This course builds a solid foundation and gives you the skills to diagnose and tackle real-world issues. Topics include data converter fundamentals, characterizations and performance limitations, Nyquist-rate digital-to-analog and analog-to-digital (A/D) converters, successive-approximation register (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 and 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.

Vincent Chang, Ph.D.
Enroll anytime
Online • $265

Design Techniques of High-Performance Data Converters

X237 • 1 semester unit in Electrical Engineering

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 0.8G/s analog-to-digital (ADC) for 10Gb/s Ethernet applications and delta-sigma ADC for TV, software radio and high-quality digital audio applications.

This course has restricted enrollment. Call (510) 642-4153 or (510) 642-4151 for more information.

Vincent Chang, Ph.D.
Enroll anytime
Online • $265
Certificate Program in Integrated Circuit Design and Techniques

The online Certificate Program in Integrated Circuit Design and Techniques provides in-depth knowledge in a convenient online format designed for working professionals. Develop an understanding of key concepts in state-of-the-art design, including semiconductor characteristics; semiconductor device modeling; and analog, digital and mixed-signal integrated circuit (IC) design. Instruction emphasizes a practical perspective involving physical concepts, operation principles, second-order effects, modeling and simulation. By choosing UC Berkeley Extension, you benefit from an association with a university known worldwide for engineering excellence. An advisory board comprising UC Berkeley College of Engineering faculty and industry leaders of major semiconductor companies in the Asia/Pacific region and the United States ensures that the program is academically strong and professionally relevant. English and Mandarin soundtracks accompany the English course slides. If you speak Mandarin, you need some proficiency in English.

Curriculum Requirements
The curriculum comprises 4 required courses and 1–2 electives for a total of 10 semester units (150 hours of instruction).

Required Courses
• Semiconductor Devices for Integrated Circuit Design X138 (offered this term)
• Advanced Analog Microelectronics X139 (offered this term)
• Fundamentals of Analog Integrated Circuit Design Techniques X140 (offered this term)
• Advanced Design Techniques for Analog Integrated Circuits X141 (offered this term)

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

Learn More and View the Brochure
extension.berkeley.edu/cert/icdesign.html
(510) 642-4151
course@unex.berkeley.edu
Register using EDP 302861
Jeff Wheeler finds motivation in writing—every day. Although that sounds like a difficult task, Wheeler believes it is essential to being a successful writer. “That was the best advice I took, because that’s where I saw my writing grow,” Wheeler says of the process. Because of this discipline, he is enjoying early success with two published pieces penned for courses in the Post-Baccalaureate Certificate Program in Writing.

Wheeler also credits the classes’ structure, the varied workshops and the community atmosphere in helping his development as a writer. “The classmates want to incorporate writing into their lives,” he says. “It’s encouraging to be surrounded by people who are like-minded. I really enjoyed some of the instructors’ pieces and thought I’d really like to take a class from them. The instructors have been interested in how I’m doing and what I’m doing. One of them, Laurie Ann Doyle, has remained in contact with me and kept an interest in my work and success.”

Once he’s completed the certificate, Wheeler plans to continue pursuing publication and polish his portfolio to apply to an M.F.A. program.
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 penning everything from poetry, short stories and novels to memoirs, travel features and technical documents. Learn how to break into publishing, or strengthen your skills in editing and grammar. Instructors who are published writers ensure you’re learning from the very best.

If you’re ready to make a greater commitment to your craft, the Post-Baccalaureate Certificate Program in Writing is one of a kind in the Bay Area and the ideal way to formalize your training. The certificate helps you build a strong portfolio and enhance your candidacy for graduate study in creative writing.

Whether you come for a weekend retreat or a professional certificate, UC Berkeley Extension can help you take your writing to the next level.
Free Information Session
Discover how UC Berkeley Extension can help you achieve your goals. Learn more about courses and programs, meet other prospective students, talk to instructors and staff, and ask questions. To reserve your space, call (510) 642-4111 or visit extension.berkeley.edu/infosessions.

Professional Sequence in Technical Communication
EDP 155721
Wednesday, Aug. 21, 5:30–6:30 pm
Berkeley: Golden Bear Center

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. 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.

Prerequisite: You must be proficient in English and have a solid grasp of English grammar.

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. Learn how to edit using conventional marks and symbols; apply the appropriate level of copyediting; eliminate bias; query permissions; and copyedit and insert figures, tables and artwork. Enrollment is limited.

Prerequisite: Grammar, Mechanics and Usage for Editors X445

Intermediate Copyediting
Sec. 1 EDP 845495
Leda Ciraoio, Ph.D.
May 14–Aug. 6
Online • $615

Sec. 2 EDP 845503
John Curley, B.A.
May 21–Aug. 13
Online • $615

Sec. 3 EDP 055137
Lisa Carlson, B.A.
10 meetings
Wednesdays, 6:30–9:30 pm
June 12–Aug. 28 (No meeting on Aug. 7 and on one date to be arranged)
Berkeley: Golden Bear Center • $595

Intermediate Copyediting
Sec. 1 EDP 845511
Lisa Carlson, B.A.
May 14–Aug. 6
Online • $615

Sec. 2 EDP 845567
Leda Ciraoio, Ph.D.
May 21–Aug. 13
Online • $615
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. Examine two phases of substantive editing—line editing and developmental editing—and learn the art of proposing editorial changes other than those required to correct errors or to achieve a consistent editorial style. Learn how to edit for clarity and concision, how to identify problems of cohesion and coherence (logical flow), and how to refine and invigorate an author’s style.

Prerequisite: Editorial Workshop II: Intermediate Copyediting X415

Sec. 1 EDP 845529
Cathleen Small, M.A.
May 14–Aug. 6
Online • $615

Sec. 2 EDP 055434
John Bergez
10 meetings
Saturdays, 10 am–1 pm
June 1–Aug. 3
Berkeley: Golden Bear Center • $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 Professional and Continuing Education Association (UPCEA)

A good index greatly enhances a book’s usability and value, yet few writers and editors know how to construct this vital part of a nonfiction publication. Learn the fundamentals of writing, editing and delivering back-of-book indexes to publishing clients. You also learn the basic formats, guidelines and term-selection approaches of embedded and Web indexing using three major indexing software programs to complete several assignments.

Prerequisites: Strong language, reading, computer and Internet skills; a PC running Windows OS is highly recommended. See Web for details.

This course has six rotating sections with varying instructors: Sylvia Coates, Heather Ebbs, Lucie Haskins, Fred Leise, Max McMaster and Jan C. Wright.

For information about available sections, visit extension.berkeley.edu/catalog/course394.html.

Professional Sequence in Editing

Offering proficiency in copyediting, line editing and developmental editing, the Professional Sequence in Editing is the ideal training for those with a passion for fine-tuning the written word. The curriculum builds from grammar and usage to editing for various goals and audiences and culminates in the art of substantive editing to refine an author’s style. Courses—taught by working professionals with years of experience—are offered in both online and classroom formats. Whether you want to begin a rewarding editing career, rise to a management position in publishing or apply editing expertise in a related profession, the program can help turn your editorial sensibilities into marketable skills.

Curriculum Requirements

The curriculum comprises 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses

You must take these courses in the following sequence:

• Grammar, Mechanics and Usage for Editors X445 (offered this term)
• Editorial Workshop I: Introduction to Copyediting X405 (offered this term)
• Editorial Workshop II: Intermediate Copyediting X415 (offered this term)
• Advanced Editorial Workshop: Substantive Editing X425 (offered this term)

A course of equivalent length and unit value from the Professional Sequence in Technical Communication may be substituted for Advanced Editorial Workshop: Substantive Editing X425.

Learn More and View the Brochure

extension.berkeley.edu/spos/edit.html
(510) 642-6362
letters@unex.berkeley.edu

Register using EDP 022343

STUDENT SUCCESS STORIES

We’re proud of what our students achieve with the education and training they receive at UC Berkeley Extension. Read testimonials throughout this catalog and online at extension.berkeley.edu/about/students.
Professional Sequence in Technical Communication

The rapidly expanding software, hardware, consumer electronics, biopharmaceutical and financial services industries have increased the demand for technical communicators and editors in the Bay Area and beyond. Technical communicators play a vital role in bridging the gap between subject-matter experts (such as scientists and engineers) and those who must understand how to implement their ideas. The Professional Sequence in Technical Communication offers the skills to translate complex concepts and gain a competitive edge in the field.

Curriculum Requirements
The curriculum comprises 3 required courses and 1–2 electives for a total of 8 semester units (120 hours of instruction).

Required Courses
• Technical Communication I X465*
• Technical Communication II X466 (offered this term)
• Technical Editing X437 (offered this term)
*Technical Writing X412, offered this term, may be substituted for Technical Communication I X465.

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

Learn More
extension.berkeley.edu/spos/techcom.html
(510) 642-4151
course@unex.berkeley.edu

Register 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

FREE INFORMATION SESSION
Professional Sequence in Technical Communication
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. For more information, see this page or visit extension.berkeley.edu/spos/techcom.html.

EDP 155721
1 meeting
Wednesday, 5:30–6:30 pm
Aug. 21
Berkeley: Golden Bear Center • FREE

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 materials. You also understand how to distinguish and correct common problems such as inconsistency, ambiguity and incorrect punctuation. This course requires frequent editing assignments; it assumes proficiency in English and a working knowledge of English grammar.

EDP 155614
Patricia Egan, M.S.
5 meetings
Saturdays, 9 am–4 pm
Jun 1–29
San Francisco: Downtown Center • $645

Technical Communication II
X466 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication

Build on the skills you developed in Technical Communication I X465, and hone your ability to define a document’s audience and purpose to present the information in an optimal form. Improve your technical writing style and technique while creating writing samples that include a variety of document types for both print and online presentation. Review technical communication tools and technology, as well as current Web content and formatting languages.

Prerequisite: Technical Communication I X465, Technical Writing X412 or equivalent

EDP 877803
John Tabor, B.A.
Enroll anytime
Online • $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 craft information for manuals, journal articles, reports and other technical publications. Learn document design and production principles, computerized interactive documentation, desktop publishing and the publication-to-print process.

EDP 877845
John Tabor, B.A.
Enroll anytime
Online • $770

Principles of Information Architecture
X461 • 2 semester units in Information
An elective in the Professional Sequence in Technical Communication

Information architecture is at the core of every technical communication project. It determines how information is designed, organized and labeled, and it specifies the navigation structure that makes it possible for users to find information. This course looks at the traditional architecture of paper-based documents, examines how organizing information for online delivery differs from paper-based and then focuses on the need to design information that can be delivered in more than one way.

EDP 155242
Linda Urban, B.A., Extension Honored Instructor
7 meetings
Saturdays, 9:30 am–4:30 pm (July 20 and Aug. 24 class meets 9:30 am–12:30 pm)
July 13–Aug. 24
San Francisco: Downtown Center • $545
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

Creative Writing

Exploring Your Creative Writing Potential

X70 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn to assess your potential, identify your strengths and develop valuable writing techniques in this course for beginning writers. Exercises and weekly writing assignments help you discover your talents in a variety of forms: brief fictional scenes, short stories, poetry and journalistic writing. The supportive atmosphere helps you see how others respond to your writing.

Sec. 1 EDP 845586
Mimi Albert, M.F.A.
May 21–Aug. 13
Online • $550

Sec. 2 EDP 055145
Clive Matson, M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 4–Aug. 27 (no meetings on June 18, July 16 and Aug. 13)
Berkeley Campus: 78 Barrows Hall • $550

ENROLL EARLY
UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.

Summer Fiction Writing Intensive

X404 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
This 2-week intensive course provides inspiration, feedback, focus and guidance to fiction writers looking to develop their work. Successful fiction doesn’t happen in a vacuum. During the course of the week, you immerse yourself in daily workshops, readings and discussions of student manuscripts, writing exercises, critiques and craft demonstrations. Plan to give and receive feedback in a safe and honest environment, and learn strategies and techniques for structuring a writing practice, strengthening your next piece of fiction writing and developing your voice.

Lindsey Crittenden and Laurie Ann Doyle—veteran instructors and award-winning fiction writers—lead morning workshops, and Bay Area authors Daniel Coshnear, Ryan Sloan, Jane Anne Staw and Lysley Tenorio make guest appearances.

5 meetings
Monday–Friday, 9 am–5 pm
July 16–Aug. 27 (no meetings on June 18, July 16 and Aug. 13)
San Francisco: Art and Design Center • $750 fee due upon acceptance, $25 nonrefundable fee for manuscript submission

Application Requirements
Visit extension.berkeley.edu/catalog/course2652.html for application and manuscript submission requirements and deadlines.

Instructors

Lindsey Crittenden is the author of The View From Below: Stories and The Water Will Hold You, a memoir. Her award-winning short fiction has appeared and is forthcoming in Arroyo Literary Review (spring, 2013), Glimmer Train, Bellingham Review, Pisgah Review and elsewhere. She has also published articles and personal essays in The New York Times, Real Simple, Image and Best American Spiritual Writing. Crittenden lives in San Francisco and has taught writing at UC Berkeley Extension since 2009.

Laurie Ann Doyle is the winner of the Alligator Juniper National Fiction Award and recipient of 2012 Pushcart and Best New American Voices 2008 nominations. Her short stories, essays and poems have appeared in more than a dozen literary publications, including Arroyo Literary Review, Dogwood Journal and Farallon Review. She teaches writing at UC Berkeley, co-hosts San Francisco’s eclectic reading series Babylon Salon, and is hard at work on a book of stories touching on love, death and a few points in between.

Guest Authors

Daniel Coshnear, M.F.A., is the author of Jobs & Other Preoccupations (Helicon Nine, 2001), winner of the Willa Cather Fiction Award.

Jane Anne Staw, Ph.D., M.F.A., Extension Honored Instructor, is the author of Unstuck: A Practical and Supportive Guide to Working through Writer’s Block (St. Martin’s Griffin, 2004).

Ryan Sloan, M.A., M.F.A., has been published in a variety of places, including LA Weekly, Opium Magazine, Nerve, The Modern Spectator and Painted Bride Quarterly.

Lysley Tenorio is the author of Monstress (Ecco/HarperCollins, 2012). A former Stegner Fellow at Stanford, he has received a Whiting Writer’s Award and an NEA Fellowship.
The Craft of Writing
X421 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing
As a creative writing student, you need to become comfortable with elements of the craft, whether you are fine-tuning an image in a poem or introducing a character in the beginning of a short story. Gain practical exposure to the uses, demands and possibilities of craft in fiction, poetry and nonfiction. Enrollment is limited.
Sec. 1 EDP 845560
Erich Miller, M.F.A.
May 21–Aug. 13
Online • $575

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. Enrollment is limited.
EDP 845578
Marc Schiffman, M.F.A.
May 21–Aug. 13
Online • $550

Poetry Workshop
X428 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Hone your writing through sympathetic, guided group response. Give and receive constructive criticism in a balanced, sensitive way without losing touch with the wildness and mystery of your own creative inspiration and unique approach to the poetic form. Read and discuss a variety of published poems to explore alternative techniques and ideas that may inform your work. Broaden your knowledge of poetry and its many possibilities, allowing you to experiment and stretch toward new expression. Enrollment is limited to 18.
EDP 055228
Caroline Goodwin, B.A., M.F.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 11–Aug. 13
Berkeley: Golden Bear Center • $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 how to meet its creative challenges. Each session includes a lecture on craft, supported by discussion of assigned readings and exercises to unlock the potential of your ideas. Learn how to develop characters, language, voice, pace, tone, theme and setting, and participate in a group critique of student work. Enrollment is limited.
EDP 845545
Mimi Albert, M.F.A.
May 21–Aug. 13
Online • $550

NEW THIS TERM
Vampires and Steampunk
X481 • 1 semester unit in English
Writers interested in genre fiction can benefit from this course, devoted to active reading of new twists and old standards in fantasy, science fiction, paranormal fiction and urban fantasy. For course schedule, see p. 120.
Post-Baccalaureate Certificate Program in Writing

For aspiring writers serious about the craft, the Post-Baccalaureate Certificate Program in Writing is ideal. Formalize your training and prepare for graduate study in writing with this certificate developed with input from several Bay Area M.F.A. programs and approved by the University of California, Berkeley, English Department. Develop a regular writing practice, build your writing portfolio, and gain a credential that shows your commitment. Whether you’re in online or classroom courses, you join a community of writers who share your dedication. Be inspired as you read exemplary works of literature. Learn from accomplished instructors who provide structure, support and thoughtful feedback on your work to help you perfect your craft. Whether your goal is learning what it takes to be published or achieving a coveted place in an M.F.A. program in writing, this flexible curriculum can meet your needs and schedule.

Curriculum Requirements
The curriculum comprises 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 workshops) and writing (3 workshops).

Required Courses
- The Craft of Writing X421 (offered this term)
- Writing Skills Workshop X13 (offered this term)

Literature and Writing Workshop Electives
For a list of electives available this term, visit extension.berkeley.edu/cert/writing.html.

Michele Melonas is a graduate of UC Berkeley Extension’s Post-Baccalaureate Certificate Program in Writing. “You know the question, ‘If money and talent didn’t matter, what would you like to be?’” Melonas says. “I found myself saying, ‘Writer.’” Now, that desire has become reality for Melonas, who has just published a cookbook titled Girls Night In: Recipes for a Fun Night With Friends. “A funny thing happened when I came to Berkeley to take classes,” she says. “I wanted to learn how to write, but I never imagined writing a cookbook, though I love to cook. You never know in what form things will take shape!”

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html
(510) 642-6362
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Curriculum Requirements
The curriculum comprises 5 required courses and 1 elective for a total of 7 semester units and 0.7 ceu (112 hours of instruction).

Required Courses
• Effective Writing in the Workplace X456
• From Pitch to Print: A Five-Week Introduction to Public Relations Workshop
• Fundamentals of Freelancing
• Writing for Social Media: Prose That Works for Web 2.0 X468
  (offered this term)
• Writing Skills Workshop X13
  (offered this term)

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

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extension.berkeley.edu/spos/professionalwriting.html
  (510) 642-6362
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Register using EDP 022559

Nonfiction

Writing Skills Workshop
X13 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing

Good writing isn’t fussy. It’s clear, concise and grammatically correct—no matter the audience or purpose. In this course, prepare to draft, write and revise your own work; read literary essays as examples of effective syntax and coherent structure; share work in a supportive, focused workshop environment; and review common grammar pitfalls. This course is designed for those wishing to hone their skills for any writing need.

Prerequisite: You must be proficient in English and have a solid grasp of English grammar.

Sec. 1 EDP 845537
Marc Schiffman, M.F.A.
May 14–Aug. 6
Online • $575

Sec. 2 EDP 055244
Katherine Sharpe
10 meetings
Wednesdays, 7–10 pm
June 12–Aug. 14
Berkeley: Golden Bear Center • $550

Brushing Up on English Grammar
As a writer, you must have a strong, flexible command of English grammar, syntax and mechanics. You must also understand how these elements are affected by the purpose and the intended audience. Gain a practical understanding of grammar, syntax and punctuation. Learn how to analyze sentence structure, untangle convoluted sentences, connect ideas logically, and adapt punctuation and word choice for different readers and contexts. In-class exercises and homework assignments help build expertise.

Prerequisites: English language proficiency, Microsoft Word and access to email

EDP 055152
Stuart Froman, M.A.
4 meetings
Saturdays, 9 am–1 pm
July 13–Aug. 3
San Francisco: Art and Design Center • $395

Writing the First-Person Essay
X457 • 1 semester unit in English
An elective in the Post-Baccalaureate Certificate Program in Writing

If you have a pulse and a point of view, you are qualified to write the first-person essay. This nonfiction form embraces almost every topic—from the trials of parenthood to the courage of turtles—and every mode, from a two-paragraph journal entry to a book. So what, exactly, should you write? And where might you begin? Learn three forms of the first-person essay: portrait, story and reflection. Read sample pieces in each form, discuss the pieces in class, write your own pieces in similar modes, and share your work with the class. Through reading, writing and steady encouragement, you begin to find your way in the wide world of the essay. Enrollment is limited.

EDP 055186
Evan Elliot, M.F.A.
5 meetings
Thursdays, 6:30–9:30 pm
June 6–July 11 (no meeting on July 4)
San Francisco: Art and Design Center • $395

Writing for Social Media: Prose That Works for Web 2.0
X468 • 1 semester unit in English
A requirement in the Specialized Program in Professional Writing

Learn how to write for the Web 2.0 and social-networking era, including microblogging on Twitter and posting to Facebook. Explore how form shapes content, how to engage readers with an increasingly limited attention span, and how to ensure your core messages remain intact and credible. Expect to create core principles for your organization (real or hypothetical); develop a social-media style guide; and write blogs, tweets and other forms of Web 2.0 writing for critique and discussion.

EDP 055178
Timothy B. Peters, M.A., B.S.
5 meetings
Wednesdays, 6:30–9:30 pm
July 10–Aug. 7
San Francisco: Art and Design Center • $395

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Details at extension.berkeley.edu/cert.
Creative Nonfiction Workshop
X482 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing

Learn to apply the techniques of storytelling to nonfiction prose pieces, including personal essays, features, commentaries, reviews, reports, journal entries and memoirs. Together, the instructor and other participants form your audience, offering support and critical feedback about your pieces. Weekly class discussions and writing assignments focus on story principles—such as plot, tension, scene and dialogue—that increase the readability of your work and form your material into publishable pieces.

Sec. 1 EDP 055236
Stephen Albert, M.F.A.
10 meetings
Thursdays, 6:30–9:30 pm
June 13–Aug. 22 (no meeting on July 4)
San Francisco: Art and Design Center • $550

Sec. 2 EDP 867630
Arlene Plevin, M.F.A., Ph.D.
Enroll anytime
Online • $550

Howard Zalkin’s true passion lies in writing, something he’s discovered from extraordinary circumstances. Sidelined from his computer-industry career due to medical issues, Zalkin feels at home with the Post-Baccalaureate Certificate Program in Writing. With time to dive into all aspects of writing—from poetry to fiction to creative nonfiction—Zalkin credits his instructors with helping him find his voice.

“What has been most valuable is being guided by the instructors, who are published authors,” Zalkin says. “They know what it’s like to get started; they’ve walked the path. Every instructor has given me a different contribution. My first instructor, Daniel Coshnear, was very insightful and compassionate. Lindsey Crittenden and Laurie Ann Doyle helped me in the in-between stages, when I was trying to upgrade my craft and contemplate being published in some form.”

A May 2012 graduate of the certificate, Zalkin continues to take courses at Extension, as well as submit his work for publication. For those considering the certificate, Zalkin offers this advice: “It’s given me an opportunity to explore whether I have talent. And if that’s something you want to do, then the writing program is precisely where you want to be.”

Writing the Feature Story
X419 • 2 semester units in Journalism
An elective in the Post-Baccalaureate Certificate Program in Writing

Develop an understanding of how feature stories blend journalism and art. Explore the dual nature of features based on facts but with the voice of a novel. Learn how to grab the attention of editors and audiences and create successful feature stories for magazines, newspapers and online publications.

Sec. 1 EDP 055301
Thomas Abate, M.A.
10 meetings
Tuesdays, 6:30–9:30 pm
June 11–Aug. 13
Berkeley: Golden Bear Center • $550

Sec. 2 EDP 897488
Margaret Steen, M.J., Extension Honored Instructor
Enroll anytime
Online • $550

Introductory Composition
X2A • 3 semester units in English

Learn how to compose well-crafted college-level essays by exploring each step in the writing process. In various writing assignments, you gain practice with descriptive, narrative and other forms of expository writing.

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 novels.

EDP 867655
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715
Learning in an online-only environment is certainly a different way to soak up knowledge than being in a physical classroom for Kyle Cameron, graduate of the Certificate Program in Accounting. “I’m sitting at home, and I can work at my own pace,” he says. “From the first class, it was about the support I got from the teachers and the open discussion forums with the students. I’ve always done live classroom learning, and with online classes, you’re doing the same reading from a textbook, but you are reading the lectures as opposed to listening to them. If you have a question, you send an email rather than raise your hand—and you get the response from the instructor very quickly.”

After completing the certificate, Cameron started his career as an accountant and eventually jumped into a path aimed at controllership. Cameron says that the breadth of courses offered at UC Berkeley Extension empowers him. “I can really do anything with the education,” he says. Cameron received a job offer a month before receiving his certificate and is currently a staff accountant at a mid-sized company in the East Bay. He has ambitions to apply the certificate coursework toward a master’s degree or become a certified public accountant after passing the Uniform CPA Examination. “When I took the Introduction to Managerial Accounting course, it was focused on the efficiencies of a business, how to turn numbers into a decision-making process. That’s how I’ve been thinking my whole life. This course was just putting it on paper.”
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Art and Design

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Visual Arts

The Art of Film

X20 • 3 semester units in Film Studies
An elective in the Post-Baccalaureate Certificate in Visual Arts
Survey a range of classic and modern works, and learn to recognize what makes a well-crafted motion picture. Topics include the handling of space and time in motion pictures, 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

NEW THIS TERM
Film History: 1880s to 1940s

X401.1 • 2 semester units in Film Studies
Get an overview of the early history of film, and learn to analyze movies from a variety of political, social, technological and aesthetic factors. Through readings, online discussions, threads and watching an array of movies, you gain an understanding of how this art form grew from invention to innovation. Watch and critique classics such as Birth of a Nation, Greed and Un Chien Andalou. Discover pioneering films that you may not have encountered before including Man With a Movie Camera, Notes on the Port of St. Francis and Ghosts Before Breakfast.
EDP 887349
Dominic Angerame, M.F.A.
Enroll anytime
Online • $575

Graphic and Interactive Design

Designing Websites With HTML and CSS
X453.1 • 2 semester units in Computer Science
An elective in the Professional Sequence in Graphic Design; 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 learn to build pages of increasing sophistication and design, acquiring a sound working knowledge of HTML and Web design.
EDP 845214
Catherine Chansue, M.A.
May 14–Aug. 6
Online • $595

Interior Design and Interior Architecture

Fundamentals of Interior Design
X474 • 1 semester unit in Architecture
An elective in the Certificate Program in Interior Design and Interior Architecture
Explore the world of residential and commercial interior design in this introductory course. Gain exposure to resources, design theory, history, vocabulary and the process of design. For those contemplating registering for the certificate, this course provides a good overview of future coursework.
This course is appropriate for personal enrichment; no previous training is required.
EDP 845859
Jayne Bunce, B.F.A., ASID, CID
July 2–Aug. 13
Online • $575

Behavioral Health Sciences

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

Counseling and Psychotherapy

Assessment and Treatment of Alcohol and Drug Problems
X437 • 1 semester unit in Public Health
15 hours CE credit: BRN, LCSW/MFT and psychologists
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
Get an overview of the diagnosis and treatment of chemically dependent clients, the basic physical effects and pharmacologic actions of commonly abused substances, and the changing patterns of assessment and treatment of chemical dependency. Study models for understanding chemical addiction and its treatment, especially as it differs from other psychological approaches. Note: You are expected to visit one self-help meeting and do a brief write-up. Enrollment is limited.
EDP 897686
Nancy A. Piotrowski, Ph.D. (license PSY14254)
Enroll anytime
Online • $365

Public Health and Health Management

General Nutrition
X18 • 3 semester units in Nutritional Sciences
If you are a student in a health-related career or simply want a better understanding of the subject, this course enables you to critically examine many of the popular myths about nutrition and gain a foundation for making wise nutritional choices. Learn about dietary nutrients and toxicants and the role of nutrition in optimal health. Topics include macro- and micronutrient needs; how to determine individual caloric and nutrient needs; digestion and absorption; and current food issues, including food safety.
A background in high school or introductory college-level chemistry, biology or physiology is recommended but not required.
EDP 857920
Alanna Nimau Vigil, M.S., RD
Enroll anytime
Online, proctored final exam • $770

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General Psychology

Abnormal Psychology
X146 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
This course presents 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

Adolescent Psychology
X139.1 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
An elective in the Post-Baccalaureate Program for Counseling and Psychology Professions
Explore current theories about adolescents’ physical, mental, emotional, social and personality characteristics. By examining research findings from growth studies in this and other cultures, you learn to identify the roles American adolescents play in the home, school, social realm and community.
EDP 867556
Darrel Dean Richards, Ph.D.
Enroll anytime
Online, proctored final exam • $730

General Psychology
XBW1 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
Important: Special academic policies apply to XBW courses. See p. 204 for details.
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 887471
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $730

Psychology of Communication
X156.1 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
An elective in the Post-Baccalaureate Program for Counseling and Psychology Professions
Recipient of the Meritorious Award for the Best College-Level Distance Course from the University Professional and Continuing Education Association (UPCEA)
Understand the processes of perception, cognition, motivation, emotion, learning, memory and creativity in combination with social roles, group affiliations and cultural backgrounds to explore how people communicate to themselves, to other individuals, within small groups, within large organizations, with mass communication and in cross-cultural communications.
Prerequisite: You 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

Psychology of Personality
X176 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Personality psychology, in contrast to abnormal and clinical psychology, is the study of normal and exceptional personalities, their assessment and development, and the processes that define them. Personality psychologists have been influenced by the “grand” theories of personality—philosophical positions that may have influenced research studies—that tend to have more historical significance than relevance for current personality theories and research. Contemporary personality theories are more specific but still fall under broad paradigms or approaches. Research some of these approaches, including trait, biological, psychoanalytic, phenomenological, behavioral and learning, and social-cognitive theories.
EDP 845826
Christina Chin-Newman, Ph.D.
May 21–Aug. 13
Online, proctored final exam • $730

Introduction to Developmental Psychology
X140 • 3 semester units in Psychology
4.5 ceu • 45 hours CE credit: BRN
A requirement in the Post-Baccalaureate Program for Counseling and Psychology Professions
Study the life-span developmental approach to developmental psychology, including prenatal life development. Gain perspective on biological, physical, cognitive, emotional, linguistic, sociocultural and spiritual changes across the life span, from prenatal and birth through the major stages of childhood, adolescence and adulthood. Examine fundamental theories, perspectives and critical thoughts about historical and current arguments in the field. Course requirements include research projects and brief class presentations.
EDP 887398
Richard Sprott, Ph.D.
Enroll anytime
Online, proctored final exam • $730

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Online Certificate Program in Accounting

UC Berkeley Extension’s Certificate Program in Accounting is designed to provide you with a broad and thorough understanding of accounting principles and financial reporting practices, to keep you abreast of innovations in the field, and to enhance your proficiency in accounting-related functions such as financial analysis and data interpretation. This professional certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that you can use immediately. It also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the University of California, Berkeley, Haas School of Business; and taught by working professionals with many years of practical business experience.

Curriculum Requirements
The curriculum comprises 8 required courses for a total of 24 semester units (at least 360 hours of instruction).

Required Courses
- Intermediate Accounting I X421.1 (offered this term)
- Intermediate Accounting II X421.2 (offered this term)
- Advanced Accounting X421.3 (offered this term)
- Accounting Ethics X420.6
- Auditing and Attestation X422.2
- Cost Accounting X419 (offered this term)
- Financial Statement Analysis X419.2 (offered this term)
- Taxation for Corporations and Other Flow-Through Entities X419.5 (offered this term)

Learn More and View the Brochure
extension.berkeley.edu/cert/account.html
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Register using EDP 152074
See p. 47 for complete certificate details.

Business

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

Accounting

Introduction to Financial Accounting
X8102A • 3 semester units in Business Administration
X8W102A for online sections
A requirement in the Certificate Program in Accounting
Important: Special academic policies apply to XBW courses. See p. 204 for details.

Learn financial accounting fundamentals and how to identify, measure and report on the financial effects of economic events on enterprises. Topics include accrual accounting concepts; 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 897934
Joseph McPeak, M.S., M.B.A., CPA
Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900

EDP 857409
Andrew Barnett, Ph.D., CPA
Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900

Intermediate Accounting

Intermediate Accounting I
X421.1 • 3 semester units in Business Administration
Build 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, you study time-value-of-money concepts and explore basic financial statements. Pay detailed attention to how enterprises account for assets, cash, accounts receivable, inventories, property and equipment, intangible assets and long-term investments.

Prerequisite: Introduction to Financial Accounting X8102A or equivalent

EDP 845115
Anna Lee, M.B.A.
May 14–Aug. 6
Online, proctored final exam • $900

EDP 845123
Nancy Batch, M.S., M.B.A., CPA
May 21–Aug. 13
Online, proctored final exam • $900

Intermediate Accounting II
X421.2 • 3 semester units in Business Administration
Expand upon the financial accounting concepts and principles covered in Intermediate Financial Accounting I X421.1, and learn how enterprises account for liabilities and equity accounts, including current and noncurrent liabilities, leases, pensions, income taxes, contributed capital, retained earnings and stock options. Additional topics cover earnings per share, the statement of cash flows, accounting changes and error corrections.

Prerequisite: Introduction to Financial Accounting X8102A or equivalent. This course typically follows Intermediate Financial Accounting I X421.1, but that course is not a prerequisite.

EDP 845131
Kelly Pope, Ph.D., CPA
May 14–Aug. 6
Online, proctored final exam • $900

EDP 845149
Nancy Batch, M.S., M.B.A., CPA
May 21–Aug. 13
Online, proctored final exam • $900

VISIT OUR WEBSITE
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu
Advanced Accounting
X421.3 • 3 semester units in Business Administration
A requirement in the Certificate Program in Accounting, Accounting for Controllers and Accounting for Financial and Business Analysts Specializations
Get a comprehensive understanding of consolidated financial statements and how to prepare them. Focus on the accounting principles, methods and techniques that relate to particular types of business and nonbusiness entities, including corporations, partnerships, government units, estates and trusts, and nonprofit organizations. Limited time is devoted to exploring certain tax aspects of consolidated financial statements.
Prerequisite: Substantial accounting background
EDP 887059
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900

Auditing
XBW126 • 4 semester units in Business Administration
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Examine the responsibilities of auditors, the design of audits, technology and sampling approaches, appropriate tests of internal controls, substantive tests and other responsibilities of certified public accountants (CPAs). Prepare for the auditing section of the CPA exam, and work as part of a team on an audit plan.
Prerequisites: Intermediate Financial Accounting I X421.1 and Intermediate Financial Accounting II X421.2, previous experience or consent of instructor
EDP 857755
Andrew Barnett, Ph.D., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $1,025

Taxation for Corporations and Other Flow-Through Entities
X419.5 • 3 semester units in Business Administration
A requirement in the Certificate Program in Accounting, Accounting for Controllers Specialization
Learn about the major provisions to the tax laws for filing in calendar years 2011–2012. Study the taxation of corporations; “S” corporations; partnership taxation; income taxation of estates, trusts and gifts; and tax accounting methods and periods. Review rules governing the formation, operation and disposition of partnerships and corporations.
EDP 857797
Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $900

Business Administration
Essentials of Business
X406.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Business Administration; an elective in the Professional Program in Biopharmaceutical Business
Understand the goals, processes and operations of business enterprises. Examine the functions that a company must effectively manage to be successful, such as accounting, finance, human resource management, marketing, operations management and strategic planning. Pay particular attention to the legal environment in which businesses operate and the importance of business ethics and corporate citizenship.
EDP 897991
Kevin M. Shea, M.B.A.
Enroll anytime
Online, proctored final exam • $900

International Business Management
X495.1 • 2 semester units in Business Administration
An elective in the Professional Program in Biopharmaceutical Business
Examine successful international business strategies, and learn how to internationalize your business and your career. Study the basics of marketing, economics, finance and business negotiation in a global context. This entrepreneurial-focused course prepares you for participation in larger international businesses.
EDP 857391
Christopher Lai, M.B.A., Ph.D.
Enroll anytime
Online • $800

Communicating Across Cultures: Marketing and Sales Challenges Around the World
X495.7 • 2 semester units in Business Administration
An elective in the Certificate Program in Marketing
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 • $800

Business Analysis
Business Analysis Essentials and Planning
X448.1 • 3 semester units in Business Administration
45 cdu: IIBA provider E234; IIBA Program Code: E234-001
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management
Learn business analysis fundamentals and the planning and monitoring knowledge areas— 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. Master essential analysis theories that govern the performance of all other business analysis and transformation tasks. Those who intend to sit for the Certified Business Analysis Professional (CBAP®) exam should also meet the IIBA® testing requirements.
EDP 845222
Ashley Wright, B.S., M.B.A.
May 2–June 27
Online • $995
EDP 845230
Ashley Wright, B.S., M.B.A.
July 2–Aug. 27
Online • $995

Elicitation, Requirements Management and Communication
X448.2 • 2 semester units in Business Administration
30 cdu: IIBA provider E234; IIBA Program Code: E234-002
A requirement in the Certificate Program in Business Analysis; an elective in the Professional Program in Business Process Management
Learn how to manage conflicts, issues and changes to ensure that stakeholders agree on the solution scope. Study the elicitation knowledge area. Explore the requirements management and communication knowledge area, which describes the activities and considerations for managing and expressing requirements to a broad and diverse audience. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet IIBA® testing requirements.
EDP 845248
David Zhu, B.S., PMP, CISA, CBAP
May 2–June 27
Online • $995
EDP 845255
David Zhu, B.S., PMP, CISA, CBAP
July 2–Aug. 27
Online • $995
Online Certificate Program in Business Analysis

Business transformation and process adaptation are critical to the competitive survival of business enterprises. Business analysis plays a key role in ensuring that strategic plans for transformation are implemented efficiently. Learn how a business analyst communicates requirements from subject matter experts to technical teams to ensure that optimized solutions can be designed and implemented. The Certificate Program in Business Analysis turns your familiarity with business operations into expertise in business analysis so that you can move your company confidently to future success. UC Berkeley Extension offers this professional certificate online, giving you the flexibility to master these new skills at your own convenience.

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

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

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

Register using EDP 312109
See p. 55 for complete certificate details.

Enterprise and Requirements Analysis
X448.3 • 3 semester units in Business Administration 45 cdu; IIBA provider E234; IIBA Program Code: E234-003
A requirement in the Certificate Program in Business Analysis, an elective in the Professional Program in Business Process Management
Learn to identify a business need using enterprise and requirements analysis to refine and clarify the definition of that need and define a solution scope that the business can feasibly implement. Understand how enterprise analysis describes problem definition and analysis, business case development, feasibility studies and the definition of solution scope. Study how requirements analysis explains how business analysts prioritize solution requirements to better implement solutions. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet the IIBA® testing requirements.

EDP 845263
David Zhu, B.S., PMP, CISA, CBAP
May 2–June 27
Online • $995

EDP 845271
David Zhu, B.S., PMP, CISA, CBAP
July 2–Aug. 27
Online • $995

Solution Assessment and Validation, Underlying Competencies
X448.4 • 2 semester units in Business Administration 30 cdu; IIBA provider E234; IIBA Program Code: E234-004
A requirement in the Certificate Program in Business Analysis, an elective in the Professional Program in Business Process Management
Learn to assess proposed solutions to determine which best fit the business need, as well as to identify gaps and shortcomings in solutions and determine necessary work-arounds or changes to the solution. Study how business analysts assess deployed solutions to see how well they met the original need of the sponsoring organizations. Examine underlying competencies such as behaviors, knowledge and other characteristics that support the effective performance of business analysis. Gain the training and knowledge necessary to become a Certified Business Analyst Professional (CBAP®). Those who intend to sit for the CBAP exam should also meet the IIBA® testing requirements.

EDP 845289
Ashley Wright, B.S., M.B.A.
May 2–June 27
Online • $995

EDP 845297
Ashley Wright, B.S., M.B.A.
July 2–Aug. 27
Online • $995

Business Communication

Business Writing Review
X455 • 1 semester unit in English
In this course, 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., Extension Honored Instructor
Enroll anytime
Online • $550

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1. Online: extension.berkeley.edu
2. Phone: (510) 642-4111
3. Mail: Department B
1995 University Ave., Suite 110
Berkeley, CA 94704-7000
4. Purchase Order: (510) 642-3910
5. In Person:
Find Extension Center addresses at extension.berkeley.edu/locations.
Economics

Applied Economics for Business
X402.8 • 2 semester units in Economics

Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics. Topics include consumer and producer behavior, and risk and cost measurement. Use this knowledge for critical decisions and ensuring that you get the education and training you need.

EDP 877026
Martin A. Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $800

Economic Indicators: Making Sense of Market Data
X408.4 • 2 semester units in Business Administration

Focus on key economic indicators that are monitored closely by financial analysts, economists and governments around the world. 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, gain 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 has on a particular situation.

EDP 870401
Martin A. Medeiros, M.A., Extension Honored Instructor
Enroll anytime
Online • $800

Introduction to Microeconomics
X2 • 3 semester units in Economics

Study how markets work, and gain a real understanding of the role of economics in business and in public and private decision making. Learn ways to think about how humans allocate resources, including markets and prices, consumer and producer behavior, and risk and cost measurement. Use this knowledge for further study in economics, or apply it 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 • $900

Introduction to Macroeconomics
X3 • 3 semester units in Economics

An elective in the Certificate Program in Business Administration

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; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation. You may take Introduction to Microeconomics X2 concurrently with this course.

EDP 877670
Larry O’Connell, M.A., M.S., M.B.A.
Enroll anytime
Online, proctored final exam • $900

Entrepreneurship and Small Business Management

Small Business Management
X105 • 3 semester units in Business Administration

Gain the skills and knowledge you need to start a small business. Learn to coordinate operations to increase efficiency. Discover what technologies can help your business compete in the marketplace. Finally, learn how to best represent your business to potential investors and bankers if you are looking to expand.

EDP 877068
Judith L. Forbes, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $900

Finance

Basic Corporate Finance
X430.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Accounting, Accounting for Financial and Business Analysts Specialization; an elective in the Certificate Program in Finance

This course serves as a prerequisite for most other finance courses at UC Berkeley Extension. Get an introduction to the concepts and methods that financial managers use to make effective investing and financing decisions, and begin to explore the ways in which value is created and measured. Devote specific attention to the financial management context, the time value of money, risk and return, the cost of capital, the valuation of stocks and bonds, capital budgeting decision analysis tools, the impact of financial leverage on cost of capital and valuation, dividend policy and an overview of financial statement analysis.

Prerequisites: One course in economics and one in financial accounting, or consent of instructor. Basic Financial Mathematics and Financial Calculators, or equivalent skills, is recommended.

EDP 845156
Brad Fox, M.B.A.
May 14–Aug. 6
Online, proctored final exam • $800

EDP 845164
Fernando Garcia, M.B.A., J.D.
May 21–Aug. 6
Online, proctored final exam • $800

Intermediate Corporate Finance
X444.1 • 2 semester units in Business Administration

A continuation of Basic Corporate Finance X430.1, this course rounds out the comprehensive overview of corporate finance topics and examines the concepts, techniques and tools that financial managers use in their attempts to make effective investing, financing and working capital management decisions. Devote specific attention 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 887067
Lawrence Cox, B.S., M.B.A.
Enroll anytime
Online, proctored final exam • $800

ENROLL EARLY

UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.

ENROLL NOW VISIT EXTENSION.BERKELEY.EDU CALL (510) 642-4111
Online Certificate Program in Financial Planning and Analysis

Learn to guide your employer’s company to optimum financial performance and growth with UC Berkeley Extension’s new Certificate Program in Financial Planning and Analysis. Gain an understanding of the analytical underpinnings of economic decision making to qualify to work in the high-growth area of corporate accounting and finance. Financial planning and analysis expertise is in high demand for high-growth progressive companies. In this program, you learn to interpret accounting results and formulate plans and strategies for future growth based on sound analytical principles. You also examine the latest analytical techniques used by industry executives to shape their companies’ future plans and strategies.

Curriculum Requirements
The curriculum comprises 8 required courses (4 core courses, 3 concentration courses and 1 elective) for a total of 16–18 semester units (at least 240 hours of instruction).

Required Courses
• Business Valuation X431.9 (offered this term)
• Corporate Financial Analysis and Modeling X435.6 (offered this term)
• Financial Statement Analysis X419.2 (offered this term)
• International Finance X430.8 (offered this term)

Concentrations and Electives
See extension.berkeley.edu/cert/financial_planning_analysis.html for a list of concentration courses and electives available this term.

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

Register using EDP 312223
See p. 69 for complete certificate details.

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 course provides the skills to apply the theories, concepts and tools covered in Basic Corporate Finance X430.1 and Intermediate Corporate Finance X444.1 and to develop spreadsheet knowledge that you can use for effective financial analysis and decision making. Topics include developing spreadsheet skills for financial statement analysis and forecasting, stock and bond valuation, target capital structure estimation and capital budgeting.

Note: The online section requires access to Microsoft Excel 2003 or later.

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

EDP 887208
Catherine Pinkas, M.B.A., PMP
Enroll anytime
Online • $645

Advanced Corporate Finance
X431.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Financial Planning and Analysis, Financial Planning Concentration
Apply essential financial tools and techniques 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 897801
Donald R. Byrne, M.B.A., Ph.D.
Enroll anytime
Online, proctored final exam • $800

Options and Other Financial Derivatives
X435.1 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance, Investment Management Specialization
Get a comprehensive understanding of how to analyze and use options and other related derivatives. 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 • $800

International Finance
X430.8 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance; an elective in the Certificate Program in Business Administration
Understand international finance from both corporate and international banking viewpoints. 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 887216
Grace Kalil, M.B.A.
Enroll anytime
Online, proctored final exam • $800

Fundamentals of Risk Management
X436.5 • 2 semester units in Business Administration
A requirement in the Certificate Program in Finance; an elective in the Certificate Program in Business Administration and in the Professional Sequence in Personal Financial Planning
Learn the fundamentals of financial risk management as it is practiced by corporate treasury staffs and investment managers. Focus on current theory, best practices and financial products that can be used for risk mitigation.

EDP 845172
Lawrence Cox, M.B.A.
June 4–Aug. 6
Online, proctored final exam • $800

VISIT OUR WEBSITE
Up-to-date course and schedule information with easy enrollment
extension.berkeley.edu

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
Financial Planning and Analysis

**Financial Statement Analysis**
X419.2 • 2 semester units in Business Administration

A requirement in the certificate programs in Financial Planning and Analysis, Financial Planning Concentration, and in Accounting, Accounting for Financial and Business Analysts Specialization

Focus on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses. Examine the analytical tools to assess a company’s performance, the concept of quality of earnings, approaches to valuation and other issues.

**Prerequisites:** Introduction to Financial Accounting 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 • $800

**Business Valuation**
X431.9 • 2 semester units in Business Administration

A requirement in the certificate programs in Financial Planning and Analysis, Financial Planning Concentration, and in Accounting, Accounting for Financial and Business Analysts Specialization; an elective in the Professional Sequence in Personal Financial Planning

Learn to apply financial and economic theory to investment, financing and dividend decisions 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 and private placements, leveraged buyouts, performance-based executive compensation, agency costs, control premiums, and costs of marketability and real options.

**Prerequisites:** Basic Corporate Finance X430.1, Introduction to Financial Accounting XB102A, Principles of Management Accounting X421.5 or consent of instructor and professional experience

EDP 897975
Donald R. Byrne, Ph.D.
Enroll anytime
Online, proctored final exam • $800

Human Resources

**Essentials of Human Resources**
X450.1 • 2 semester units in Business Administration

A requirement in the Certificate Program in Human Resource Management

Explore the six core areas of human resources: management practices; selection and placement; training and development; compensation and benefits; employee and labor relations; and health, safety and security. Learn how these areas function within an organization, as well as how they relate to each other. You also investigate the growing multitude of laws, rules and regulations that affect the California employer and the role of the human resources professional in an organizational setting.

EDP 845388
Catherine McKnight, M.A.
May 14–Aug. 13
Online • $800

**Employee Benefit Plans**
X450 • 2 semester units in Business Administration

An elective in the Certificate Program in Human Resource Management

Study the most common types of discretionary benefits, and learn how they are selected and administered. Explore legal requirements, administrative problems and available options, as well as government-mandated plans such as workers’ compensation and Social Security. Examine important policy issues on sick leave, vacation, jury duty and leaves of absence, and learn how they are related to organizational culture and policy.

EDP 897157
Richard K. Takahashi, M.B.A.
Enroll anytime
Online • $800

Law

**Principles of Business Law**
X410.1 • 2 semester units in Business Administration

A requirement 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. 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 845412
Jason Lum, J.D.
May 14–Aug. 6
Online • $800

**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

**BUILD A CAREER**

Turn your talents into a new career. UC Berkeley Extension professional certificates and specialized programs of study can help you advance in your current position or start your dream career.

Details at extension.berkeley.edu/cert.
Online Certificate Program in Marketing

With the Certificate Program in Marketing from UC Berkeley Extension, you gain crucial skills and a credential to advance your career. You’re ready to contribute more to your organization or take on a new professional role. You’re also equipped with in-depth knowledge of the latest marketing concepts and techniques in less time and at less cost than a master’s degree requires. Get an overview with courses on marketing research and planning, strategic marketing, and emerging trends in social media and other innovative technologies. Learn from some of the best in the business—leading professionals with the marketing acumen and teaching experience to provide both a theoretical foundation and practical training.

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

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

Electives
See extension.berkeley.edu/cert/market.html for a list of electives available this term.

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

Register using EDP 152033
See p. 81 for complete certificate details.

Marketing

Introduction to Marketing
X460.1 • 2 semester units in Business Administration
A requirement in the certificate programs in Marketing and in Business Administration; an elective in the Certificate Program in Leadership and Management and in the Specialized Program in Professional Writing

Learn marketing concepts, terminology and practices, and apply them to contemporary marketing situations and how they affect your organization’s profitability. (These strategies also apply to nonprofits.) Study consumer and business marketing, marketing research, product planning, distribution, pricing and promotion. Learn how marketing integrates with other business disciplines including social media.

EDP 845404
Woody Alexander, M.B.A.
May 14–Aug. 6
Online • $800

Marketing Research: Concepts and Techniques
X460.6 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing and in the Professional Sequence in Marketing Metrics

Explore the entire cycle of market research, from objectives and planning; choice of methodology; designing questionnaires and focus group guides; collecting, analyzing and interpreting data; and presenting findings. You place special emphasis on using market research to develop and support decision-making processes to minimize risk and direct-resource investment. Curriculum does not focus on statistics and numerical analysis, but rather on each of the steps, separately and together, that make up a real-world research process.

EDP 845396
Nicky Shovar, Ph.D.
May 14–Aug. 6
Online • $800

Strategic Marketing
X415 • 2 semester units in Business Administration
A requirement in the Certificate Program in Marketing

Learn strategic challenges and opportunities created by the dynamic nature of markets. Study marketing strategies, and determine which ones are relevant and feasible for your organization and which ones will maximize the bottom line. Corporate responsibilities (including green and social) energize the organization and can foster internal cooperation and communication. Learn customer value propositions; assets and competencies; and structured strategic analysis including detailed customer, competitor, market, environmental and internal analysis leading to an understanding of market dynamics.

EDP 845420
Suzanne Powers, M.B.A.
May 14–Aug. 6
Online • $800

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. 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. Gain the ability to strategically plan and cost-efficiently execute new-channel programs with more conventional marketing approaches.

Prerequisite: Introduction to Marketing X460.1 or equivalent

EDP 845438
Susan Gaide, M.B.A.
May 14–Aug. 6
Online • $800

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. Develop a model marketing plan that includes an analysis of competition, pricing, promotion, distribution and the value proposition. Special emphasis 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 • $800

ENROLL EARLY

UC Berkeley Extension is a self-supporting institution. Therefore, we sometimes cancel courses with low enrollment before they begin. Early enrollment can prevent such cancellations and ensure that you get the education and training you need.
Introduction to Advertising
X401.7 • 2 semester units in Business Administration

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

Learn the role of advertising in marketing plans. Study different types of advertising and media selection; buyer behavior; ad creation; media planning; ways to measure effectiveness; and relations among the client, the agency and people in the media.

EDP 897447
Deborah Medsker, B.A.
Enroll anytime
Online, proctored final exam • $800

Introduction to Public Relations
X466 • 2 semester units in Business Administration

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

Examine public relations principles and strategies that can be implemented quickly and inexpensively. Learn how to produce events that draw media attention, write sample press releases, make media lists, maximize social-media tools and examine best practices in crisis-management strategies.

EDP 897462
Larry Flegle, D.B.A., M.A., CSE, CEC, MAPPA, MPM, CIPM
Enroll anytime
Online, proctored final exam • $800

Paralegal Studies

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

Essential Paralegal Studies Part I: Foundational Skills
X418 • 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

Study the foundational paralegal qualities most sought by attorneys and law firms. Learn various aspects of paralegal skills, including legal terminology, court 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

Paralegal Studies

A requirement in the Certificate Program in Paralegal Studies

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.

EDP 317081
Tammi Clearfield, J.D., M.S.
Enroll anytime
Online • $1,750

Paralegal Tort Law
X403 • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Get an overview of personal injury, product liability and malpractice law. 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., M.S.
Enroll anytime
Online • $875

Paralegal Contract Law
X405 • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Learn how to form effective legal contracts, how contracts are performed and how to remedy for nonperformance or breach of contract. 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. Note: Online section must be completed within two months of enrollment date.

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

Essential Paralegal Studies Part II: Authority, Research and Writing
X419 • 2 semester units in Law

A requirement in the Certificate Program in Paralegal Studies

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

Online Certificate Program in Paralegal Studies

Make the most of your professional opportunities with UC Berkeley Extension’s Certificate Program in Paralegal Studies. Designed by paralegals for paralegals and taught by practicing attorneys approved by the University of California, Berkeley, the program offers the skills and knowledge to become a practicing paralegal. In just six months, you can fulfill California’s requirements for paralegals and take the next step in your career.

Two convenient learning formats enable you to continue working while you complete the program: Proceed at your own pace with the online program, which you can begin anytime, or choose the hybrid format, a combination of classroom and online study.

Curriculum Requirements

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

Required Courses
- Essential Paralegal Studies I: Foundational Skills X418 (offered this term)
- Essential Paralegal Studies II: Authority, Research and Writing X419 (offered this term)

Electives

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

Learn More and View the Brochure

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

Register using EDP 312215

See p. 75 for complete program details.

Statement Regarding California Regulatory Requirements

The UC Berkeley Extension online and hybrid Certificate Program in Paralegal Studies is in compliance with California Business & Professions Code 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This program meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 8 semester units of academic credit for the program.
### Paralegal California Procedures

**X407** • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Study California court rules and procedures, as well as how to properly access and cite those rules and procedures. Learn strategies to locate rules relevant to a variety of situations. Investigate documents and filing procedures in California so 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

### Paralegal Criminal Law

**X406** • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

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 examine 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., M.S.  
Enroll anytime

**Online** • $875

### Paralegal Business Law

**X404** • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

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., M.S.  
Enroll anytime

**Online** • $875

### Paralegal Intellectual Property Law

**X409** • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Explore trademark, copyright 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 intellectual property law to function under an attorney’s supervision. Specifically, you learn terminology relevant to intellectual property law and can identify the elements of trademark procedures, including infringement. Learn to identify the elements of copyright procedures, including patent application, ownership, transfer and infringement. **Note:** Online section must be completed within two months of enrollment date.

**EDP 317065**  
Tammi Clearfield, J.D., M.S.  
Enroll anytime

**Online** • $875

### Paralegal Family Law

**X410** • 1 semester unit in Law

An elective in the Certificate Program in Paralegal Studies

Learn the paralegal’s role in family law practice. Topics covered 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., M.S.  
Enroll anytime

**Online** • $875

### Personal Financial Planning and Wealth Management

#### 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

Learn to prepare a comprehensive financial plan for an individual client. Master the technical skills required in areas such as income tax, investments, insurance, employment benefits, estate planning and mathematical analysis. Learn how to provide comprehensive service and create an optimum client-practitioner relationship. Individuals who wish to learn about financial planning fundamentals for themselves can also benefit from this course, though it is geared toward those who are pursuing professional certification.

If you don’t have experience using financial calculators, we recommend that you take Basic Financial Mathematics and Financial Calculators before enrolling in this course.

**EDP 897116**  
Christina Woo, M.B.A.  
Enroll anytime

**Online**, proctored final exam • $800

### 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; an elective in the Certificate Program in Construction Management. The online course is the recipient of the Outstanding Course Award from the University Professional and Continuing Education Association (UPCEA).

Proper management plays a crucial role in executing and completing projects efficiently. Get a step-by-step introduction to the project management process, and review the differences between theory and practice. Use the tools and knowledge acquired to create your own project plan. This course is a prerequisite for all other Extension project management courses.

**EDP 845636**  
Anthony Minstein, B.A., CIPM, PMP, Extension Honored Instructor  
May 2–June 27

**Online** • $800

**EDP 845644**  
Edmond Matevosian, B.S., PE, PMP  
May 2–June 27

**Online** • $800

**EDP 845651**  
Mark Angel, B.S., M.B.A., PMP  
May 14–Aug. 6

**Online** • $800

**EDP 845669**  
Ali Aiyed, B.S., M.A., Ph.D., PMP  
May 21–Aug. 13

**Online** $800

**EDP 845677**  
Alex Brown, PMP, IPMA-C  
July 2–Aug. 27

**Online** • $800

**EDP 845685**  
Mark Angel, B.S., M.B.A., PMP  
July 2–Aug. 27

**Online** • $800

**EDP 845693**  
Timothy Donahue-Bombosch, Ph.D.  
July 2–Aug. 27

**Online** • $800
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; an elective in the Certificate Program in Construction Management
Procuring products and services is an essential part of a project manager’s responsibilities. Learn the fundamentals of the procurement process, from developing procurement documents and specifications to evaluating vendor proposals, crafting appropriate contracts and overseeing successful execution of contracts. Examine a variety of contractual arrangements and fee options.
Prerequisite: Project Management X470
EDP 845792
Timothy Donahue-Bombosch, Ph.D.
May 2–June 27
Online • $800
EDP 845800
Timothy Donahue-Bombosch, Ph.D.
May 14–Aug. 6
Online • $800
EDP 845818
Catherine Pinkas, M.B.A., PMP
July 2–Aug. 27
Online • $800

Quality Management
X470.9 • 2 semester units in Business Administration
30 pdu: PMI provider 1173
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 845701
Murray R. Millet, M.B.A., M.S.
May 2–June 27
Online • $800
EDP 845719
Mark Angel, B.S., M.B.A., PMP
May 14–Aug. 6
Online • $800
EDP 845727
Murray R. Millet, M.B.A., M.S.
July 2–Aug. 27
Online • $800

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 to support quality management in your organization. Through team-based projects, learn how to master the most difficult aspects of quality management. 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.
Prerequisite: Project Management X470
EDP 845735
Alex Brown, PMP, IPMA-C
May 2–June 27
Online • $900
EDP 845743
Ali Aiyed, B.S., M.A., Ph.D., PMP
May 14–Aug. 6
Online • $900
EDP 845750
Madeleine Bronstone, MLHR, PMP
July 2–Aug. 27
Online • $900

Project Risk Management
X440.4 • 2 semester units in Business Administration
30 pdu: PMI provider 1173
Projects today are more time constrained, pose greater technical challenges and are less likely to have adequate resources than in the past. However, specific techniques can help you deal with project risk and recognize and manage potential problems. Learn practical methods for completing difficult projects, and explore how to apply these methods to your own projects.
Prerequisite: Project Management X470
EDP 845602
Madeleine Bronstone, MLHR, PMP
May 2–June 27
Online • $800
EDP 845618
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
May 14–Aug. 6
Online • $800
EDP 845628
Madeleine Bronstone, MLHR, PMP
July 2–Aug. 27
Online • $800

See p. 89 for complete certificate details.
Humanities, Languages and Personal Development

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

Introduction to the History of the United States: From Colonial Settlement to the Civil War
XBW7A • 4 semester units in History
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Sharpen your understanding of the people, institutions and ideologies that shaped the formation of the United States. Topics include exploration, settlement, colonial culture, the wins of independence, the Constitution, the new democracy, early-American technology, expansionism, sectional conflict, the Civil War and Reconstruction. Gain practice in analytical methods that historians use to research facts and develop interpretations of events.
EDP 897835
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
XBW7B • 4 semester units in History
Important: Special academic policies apply to XBW courses. See p. 204 for details.
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 897843
Arthur Kane Scott, M.A.
Enroll anytime
Online, proctored final exam • $770

The Culture of India: Roots of Tradition and Change
X11 • 2 semester units in South and Southeast Asian Studies
Explore some of the fundamental facets of the history and culture of modern India. By studying the country’s political history, religious traditions and varied geography, you gain 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

Project Planning and Control
X471.9 • 3 semester units in Business Administration
45 pdcu. 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 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 learned in Project Management X470 in greater detail.
Prerequisite: Project Management X470
EDP 845768
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
May 2–June 27
Online • $900

EDP 845776
Anthony Minstein, B.A., CPIM, PMP, Extension Honored Instructor
May 14–Aug. 6
Online • $900

EDP 845784
Deann Smith, B.A., PMP, CKM
July 2–Aug. 27
Online • $900

Intensive PMP/CAPM Exam Preparation
X474.9 • 3 semester units in Business Administration
35 pdcu. PMI provider 1173
This 35-hour course prepares you to take the Project Management Institute (PMI) Project Management Professional (PMP) or Certified Associate Project Manager (CAPM) examination. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, procurement and stake- holder management. The course also covers ethics and professional responsibility. In addition to in-depth coverage of PMI’s Project Management Body of Knowledge (PMBOK), you analyze sample exam questions, and learn tips and tricks to help you pass each exam. Chat room interaction, teleconferences with the instructor, virtual desktop sharing (with audio) and threaded discussions allow you to experience the full multimedia of this course. Note: The PMI PMP and CAPM tests will be changing in July 2013 to focus on the PMBOK Guide (fifth edition, 2013). Summer courses in following terms will be revised to use this new edition.
EDP 845594
Edmond Matevosian, B.S., PE, PMP
July 2–Aug. 27
Online • $1,599

The Development of World Civilization: The Neolithic Age to the Renaissance
X19 • 3 semester units in History
Get a comparative study of world civilizations from prehistoric times to the European Renaissance, focusing on spiritual, political, intellectual and artistic developments. 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 the 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
Engage in 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. 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 Culture of India: Roots of Tradition and Change
X11 • 2 semester units in South and Southeast Asian Studies
Explore some of the fundamental facets of the history and culture of modern India. By studying the country’s political history, religious traditions and varied geography, you gain 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
Online, proctored final exam • $760

Principles of Sociology: A Multicultural Perspective
X2 • 3 semester units in Sociology
Examine the basic topics, concepts and principles of sociology. Consider the influence of social phenomena on human behavior, using comparative multicultural and cross-cultural approaches 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, family, economic systems, political systems, religion, health care, education and types and theories of social change.
EDP 887125
Gwynne Pacheco, Ed.D.
Enroll anytime
Online, proctored final exam • $760

Introduction to American Politics
XBW1 • 4 semester units in Political Science
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Explore the theoretical implications of democracy and justice in this in-depth look at the structure of the U.S. political system. Analyze the basic workings of the Constitution and the institutions of the federal government, including Congress, the presidency, the judiciary and governmental bureaucracy. Examine the system of electoral politics—including parties, interest groups, social movements, public opinion and participation—as well as several areas of public policy: defense, foreign policy, civil rights and liberties, social spending, welfare reform and the economy.
EDP 857821
Nina Clark, Ph.D.
Enroll anytime
Online, proctored final exam • $760

The History of the English Language
X102 • 4 semester units in English
Examine the grammatical and semantic structure of English as it has evolved over centuries, with attention to 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 at http://oed.com/subscribe. Access to a library is recommended.
EDP 857508
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
Survey mystery fiction and its conventions, from the genre’s 19th-century origins to the classic Golden Age puzzle to the hard-boiled American female detective fiction of the 1990s. Understand the mystery novel’s status as a significant form of modern fiction, one that explores how human consciousness makes sense out of what might otherwise be viewed as random experience and meaningless violence.
EDP 867606
Mary Ann Koory, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $715

The English Novel
X125 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the English novel by reading authors such as E.M. Forster, Anthony Trollope, Charles Dickens, Charlotte Brontë, George Eliot, Oscar Wilde, Thomas Hardy and Robert Louis Stevenson. Gain perspective on this literary form with 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

American Fiction
X135A • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Survey the major American novelists and short-story writers of the 19th and early 20th centuries, including Mark Twain, Edgar Allen Poe, Stephen Crane, Herman Melville, Edith Wharton, Nathaniel Hawthorne and Jack London. 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

Children’s Literature: The Golden Age
X466 • 3 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
During the late 19th and early 20th centuries, many of the major works of children’s literature were published, among them Alice in Wonderland, The Wind in the Willows, Peter Pan, Treasure Island, and The Wizard of Oz. Examine these and other classics of children’s literature to discover what visions they present of childhood, of the social world, and of the self. You pay particular attention to how these books address the two audiences of children’s literature: the child and the adult.
EDP 857417
Celeste Davidson Mannis, B.A., M.B.A.
Enroll anytime
Online • $770

Shakespeare
XBW17 • 4 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Important: Special academic policies apply to XBW courses. See p. 204 for details.
Study five of William Shakespeare’s plays (The Taming of the Shrew, Richard III, Othello, Macbeth and The Tempest) recognized as literature of immense cultural importance and popular entertainment. Gain an understanding and appreciation of Shakespearean language and literary forms as well as a critical awareness of the continuing reinterpretation of Shakespeare’s plots and characters.
EDP 897827
Mary Ann Koory, Ph.D., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $770
Philosophy and Religion

Comparative Philosophy
X11 • 3 semester units in Philosophy
Examine some fundamental philosophical questions from a variety of perspectives, including classical Western philosophy; Eastern and Western religious traditions; and specific cultural viewpoints, including feminist, Native American and African thought. The course is intended not as a survey of these various philosophical systems, but as an introduction to basic themes in ethics, epistemology and political and social philosophy. First, learn how these themes are defined in Western philosophy and then how they are approached in other systems of thought.

EDP 857938
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
Get an introduction 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. Explore philosophical questions relating to politics, metaphysics, natural science, logic, ethics and aesthetics. The philosophers covered include Plato, Aristotle, St. Augustine and Thomas Aquinas.

EDP 867531
Joseph Michael Fedel, M.A.
Enroll anytime
Online, proctored final exam • $715

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. 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

Sciences, Biotechnology and Mathematics

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

Biology

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 among genes, chromosomes and DNA? Learn the answers to these and other questions while building a solid foundation in the fundamental concepts of molecular and cell biology, including cell structure and function, metabolism and genetics, as well as animal development, form and function. Put theory into practice with “home wet lab” and virtual experiments, and explore the relationship between historical biological issues and current topics in experimental research, biotechnology and medicine.

Familiarity with basic chemistry is recommended but not required.

EDP 857763
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 in 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 857771
Susan Parkinson, Ph.D.
Enroll anytime
Online, proctored final exam • $830

General Human Anatomy
X104 • 3 semester units in Integrative Biology
An elective in the Post-Baccalaureate Health Professions Program
Examine the correlations between the structures and functions of the body’s various systems in this intensive introductory course. Explore the functional anatomy of the human body through gross and microscopic examination. Topics include the cardiovascular, respiratory, gastrointestinal, nervous and skeletal-muscular systems, with an introduction to biomechanical principles. Investigate disease pathologies affecting normal body function. The course is especially useful as an introduction to human anatomy for students interested in the medical profession.

Prerequisite: One year of college-level general biology for majors

EDP 857524
James D. Smiley, B.A., D.C.
Enroll anytime
Online, proctored final exam • $850

EDP 887299
Kashif Ahmad, Ph.D., M.D.
Enroll anytime
Online, proctored final exam • $850

Introduction to Human Physiology
XB32 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry and in the Post-Baccalaureate Health Professions Program
Understand the complexities of the cells, tissues, and major organs and systems of the human body. Study a different system each week, concentrating on basic mechanisms underlying human life processes and important diseases affecting normal human function.

Prerequisite: One year of high school or college chemistry

EDP 887455
Keith Earnshaw, M.S., Ph.D.
Enroll anytime
Online, proctored final exam • $795

EDP 887463
Christina Morales, 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
An elective in the Certificate Program in the Essentials of Green Chemistry
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. Explore the various ways that biological systems react to their environment.

Prerequisites: College-level courses in elementary chemistry and biology required. One or two semesters of organic chemistry is recommended.

EDP 867465
Nidhi Ahuja, Ph.D.
Enroll anytime
Online, proctored final exam • $770

EDP 867390
Paul Tar, Ph.D.
Enroll anytime
Online, proctored final exam • $770

EDP 887430
Rebekah S. Marsh, Ph.D.
Enroll anytime
Online, proctored final exam • $770

EDP 857961
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Genetics
X143 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226
An elective in the Post-Baccalaureate Health Professions Program, in the Certificate Program in the Essentials of Green Chemistry and in the Professional Biomedical Sciences Program
Learn to integrate the most important concepts in classical and molecular genetics into an overall picture of what a gene is, how it functions, how it may be altered and how it is inherited. Study the molecular basis of gene function and mutation, Mendelian genetics, transmission systems, regulation of cellular processes, developmental genetics, cytoplasmic inheritance, population genetics and multifactorial inheritance. Learn about recent advances in biotechnology that have genetic implications, including the Human Genome Project and advances in genetic engineering technology.

Prerequisite: One year of college-level general biology for majors

EDP 887315
John S. Placyk Jr., Ph.D.
Enroll anytime
Online • $795

EDP 887539
Christina Morales, 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
An elective in the Professional Biomedical Sciences Program
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 857680
Susan Parkinson, Ph.D.
Enroll anytime
Online, proctored final exam • $795

EDP 887331
Margaret S. Lee
Enroll anytime
Online, proctored final exam • $795

Immunology
X110 • 3 semester units in Molecular and Cell Biology
45 hours CE credit: BRN provider 00226
An elective in the Post-Baccalaureate Health Professions Program, in the Certificate Program in the Essentials of Green Chemistry and in the Professional Biomedical Sciences Program
The immune system plays the crucial role of battling infection and cancer in the body. As a defense system, it must recognize and distinguish between what is foreign and what is self. Examine the basic principles of immunology, and study the tissues and cells that make up the immune system. Understand the structure and function of immunoglobulins, and investigate the nature of their interactions with antigens. Learn to discuss biotherapeutics, cancer and AIDS from an informed standpoint.

Prerequisite: One year of college-level general biology for majors

EDP 887042
Amy S. Morgan, Ph.D.
Enroll anytime
Online, proctored final exam • $840

EDP 887133
Monica Ranes-Goldberg, Ph.D.
Enroll anytime
Online, proctored final exam • $840

The Biology of Cancer
X25 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry and in the Professional Biomedical Sciences Program
Examine the molecular, cellular and genetic basis for the 270 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.

A background in high school or college-level biology is recommended.

EDP 867994
David Lieu, Ph.D., M.D.
Enroll anytime
Online, proctored final exam • $770

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
Online Certificate Program in the Essentials of Green Chemistry

Companies are seeking individuals with the knowledge in green chemistry principles, and UC Berkeley Extension’s Certificate Program in the Essentials of Green Chemistry gives you that competitive edge. Taught by academic and industry professionals, the certificate curriculum provides up-to-date knowledge of the theory and practice of green chemistry. Developed in association with the UC Berkeley School of Public Health, course topics include the foundational principles of green chemistry; chemicals policy, business and financial planning; and risk and hazard assessment tools. Numerous electives allow you to customize your curriculum to include additional technical science, sustainability or business practice expertise. Online and classroom courses provide the flexibility to meet your needs and schedule. Whether you are a chemist looking to add green chemistry principles to your skill set or a business professional interested in applying green chemistry initiatives to your company’s operating procedures, prepare to learn valuable skills to enhance your current career and future opportunities.

Curriculum Requirements
The curriculum comprises 5 required courses (10 semester units)—and 1−2 elective courses for a minimum of 12 semester units (180 hours of instruction).

Required Courses
- Principles of Green Chemistry X413
- Decision Making and Comparative Risk Assessment X473
- Green Chemistry and Chemicals Policy X400.8
- Alternatives Assessment: Chemicals, Materials, Products and Processes X415
- Business and Financial Planning for Green Chemistry Innovation X413.8

Learn More and View the Brochure
extension.berkeley.edu/cert/greenchem.html
(510) 642-8108
science@unex.berkeley.edu

Register using EDP 402421

See p. 139 for complete certificate details.

Advanced Bioscience

Epigenetics of Human Development and Disease
X423 • 3 semester units in Molecular and Cell Biology
An elective in the Certificate Program in the Essentials of Green Chemistry

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 development from a fertilized egg into a complex human being, as well as in aging and in various diseases (including cancer). Prepare to study topics such as DNA methylation, histone modification, RNAi, cancer epigenetics, stem cells and the environment (for example, nutrition and stress) as potential modifiers of the human epigenome.

Although there are no formal prerequisites for this course, some background in molecular biology and genetics is helpful.

EDP 897777
Rebekah S. Marsh, Ph.D.
Enroll anytime
Online, proctored final exam • $795

Current Topics in the Biosciences
X427 • 2 semester units in Molecular and Cell Biology
A requirement in the Professional Biomedical Sciences Program and an elective in the Post-Baccalaureate Health Professions Program

Learn about recent scientific advances and emerging technologies in molecular and cell biology, neurobiology, genomics, immunology and infectious disease. Read current scientific literature, and learn how to analyze experimental data and critically evaluate the impact of research findings. Participate in classroom discussions and student presentations to enhance your ability to discuss some of the exciting scientific advances being published today. This course is intended for advanced science students with some previous knowledge of cell biology, molecular biology and genetics. Industry professionals and health professions students can benefit from this course.

EDP 845180
Natalia Caporalé, Ph.D.
May 14–Aug. 8
Online • $575

Chemistry

Introduction to Chemistry
X16 • 3 semester units in Chemistry
An elective in the Certificate Program in the Essentials of Green 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, you are required to have a basic knowledge of math, including algebra.

EDP 857979
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Introductory Organic Chemistry
X18 • 3 semester units in Chemistry
An elective in the Certificate Program in the Essentials of Green Chemistry

Examine the compounds that comprise most living mass. Following an introduction to covalent bonding and isomerism, you move into a detailed discussion of the molecular structures and properties of various classes of organic and other biologically important compounds.

Prerequisites: One course in introductory chemistry and knowledge of basic algebra

EDP 857995
Weiwei Gu, Ph.D.
Enroll anytime
Online, proctored final exam • $770

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. Intended for students majoring in the humanities and social sciences, as well as anyone with an interest in the subject, this course covers forces and motion, conservation laws, heat, fluids, vibrations and waves, electricity and magnetism, and sound and light, with emphasis on applying the principles to everyday experience.

EDP 867515
Raja Almukkahal, 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
An elective in the Certificate Program in the Essentials of Green Chemistry
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. 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
XBW160AC  •  4 semester units in Environmental Science, Policy and Management
An elective in the Certificate Program in the Essentials of Green Chemistry

Important: Special academic policies apply to XBW courses. See p. 204 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 857953
Douglas Greenberg, Ph.D.
Enroll anytime
Online, proctored final exam • $770

Clinical and Regulatory Sciences

Introduction to Clinical Research: Clinical Trial Phases and Design
X400.2  •  3 semester units in Public Health
45 hours CE credit: BRN provider 00226
A requirement in the Certificate Program in Clinical Research Conduct and Management, an elective in the Professional Program in Quality and Compliance for Biotechnology

Review the drug development process, principles of good clinical practice, clinical trial phases and design, principal players in clinical research, regulatory strategies and medical terminology.

EDP 845305
Michael Dubinsky, B.S.
May 2–June 27
Online • $1,895

EDP 845313
Michael Dubinsky, B.S.
July 2–Aug. 27
Online • $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 00226
A requirement in the Certificate Program in Clinical Research Conduct and Management, an elective in the Professional Program in Quality and Compliance for Biotechnology

Learn the procedures to plan clinical trials, including protocol development, case report form design, institutional review board (IRB) submission, prestudy visits and more.

Prerequisites: Successful completion of Introduction to Clinical Research: Clinical Trial Phases and Design X400.2

EDP 845321
Karen Henry, M.P.H.
May 2–June 27
Online • $1,895

EDP 845339
Karen Henry, M.P.H.
July 2–Aug. 27
Online • $1,895

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
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 00226
A requirement in the Certificate Program in Clinical Research Conduct and Management
Get a thorough look at the role of clinical trial monitors. Understand the various aspects of study monitoring, such as data review, safety reporting and drug accountability. Study global drug development and subject recruitment and retention, topics that are crucial to meeting study timelines.
Prerequisites: 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 845347
David R. Leonard, Ph.D.
May 2–June 27
Online • $1,895
EDP 845354
David R. Leonard, Ph.D.
July 2–Aug. 27
Online • $1,895

Clinical Trial: Data Analysis, Regulatory Audits, Vendor Selection and Project Management
X400.5 • 3 semester units in Public Health
45 hours CE credit: BRN provider 00226
A requirement in the Certificate Program in Clinical Research Conduct and Management
Learn the clinical study report and other procedures at study close-out to prepare yourself for regulatory audits and inspections. Get an overview of project management and vendor selection in clinical research.
Prerequisites: Introduction to Clinical Research: Clinical Trial Phases and Design X400.2, Clinical Trial Planning: Protocol Development, Data Management and Clinical Site Activities X400.3, and Clinical Trial Implementation: Site Initiation, Subject Recruitment, Monitoring and Safety Reporting X400.4
EDP 845362
Daniel Redline, B.A., CCRP
May 2–June 27
Online • $1,895
EDP 845370
Daniel Redline, B.A., CCRP
July 2–Aug. 27
Online • $1,895

Mathematics and Statistics

Precalculus
X9 • 2 semester units in Mathematics
Gain exposure to concepts in basic and advanced algebra and some trigonometry. Explore topics such as logarithms, solving or graphing linear equations, and factoring a polynomial at a more advanced level than 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. For complete system requirements, visit mymathlab.com/system.html.
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 857656
Flor Feldman, M.Sc., Extension Honored Instructor
Online, proctored final exam • $720

Calculus X1A
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, examine the key concepts of limit, derivative and continuity, as well as the main applications of derivatives in graphing functions and optimizing functions. Then, explore the fundamental theorem of calculus, which leads to the concept of integration and one of its main applications in calculating volumes through solids of revolution. Note: If you are looking to fill Haas prerequisites, you must be in the online course for three months before you can take the final exam.
Prerequisites: Three-and-one-half years of high school mathematics, including trigonometry and analytic geometry
EDP 857441
Hillel Raz, Ph.D.
Online, proctored final exam • $790
EDP 857458
Merlin Miller, M.A.
Online, proctored final exam • $790
EDP 887141
Steven Pon, Ph.D.
Online, proctored final exam • $790

Calculus X1B
X1B • 4 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program
This continuation of Calculus X1A includes techniques and applications of integration, infinite sequences and series, first-order ordinary differential equations, exact equations, second-order ordinary differential equations, oscillation and damping, and series solutions of ordinary differential equations.
Prerequisite: Calculus X1A or equivalent
EDP 857706
Hillel Raz, Ph.D.
Enroll anytime
Online, proctored final exam • $790
EDP 857714
Makan Rokni, Ph.D.
Enroll anytime
Online, proctored final exam • $790
EDP 857466
Merlin Miller, M.A.
Enroll anytime
Online, proctored final exam • $790

Math for Management
X402 • 2 semester units in Mathematics
Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program
Get an introduction to quantitative and statistical techniques needed to address business coursework, and gain a working knowledge of concepts you can apply to other math and statistics courses. Get an introduction to basic mathematical principles, and learn to apply these principles to the study of economics, statistics, probability, finance and decision making. Key topics from probability and descriptive statistics include measures of central tendency, probability distributions, correlation, and regression and statistical hypothesis testing. Topics from finance include mathematical analysis of investments and financial decision making. An emphasis is placed on using mathematics as a means to develop the intuition and understanding necessary to apply concepts to business decisions and other courses.
EDP 857862
Steven Pon, Ph.D.
Enroll anytime
Online, proctored final exam • $675
Introduction to Statistics

XB2 • 4 semester units in Statistics
XBW2 for online sections

An elective in the Certificate Program in the Essentials of Green Chemistry and in the Post-Baccalaureate Health Professions Program

Approved as a prerequisite to the Haas School of Business Evening and Weekend M.B.A. Program.

Important: Special academic policies apply to XB and XBW courses. See p. 204 for details.

Learn basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Get an introduction to statistical and critical thinking, including descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing and regression. Note: If you want to complete Haas M.B.A. prerequisites, you must be in the online course for three months before you can take the final exam.

Prerequisites: Two years of high school algebra. A recent course in college algebra is recommended.

EDP 887448
G. James Pan, Ph.D.
Enroll anytime
Online, proctored final exam • $785

EDP 857631
Dieter Jurkat, M.S., Extension Honored Instructor
Enroll anytime
Online, proctored final exam • $785

Technology and Information Management

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

Leadership, Systems and Technology Management

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; an elective in the Professional Program in Data Administration 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. You gain knowledge in the interactive nature of the analysis and design process.

EDP 845198
Mark Angel, B.S., M.B.A., PMP
May 14–Aug. 6
Online • $820

Advanced Business Process and Systems Analysis

X423 • 3 semester units in EECS-DCS

A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management; an elective in the Professional Program in Data Administration 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 845206
Todd Landreneau, Ph.D., CPHQ, CHC
May 14–Aug. 6
Online • $820

Online Post-Baccalaureate Certificate 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 the balanced mix of skills and powerful tools you need to build a successful career in information management, systems analysis, computer programming or computer consulting.

Upon successful completion of the Post-Baccalaureate Certificate in Information Systems and Management (ISM), you can 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 comprises 4–8 required courses (depending on specific courses taken) for a total of 10 semester units (150 hours of instruction). At least 6 of the 10 semester units required must come from the core courses list.

Prerequisites

You must hold a bachelor’s degree and submit a transcript to register for this certificate.

Learn More and View the Brochure
extension.berkeley.edu/cert/ism.html
(510) 642-4151
course@unex.berkeley.edu

Register using EDP 302894
See p. 151 for complete certificate details.
Data Administration

Concepts of Relational Database Management Systems
X408 • 3 semester units in EECS-DCS
A Core Course in the Post-Baccalaureate Certificate in Information Systems and Management; an elective in the Professional Program in Data Administration and Management
Study techniques for creating and using database applications. Learn requirements analysis and specification; logical database design; normalization; database implementation; recovery, concurrency, integrity and security concerns; and database use. The course curriculum focuses on the relational database model and the SQL language. Learn the creative art and science of database design rather than training for the tactical oversight role of an operational database administrator. Access to a computer system with a relational DBMS installed or on which you can install a relational DBMS and create tables is highly recommended. Such functionality can prove useful for written assignments that include SQL problems.

A programming course in any language or equivalent experience is recommended.

EDP 887414
Andrew J. Oppel, B.A.
Enroll anytime
Online, proctored final exam • $799

Open Source and Operating Systems

Using the UNIX Operating System
X415 • 3 semester units in EECS (DCS)
A Core Course in the Post-Baccalaureate Certificate 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, email, 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., M.B.A.
Enroll any time
Online, proctored final exam • $815

Programming Languages and Object-Oriented Programming

Introduction to Perl Programming
X416.7 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate in Information Systems and Management
Perl is widely used by UNIX and Windows programmers, system administrators, and Web and database programmers. It is an easy-to-learn, extremely powerful extensible language with add-on modules for almost every kind of task imaginable. Perhaps its most powerful feature is that Perl programs run on any operating system with few, if any, changes needed. Learn to write, debug and understand more complicated Perl programs.

Prerequisites: Familiarity with UNIX or Windows and experience with a programming language

EDP 877886
Carl Limisco, B.A.
Enroll anytime
Online • $595

Python Programming
X442.3 • 1 semester unit in EECS
An elective in the Post-Baccalaureate Certificate 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 language, ideal for team projects, that provides access to databases, CGI programming, system administration and other useful services.

Although no previous programming experience is required, you must have access to a computer running Python or access to the Internet to 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 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.
Enroll anytime
Online • $595

Introduction to C Language Programming
X24 • 2 semester units in EECS
An elective in the Post-Baccalaureate Certificate in Information Systems and Management
Learn the C programming language and fundamental programming concepts. Gain the knowledge to write simple C language applications, and undertake courses that assume some background in computer programming. Topics include variables, data types, functions, control structures, pointers, strings, arrays and dynamic allocation principles. You need access to any programming environment that allows you to write, edit, compile, link and debug a C program.

Familiarity with fundamental programming language concepts such as variables, data types and compiling source code is helpful.

EDP 867879
Robert Adams Jr., M.S.
Enroll any time
Online • $595

COURSES AVAILABLE THROUGHOUT THE YEAR

UC Berkeley Extension has three terms: spring, summer and fall. New courses start almost every month. Check extension.berkeley.edu/catalog for current course information and to enroll.
C++ Programming I

X412.1 • 2 semester units in EECS

An elective in the Post-Baccalaureate Certificate 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 American National Standards Institute (ANSI) standard C++, including the newer syntactic and semantic constructs, by studying each concept through lucid, fluent examples. Prepare to learn all major features of C++, including objects, classes, pointers, and single and multiple inheritance.

Prerequisites: Introduction to C Language Programming X24 or reasonable knowledge of the C programming language, including familiarity with C data types, structures and arrays; decision and looping constructs; use of pointers; and defining and invoking functions. Access to a C++ compiler is required.

EDP 887281
Robert Adams Jr., M.S.
Enroll anytime
Online, proctored final exam • $715

Java: Discovering Its Power

X436.2 • 2 semester units in EECS

An elective in the Post-Baccalaureate Certificate in Information Systems and Management

Java’s platform independence (write once, run anywhere) allows the same code to run on Windows, Macintosh, UNIX, mobile phones and supercomputers. Java is popular for enterprise applications that run on Web servers. This high-level language enhances productivity and reduces bugs through automatic memory management and strong typing. Using the free Java Development Kit (JDK & SE), you learn practical fundamentals of the Java program- ming language, as well as basic object-oriented programming so that you can write simple applications and take intermediate courses in Java.

Prerequisites: First Course in Java X429.9, C++ Programming I X412.1 or equivalent and some experience with object-oriented design and techniques. Familiarity with building graphical user interfaces is helpful.

EDP 877910
Carl Limsico, B.A.
Enroll anytime
Online • $715

Electrical 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

Learn about data communications in this introductory course in networking technology. 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 897983
Ching-Cheng Lee, Ph.D.
Enroll anytime
Online • $715

Integrated Circuit Design and Techniques

COURSE INFORMATION
(510) 642-4151
course@unex.berkeley.edu
extension.berkeley.edu/subject/ece.html

Semiconductor Devices for Integrated Circuit Design

X138 • 2 semester units in Electrical Engineering

A requirement in the Certificate Program in Integrated Circuit Design and Techniques

Get an in-depth, comprehensive understanding of semiconductor devices. Study a broad range of topics in bipolar junction transistor (BJT) and metal oxide semiconductor (MOS) technologies, with an emphasis on physical concepts, operation principles, second-order effects and modeling and simulation. Individual research projects cover 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 • $485

Online Certificate Program in Integrated Circuit Design and Techniques

The Online Certificate Program in Integrated Circuit Design and Techniques (ICDT) provides in-depth knowledge in an online format designed for working professionals. Develop an understanding of key concepts in state-of-the-art design, including semiconductor characteristics; semiconductor device modeling; and analog, digital and mixed-signal integrated circuit (IC) design. When you choose UC Berkeley Extension for your professional education, you benefit from an association with a university known worldwide for engineering excellence. An advisory board consisting of UC Berkeley College of Engineering faculty and industry leaders of major semiconductor companies in the Asia-Pacific region and the United States ensures that the program is both academically strong and professionally relevant.

The certificate’s innovative approach to learning includes English and Mandarin sound tracks that accompany English course slides. If you speak Mandarin but have some proficiency in English, you can successfully complete individual courses or the entire professional certificate.

Curriculum Requirements

The curriculum comprises 4 required courses and 1–2 electives for a total of 10 semester units (150 hours of instruction).

Required Courses

• Semiconductor Devices for Integrated Circuit Design X138 (offered this term)
• Advanced Analog Microelectronics X139 (offered this term)
• Fundamentals of Analog Integrated Circuit Design Techniques X140 (offered this term)
• Advanced Design Techniques for Analog Integrated Circuits X141 (offered this term)

Electives

See extension.berkeley.edu/cert/icdesign.html for a list of electives available this term.

Learn More and View the Brochure
extension.berkeley.edu/cert/icdesign.html
(510) 642-4151
course@extension.berkeley.edu

Register using EDP 302861
See p. 163 for complete certificate details.
Advanced Analog Microelectronics
X139 • 2 semester units in Electrical Engineering
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. 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 choose a practical research topic that you can implement in real-world applications for frequency synthesizers or televisions.
EDP 307835
Vincent Chang, Ph.D.
Enroll anytime
Online • $485

Fundamentals of Analog Integrated Circuit Design Techniques
X140 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Integrated Circuit Design and Techniques
Learn how to analyze, simulate and design a complementary metal oxide semiconductor (CMOS) analog integrated circuit. This course is ideal if you are a working professional with no strong foundation in analog design but an interest in either upgrading your knowledge and skills or redirecting your career development in the semiconductor market. Topics cover 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 • $485

Advanced Design Techniques for Analog Integrated Circuits
X141 • 2 semester units in Electrical Engineering
A requirement in the Certificate Program in Integrated Circuit Design and Techniques
Advances in signal processing, analog-to-digital conversion and the continued scaling down of complementary metal oxide semiconductor (CMOS) nanotechnology have ushered in the era of analog IC design with multistandard challenges. Topics include stability of feedback, frequency compensation, multistage operational amplifiers (op-amps) and optimized CMOS op-amp designs. Work on a project that covers design of an advanced CMOS op-amp and of high-performance CMOS comparators for flash analog-to-digital converter (ADC) applications.
EDP 307850
Vincent Chang, Ph.D.
Enroll anytime
Online • $485

Introduction to Microelectronic Theory and Applications
X30 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Taking an application-oriented approach, get an overview of analog and digital integrated circuits, starting with the most frequently used and applicable semiconductor device and circuit theories, and channel them into more complex circuit schematics and application modules, such as amplifiers, operational amplifiers with bipolar and complementary metal oxide semiconductor (CMOS) technologies, digital inverters, precision rectifiers, voltage regulators and biasing techniques of amplifiers.
EDP 307744
Vincent Chang, Ph.D.
Enroll anytime
Online • $245

Fundamentals of Integrated Circuit Design
X31 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Learn the underlying concepts and industry-standard simulation tools for IC design, operational amplifier (op-amp) characteristics and 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 SPICE simulation. Topics include basic op-amp 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 • $245

Introduction to Physics of Semiconductor Devices
X32 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Learn how industry terms, such as energy bandgaps and minority carriers, are powerful concepts that reveal the mysterious behavior of semiconductor devices. Topics include intrinsic and extrinsic semiconductors and metal-semiconductor contact. An individual research project covers subjects such as the ultimate limits of integrated electronics and an integrated strategy for confronting commoditization in the foundry industry. Apply what you learn to many applications, including complementary metal oxide semiconductors (CMOS), bipolar junction transistors (BJT), LEDs, lasers and sensors.
EDP 307777
Vincent Chang, Ph.D.
Enroll anytime
Online • $245

Fundamentals of Analog Microelectronic Techniques
X33 • 1 semester unit in Electrical Engineering
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. Although 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 bipolar junction transistor (BJT) and metal oxide semiconductor (MOS) amplifiers, amplifier frequency response, analysis-by-inspection, simulated program with integrated circuit emphasis (SPICE) simulation and advanced case studies.
EDP 307769
Vincent Chang, Ph.D.
Enroll anytime
Online • $245

Digital Integrated Circuit Design
X134 • 2 semester units in Electrical Engineering
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Study 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, simulation program with integrated circuit emphasis (SPICE) verification and design skills from complementary metal-oxide-semiconductor (CMOS), emitter-coupled logic (ECL) and BiCMOS logic to memory design. Work on a research project covering cutting-edge technologies, including user programming language (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 • $485

Effective SPICE Circuit Simulation Techniques
X405 • 1 semester unit in Electrical Engineering
An elective in the Certificate Program in Integrated Circuit Design and Techniques
Gain hands-on experience using simulated program with integrated circuit emphasis (SPICE) to simulate, verify, examine and design microelectronic circuits. Illustrating techniques to fully leverage SPICE, this course offers in-depth coverage ranging from semiconductor devices to analog and digital ICs. A design project covers wide-swing constant-transconductance bias; advanced comparators; and sequential digital circuits, such as master–slave DFFs and C2MOS latches.
EDP 307793
Vincent Chang, Ph.D.
Enroll anytime
Online • $245
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. Learn to analyze grammar and syntax, understand sentence structure, transition from one idea to another and choose the right words to convey meaning, among other topics. Homework exercises, frequent quizzes and a multidraft editing assignment help build your expertise. Enrollment is limited.

Prerequisite: You must be proficient in English and have a solid grasp of English grammar.

EDP 845453
Annie Hill, M.A., J.D.
May 14–Aug. 6
Online • $615

EDP 845487
Amanda Kaufman, M.A.
May 14–Aug. 6
Online • $615

EDP 845461
Leda Circolo, Ph.D.
May 21–Aug. 13
Online • $615

EDP 845479
Barbara Magalnick, M.S.
May 21–Aug. 13
Online • $615

Online Professional Sequence in Editing

Offering proficiency in copyediting, line editing and developmental editing, the Professional Sequence in Editing is the ideal editorial training if you have a passion for fine-tuning the written word. Whether you want to develop an editing career, rise to a management position in publishing, or master the editorial components of a related profession, the program can help turn your editorial sensibilities into marketable skills.

Curriculum Requirements
The curriculum comprises 4 required courses for a total of 8 semester units (120 hours of instruction).

Required Courses
You must take these courses in the following sequence:

• Grammar, Mechanics, and Usage for Editors X445 (offered this term)
• Editorial Workshop I: Introduction to Copyediting X405 (offered this term)
• Editorial Workshop II: Intermediate Copyediting X415 (offered this term)
• Advanced Editorial Workshop: Substantive Editing X425* (offered this term)

*A course from the Professional Sequence in Technical Communication of equivalent length and unit value may be substituted for Advanced Editorial Workshop: Substantive Editing X425.

Learn More and View the Brochure
extension.berkeley.edu/spos/edit.html
(510) 642-6362
letters@unex.berkeley.edu

Register using EDP 022343
See p. 167 for complete program details.

See p. 167 for complete program details.

Fundamentals of Modern Data Converter Design
X236 • 1 semester unit in Electrical Engineering

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, high-resolution data converter techniques. This course builds a solid foundation and gives you the skills to diagnose and tackle real-world issues. Topics include data converter fundamentals, characterizations and performance limitations, Nyquist-rate D/A and A/D converters, successive-approximation register (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 and 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.

Vincent Chang, Ph.D.
Enroll anytime
Online • $245

Design Techniques of High-Performance Data Converters
X237 • 1 semester unit in Electrical Engineering

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 analog-to-digital converters (ADC) for 10 Gb/s Ethernet applications and delta-sigma ADC for TV, software radio and high-quality digital audio applications.

This course has restricted enrollment. Call (510) 642-4153 or (510) 642-4151 for more information.

Vincent Chang, Ph.D.
Enroll anytime
Online • $245
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. 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. Enrollment is limited.
Prerequisite: Grammar, Mechanics and Usage for Editors X445
EDP 845495
Leda Ciraolo, Ph.D.
Online • $615
May 14–Aug. 6
EDP 845503
John Curley, B.A.
Online • $615
May 21–Aug. 13

Editorial Workshop II: Intermediate Copyediting
X415 • 2 semester units in Journalism
A requirement in the Professional Sequence in Editing
Study the more complex aspects of copyediting and the fine points of editorial style that editors of book-length manuscripts must master. Practice working within the three levels of copyediting—light, medium and heavy—and learn how to edit using different style manuals. Receive practice working with codes and type specifications, photos and artwork, tables, and references and footnotes. Frequent editing assignments are required.
Prerequisite: Editorial Workshop I: Introduction to Copyediting X405
EDP 845511
Lisa Carlson, B.A.
Online • $615
May 14–Aug. 6
EDP 845867
Leda Ciraolo, Ph.D.
Online • $615
May 21–Aug. 13

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. Examine two phases of substantive editing—line editing and developmental editing—and learn the art of proposing editorial changes other than those required to correct errors or to achieve a consistent editorial style. Learn how to edit for clarity and concision, how to identify problems of cohesion and coherence (logical flow), and how to refine and invigorate an author’s style.
Prerequisite: Editorial Workshop II: Intermediate Copyediting X415
EDP 845529
Cathleen Small, M.A.
Online • $615
May 14–Aug. 6

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 know how to construct this vital part of a nonfiction publication. Learn the fundamentals of writing, editing and delivering back-of-book indexes to publishing clients. You also learn the basic 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.
This course has six rotating sections with varying instructors: Sylvia Coates, Heather Ebbs, Lucie Haskins, Fred Leise, Max McMaster and Jan C. Wright.
For information about available sections, visit extension.berkeley.edu/catalog/course394.html.

Technical Communication

Technical Writing
X412 • 3 semester units in English
May be used as a substitute for Technical Communication I X465 in the Professional Sequence in Technical Communication
As a creative writing student, you need to become comfortable with elements of the craft, whether you are fine-tuning an image in a poem or introducing a character in the beginning of a short story. Gain practical exposure to the uses, demands and possibilities of craft in fiction, poetry and nonfiction in this course. Enrollment is limited.
EDP 877845
John Tabor, B.A.
Enroll anytime
Online • $770

Writing

Exploring Your Creative Writing Potential
X70 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn to assess your potential, identify your strengths and develop valuable writing techniques in this course for beginning writers. Exercises and weekly writing assignments help you discover your talents in a variety of forms: brief fictional scenes, short stories, poetry and journalistic writing. The supportive atmosphere helps you see how others respond to your writing.
EDP 845586
Mimi Albert, M.F.A.
May 21–Aug. 13
Online • $550

The Craft of Writing
X421 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing
As a creative writing student, you need to become comfortable with elements of the craft, whether you are fine-tuning an image in a poem or introducing a character in the beginning of a short story. Gain practical exposure to the uses, demands and possibilities of craft in fiction, poetry and nonfiction in this course. Enrollment is limited.
EDP 845560
Erich Miller, M.F.A.
May 21–Aug. 13
Online • $575

Technical Communication II
X466 • 2 semester units in Journalism
A requirement in the Professional Sequence in Technical Communication
Build on the skills you developed in Technical Communication I X465, and hone your ability to define a document’s audience and purpose to present the information in an optimal form. Improve your technical writing style and technique while creating writing samples that include a variety of document types for both print and online presentation. Review technical communication tools and technology, as well as current Web content and formatting languages.
Prerequisite: Technical Communication I X465 (or the online course Technical Writing X412) or equivalent
EDP 877803
John Tabor, B.A.
Enroll anytime
Online, proctored final exam • $550

FOR COURSE AND SCHEDULE INFORMATION VISIT EXTENSION.BERKELEY.EDU/CATALOG
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. \textit{Enrollment is limited.}

EDP 845578
Marc Schiffman, M.F.A.
May 21–Aug. 13
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 how to meet its creative challenges. Each session includes a lecture on craft, supported by discussion of assigned readings and exercises to unlock the potential of your ideas. Learn how to develop characters, language, voice, pace, tone, theme and setting, and participate in a group critique of student work. \textit{Enrollment is limited.}

EDP 845545
Mimi Albert, M.F.A.
May 21–Aug. 13
Online • $550

Writing Skills Workshop
X13 • 2 semester units in English
A requirement in the Post-Baccalaureate Certificate Program in Writing and in the Specialized Program in Professional Writing
Good writing isn’t fussy. It’s clear, concise and grammatically correct—no matter the audience or purpose. In this course, draft, write and revise your own work; read literary essays as examples of effective syntax and coherent structure; share work in a supportive, focused workshop environment; and review common grammar pitfalls. This course is designed for those wishing to hone their skills for any writing need.

Prerequisite: You must be proficient in English and have a solid grasp of English grammar.

EDP 845537
Marc Schiffman, M.F.A.
May 14–Aug. 6
Online • $575

Creative Nonfiction Workshop
X140 • 2 semester units in English
An elective in the Post-Baccalaureate Certificate Program in Writing
Learn to apply the techniques of storytelling to nonfiction prose pieces, including personal essays, features, commentaries, reviews, reports, journal entries and memoirs. Together, the instructor and other participants form your audience, offering support and critical feedback about your pieces. Weekly class discussions and writing assignments focus on story principles—such as plot, tension, scene and dialogue—that increase the readability of your work and form your material into publishable pieces.

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, and discover 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 as quotes, write and revise the article, and submit it to an editor.

EDP 897488
Margaret Steen, M.J.,
Extension Honored Instructor
Enroll anytime
Online • $550

Introductory Composition
X2A • 3 semester units in English
Learn how to compose well-crafted college-level essays by exploring each step in the writing process. In various writing assignments, you gain practice with descriptive, narrative and other forms of expository writing.

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 novels.

EDP 867655
Gary Tombleson, Ph.D.
Enroll anytime
Online, proctored final exam • $715

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. writing program.

Curriculum Requirements
The curriculum comprises 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 workshops) and writing (3 workshops).

Required Courses
• The Craft of Writing X421 (offered this term)
• Writing Skills Workshop X13 (offered this term)

Literature and Writing Workshop Electives
For a complete list of electives available this term, please visit extension.berkeley.edu/cert/writing.html.

Learn More and View the Brochure
extension.berkeley.edu/cert/writing.html
(510) 642-6362
letters@unex.berkeley.edu

Register using EDP 022466
See p. 171 for complete certificate details.
Enrollment

Who May Enroll
UC Berkeley Extension courses are open to the general public. Unless otherwise indicated, any interested adult may enroll. If you require special accommodation, please refer to Disabled Student Services on p. 208. Any course prerequisites are listed in the course descriptions.

Note regarding enrollment in UC Berkeley–equivalent (XB or XBW) 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 review these requirements and deadlines prior to enrollment. For further information, please refer to p. 204 or extension.berkeley.edu/catalog.

Concurrent enrollment application procedures and deadlines differ from other Extension courses; for information specific to concurrent enrollment, refer to extension.berkeley.edu/info/concurrent.html.

How to Enroll
You may enroll online, by phone, by mail or in person. UC Berkeley Extension uses the information provided on the enrollment form to notify you of any changes in your class schedule.

Online
If you know your section EDP, you can enroll directly by entering it in the Enroll box at the top of the webpage. If you need the section EDP, browse course and program descriptions throughout this catalog or visit extension.berkeley.edu/catalog.

Phone
UC Berkeley Extension accepts Visa, MasterCard and American Express. Call (510) 642-4111. Telephone registration hours are 9 am–5 pm, Monday–Friday, except holidays (see p. 208). Please be prepared to give us the information requested on the enrollment form on the inside back cover of this catalog.

Mail
Complete and send us the form on the inside back cover of this catalog, or a copy of it, with payment to UC Berkeley Extension, Department B, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. Do not mail cash.

Purchase Order
For payment by purchase order only, fax enrollments to (510) 642-3910. For more information regarding purchase orders, see Paying Enrollment Fees on this page.

In Person
Come to Extension registration offices in Berkeley (see p. 209 for location), Belmont (see p. 211) or San Francisco (see p. 212). For center hours and locations, see the listings beginning on p. 209.

When to Enroll
Enrollment for the summer 2013 term opens April 8. Enrollments are processed in the order received, so enroll early to ensure a place. Payment is due at the time of enrollment. Note: Extension is changing registration systems effective July 9. Enrollment after that date differs from the current process. To ensure that your registration proceeds smoothly, we suggest that you enroll for all summer courses before July 9. Visit extension.berkeley.edu/info/enrollment.html after July 9 for updated enrollment procedures.

Enrolling at the First Class Meeting
Enrollments are accepted on a first-come, first-served basis. Once the maximum classroom capacity is reached, we are required to close enrollment for the course. If a course has six or more classroom meetings, and if space permits, you may attend the first class meeting of a course. If the minimum enrollment is not met, the course may be cancelled before the first meeting.

To ensure a seat in the class, you are encouraged to enroll as early as possible prior to the first class meeting. We cannot guarantee that course materials, texts or classroom space can be immediately available if you do not enroll in advance.

For course status information, including availability of space, call (510) 642-4111.

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 continuous enrollment, which means you may enroll at any time and progress at your own pace. You must allocate a minimum of one month per semester unit to complete a course; for courses of 3 and 4 semester units, you must remain in the course for a minimum of three months. You have a maximum of six months to complete any continuous-enrollment course from the date of enrollment unless otherwise noted in the course description. Submit no more than one assignment per week to the instructor, and wait until this assignment has been returned before submitting the next one. If you are unable to complete your course work and do not officially withdraw from the online course before the completion date, you receive a grade of “F.”

If the continuous-enrollment course is marked temporarily closed, you can be automatically notified when enrollment reopens. To initiate this, find the course description online at extension.berkeley.edu/catalog, click on the Notify Me button in the course section block and provide your contact information. You are notified by email when the course becomes available again.

Note: As a condition of enrollment and to ensure successful completion of an online course, you must participate in chat rooms and message boards specific to the course. The email address and online identity you use when entering chats, or as you post on message boards, are visible to all other participants. By enrolling in an online course, you authorize the disclosure of your email address and online identity for this purpose and other Extension communications.

Paying Enrollment Fees
You are not officially enrolled until 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 extension.berkeley.edu.

If a course has six or more classroom meetings, and if space permits, you may attend the first class meeting of a course. You must formally enroll in the course, however, and pay fees before the second course meeting.

If a course has five or fewer classroom meetings, you must formally enroll in the course and pay all fees by the last business day before the course start date.

A hold may be placed on your student records and transcripts requests until all outstanding debts to the University are paid in full.

Methods of Payment Include the Following:
- Check (with imprinted address and telephone number) made payable to UC Regents. A $25 charge is assessed for each returned check.
- Credit card: Visa, MasterCard and American Express. If you pay by credit card and the charge is declined, you lose your space in the course.
- Neither cash nor checks are accepted by mail or in person at the Belmont Center.
- Purchase order: An enrollment form (see inside back cover of this catalog) must accompany your request. To enroll with a purchase order, including vocational rehabilitation or employer tuition voucher, please fax the completed enrollment form with the purchase order from a sponsoring company or organization to (510) 642-3910. Extension cannot accept purchase
order enrollments by phone. For additional questions regarding purchase order processing, please email unex_ar@unex.berkeley.edu.

- AmeriCorps/National Service Trust funds: Transfer the course fee amount to UC Berkeley, and attach a screenshot showing this transfer to your enrollment form when enrolling by mail or in person.

Enrollment Confirmation

Extension mails you an enrollment confirmation within 10 business days of the receipt of payment. For online students, instructions for accessing your online classroom are sent to the email address(es) you provide.

Note: Not receiving an enrollment confirmation before your classroom course begins is not justification for seeking a refund.

Waitlist for Classroom Courses

Your name is added to the waitlist if your requested course section is full. You are notified if space becomes available. If we do not hear from you within 24 hours of notification, the space is offered to the next person on the waitlist. If you are waitlisted, you should 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.

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. The timelines stated below are standard transfer policy timelines; however, timelines may vary for specific course sections. Request a transfer by calling (510) 642-4111 during business hours.

All transfer requests are subject to a nonrefundable transfer processing fee of $35 per class unless specified otherwise in the course description and must be made within the transfer policy timelines. Transfers requests that are a result of a course cancellation are not subject to the transfer processing fee.

Approvals for transfers are based on course and space availability and the scheduled course start date, as applicable. Any difference in course fees is assessed and due at the time of the transfer. If you have any questions regarding the transfer policy, please call (510) 642-4111.

Note: Different add/drop policies and deadlines apply to UC Berkeley–equivalent courses. UC Berkeley–equivalent courses are denoted by the prefix XB or XWB in course numbers; refer to p. 204 or extension.berkeley.edu/info/enrollment.html#xb. If the drop deadline for your existing class falls before the transfer deadline outlined below, you must make your transfer request by the drop deadline of your existing class.

Concurrent enrollment courses have specific add/drop deadlines and procedures. Visit extension.berkeley.edu/info/concurrent.html#schedule for details.

Transfers for Classroom and Hybrid Courses (Drop Deadline)

- Between courses with fewer than six meetings: Transfer requests must be made one business day before the course start date of the original course, provided the enrollment limit of the course you are transferring to has not been reached.

- Between courses with six or more meetings each: Transfer requests must be made one business day before the second course meeting of both courses, provided enrollment limit of the course you are transferring to has not been reached. The timeline for transferring varies from one to six days after the course start date, depending on the course meeting pattern.

Transfers for Online Courses

For fixed-date online courses, you can request transfers up to six days after the course start date. For example, if the course starts on a Thursday, you must request your transfer by the close of business on the following Wednesday (Pacific time). As another example, if the course starts on Jan. 18, you must request your transfer by the close of business on Jan. 24 (Pacific time).

For continuous-enrollment online courses, you can request transfers up to six days after your Welcome Letter has been emailed. For example, if your Welcome Letter is emailed on a Thursday, you must request a transfer by the close of business on the following Wednesday (Pacific time). As another example, if the Welcome Letter was emailed on Jan. 18, you must request a transfer by the close of business on Jan. 24 (Pacific time).

Drops and Refunds

Request a drop/refund by calling (510) 642-4111 during business hours or by emailing your request to refund@unex.berkeley.edu within the timelines listed below.

All drop/refund requests are subject to a nonrefundable refund processing fee of $50 per class unless specified otherwise in the course description and must be made within the drop/refund policy timelines. The timelines stated below are standard drop/refund policy timelines; however, drop/refund timelines may vary for specific course sections. Drop/refund requests that are a result of a course cancellation are not subject to the drop/refund processing fee.

If it is necessary for UC Berkeley Extension to cancel a course, your full course fee is 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.

Note: Different add/drop policies and deadlines apply to UC Berkeley–equivalent courses. UC Berkeley–equivalent courses are denoted by the prefix XB or XWB in course numbers; refer to p. 204 or extension.berkeley.edu/info/enrollment.html#xb. If the drop deadline for your existing class falls before the transfer deadline outlined below, you must make your transfer request by the drop deadline of your existing class.

Concurrent enrollment courses have specific add/drop deadlines and procedures. Visit extension.berkeley.edu/info/concurrent.html#schedule for details.

Drops/Refunds for Classroom and Hybrid Courses

If you enroll in a course and then cannot attend, you may...
request a drop/refund within the following timelines:

• Courses with fewer than six meetings: You must make your drop/refund request no later than one business day prior to the first course meeting.

• Courses with six or more meetings: You must make your drop/refund request no later than one business day prior to the second course meeting. The timeline for drop/refunds varies from one to six days after the course start date depending upon the meeting pattern of the course.

Drops/Refunds for Online Courses

For fixed-date online courses, you can request drop/refunds up to six days after the course start date. For example, if the course starts on a Thursday, you must request your refund by the close of business on the following Wednesday (Pacific time). As another example, if the course starts on Jan. 18, you must request your refund by the close of business on Jan. 24 (Pacific time).

For continuous-enrollment online courses, you can request drop/refunds up to six days after your Welcome Letter has been emailed. For example, if your Welcome Letter is emailed on a Thursday, you must request a refund by the close of business on the following Wednesday (Pacific time). As another example, if the Welcome Letter was emailed on Jan. 18, you must request a refund by the close of business on Jan. 24 (Pacific time).

To Request a Drop/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, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000, or fax a request to (510) 642-0374. You can also email your request to refund@unex.berkeley.edu. Include your name, the name and section ED number of your course, your reason for requesting a refund and your daytime phone number in case there are questions. Failure to include all necessary information may delay processing.

Drop/Refund and Transfer Appeals

Appeals to the drop/refund and transfer policies and deadlines are only approved by exception for extenuating circumstances such as personal or family emergencies. You may submit an appeal in writing to refund@unex.berkeley.edu. Please follow instructions as outlined above in To Request a Drop/Refund and include detailed information as to the reason for the appeal. You may be asked to submit additional documentation. You are notified of the decision within 30 business days of submitting your appeal.

Cancellation of Courses and Schedule Changes

Extension cancels courses only when absolutely necessary, but we must reserve the right to do so, as well as to reschedule courses and change instructors. UC Berkeley Extension receives no state or University funding and is self-supporting from course fees. If a course is canceled, you may either request a transfer to another course or you will automatically receive a full refund, usually within four weeks.

Course Credit and Grades

Academic Standards

All academic credit courses numbered X, XB1–299 and XBW1–299 and the Extension instructors who teach them are reviewed and approved by the appropriate academic department on the UC Berkeley campus and by the Committee on Courses of Instruction (COCI) of the UC Berkeley Academic Senate. The UC Berkeley Academic Senate delegates authority to the Dean of UC Berkeley Extension to approve professional, postgraduate credit courses that are numbered X300–499 and all noncredit courses. This academic supervision by University faculty is assurance of excellence in course content and quality of instruction.

Academic Credit

UC Berkeley Extension does not grant degrees, but many Extension courses carry academic credit that may be applied toward a degree, professional licensing or other professional requirements, or completion of an Extension professional certificate or specialized program of study.

Application of Credit Toward UC Degrees

Participating in UC Berkeley Extension programs and courses does not in itself provide preference in admission to the University of California. Students interested in applying to the University of California should refer to the University of California Admissions website or the admissions office of the University of California campus they wish to attend for details about the admissions process.

UC Berkeley’s Office of Undergraduate Admissions is located at 103 Sproul Hall. Contact the office online at students.berkeley.edu/admissions/index.asp. The University of California campuses use the same procedures to evaluate and determine the suitability of Extension credit courses to fulfill degree requirements as they do for credits gained at other regionally accredited institutions.

If you are admitted for a future term or have already been admitted to the University of California—including students on leave—you must have prior written approval from the dean of your school, college or academic adviser in order to transfer credit earned at UC Berkeley Extension toward UC degree requirements.

If you are a UC Berkeley–matriculated undergraduate student or a student in the Fall Program for Freshmen, special regulations may apply to you. See extension.berkeley.edu/info/grades.html#credit for more information.

Application of Credit Toward Degrees at Other Institutions

Other institutions may accept UC Berkeley Extension credit toward an undergraduate degree, but acceptance is always determined by the institution to which the student is applying. Policies regarding the acceptance of Extension credit toward graduate degrees vary widely among institutions and individual programs. Check with your institution and adviser before enrolling.

Application of Credit or Noncredit CEUs Toward Licensing and Other Requirements

When courses in this catalog have been approved by government agencies, professional associations and other authorities as meeting their educational criteria, a statement to this effect appears with the course listing. In other cases, it is best to check with the organization before enrolling to ensure that the course is acceptable.

This Course Is Under Review for Credit Approval

The above designation appears for new courses that are still undergoing review for academic credit approval at the time of catalog publication. For current information about the academic credit-approval status of these courses, please see updated information at extension.berkeley.edu.

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 longtime, highly experienced instructors, as well as those new to UC Berkeley Extension.

Credit Courses

If a course is given for credit, the amount of credit offered and the UC Berkeley academic department in which credit may be granted are shown after the course number. Credit is in semester units. For courses carrying academic or professional-level credit, the University’s standard formula for one unit of credit is 15 hours of instructional time, plus two hours of study time for each hour of instruction. Thus, a one-unit course is 15 hours of instruction and 30 hours of study outside of class for a total of 45 hours of course effort. Some courses, such as studios or labs, require more instructional time and less study time. The title of each credit course in the catalog is followed by a course number with a letter prefix and sometimes a letter suffix: for example, Analytic Geometry and Calculus XB101A.

X Prefix

The course-number prefix X indicates a course that originates at UC Berkeley Extension.

XB and XBW Prefixes

The course-number prefix XB indicates an Extension course that is equivalent to the Berkeley campus course with the same content, title, number and credit value offered to UC Berkeley students. Note that UC Berkeley courses taken through concurrent enrollment are labeled XB. The course-number prefix XBW indicates an XB course that is offered either fully or predominantly online. Special regulations and deadlines apply to XB and XBW courses. For further information, visit extension.berkeley.edu/info/enrollment.html#xb. For information about UC Berkeley prefixes and suffixes, visit http://academic-senate.berkeley.edu/committees/coci/handbook2#2-2-5.

Course Numbers

The course number indicates the level of instruction as detailed below:

X, XB1–99 and XBW1–99: Lower-division credit courses at the level of the first two years of college

X, XB100–199 and XBW100–199: Upper-division credit courses at the level of the second two years of college

X, XB200–299 and XBW200–299: Graduate-level credit
courses that are ordinarily open only to students who have completed at least 18 upper-division units basic to the subject matter of the course.

X300–399: Professional credit courses in education for teachers and school administrators.

X400–499: Professional, postgraduate credit 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 forth.

Letter Suffixes

The course number suffix—usually a 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 the student has the instructor or academic department’s permission to enroll.

Noncredit Courses

You may take any credit course on a noncredit basis. If you opt to change from credit to noncredit basis, you must do this before the last class meeting, the final online enrollment period or by the deadlines established for XB and XBW courses.

Continuing Education Units

Continuing education units (CEUs) are a nationally recognized means of recording noncredit study. They are accepted by many employers and relicensure agencies as evidence of a student’s serious commitment to career advancement and the maintenance of professional competence. The letters CEU and a number following a course title identify a noncredit course in which you can earn continuing education units. One CEU is awarded for 10 instructional hours.

Noncredit Courses Numbered 800–899

While not offering academic credit, these professional courses may be taken for a letter grade or for CEUs. Extension does not award both a grade and CEUs for the same course.

Other Noncredit Courses

Noncredit courses that carry no academic credit, grades or CEU values are not recorded on your transcript. Noncredit courses that carry grades or CEU values are recorded on your transcript.

Grades

If you enroll for credit, you must meet the attendance, participation and course requirements set by the instructor. An official grade report is sent via U.S. Mail. If you have any questions, you should write or call the Registrar’s Office, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000; (510) 642-4111 (option 3); or email registrar@unex.berkeley.edu.

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, you must tell the instructor before the final meeting or by the grade-option change deadline if you are enrolled in a UC Berkeley-equivalent course. If you plan to apply that credit toward a degree or professional certificate, you should first make sure that a passed/not passed grade is 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– or higher)
NP Not passed (lower than C–)

Other Letter Designations

W Withdrawed without academic penalty. Prior to the last class meeting, complete and submit a petition to withdraw, located at extension.berkeley.edu/info/petition_to_withdraw.pdf. Special drop and withdrawal deadlines apply to XB and XBW courses. Visit extension.berkeley.edu/info/concurrent.html#schedule for details.

NC Not for credit. Signifies attendance but not completion of course requirements.

I Incomplete. Issued for coursework of passing quality but not finished during the term or enrollment period. If left unresolved, an Incomplete (I) grade in any course becomes part of your permanent academic record.

An "I" designation is issued only if:
1. You present extenuating circumstances to your instructor(s) for not completing the course by the final class meeting date or by the online course end date.
2. You have successfully completed 75 percent of the assignments (or projects) at least three weeks prior to the final class meeting or online course end date.
3. You 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. You complete the petition form located at extension.berkeley.edu/info/petition_for_incomplete.pdf as documentation of your written arrangement with the instructor(s) and submit it as directed on the form by the final class meeting date or by the online course end date.
5. Online students only: Please note that once enrollment expires or a grade of I or NC is recorded, you no longer have access to your online classroom and the message board. You must coordinate with your instructor to copy or print out any information from the online classroom or the message board that you need for reference as you continue with your coursework beyond your enrollment period. Call the Online department for more information at (510) 642-7343 or visit 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 and F = 0. Grades with a plus sign (such as B+) carry 3/10 point more per unit; minus grades (such as A–) carry 3/10 point less. (An A+ counts as 4.0.) Grade point averages are computed on the basis of grades and number of units.

Final Grade Reviews and Appeals

All student grades except “Incomplete” are final when submitted by the instructor to UC Berkeley Extension at the end of the course. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed or revised as a result of re-evaluation of student work, student re-examination or the submission of additional student work after the end of the course.

UC Berkeley Extension considers grades to be a matter of academic judgment on the part of the instructor. You may only challenge your grade and request a final grade review in certain circumstances. Grounds for requesting a grade review at the end of the course include:
1. Application of nonacademic criteria—such as consideration of race, politics, religion or gender—not directly reflective of performance related to course requirements;
2. Sexual harassment, or,
3. Clerical or procedural error in the calculation of your final grade.

Consult your instructor if you have a question about your final grade. If the matter is not resolved at the instructor level, you should write to your program director within 30 days after receiving your final grade report to request a final grade review. Within your final grade review request, state which of the above criteria comprises the grounds for the request. The program director conducts the grade review and informs you of his or her decision—including any remedies, if applicable—within 30 days of receiving the request for review.

If, and only if, the above procedures have failed to resolve the matter, you may appeal the program director’s decision by submitting a letter addressed to the Dean’s Office, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. This written request for appeal must be initiated within 30 days after receiving the decision from the program director. The dean’s designee reviews the request for appeal, conducts an investigation and makes a decision—including any remedies, if applicable—within 30 days of receiving the request for appeal. The dean’s designee makes the final decision for unresolved grade appeals for all students enrolled in UC Berkeley Extension courses and programs. In extenuating circumstances, the above timelines may be extended.

Transcripts and Records

Records

We maintain permanent academic records for UC Berkeley Extension students who have completed credit
Ordering Transcripts
You have three options to order transcripts: online, by mail, or in person. No phone or email orders are accepted. All transcript orders require a signed authorization, which includes the signature of the student whose record is requested. Please note that courses in progress are not included on transcripts; contact the Registrar’s Office at (510) 642-4111, option 1, for a Statement of Fees or Enrollment Verification letter to verify coursework in progress. All transcripts—standard and rush—are sent via U.S. First-Class Mail unless requested otherwise.

Standard Requests
Please allow 10–15 business days from the time UC Berkeley Extension receives the request to process and mail your transcript(s).

Rush Service
If you need transcript(s) mailed sooner, you may opt for rush service ($15 rush service fee required per order). All transcripts requested in the same order are processed as rush requests for a single $15 rush fee. Rush service ensures that transcript(s) are mailed the next business day after the receipt of the signed authorization and payment.

Hold for Final Grades Option
Your transcript includes all courses for which final grades have been submitted and recorded. If you have not yet finished your coursework or not received grades for courses that must appear on your transcript, check “Hold for final grades” on the order form and indicate the course title, term, and year that you will complete that coursework. The UC Berkeley Extension Registrar’s Office will not mail your transcript(s) until those grades have been recorded. No partial transcripts are issued.

Ordering Transcripts Online
Order transcripts (including rush transcripts) through Credential Solutions Transcript Ordering Services at credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROEX1312.

Complete the contact information and transcript request details, pay by credit card, and choose to have the transcripts sent either by U.S First-Class Mail or a courier service (such as FedEx). During the ordering process, you will be provided with an authorization form; you can either print this form immediately or have a printable PDF emailed to you. Print and sign the authorization form, and return the form as directed by Credential Solutions. Your transcript request cannot be completed until the authorization form is received, regardless of when you place your online order. Transcripts ordered online are sent via U.S. First-Class Mail unless requested otherwise.

Ordering Transcripts by Mail
Order transcripts (including rush transcripts) by mail with the Transcript Request and Authorization form located at extension.berkeley.edu/info/transcript.pdf. Print and complete the form, select the appropriate payment amount and method, and sign the form to authorize release of your transcript(s). Mail the form with payment to UC Berkeley Extension at the address listed on the form; your request will be processed when it is received. The Transcript Request and Authorization form may not be emailed or faxed, and electronic signatures are not accepted. Transcripts ordered by mail are delivered by U.S. First-Class Mail unless requested otherwise.

Ordering Transcripts in Person and Same-Day Pickup
Order transcripts (including rush transcripts) in person with the Transcript Request and Authorization form available at extension.berkeley.edu/info/transcript.pdf. Print and complete the form, select the appropriate payment amount and method, and sign the form to authorize release of your transcript(s). Bring the form and payment to the Student Administrative Services Office at 1995 University Ave., Suite 110, Berkeley, CA, Monday–Friday, 9 am–3 pm. You may have the transcripts sent by U.S. First-Class Mail, or you may pick them up in person with a photo ID. If another person is paying for and picking up your transcript for you, he or she must provide a photo ID AND a written authorization, signed by you, to receive the transcript. All in-person rush service requests for same-day pickup of transcript(s) require the $15 rush service charge per order.

Partial Transcripts
UC Berkeley Extension does not issue in-progress or partial transcripts. You may use either the Enrollment Confirmation or request a Statement of Fees Paid or an Enrollment Verification letter from the UC Berkeley Extension Registrar’s Office to confirm your current enrollment status.

Transcript Holds
A hold may be placed on your records and no request for transcript is granted until all outstanding debts to the University are paid in full. A hold may also be placed on transcripts for student conduct code violations.

Course Description and Enrollment Verification
1. Course descriptions are copied from the appropriate UC Berkeley Extension catalog. There is a $15 charge for each copy of each course description requested. Past catalogs are available in PDF format at extension.berkeley.edu/catalog/archive.

2. There is a $15 charge for written verification of your enrollment or student record provided to a third party. Release of information to a third party requires written authorization from the student. Enrollment verifications and Statements of Fees are not issued until after the refund and transfer (add and drop) deadlines have passed.

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 extension.berkeley.edu/info/policies.html#privacy. The policy provides for your right to be informed about where student records are located, to review your own records, to request corrections, to grieve alleged violations of privacy, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education. The Dean’s Office has designated student names, email addresses, terms of attendance and major fields of study as public information under the policy.

Professional Certificates, Specialized Programs of Study and Other Curricula
Curricula
UC Berkeley Extension offers professional certificates and other organized curricula in a variety of subject areas. (For the complete list, see pp. 238–239.)

Getting Started
Consult the certificate’s description in this catalog for recommended beginning courses.

Registration Procedures
You should register for certificates and specialized programs of study before you begin your third course. To register, please print out and complete the Registration Form at extension.berkeley.edu/cert/cert.pdf. Mail it as indicated and include the registration fee. Do not send cash. 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 beginning the program; please read individual program descriptions and requirements carefully.

Program requirements are updated based on new developments in the field of study; we recommend you complete the program in a timely manner.

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 the registration. All fees are subject to change without notice. Certificate and program registration fees are not refundable.

Requirements
See the individual certificate or program descriptions for required and elective courses. A grade point average (GPA) of 2.5 is the minimum required for completion of a certificate or program, and you must complete each course in any certificate or program with a grade of C or better. Higher grades are required in some programs.

Preparation
For many professional certificates, a college degree or comparable professional experience is recommended. Some certificates have more specific prerequisites.
Substitutions, Waivers and Transfer Credit

You must contact the program director prior to beginning the professional certificate to request a course substitution, waiver or transfer credit. You must include detailed information about the professional certificate credit course requirement that you are requesting to substitute or waive, and detailed information about the credit course or transfer credit that you request to serve as a substitution. Requests for course substitutions, waivers and transfer credit must be approved in advance by the program director and department director. All course substitution coursework—including UC Berkeley Extension course substitutions, transfer credit and waivers—must not exceed one-fourth of the total number of semester units and hours of the professional certificate.

There may be a fee to waive or substitute courses. As a general rule, substitutions, waivers and transfer credit are not permitted for courses in specialized programs of study. Contact the program director for further information.

Transfer Credit

1. For transfer credit, you must provide the program director with your official transcript from a regionally accredited university or college and the description of the course you wish to transfer.

2. Transfer credit is only accepted if:
   - You completed all coursework to be transferred prior to beginning the professional certificate at UC Berkeley Extension.
   - Your substitution coursework—including UC Berkeley Extension course substitutions, transfer credit and waivers—does not exceed one-fourth of the total number of semester units/hours required for the professional certificate.
   - You have obtained a "B" or higher grade in all transfer coursework.
   - You completed all transfer coursework at a regionally accredited university or college.
   - You completed all transfer coursework within five years of beginning your professional certificate at UC Berkeley Extension.

3. Accepted transfer credit within the UC system is calculated into your professional certificate GPA.

4. Accepted transfer credit from institutions outside of the UC system is not calculated into your professional certificate GPA.

5. After you have started your professional certificate, no transfer credit is allowed into the certificate, and you must complete the remainder of your requirements at UC Berkeley Extension.

Conversion of Semester and Quarter Units

Semester-unit equivalents in quarter units:

<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>½</td>
<td>3</td>
<td>4½</td>
<td>6</td>
</tr>
</tbody>
</table>

Online Professional Certificates and Specialized Programs of Study

Several professional certificates and specialized programs of study are offered online. For more information, visit extension.berkeley.edu/online or call the Online department. Please note that veterans’ benefits do not apply to all online courses and curricula.

Obtaining the Certificate or Award of Completion

When you have satisfied your program course requirements, you must notify your academic department to receive the certificate or Award of Completion.

Transcript Notation

Completion of the professional certificate is noted on your permanent record (transcript).

Financial Assistance

You must be registered in a professional certificate to be certified for financial assistance. Financial assistance is not available to online or international students. Extension programs and certificates 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.

Select a Lender to Apply for Alternative Loans

You are free to borrow from any lender of your choosing. We encourage you to review the lender terms and conditions and carefully consider the benefits and repayment information before choosing a lender. Visit extension.berkeley.edu/info/lovcal.html#finassit to find a list of lenders.

Loans are certified for a maximum of the total amount of course fees and $150 per course for textbooks. In order for the loan to be certified, please provide your class list with your proposed classes. You must maintain satisfactory academic progress in your professional certificate to remain eligible for financial assistance.

Your student loan must be certified by Extension and approved by the bank at least four weeks prior to your first class meeting. You must pick up your check from our main office in Berkeley, Monday–Friday, 8:30 am–4 pm, except holidays. Payee’s valid photo ID is required for check release. Before the current term’s check can be released, you must demonstrate your intent to enroll by paying for at least one class during the current term. Email finassit@unex.berkeley.edu for more information.

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 the professional certificate for a minimum of two terms per calendar year. You are required to maintain satisfactory academic progress for loan eligibility.

Veterans’ Educational Benefits

Currently, UC Berkeley Extension certifies Veterans Administration benefits only for students eligible for Vocational Rehabilitation (Chapter 31) under the Veterans Administration Benefits program. No other veterans’ benefits can be certified. Please call (510) 642-4111 (option 3) for course information.

If you are eligible to be reimbursed for online courses under the Defense Activity for Non-Traditional Education Support (DANTES), you should contact your military education officer.

Cal-Vet Fee Waiver

UC Berkeley Extension fees are not eligible for waiver under the benefits provided through Cal-Vet or for veterans’ dependents under the California Education Code.

Verification of Enrollment

Submit loan-deferment forms, insurance forms and other such documents to the Registrar’s Office, Attn.: Records, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000. Verification of student record information for employment and background reviews requires a fee and a signed release form from you. Please allow 15 business days for processing. If you have questions, call (510) 642-4111 (option 3) or email records@unex.berkeley.edu.

UC Berkeley Extension is not approved to complete loan deferments for federally sponsored financial assistance (Title IV).

Full- and Half-Time Study

For financial assistance purposes, UC Berkeley Extension defines full- and half-time study as follows:

<table>
<thead>
<tr>
<th>Course type</th>
<th>Full time</th>
<th>Half time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses numbered 1–199 (undergraduate-level courses)</td>
<td>12 semester units</td>
<td>6–11.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 200–299 (graduate-level courses)</td>
<td>12 semester units</td>
<td>6–11.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 300–399 (professional courses in education)</td>
<td>8 semester units</td>
<td>6–7.9 semester units</td>
</tr>
<tr>
<td>Courses numbered 400–499 (professional courses in subjects other than education)</td>
<td>8 semester units</td>
<td>6–7.9 semester units</td>
</tr>
</tbody>
</table>

Please call (510) 643-2843 or email finasst@unex.berkeley.edu for information regarding full- and half-time study.

Full-Time Study for International Students

The definition of full-time study differs for international students. International students with a Form I-20 that was issued by UC Berkeley Extension must be enrolled full time and 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.

Restrictions for Those Traveling With Nonstudent Visas

If you are visiting the United States on a B1/B2 tourist visa, you are prohibited from enrolling into a full-time program of study at UC Berkeley Extension. You may take a course at UC Berkeley Extension only for recreational purposes. Such study cannot be the main purpose of your visit, and your course cannot exceed 18 instructional hours per week. Refer to your visa application for more details, and see extension.berkeley.edu/info/policies.html for specific restrictions before enrolling.

STUDENT SERVICES
Concurrent Enrollment

UC Berkeley campus courses are open to the public on a space-available basis through Extension’s concurrent enrollment program. Contact your academic adviser or articulation officer about transfer credit before enrolling to confirm that concurrent enrollment works for your goals.

Note: This program is for fall and spring terms only. For Summer Sessions, please refer to summer.berkeley.edu. To be approved for concurrent enrollment, you must meet all course prerequisites; transcripts or other documentation may be required before the application can be approved. The course instructor, department chair, and, in some cases, the dean of the school or college must approve your concurrent enrollment application. You are considered an Extension student when you enroll through concurrent enrollment; thus, Extension maintains the transcript of record. Being approved for concurrent enrollment does not constitute admission to UC Berkeley as a registered student.

Note: Academic Senate regulation A208 requires that UC Berkeley–equivalent coursework and grade points undertaken through Extension by UC Berkeley–matriculated undergraduates be included on the Berkeley transcript. See extension.berkeley.edu/info/grades.html for more information.

Concurrent enrollment fees and deadlines for application, add/drop, payment, refund request and change of grading option are listed at extension.berkeley.edu/info/concurrent.html. Late applications are not accepted. There are no withdrawals from concurrent enrollment.

For frequently asked questions about concurrent enrollment, visit extension.berkeley.edu/info/concurrent.html#faq or contact us at concurrent@unex.berkeley.edu.

Policies and General Information

Holidays

UC Berkeley Extension is closed on:

- Memorial Day: May 27
- Independence Day: July 4

Mailing List and Address Change

When you enroll or inquire about Extension courses, your name is placed on our mailing list and you automatically receive a catalog each term for the next two years. UC Berkeley Extension never sells its mailing list, but if you would like to be removed from the list, you should clip the mailing label and send it to UC Berkeley Extension, CMS Dept., 1995 University Ave., Suite 110, Berkeley, CA 94704-7000.

If you have moved since you last enrolled, submit a Change of Permanent Student Information form to update your permanent student record. The form is available online at extension.berkeley.edu/info/change.pdf and at UC Berkeley Extension centers, or you may have it mailed to you by calling (510) 642-4111. Note: The completed form must include your signature.

Disabled Student Services

UC Berkeley Extension makes arrangements to ensure access to our courses for everyone, including individuals with limited mobility, impaired hearing or vision, or learning disabilities.

If you have special needs, you should notify Extension at least three weeks before the beginning date of the course. Call (510) 643-5732; fax (510) 642-0374; write to Registrar’s Office, Attn.: Special Needs, UC Berkeley Extension, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000; or email dso@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.

For more information on this process, please refer to extension.berkeley.edu/info/geninfo.html#disabled.

Library Use

Extension students can use the UC Berkeley campus libraries. To apply for borrower’s privileges at the circulation department of the Doe Library, bring your enrollment confirmation and a valid California driver’s license. You are eligible for a reduced fee of $25 for six months, payable with a money order or check imprinted with your name and address. (Cash cannot be accepted.)

Textbooks

Textbook information is available on the course pages of the Extension website. You should note the ISBN when making purchases, as publishers frequently update editions.

Proctored Final Exam Fee

The fee for taking a proctored exam at the Golden Bear Center is $150. There is no proctoring fee to take a final exam at our facility for students enrolled in UC Berkeley Extension online courses.

Taxpayer Relief Act of 1997

You may be eligible for tax credits through the Taxpayer Relief Act of 1997. To determine eligibility, please contact the IRS, a tax consultant or an accountant. UC Berkeley Extension 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 more information, visit http://studentbilling.berkeley.edu/taxpayer.htm. To access your 1098-T online, visit www.1098t.com or call (877) 467-3821.

Classroom Rental

UC Berkeley Extension classrooms in our Belmont, Berkeley and San Francisco locations may be rented for meetings and training sessions on a space-available basis. Please inquire via email to rentals@unex.berkeley.edu.

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, gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. For more information, refer to extension.berkeley.edu/info/policies.html#nondiscrimination.

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. For additional information, please refer to extension.berkeley.edu/info/policies.html#sexualharass.

Student Conduct

UC Berkeley Extension, as a unit of the University of California at Berkeley, is committed to maintaining an environment that encourages personal, professional and intellectual growth. Members of the UC Berkeley Extension community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a learning environment. This behavior includes abiding by the established rules of conduct intended to foster behaviors that are consistent with a civil, educational setting. In this context, instructors are guided by UC Berkeley Extension’s instructor conduct policies, and students by the UC Berkeley Extension Code of Student Conduct. The full code available online at extension.berkeley.edu/info/policies.html#conduct.

Academic Integrity

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for yourself or other members of the academic community. This misconduct includes a wide variety of behaviors such as cheating, plagiarism, altering academic departments or transcripts, gaining access to materials before they are intended to be available and helping another student to gain an unfair academic advantage.

For suggestions on maintaining your academic integrity, conducting research and properly citing sources, visit extension.berkeley.edu/info/policies.html#conduct.

Safety and Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that institutions of higher education make information regarding crime statistics and campus security available to students. Copies of this information may be obtained at the UC Berkeley Extension Registrar’s Office, 1995 University Ave., Suite 110, Berkeley, CA 94704-7000 or...
Location Information

Berkeley: Golden Bear Center
1995 University Ave., Berkeley, CA 94704
(510) 642-4111

Office hours: Monday–Friday, 8:30 am–5 pm, except holidays (see p. 208). Telephone hours are Monday–Friday, 9 am–5 pm.

Access to Classroom Facilities

For main offices, second-floor classrooms and enrollment/information desk: UC Berkeley Extension, Golden Bear Center, 1995 University Ave., Suite 110, Berkeley, CA 94705-7000; see map below. If you are taking evening or weekend classes, you should use the far-right elevator to access classrooms on the second floor.

Access for Students With Disabilities

See Disabled Student Services, p. 208, for information about the accessibility of UC Berkeley Extension courses.

Auto Access

From San Francisco, Marin, Alameda, San Mateo and Western Contra Costa Counties: Take I-80 to the University Avenue exit. The building is on the left-hand side of the street between Bonita and Milvia.

From Central Contra Costa County: Take Hwy. 24 to the Telegraph Avenue exit. Turn right onto Telegraph. Take Telegraph to Bancroft. Turn left on Bancroft. Go to Shattuck. Turn right on Shattuck. Go to University and turn left. The building is on the corner of University and Milvia.

Public Transportation

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 downtown Berkeley from various points throughout the East Bay. The Downtown Berkeley BART station is two blocks south of the Golden Bear Center.

From San Francisco and Southern Alameda County: Take a Richmond-bound BART train to the Downtown Berkeley station. Take AC Transit route F from the San Francisco Transbay Terminal (First Street and Mission Street) to downtown Berkeley.

From Central and Eastern Contra Costa County: Take a San Francisco/Millbrae-bound BART train to the MacArthur station. Transfer to a Richmond-bound train to the Downtown Berkeley station at Center Street and Shattuck Avenue.

Parking

You have access to the parking garage at UC Berkeley Extension, 1995 University Ave., evenings until 30 minutes after the last class ends and on Saturdays when classes are in session. The garage is closed on Sundays. Metered and 2-hour street parking is also available.
UC Berkeley Campus
Class meetings on the Berkeley campus normally begin 10 minutes after the time printed.

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 Street and Shattuck Avenue. Or take AC Transit route F from the San Francisco Transbay Terminal (First Street and Mission Street) to downtown Berkeley.

From Central and Eastern Contra Costa County: Take a San Francisco/Millbrae-bound BART train to the MacArthur station. Transfer to a Richmond-bound train to the Downtown Berkeley station at Center Street and Shattuck Avenue, one block from campus.

Campus Shuttle Services: BearTransit 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. A perimeter shuttle, the “P” line, circles the campus to and from the Downtown Berkeley BART station at 12- and 24-minute intervals. BearTransit is free with a BearTransit Shuttle Pass, the faculty/staff Bear Pass, the student Class Pass or an emeriti ID card; it is $1 without a pass.

Campus Night Safety and Services
The Night Safety Shuttle is a shuttle bus that travels short distances to and from the campus at night. For information, call (510) 642-9295 or visit http://pt.berkeley.edu/around/transit/routes. A nighttime walk map, available on request, shows the most frequented and well-lit walk routes through campus. Plan to walk through campus using these routes. Walk accompanied by an escort or friend at all times. To request the nighttime walk map, call (510) 642-4111 or pick up a copy at the UC Berkeley Extension registration desk.

BearWALK (Night Safety Escort) Service is available on campus seven nights a week. To obtain an escort, stop one of the Community Service Officers or call (510) 642-9295. Community Service Officers are uniformed, radio-equipped student employees of the UC Police Department. You may see them patrolling the night walk routes. You can download a BearWalk app at http://bearwalk.berkeley.edu.

Parking on and Near the Campus
Parking and Transportation (P&T) office: 2150 Kittredge St. (at Fulton), (510) 643-7701
Office hours: Monday–Friday, 7:30 am–4 pm

Parking information is current as of publication of this catalog; please call P&T for current information or check the website at http://pt.berkeley.edu.

Campus parking map: For a parking map of campus, please visit http://pt.berkeley.edu/park. Central Campus lots are marked accordingly or with a “C.” Lots adjacent to campus are marked for “Faculty/Staff” or “Student” permit types.

Park in well-lit areas as close to the destination as possible. Call the BearWALK (Night Safety Escort) Service at (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.

Martin Luther King Jr. Student Union Garage: Located under the Student Union on Bancroft Way (see map, p. 210). Hours are Monday–Saturday, 7 am–midnight; Sunday, 1–9 pm.

Night/weekend permit: You may purchase a Night/Weekend permit hang tag. Display of the Night/Weekend permit allows you 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 the class or stop by the parking office during the day.

Purchasing tickets: Buy a ticket from the machine at Cross Campus Road or at the North Gate entrance, or pay attendant at the West or East Gates. Ask attendant for directions to the parking area nearest the class. UC Berkeley Extension cannot reimburse you 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.

Public parking: Public parking is available in municipal lots and garages around the campus. For maps and current information, please refer to http://pt.berkeley.edu/park.

Access to Classroom Facilities
All classes are held on the fourth floor. Use the bank of elevators located off the main atrium.

Access for Students With Disabilities
See Disabled Student Services, p. 208, for information about the accessibility of UC Berkeley Extension courses.

Auto Access
From U.S. 101 southbound: Take the Ralston Avenue exit, turn left on Ralston Avenue and continue on Marine Parkway. Turn right on Shoreway Road.

From U.S. 101 northbound: Take the Redwood Shores Parkway exit, then merge onto Holly Street. Turn left at Shoreway Road.

Parking
Parking is free at the Belmont Center.

Public Transportation
For CalTrain schedule information, call (800) 660-4287; visit www.caltrain.com. For SamTrans information, call (800) 660-4287 or visit www.samtrans.com.
San Francisco: Downtown Center
425 Market St., 8th Floor
San Francisco, CA 94105
(415) 284-1060

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, 12–10 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 Street. Please bring a valid photo ID to show at the security desk. 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.

Access for Students With Disabilities
See Disabled Student Services, p. 208, for information about the accessibility of UC Berkeley Extension courses.

Auto Access
From U.S. 101 northbound: Take U.S. 101 north to I-80 east. Take the Fourth Street exit. Freeway exits onto Bryant Street. Follow Bryant to Third Street. Make a left on Third. Go to Folsom Street. Make a right on Folsom. Go to Fremont Street. Make a left on Fremont. The parking garage is located on Fremont Street before reaching the entrance to the building.

From the North Bay: Take U.S. 101 to Van Ness Avenue. Travel south on Van Ness to Eddy Street. Turn left on Eddy. Go eight blocks to Fifth Street. Turn right on Fifth, cross Market Street and go to Folsom Street. Turn left on Folsom. Go to Fremont Street and turn left. The parking garage is located on Fremont Street before reaching the entrance to the building.

From the East Bay: Take I-80 west to the Fremont Street exit. Bear right on Fifth and follow it to Folsom Street. Turn right on Folsom and go two blocks to Third Street. Turn left on Third. The center is on the right-hand side just past Mission Street. Drive a half-block past the center and turn right on Stevenson to access Hearst Parking Center.

Parking
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 Street 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 Street include the 6-Parnassus, F-Market, 9-San Bruno, 21-Hayes, 66-Quintara and 71-Noriega. The Montgomery BART and Muni metro station is located on Market Street between Second and Third streets.

For schedule and connections, as well as information about Muni service to other classroom facilities, call Muni, (415) 701-2311 or 311 (in San Francisco).

From the East Bay: Obtain information from BART at (510) 465-2278 or AC Transit at (510) 891-4700 or 511.

From the Peninsula: Obtain information from SamTrans, (800) 660-4287.

From Marin County: Obtain information from Golden Gate Transit, (415) 455-2000 or 511.
Instructor Biographies

Ali Aiyed, B.S., M.A., Ph.D., PMP, is an information technology manager with Bayer Corp. in Berkeley. Aiyed’s expertise is in large and complex IT infrastructure projects, focusing on acquisition and divestiture projects and communications in the global environment and across cultures.

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* (Fiction Collective, 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., is a landscape design consultant and a garden writer based in Sonoma, Calif. He works with the Albert Group, a San Francisco project management firm, and is the publisher of Harveststorable.com.

Thomas Albert, Ph.D., is an advisory technical writer at Accelrys, a software company that provides informatic tools for research in chemistry and biology. He holds a UC Berkeley Extension certificate in computer information systems and a doctorate in English.

Woody Alexander, M.B.A., has administered sales, marketing, distribution and management responsibilities on regional, national and international levels. He has expertise in developing sales and marketing management plans; recruiting, hiring, training and directing employees; sales forecasting; budgeting, accounting, and financial and compensation planning; order development; and implementing systems and procedures.

Cheryl Allen, M.S., PMP, Extension Honored Instructor, is a project management consultant and trainer specializing in practical management processes for software projects. She has more than 20 years of experience with both the technical and management aspects of software projects. Her training and consulting assignments have covered topics that include software development methodologies and strategic and tactical planning.

Steven Allen, Ph.D., served as program director for the Chemical Dependency Recovery Program at Kaiser Permanente Medical Center, Vallejo, Calif., for the past 20 years. He was also the director at Central County Community Mental Health Center for Contra Costa County Health Services.

Raja Almukahhal, Ph.D., has worked as a college professor, research analyst, high school teacher, department chairman, content writer and reviewer, author, planetarium director, business-education consultant and entrepreneur. He has published books on physics and astronomy.

Ed Alter, 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 in 2002. Alter has received national awards for public speaking and presentation.

Donna Altes, B.A., teaches language arts, English as a second language and life skills for adolescents. She has also taught the CLAD/CTEL course to teachers, consulted with districts on how to teach their students who are acquiring a second language and worked for an ELD publisher for more than 10 years. Altes has made learning relevant and inspiring for students and teachers for more than four decades.

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., M.P.H., is an anatomy instructor at Stanford University School of Medicine. He also teaches anatomy and physiology at De Anza College and Merritt College. Angeles’ background as a medical doctor and specialist in obstetrics and gynecology gives his classes a practical approach and emphasis in clinical situations to understand the function of the human body.

Dominic Angerame, M.F.A., director of Canyon Cinema, is an independent filmmaker whose more than 35 films have won awards in numerous film festivals and have been featured at the Whitney Biennial (2006). He has been nominated for a Rockefeller Foundation Grant, participated in an exhibition held at the Fondation Cartier in Paris and had a retrospective at the Havana Film Festival in 2006.

Patrick Arbore, Ed.D., is the program director and founder of the Institute on Aging’s Center for Elderly Suicide Prevention and Grief Related Services in San Francisco. He is a nationally recognized expert on elder suicide, depression and drug addiction.

Thomas Abate, M.A., explores the new realities of publishing in his blog, MiniMediaGuy. Abate is the former owner of a typesetting and publishing company. He has taught feature writing for UC Berkeley Extension, and was a journalism instructor at College of the Redwoods.

Edward Abramson, Ph.D., is an internationally recognized authority who gives workshops and talks on emotional eating, weight control and eating disorders throughout the U.S., Canada and Europe. A licensed clinical psychologist, he is the author of four books, including *Body Intelligence* (McGraw-Hill, 2005), as well as 20 scientific studies. He is professor emeritus of psychology and former director of the Eating Disorders Center at Chico Community Hospital.

Robert Adams Jr., M.S., is currently employed by Northrop Grumman in Baltimore, where he has worked since 1979 as a software programmer, systems designer, systems engineer and technical lead engineer on numerous defense-related programs. Independently, he does Web programming and consulting, and has taught for UC Berkeley Extension for more than 10 years. He has experience in various languages, including C, C++, C#, Perl, PHP and JavaScript.

Kashif Ahmad, M.B.B.S., M.Sc., Ph.D., has taught a variety of graduate and undergraduate life sciences courses that include anatomy, physiology, pharmacology and general biology in both the classroom and online formats. He has more than 12 years of experience in teaching and in basic science research, covering areas such as apoptosis (cell death) and redox regulation.

Erick Ahrens, M.B.A., B.S., is a senior business analyst at UCSF, leading development of business intelligence (BI) and data mart systems, and supporting balanced scorecard (BSC) and performance information systems. Previously, Ahrens taught application service provider (ASP) design and development at UC Berkeley Extension, and he teaches applied research and statistics at University of Phoenix.

Nidhi Ahuja, Ph.D., is an adjunct professor and instructor at Merritt College, where she teaches biological sciences. She completed her postdoctoral studies at UCSF. Her research focuses on bacterial pathogenesis.

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Elie Asmar, M.S.E., PMP, CKM, Extension Honored Instructor, is co-founder and president of Interpro.com, a project knowledge management corporation. He leads teams in developing and implementing strategic initiatives for global organizations in the semiconductor, information technology and biotechnology industries. Asmar has experience in executive and engineering management training.

Rajeev Banerjee, M.S., Ph.D., is a tenured faculty member at Laney College in Oakland, Calif. Banerjee has more than 15 years of research experience in biological sciences and, during his extended stay at UCLA, was actively involved in training undergraduate students in molecular biology research techniques. His research interests are focused on exploring the replication and transcriptional regulation of positive-strand RNA viruses, including the hepatitis C virus.

Andrew Barnett, Ph.D., CPA, Extension Honored Instructor, is professor emeritus and former director of the School of Accountancy at San Diego State University. He was on the faculty of Virginia Tech and Arizona State University and teaching professor at UC San Diego and the University of Adelaide (Australia). He was a member of the American Institute of CPAs’ (AICPA) Board of Examiners and Accounting and Review Services Committee.

Lawrence Basso, Ph.D., is currently on the teaching faculty at Stanford University School of Medicine and has a particular interest in radio-immunoassay and molecular imaging. He is a consultant to the online medical decision tool for physicians known as Clin-eguide. Basso combines a strong interest in basic science, biochemistry, molecular biology and pathophysiology and integrates these into his course on human physiology. Previously, he was director of the Nuclear Medicine Laboratory at the Palo Alto Medical Foundation.

Nancy Batch, M.S., M.B.A., CPA, has been teaching courses in tax and accounting since 2003. She has worked in the accounting field for more than 15 years, including five years in public accounting and several years in controllerships.

Don Beatty, B.A., is a fine-wine/specialty-spirits professional with 27 years of experience. He has presented dozens of wineries and several world-class spirits houses, including Beefeater Gin and Maison Prunier Cognac. He has produced and run dozens of grand cru, premier cru, high-end wine and specialty-spirits tastings at upscale hotels and restaurants, and conducted scores of staff-development and training seminars for hotels and restaurants.

John Beck, B.S., has more than 30 years of experience in financial management, strategic planning and execution for venture-capital-backed startup and development stage companies. In 2008, he was named a finalist for CFO of the Year by the San Jose Business Journal in the category of CFO for Hire. Previously, he held positions at Ernst & Young and KPMG Peat Marwick.

Ray Beldner, M.F.A., is a cross-disciplinary artist working in sculpture, installation, digital media, text-based work and applied arts. His work has been included in numerous solo and group exhibitions, both nationally and internationally, and can be found in public and private collections, including the National Portrait Gallery and the Federal Reserve Board in Washington, D.C.; the Scottsdale Museum of Contemporary Art in Arizona; the Fine Arts Museums of San Francisco; the Oakland Museum of California; and the San Jose Museum of Art. He has taught extensively throughout the Bay Area, including UC Santa Cruz, San Francisco State University, Saint Mary’s College, San Francisco Art Institute and California College of the Arts.

David Berg, ET, creator of the Making Math Real Multisensory Structured Methods and founder and director of the Making Math Real Institute, has been an educator for 30 years, working with all grade levels. He lectures and trains for universities, schools, districts and learning disability (LD) organizations.

John Bergez is co-principal of Bergez & Woodward Book Development and Editorial Services. He has more than 25 years of experience in book publishing and has been a developmental editor specializing in educational, trade, scholarly and professional publishing since 1982.

Jeri Berman has been a creative director and marketing communications specialist with Target Media Design for more than 20 years. She develops, creates, writes and directs integrated print, digital and online marketing solutions for companies such as The Learning Company and Hewlett-Packard. Berman also writes novels and blogs under the pseudonym J. Cafesin. Her work has been featured nationally, distributed globally and translated into multiple languages.

Deborah Birou, B.A., is founder and president of the Speaking Bridge, which provides professional training in presentation skills and communication techniques. She has taught voice and presentation skills at Theatre Bay Area, Apple and PG&E. She also acts and does voice-overs for films and commercials.

Randall Bolten, M.B.A., has more than 30 years of experience as a senior finance manager for Silicon Valley high-technology companies, including nearly 20 years as CFO of both public companies and venture-backed startups. He is currently CEO of Lucidity, a financial management consulting practice. He is the author of the recently published Painting With Numbers: Presenting Financials and Other Numbers So People Will Understand You, the first book to treat presenting numbers as a communication skill.

James Botsford, B.S., CPA, began his career in public accounting, followed by more than 20 years as a financial manager in public and private corporations and as a consultant. He holds a Post-Baccalaureate Certificate in Information Systems and Management from UC Berkeley Extension and a Certificate in Production and Inventory Management from The Association for Operations Management.

Christine Bouamalay, M.S., Extension Honored Instructor, is a principal member technical staff researcher (PMTS) at AT&T Labs. She has taught for UC Berkeley Extension for more than 15 years. Bouamalay teaches topics in Java, J2EE, Ajax and Perl.

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.

Adele Brainard is currently a senior social worker at the Veterans Administration Palo Alto Health Care System. She works for the Family Therapy Program and treats OEF/OIF/OND veterans, as well as veterans from other eras. Brainard has been trained in integrative behavioral couple therapy by the National VA and trains VA clinicians nationally using this therapeutic model.
Michael Brito, M.S., is a senior vice president of Social Business at Edelman Digital. He has worked for major brands in Silicon Valley, including Yahoo! and Intel. Brito is the author of *Smart Business, Social Business: A Playbook for Enterprise Social Media in Your Organization* (Que, 2011).

Madeleine Bronstone, MLHR, PMP, is a consultant, trainer and project manager with more than 15 years of experience with large financial and health care companies, as well as startups. She has earned certificates from UC Berkeley Extension in project management and the International Institute of Learning in MS Project software. Bronstone is certified in benchmarking techniques and is a Six Sigma Green Belt.

Martin Brook, M.B.A., Extension Honored Instructor, is principal of Martin Brook Associates and provides financial consulting services to individuals and small businesses. He earned UC Berkeley Extension’s Professional Sequence in Personal Financial Planning Award of Completion with distinction.

Denise Brouillette, M.B.A., is president of LeaderXpress, a San Francisco–based leadership consultancy. For more than 20 years, she has been coaching and consulting on ways to lead effectively within the power, political and influence structures in today’s organizations and institutions. In 2006, Brouillette launched The Women’s Edge in Leading™, LeaderXpress’ women’s unit, to help women advance to key leadership positions within their organizations.

Alex Brown, PMP, IPMA-C, president and owner of Real-Life Projects Inc., provides advice and training to companies focused on improving processes and controls in project management.

Ernest C. Brown, Esq., PE, represents public owners, contractors and design firms on large and complex construction projects. Brown is a partner in the law firm of Smith Currie & Hancock in San Francisco.

Warren L. Brown, M.B.A., is a senior consultant with the Brown Group, a firm that develops and implements marketing plans. Formerly, he was vice president of marketing for Damon Corporation and ICN Pharmaceuticals and a senior marketing manager with Bristol-Myers and Syntex.

Jayne Bunce, B.F.A., ASID, CID, has managed all aspects of residential design as principal of her own firm. She has taught at UC Santa Cruz Extension and Academy of Art University.

Charles Burack, Ph.D., is a professor of psychology and English and former chair of the Department of Liberal Arts at John F. Kennedy University. He is an innovative and passionate teacher, award-winning scholar, widely published writer and poet, creativity coach and career counselor. He teaches creativity, work visioning, psychology and sacred literature. Burack has published two books and dozens of essays, stories and poems.

Lincoln Bynum, M.D., has been working in the pharmaceutical industry since 1983. Since 1995, he has worked as a consultant to the drug industry, contributing to development programs for more than 40 pharmaceutical, biotechnical and medical device companies. Bynum has participated in educational programs in drug development at UC Berkeley since 1999.

Donald R. Byrne, M.B.A., Ph.D., has taught accounting, finance and economics at several universities, including Notre Dame, Wayne State University and the University of Detroit Mercy. He is the editor of *An Economics Newsletter for the New Millennium*.

Peter Calcott, B.Sc., D.Phil., is president of Calcott Consulting, serving the biotechnology, pharmaceutical, device and venture capital industries. He has held executive positions in both pharmaceutical and biotechnology companies, focusing on quality and compliance, regulatory affairs, manufacturing and process development. Calcott has taught university-level microbiology and biotechnology.

Carin Capolongo, M.F.A., M.B.A., has taught marketing and communications for the past 12 years. She is faculty member at the Fashion Institute of Design and Merchandising in San Francisco. Previously, Capolongo was a copywriter for Red Seed Media LLC, and has written for several startups and integrated marketing firms. She specializes in writing for websites, e-books, ads and direct-mail pieces.

Natalia Caporale, Ph.D., has taught neuroscience at UC Berkeley and physiology at the University of Buenos Aires. Her research focuses on the neural basis of learning and memory, and she is interested in the mechanisms underlying visual perceptual learning in adults. Caporale received the fall 2004 Outstanding Graduate Student Instructor Award from UC Berkeley.

TerrI Lynn Cardona, M.S., works in human resources for more than 700 employees at Prometheus Real Estate Group. Her responsibilities include recruitment, staffing, health care and benefits administration, payroll administration and training.

Lisa Carlson, B.A., principal of Wordstream West, is a copublisher and writer. She has edited for advertising, business, health care and marketing organizations. Carlson loves helping authors of fiction and nonfiction as a proposal writer and developmental editor. A former chair of Bay Area Editors’ Forum, she has taught at Media Alliance and facilitated writers’ groups.

Ronald H. Carlson, Ph. D., has more than 25 years of experience in the pharmaceutical industry and is an expert in both regulatory affairs and quality. Prior to consulting, Carlson was the vice president of regulatory affairs and quality at InSite Vision. At XOMA, he was the senior director of regulatory affairs and vice president of quality. Carlson has held management positions at Berkeley HeartLab, Bayer, Isis Pharmaceuticals and Berlex.

Marcelo Carvalho, M.A., is a data network, voice communications and software application engineer at Usabound, where he manages the company’s servers, Voice over Internet Protocol (VoIP) and data networks. He has been teaching UNIX, shell programming, C language and Perl programming classes at UC Berkeley Extension since 2000. Carvalho was technical reviewer for the third edition of the best-selling *UNIX Made Easy* (McGraw-Hill Osborne Media) and developed a textbook on Perl programming.

Francisco Castillo, M.S.C.E, PE, is a licensed civil engineer in California. He is presently a senior engineer at Biggs Cardosa Associates Inc. in Oakland, Calif., and has more than 13 years of practical experience as a structural engineer.

Francesca Catalano, J.D., Ph.D., has taught courses in both science and law and has been published in both these areas. She is a member of American Association for the Advancement of Science and American Society for Microbiology, and is board certified as a medical technologist by the American Society for Clinical Pathology.

Catherine Chang, B.A., focuses on architectural, landscape and urban design in her interdisciplinary practice. Prior to starting her firm, she worked at Calthorpe Associates and other notable design firms. Chang has also taught at UCSF, 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. Chang has published more than 40 international journal and conference papers and holds three patents.

Catherine Chance, M.A., is a Web developer who has worked with a number of organizations in the Bay Area. She teaches graphic and Web-design classes at Bay Area Video Coalition (BAVC) and has taught at the Art Institute of California Sunnyvale. Previously, Chance worked with Phipps West Farms Technology and Career Center.

Randy Chin, B.S., has more than 20 years of IT management experience. He has served as an IT manager, director and vice president, as well as a CIO, for San Francisco Bay Area companies including Clif Bar, DHL Worldwide Express, Silicon Valley Bank, The North Face, Chevys Fresh Mex, Boudin Bakery, Mervyns and Revel Systems.
Christina Chin-Newman, Ph.D., is an associate professor, Department of Human Development at California State University, East Bay. Her research interests include creativity and imagination in adolescence.

Richard J. Chiavarelli, Psy.D., is a licensed clinician working with children, families and adults in private practice in the East Bay. He is an assistant professor at the California Institute of Integral Studies and teaches psychology at both the graduate and undergraduate levels in the Bay Area.

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.

Leda Ciraro, Ph.D., 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, Calif.

Alice W. Clark, Ph.D., is a visiting scholar at the Center for South Asia Studies, UC Berkeley. She researches women in India, using perspectives from history, demography, sociology and anthropology.

Nina Clark, Ph.D., has taught in and run the Women’s Studies Program at Sacred Heart University in Fairfield, Conn. She is the author of The Politics of Physician Assisted Suicide (Routledge, 1997).

Tammi Clearfield, J.D., M.S., has a private practice in Coral Gables, Fla. She has more than 11 years of legal experience and more than 10 years of teaching experience, both in the classroom and online at the graduate and undergraduate levels.

Dan Clurman, M.A., of Communication Options, is a coach, trainer and organizational consultant. He has delivered communication training and coaching to business, government and nonprofit organizations since 1982. Clurman also teaches at Golden Gate University’s Ageno School of Business. He is the co-author of Money Disagreements: How to Talk About Them (Communications Options, 1996) and Conversations With Critical Thinkers (The Whitman Institute, 1993).

Robert Coackley, B.S., is an engineer and Fellow of the Institution of Engineering and Technology (IET). A mentor and coach for CEOs, Coackley 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.

Terri Cohn, M.A., is a writer, curator and art historian. She is a contributing editor to Artweek and writes for Sculpture Magazine, Art Papers, Camerawork, Release Print and Women Artists of the American West. She has taught at San Francisco State University, Santa Clara University, San Francisco Art Institute and California College of the Arts.

Caroline Collins, B.A., J.D., is an estate planning attorney and financial planner in private practice in Oakland, Calif.

LouAnn Conner, M.B.A., is the founder and CEO of SagaciousThink, which focuses on helping companies address their operational challenges. She holds a master's certificate in business process engineering and a PMP certification. She has also been Six Sigma trained.

James A. Connor, B.S., 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 sectors, and has programmed MySQL and PHP applications that connect webpages to Linux SQL databases. He is the director of three academic departments at UC Berkeley Extension, including Computer Technology and Information Management.

Timothy Coppola, M.L.A., 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 the American Society of Landscape Architects, Northern California Chapter and the Boston Society of Landscape Architects. He also taught landscape architecture at Harvard University Graduate School of Design and Radcliffe College.

Daniel Coshnear, M.F.A., has taught fiction writing at a variety of Bay Area and North Bay institutions since 1997. He authored Jobs & Other Preoccupations (Helicon Nine, 2001), winner of the Willa Cather Fiction Award. He has also received awards from the Bay Area Book Reviewers’ Association, The Missouri Review’s Editor’s Prize and a Christopher Isherwood Foundation Fellowship. He has also edited an anthology entitled 95% Naked: Fictions and Nonfictions (Wordrunner Press, 2010).

Lawrence Cox, B.S., M.B.A., has taught graduate and undergraduate finance courses since 1992 and has taught online since 2005. He has worked as a financial analyst in both the public and private sectors and serves as an independent consultant to businesses.


John Curley, B.A., is the official SF Gate blogger for Burning Man. He has taught for UC Berkeley’s Graduate School of Journalism and was deputy managing editor at the San Francisco Chronicle.

Farid Dalili, Ph.D., has 30 years of work experience and more than 20 years teaching and training practice. He teaches undergraduate- and graduate-level courses at California State University, East Bay and University of Pacific. Previously, he taught at University of San Francisco and Northwestern Polytechnic University.

Maria De Angelo, M.S., has taught general biology, human biology, anatomy, and physiology and phylogenetic analysis at San Francisco State University, Yale, Gloucester County College, Salem Community College and UC Berkeley Extension. She has visited jungles in South America doing field research, and is happiest when outdoors.

Sherri DeFina, M.A., has been in education since 1972, leading and motivating teachers and students in California’s San Joaquin Valley. Working exclusively in high-poverty schools with high concentrations of English learners, she has led these schools to high achievement and academic success.

Edward T. Derbin, M.A., M.B.A., has worked as a finance professional in the auto industry for the past 12 years. His positions have ranged from finance manager for the scientific labs at DaimlerChrysler to financial consultant for the Visteon Corporation. He is the associate editor of An Economics Newsletter for the New Millennium.

Timothy Donahue-Bombosch, Ph.D., is a certified Project Management Professional (PMP) with more than 10 years of experience managing projects for Cisco, Ericsson, Hewlett-Packard, IBM, Becton-Dickinson, Beckman Coulter, Genentech, Iridex, Affymetrix, Kaiser Permanente and Mindjet. He speaks frequently about project management, content management, social networking and content globalization.

Martha S. Doran, Ph.D., CPA, is an associate at San Diego State University and teaches auditing at both the undergraduate and graduate levels. Prior to her academic career, she served as a controller; later, she was CFO for three closely held businesses and was a partner in the CPA firm of Acosta, Strassels and Company. Doran has written many journal articles; an introductory financial accounting text; and three learning activities books: Keys to Business Success (Prentice Hall, 1999), Activities in Management Accounting (Prentice Hall, 1996) and Activities in Financial Accounting (Prentice Hall, 1996).

Laurie Ann Doyle, M.F.A., is the winner of the Alligator Juniper National Fiction Award and recipient of 2012 Pushcart and Best New American Voices 2008 nominations. Her short stories, essays and poems have appeared in more than a dozen literary publications, including Arroyo Literary Review, Dogwood Journal and Farallon Review. Visit laurieanddoyle.com for more information.
Michael L. Drexler, Ph.D. (license PSY11161), is an assistant clinical professor of health sciences in psychiatry at UCSF, School of Medicine, Langley Porter Psychiatric Institute.

Ilze Duarte, Ph.D., has extensive experience teaching ESL in intensive English programs, community college and university ESL programs, and refugee vocational programs. She has also taught courses in theory and methodology in teacher education programs.

Michael Dubinsky, B.S., is an independent consultant providing expert guidance to clients in GXP compliance. His experience includes 24 years with the Food and Drug Administration (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. Dubinsky held the position of deputy director, Office of Compliance, CBER when he left the FDA in 1998.

Jean Dupon, Ph.D., is the CEO of Relativity and an adjunct professor at Gavilan University.

Jennifer Dye, M.A., is an instructor at San Francisco State University and Skyline Community College. She works as a designer and project manager with Maydan Architects.

Evan Elliot, M.F.A., is a freelance writer, editor and writing coach whose corporate clients range from Patagonia to American Express, and whose essays and journalism have appeared in Mother Jones; the New York Press, The Iowa Review, the San Francisco Chronicle and San Francisco magazine.

Quin Ellis, A.S., horticulturist and author, is a managing partner of a small design/build company. He has taught throughout the Bay Area in various master gardener programs, including those at Strybing Arboretum.

Paul Emery, M.B.A., is a program director at UC Berkeley Extension. He has more than 25 years of experience as a chief finance officer, chief operating officer and chief executive officer for public and private emerging-growth companies and turnaround situations. He has broad international experience. Emery also teaches and consults for local firms as time permits.

Audrey Erbes, Ph.D., principal, Erbes & Associates, has 30 years of life science management experience in global marketing and business development. She is a recognized industry consultant, educator, speaker and blogger. Erbes was vice president and co-founder of Kowa Research Institute and director in various marketing departments at Syntex Corporation in the United States and overseas.

Anna Ewins, Ph.D., co-founder of Ewins & Wimby, has led strategic organizational change and transformation initiatives for 20 years. Previously, she held organizational and management positions in the United Kingdom and United States, served as an executive in Ernst & Young’s health care practice, and was partner with Global Accelerator, an international consulting and investment firm supporting high-technology startups.

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.

Erin M. Faverty, M.A., has professional experience in consulting, training, human resources and organizational change management. She has developed and executed customized training curricula for companywide initiatives, and has worked within diverse environments ranging from fast-paced startups to large organizations.

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 the philosophy department.

Ben Feinbaum, M.Ed., teaches at language schools throughout the Bay Area and has taught many students in the United States, England and New Zealand since graduating from Oregon State University. He specializes in the teaching of writing and speech and helps nonnative students succeed in the American academic environment.

Flor Feldman, M.Sc., Extension Honored Instructor, has been a mathematics instructor at UC Berkeley Extension since 1986. Her background in math and psychology is helpful for students in UC Berkeley Extension’s self-paced math and online precalculus courses.

Lori Felton, Ph.D., is a lecturer in Human Development at California State University, East Bay. Her research interests include creativity in the arts and collaborative learning.

Luis P. Fernandez, Ph.D., is a trained immunologist from Tufts University and Massachusetts General Hospital. He has taught anatomy and physiology, general biology, microbiology, and cell and molecular biology at Endicott College and Massachusetts College of Pharmacy and Health Sciences.

Neil Fiore, Ph.D., is a psychologist, author and keynote speaker who served as a lieutenant with the 101st Airborne. He also was a manager for Johnson & Johnson, an economic analyst for Shell Oil and a psychologist at UC Berkeley’s Counseling Center. Fiore has presented seminars at major corporations, associations and universities. He is the author of six books and CDs, and was the recipient of the University of California’s Award for Distinguished Achievement. His work has been cited in The New York Times and The Wall Street Journal.

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 UC Berkeley School of Public Health.

Larry Flegle, B.B.A., M.A., CSE, CEC, MAPPA, CPM, CIPM, is a doctoral mentor at California State University, Chico. 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. Flegle is also the president and founder of the Association for Sustainable Leadership.

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INSTRUCTOR BIOGRAPHIES

John Ford, B.A., mediates, trains and consults organizations that have accepted the inevitability of conflict and are seeking to approach it with greater clarity and confidence. He is the trainer of the Northern California Human Resources Association’s two-day Mastering Mediation seminar. Ford was the managing editor of Mediate.com from 1999–2011 and is a past president of the Association for Dispute Resolution of Northern California.

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Susan Gaide, M.B.A., president of GaideCom Inc. and ChromeOrange Music, is a brand strategist turned social-media marketing consultant with 28 years of experience in a range of industries. In addition to course development for UC Berkeley Extension, her teaching experience includes 25 years at Five Towns College (N.Y.) and eight years at Indiana Wesleyan University Online.

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Jonathan Gill, B.A., has been a producer and professional singer-songwriter for more than 25 years. He is an accomplished composer, arranger, singer, performer and instrumentalist. He is owner and operator of Beta Site studios, a project studio in Albany, Calif. Gill has extensive experience in project management, musical management, marketing, publicity and product distribution.

Allison Gilmore, B.A., is director of the Doctoral Program in Business at Emory University’s Goizueta Business School. She is a sought-after instructor, trainer and keynote speaker in the field of spontaneous and intuitive leadership. Through her company, DuMore Improv, she has taught people to become better communicators, team members and leaders.

Peter Goetz, M.S., MFT, has more than 20 years of experience working in community behavioral health in San Francisco as both a program director and clinician and currently maintains a psychotherapy practice in the Bay Area.

David Goldberg, B.A., is a Bay Area landscape and garden photographer. His photography has appeared in numerous books, calendars and magazines. He has been solo photographer for three books, the latest of which is Wildly Successful Plants: Northern California (Sasquatch, 2004). Goldberg received the California Horticulture Society Photography Award in 2007.

Dan Goldstein, M.Arch., LEED AP, has worked at architectural offices in Barcelona and San Francisco. He is an expert at employing 3-D modeling software and combining digital- and hand-rendering techniques. Previously, he taught media, spatial composition and structures at the University of Oregon. Goldstein also has been actively involved in Architecture for Humanity.
Concetta Gomez, Ph.D., has extensive teaching experience at the undergraduate level. Gomez was the director of Wisconsin Emerging Scholars program and was granted the Honored Instructor award there in 2008. She is a member of the Mathematical Association of America, the American Mathematical Society and the Society for the Advancement of Chicanos and Native Americans in Science.

Gary S. Goodman, Ph.D., J.D., M.B.A., is an internationally sought-after speaker; attorney; and negotiation, sales and customer satisfaction consultant. He is the best-selling author of 13 books, including Dr. Gary S. Goodman's 77 Best Practices in Negotiation, and has published hundreds of articles. In addition to being an expert commentator on CNBC, he has successfully negotiated more than 1,000 agreements during his business, consulting and legal careers.

Caroline Goodwin, B.A., M.F.A., moved to the Bay Area from Sitka, Alaska, in 1999 to attend Stanford University as a Wallace Stegner Fellow in poetry. She is the author of the poetry chapbook Kodiak Herb (MaCaHu Press, 2008).


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Kathryn A. Gorges, M.A., M.B.A., is a social-marketing diva and strategic marketing consultant at Marketing Possibility. She creates integrated online marketing strategies for organizations, leveraging the vision and value at the heart of the business into quality customer relationships. Prior to establishing her consultancy, she led high-tech marketing and sales programs at IBM, Stratus, Tandem and Ampdahl.

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Douglas Greenberg, Ph.D., has taught environmental studies, urban studies, geography and geology at the University of San Francisco, San Francisco State University, UC Berkeley and UC Berkeley Extension. He has researched the environmental impacts of urban expansion and studies how human activities have affected natural landscapes, past and present.

Christopher Greene, B.A., is a well-regarded wine importer in the Bay Area and has been a guest lecturer at UC Berkeley Extension courses. He makes regular trips to Europe to select wines for his business. He is a certified sommelier through the Court of Master Sommeliers.

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Rachael Hagner, M.Arch., AIA, IIDA, has worked as an architect and interior designer for commercial and residential clients. She is a licensed architect in California and Hawaii, and is the program director for the Certificate Program in Interior Design and Interior Architecture at UC Berkeley Extension.

Karen Haley Allen, M.A., has more than 15 years of experience in organizational change, strategic leadership, coaching and performance consulting. She has taught in the School of Business, Education and Leadership at Dominican University of California and was an instructor at UC Berkeley and UC Santa Cruz in the Human Resources and Training Certificate Program. Allen founded Haley Allen Associates, where she coaches leaders on change, facilitates team-building workshops and leads groups through a change series called Managing Thru Turbulent Times, Navigating the Rapids of Change.

Nadine Burke Harris, M.D., MPH, FAAP, is founder and CEO of the Center for Youth Wellness in San Francisco. She is the founding physician and former medical director of the CPMC Bayview Child Health Center, and has earned international attention for her innovative approach to addressing adverse childhood experiences as a risk factor for adult disease such as heart disease and cancer.

Kedar Hastak, Ph.D., is a postdoctoral fellow in Stanford University’s Division of Oncology. He has been involved in cancer research for more than 10 years. Hastak is investigating therapeutic strategies for breast cancer. His research is also aimed at identifying mechanisms of drug resistance in breast cancers.

Doug Hawley, M.B.A., Extension Honored Instructor, is northwestern regional manager for ESCO Electronics Corp. He has managed operations, finance and marketing for companies including Ford Motor Co., Scott Paper, Wells Fargo and Emerson Electric, and for the U.S. Navy. He serves on the Governor’s Task Force on Quality Government.

Austin Hedeman, M.A., is a graduate student at UC Berkeley with a passion for teaching. He has been a teaching assistant for large undergraduate Berkeley physics courses for more than 12 semesters. Recently, he taught a conceptual physics course to students of acupuncture at AIMA.

Gene Hendrix, Ph.D., Extension Honored Instructor, has served as a consultant to the international oil industry for 20 years in organizational change, management development and project management. He has also taught at McGill University and is an adjunct professor in the M.B.A. programs of several Bay Area colleges.

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Bryan Hewitt, M.F.A., is an artist living and working in Sausalito and San Francisco. He has shown both nationally and internationally, and is represented by Chandra Cerrito, art adviser. He works as a freelance photographer, graphic designer and independent curator.

LeAnn Hilgers, M.S., has taught business and technology for more than 15 years. She has also published several books and academic papers and was the editorial coordinator of the Journal of Global Information Management. Hilgers owns and operates a media business.

Anne Hill, M.A., J.D., is an editor, writer and instructor in Palo Alto, Calif. She started her editing practice in 2007, and specializes in copyediting and developmental editing, particularly in the academic sector. For the past year, Hill has served as a communication coach at Stanford University, helping M.B.A. candidates develop their business writing skills. Prior to that, she worked as a corporate communications specialist at IBM, a project manager at Apple, and executive communications manager at Hitachi Data Systems.

Hari Hirani, B.Tech., M.S., is a seasoned executive with more than 20 years of product engineering, marketing and operations experience in enterprise and networking markets. His interest and patent work includes I.T asset discovery and tracking, service discriminating SUD for enterprise network and bypass network architecture.

Terence K. Hird, M.B.A., Extension Honored Instructor, has worked in international business for more than 30 years. He has acted as both a principal and consultant on numerous international joint ventures, mergers, acquisitions and multicity partnerships. He teaches in various Extension programs and conducts negotiation training for private organizations.

Glenn Hirsch, M.F.A., also teaches as adjunct faculty at JFK University’s M.F.A. program, is an instructor in the San Francisco Art Institute’s Community Education Program, and serves as an adviser and mentor for the Art Institute of Boston’s M.F.A. program. He has exhibited widely in the United States for 20 years, including a retrospective of his work at Stanford Art Spaces and a 2008 solo show at the California Institute for Integral Studies in San Francisco.

Michael Hsieh, Ph.D., developed and teaches the smart grid curriculum for UC Berkeley Extension. Previously, he worked at Sun Microsystems Inc. for almost 20 years, where he designed and delivered Sun workstations and servers for cloud computing. Prior to Sun, Hsieh was a lead engineer at Intel and Ford, designing multiple microcontroller chips for controlling the embedded systems such as modern-day smart grids and Internet of things.

Robert Hughes, M.S., is a data architect and information systems consultant in the Information Technology Services Department at California State University, East Bay. His career spans more than 30 years in administrative systems, including adjunct faculty teaching assignments at a number of Bay Area colleges and universities. He has worked professionally as a business systems analyst, database architect and administrator, systems integration consultant and educator.

James Iler, M.A., has more than 10 years of experience in education, including as an award-winning instructor, college dean, faculty management, program manager and director.

Alexander I. Iliev, M.S., Ph.D., holds two patents in audio watermarking. He is the author of Emotion Recognition From Speech (LAMBERT Academic Publishing, 2012) and has authored a number of international conference and journal publications.

Nicole Jackson, M.B.A., M.S., has more than 10 years of experience in organizational change, product management and human resource management. She is an instructor at the Carroll School of Management, where she has taught courses on organizational behavior and human resource management. Her research work has been featured in publications such as the Journal of Business and Economics Research.

Ravi Jagannathan, B.S., B.Tech., has been in the computing industry for more than 25 years. He started four successful Silicon Valley startups, raised funds from reputed investment firms and sold technologies to companies such as Cisco and Sun Microsystems. He has been teaching UNIX and Linux for more than 20 years and currently teaches virtualization classes for engineers.

Ellen Joslin Johnck, M.A., is a registered professional archaeologist (RPA). She is the principal in her business, Ellen Joslin Johnck, RPA, which provides professional consulting services in the areas of environmental and cultural resources planning, permitting and management. Her master’s thesis was titled, “The South San Francisco Bay Salt Pond Restoration Project: A Cultural Landscape Approach to the Resource Management Plan.”

Christina Johnson, M.B.A., has more than 10 years of experience in entrepreneurship, business planning and development, and marketing. She is also an established entrepreneur and lecturer.

Daniel Johnson, B.F.A., is a digital illustrator with a background in traditional media. He is an Adobe Certified Instructor and teaches computer graphics at various Bay Area locations. He works as a freelance artist and won the Guru award in Illustration at PhotoshopWorld.

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Gopal Kapur, B.S., president of the Center for Project Management and FamilyGreenSurvival, consults, writes and educates on project management. He has lectured at The Brookings Institution and Kennedy School at Harvard, and is a member of the Harvard Policy Group. He is the author of Project Management for Information, Technology, Business, and Certification (Prentice Hall, 2002).

Esin Karilova, B.A., B.S., CID, LEED AP, is a principal at Studio Karilova and has been practicing interior design in the Bay Area since 2001. She has won awards for her kitchen and bath designs, and currently serves on the board of the Northern California Chapter of NKBA. Karilova also teaches design at West Valley College.

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Tuan Le, M.Arch., established his own practice in 2009. His latest projects include a vertical garden inspired from musical scores and a 2,300-square-foot modern spec home. He is also a faculty member at City College of San Francisco. Le has won three architectural competitions and the UC Berkeley Master of Architecture Malcolm Reynolds Prize.

Angela Lee, M.B.A., is a consultant and educator in the areas of strategic problem solving, marketing innovation and entrepreneurship. As a consultant at McKinsey and Delphinity, she specializes in marketing innovation and change management. Lee is also an entrepreneur and has helped launch three companies. She is also an angel investor and helps small businesses with early stage fundraising. Lee also teaches strategic problem solving and marketing at Columbia and NYU.

Anna Lee, M.B.A., is a former Certified Public Accountant and CFO with extensive experience in real estate investment and financial consulting. She provides expert advice to her clients, such as commercial lenders, real estate attorneys and developers in the areas of discounted cash flows, budgeting, project costing, valuation, risk and return, and financial management.

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Margaret S. Lee received her undergraduate degree in biological sciences from Stanford University and her doctorate in molecular biology from UC Berkeley. She has taught biology, genetics, and human anatomy and physiology at Ohlone College in Fremont since 2005.

Richard Lehman, M.B.A., is the author of Options for Volatile Markets: Managing Volatility and Protecting Against Catastrophic Risk (Bloomberg, 2011). He has a Wall Street and financial industry background spanning 34 years, and is the founder of RHL Capital, LLC.


INSTRUCTOR BIOGRAPHIES

David R. Leonard, M.A., P.A., D.H.Sc., has practiced clinically in the acute care setting and has been a physician assistant educator and associate director for more than 10 years with Saint Francis Hospital and Pace University—Lenox Hill Hospital Physician Assistant Programs. Most recently, he has been teaching online courses in a Master of Health Science and Master of Medical Science program. For almost a decade, Leonard has been involved in the clinical research industry as a clinical research associate.

Carol Lethaby, M.A. in TESOL, Extension Honored Instructor, has worked in the field of English-language teaching as a teacher, teacher/educator, consultant and materials writer since 1986, working on both local and distance projects. She has lived and worked in the United Kingdom, Austria, France, Greece and Mexico.

Joseph Leung, M.B.A., CFA, has applied behavioral finance insights and quantitative methods to manage global investments. He has held senior appointments such as board member, chief investment officer, and head of global and international strategies at leading quantitative and behavioral-finance-based investment houses in the United Kingdom and the United States.

Robert Levenson, Ph.D., is a professor in the Psychology Department at UC Berkeley and directs the Clinical Science Program and its Psychology Clinic, as well as the Institute for Personality and Social Research. He has been studying emotion for more than 30 years and has been at the forefront of research on the nature of emotion and its psychological and physiological manifestations. His research has focused on the ways that emotion functions in intimate social relationships and ways that emotion relates to culture, gender, age, health and disease.

Donna Levin, J.D., is the author of two novels, Extraordinary Means (Arbor House, 1987) and California Street (Simon & Schuster, 1990), as well as two books on the craft of writing: Get That Novel Started and Get That Novel Written (Write’s Digest Books, 1992, 1997). She has taught at UC Berkeley Extension and at other venues for 20 years.

David Lieu, Ph.D., M.D., is assistant clinical professor of pathology at UCLA School of Medicine and founder and medical director of Fine Needle Aspiration Medical Group. He is a pathologist specializing in the diagnosis of human disease, specifically cancer. He is a subspecialist in cytology and fine-needle aspiration.

Pamela Lim-McAlister, M.A., Extension Honored Instructor, is a former lecturer in the Department of Spanish and Portuguese at UC Berkeley and has studied in both Mexico and Spain. She is a member of the Modern Language Association’s Committee on Community Colleges and has served as session chair at the annual conventions in San Francisco, Chicago and New York City.

Carl Limsico, B.A., Certified Java Programmer, is an independent Web architecture consultant. He teaches Java, Python and Perl programming online. Limsico has more than 15 years of software development experience, ranging from mobile applications to enterprise-level systems.

Zong Ling, Ph.D., is a senior software engineer at IBM Almaden Research Center. During the past 14 years, Zong has been working on performance evaluations of IBM data-storage management products, and has engaged customer services globally through supporting critical customer issues, providing training classes and publishing white papers and technical reports.

Jianmin Liu, Ph.D., is senior vice president of business banking risk management at Wells Fargo Bank, specializing in modeling and data infrastructure areas. Previously, he was senior vice president in statistical modeling and data mining for the Consumer Credit Group of Wells Fargo Bank. He is also an adjunct professor at Golden Gate University in San Francisco, teaching finance, econometrics and data mining.

Lifong Liu, B.S., PMP, founder of Global Focus Consulting, has advised business leaders in North America and Asia as their companies navigate the transition to a global economy, expand into emerging markets and position themselves for the next century. She has worked for more than 20 years in engineering, construction, international business development and organizational change management.

Janet K. Long, M.A., MFT, ATR-BC, CTP, is in psychotherapy/art therapy private practice, and is adjunct professor at California College of the Arts. She has taught and worked in art therapy for the past 30 years, and is a winner of the Helen Langgarden Award for clinical excellence in art therapy.

Harry F. Lorsbach, M.B.A., CPA, CIA, has more than 40 years of auditing experience at a wide variety of organizations. He is an internal auditor with the University of California. He has taught graduate and undergraduate auditing courses for more than 20 years at UC Berkeley and UC Santa Cruz extensions, and at Golden Gate University.

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Charlene Lowe, B.A., has worked for a variety of companies, notably Mattel and Pottery Barn. In addition to her degree, she completed certificates in graphic design at UCLA Extension and marketing at the Ryerson Polytechnic Institute in Toronto. She is the founder of Zed Studio for print, packaging and Web design and teaches graphic design at the Fashion Institute of Design and Merchandising.

Anne Lown, Dr. P.H., is an epidemiologist doing research on childhood cancer. Lown is a patient advocate for Children’s Oncology Group (COG), the world’s largest organization devoted exclusively to childhood and adolescent cancer research. Additionally, she is a member of the sibling research advisory board of SuperSibs, a national organization that provides support and advocacy for siblings of children with cancer.

Sherman Luk, B.S., MCP, PMP, CBAP, CBIP, has project management experience in technology consulting, software product management, public policy and performance metrics. He has applied project management in the organizational settings of technology companies, from startups to Fortune 1000, as well as public and nonprofit organizations.

Christel Lukoff, Ph.D., MFT, is a psychotherapist in private practice, a hospice social worker and a storyteller. She uses storytelling with the dying, bereaved, cancer patients and children, and at hospices and conferences throughout the United States and Germany. She has published two CDs: When Life & Death Walk Together and Stories of Love & Loss.

David Lukoff, Ph.D., is a professor of psychology at the Institute of Transpersonal Psychology and coauthor of the new DSM-IV diagnostic category: Religious or Spiritual Problem. He has authored more than 70 publications on religious and spiritual issues, and has presented internationally on spirituality in clinical practice.

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Wayne Macedo, M.A., has been teaching ESL for more than 30 years to English-language learners of all levels, including those at community colleges and with Fulbright Scholars through the U.S. State Department. Currently an instructor in the UC Berkeley Extension Intensive Academic English Program, he has also taught courses on writing, film in the classroom, advanced research techniques, conversation and other ESL areas.

Barbara Magalnick, M.S., is the author of English Reader (McGraw-Hill, 1979) and Safe Conduct (Lipstick, 2005). She has taught English and ESL in the United States and abroad. After working as an editor at several major publishing houses, she became a freelancer.
Jennifer Mahoney, B.A., has more than 25 years of experience transforming ideas into persuasive illustrations that help designers promote their products. She provides developers, advertisers and institutions with visual narratives that win competitions and help sell their projects. Mahoney is a member of the American Society of Architectural Illustrators (ASAI) and the Graphic Artists Guild.

Louisa Weng Chi Man, Ph.D., has a broad exposure to various fields of research ranging from lipid metabolism and female pelvic organ dysfunction to cancer biology.

Victoria R. Manley Thompson, M.S., has an extensive journalism background and works in production at Pixar Animation Studios. Prior to joining Pixar, she was deputy business editor of the Contra Costa Times newspaper and past business editor at the Monterey County Herald.


Daniene Marciano, Ed.D., is the director of Santa Clara Unified School District’s Educational Options, a “womb to tomb” organization that each quarter serves 18,000 students, with ages ranging from four months to 98 years. The organization’s programs are diverse and designed to meet the academic and vocational needs of each individual student.

Rebekah S. Marsh, Ph.D., is a trained protein biochemist experienced in cell, molecular and biochemical techniques. She also thoroughly enjoys helping others in their educational journeys and has dedicated her professional efforts toward teaching.

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Kenneth Martin, B.S., PE, has more than 30 years of experience as a design-build engineer and in construction management. He also has 13 years of experience as a business owner.

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Edmond Matevosian, B.S., PE, PMP, is a branch chief of the Project Management Support Unit within the Department of Transportation (Caltrans) and oversees the training and development of capital project delivery staff within Caltrans’ Central Region. He has been with Caltrans for more than 25 years, serving as the lead project manager on the design and construction of numerous highway improvement projects. He has also overseen development and delivery of project management courses and engineering courses.


Jim McCabe, D.S.W., M.S.W., M.P.H., president of Eldercare Resources, has worked as a consultant and trainer in a variety of health-care settings and has served as a faculty member in schools of social work.

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Tim McInerney, J.D., is a principal in McInerney & Dillon, Oakland, Calif., where he specializes in construction law. McInerney has extensive experience in analyzing and drafting business contracts.

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Joseph McPeak, M.S., M.B.A., CPA, Extension Honored Instructor, is a tax specialist with more than 25 years of experience in tax management. His professional expertise is in the areas of partnerships and “S” corporations.

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Gabriella Megyesi, M.A., has been a teacher since 1991, teaching English as a second language in Europe and the United States and training pre-service and in-service teachers in different contexts for eight years. She currently manages all aspects of teacher training at St. Giles International in San Francisco.

Allan Miller, Ph.D., brings more than 20 years of teaching experience and has taught numerous programming courses in various institutions such as Mills College and Golden Gate University. He is a Ruby data engineering, analytics and Web development consultant located in Oakland, Calif.

Erich Miller, M.F.A., teaches memoir-writing for the Saint Mary’s College Lifelong Learning program, serves as a writing adviser for a national online university, and works as a freelance technical writer and editor. He was named both the Jim Townsend and Agnes Butler scholar for his work in creative nonfiction at Saint Mary’s College. Miller spent 15 years working in social services in San Francisco, the last six of which were spent working at a transitional housing program for 18–23 year olds working on their GED or enrolled in local colleges. As part of his duties, Miller tutored clients in essay-writing and grammar skills.

Merlin Miller, M.A., has co-authored two mathematics textbooks; received grants from the National Science Foundation; worked at the UC Berkeley Radiation Laboratory in Livermore, Calif.; and participated in an evaluation of the Harvard approach to teaching calculus. He is also a former U.S. Air Force pilot.

Neil Miller, CAD/C, is case manager of the Marin County Adult Drug Court. He has also served as program instructor for the California Association of Addiction Recovery Resources (CAARR) and worked in a variety of addiction treatment settings during the past several years.

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David A. Mish, M.B.A., is a seasoned executive with extensive experience in pharmaceuticals and biotechnology, has advised organizations along the extended healthcare value chain: hospitals, distributors, retailers, exchanges, and manufacturers (diagnostic, consumable, pharmaceutical and biotech). With more than 20 years of consulting experience, he brings a great diversity of experience to U.S. and international clients.

Melissa Mizell, B.A., LEED AP, is a senior associate and interior designer at Gensler San Francisco. She was named one of IIDA’s Top 10 Young Designers to Watch. Her projects cover workplace, hospitality and retail, including the renovated Terminal 2 at San Francisco International Airport.

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Teresa Moore, Ph.D., teaches UC Berkeley Extension courses in ancient-Egyptian history, language and culture, along with additional topics related to the ancient Near East. She has taught ancient-Egyptian language at UC Berkeley and received fellowships for research in Egypt.

Christina Morales, Ph.D., serves as the lead microbiologist for the drinking water program for the California Department of Public Health, and has taught for University of San Francisco, UC Davis, UC Berkeley, and St. Mary’s College. Morales has also spoken at the American Society for Plant Biology Conference and at UC Berkeley’s Microbiology Symposium.

Amy S. Morgan, Ph.D., has taught immunology at UC Berkeley Extension for more than 10 years, in both the classroom and online formats. She has more than 15 years of experience in medical research, covering such areas as immunobiology, oncology and regulation of cell differentiation.

Joseph Mudd, B.S., is a program and project manager with more than 20 years of experience working for several large engineering and construction companies, venture-capital-funded software startups and biotechnology companies. His experience includes microelectronics, biotechnology, light industrial, food and petrochemical projects for customers in the United States, Europe and Asia.

Ryan Murphy, M.P.H., Ph.D., is a postdoctoral fellow at the Alcohol Research Group. His current research interests focus on the intersection of HIV and substance use. Murphy also conducted research on HIV and sexually transmitted diseases with the Behavioral Epidemiology Research Group at UCLA.

David Murray, M.Sc., MCPR, has served public-sector agencies as CFO and deputy director for finance and administration. He has more than 20 years of experience supporting strategic business goals and the development of public-policy strategies.

Reggie Murray, B.S., M.B.A., Ed.D., recently served as CEO of an international children’s charity based in Dublin, Ireland. As an early employee at two Silicon Valley startups and a founder of another, he has 25 years of experience in the high-tech industry serving in a variety of senior-management roles.

Patricia Muscatelli, M.B.A., M.S., has extensive experience in financial planning for large organizations and has worked on several large mergers. She has also served as a consultant to businesses in the areas of cash management and strategic and financial planning. Her professional background includes working as a vice president and finance officer for the Corporate and Commercial Banking Groups of Wells Fargo Bank.

John Muster, Ph.D., has 25 years of experience in teaching and research projects in how students learn technical skills. He has written leading UNIX texts with instructor support materials and conducted seminars for teaching professionals. He currently teaches UNIX for Fortune 500 companies and at UC Berkeley Extension. He is president of Sherpa Press, publisher of university textbooks.

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Marty Nemko, Ph.D., is among the nation’s most prominent college and career counselors. He has appeared on radio and TV, including nationwide on CBS, CNN and PBS. His column appears in the San Francisco Chronicle. Nemko is the author of four books, including You’re Gonna Love This College Guide (Barrons, 2nd ed., 2004) and Cool Careers for Dummies (John Wiley & Sons, 2001).

Piper Nicolsi, Ph.D., has taught courses in genetics, genetics of cancer, molecular biology labs and mouse development at UC Irvine, where she was honored as an HHMI-UCI Graduate Teaching Fellow. Growing up in the San Francisco Bay Area influenced her interest in molecular biology and developmental genetics.

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Peter Niloufari, M.D., is a UC Berkeley alumni who has been teaching health science courses in the Bay Area for the past seven years. He is also involved in new curriculum development in the Peralta Community College District. Niloufari is an avid cyclist and a nature lover.

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Larry O’Connell, M.A., M.S., M.B.A., has more than 25 years of experience in business, government and nonprofit organizations. In addition to his work as the project manager for major infrastructure projects, he has prepared multimillion-dollar capital and operating budgets for long-range projects and allocated monetary resources in the corporate and governmental sectors. He serves on several nonprofit boards, and provides literacy training courses to under-served high school students in concert with the Federal Reserve Bank of New York.

Jim O’Donnell, M.B.A., has an extensive background in managing sales and marketing projects at high-tech companies, including InforText Systems. He is director of instructional design at MSI Learning, where he manages the development of online project management content.

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Gwynne Pacheco, Ed.D., is a professor emerita in developmental studies, psychology and sociology at Napa Valley College and a lecturer in psychology and sociology at the University of Hawaii.

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Shelley Peery, Ph.D., is a clinical neuropsychologist qualified to assess individuals with a variety of neurological and psychological disorders. She has taught neuropsychology at the graduate level at a number of universities, and currently consults at UCSF on an Alzheimer’s Disease research project. Peery serves on the board of directors of the Hispanic Neuropsychological Society and the Northern California Neuropsychology Forum.

Timothy B. Peters, M.A., B.S., has worked as a corporate communications writer for more than 25 years, both in-house and as a freelancer. He has written more than 50 annual reports, as well as corporate capabilities brochures, white papers, speeches, bylined articles and website content for companies of all sizes. He also writes about books and authors under his own byline for Publishers Weekly magazine.

Miriam R. L. Petrick, Ph.D., is also a visiting scholar at UC Berkeley. She is a member of the FrameNet project (framenet.icsi.berkeley.edu) and owner of The Perfect Word, a consultancy that provides unique branding communications services to individuals, commercial enterprises and nonprofit organizations.

Alice Peyhouse, M.S., is an instructor in the Earth and Space Sciences Department at Santa Rosa Junior College. She has also taught astronomy and physics at the College of Marin. Having had an interest in astronomy and biology her whole life, Peyhouse has combined her two passions in the field of astrobiology.

Catherine Philippon, M.A., Extension Honored Instructor, has taught French at UC Berkeley and Mills College. She holds a Translator’s Degree in German, French and English from the Interpreter’s Institute of the Saar. Previously, she was the coordinator for the UC Berkeley Extension summer program Travel With Scholars.

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Nancy A. Piotrowski, Ph.D., is a clinical psychologist and lead faculty in general psychology focusing on addictions at Capella University. She is past-president of Division 50 (Addictions) of the American Psychological Association, a seasoned teacher of more than 20 years, and has conducted clinical research related to psychology and addictions for more than 25 years.

John S. Placyk Jr., Ph.D., has taught genetics, human anatomy and physiology, general biology, evolution, statistics and various other ecological and evolutionary courses for both biology majors and nonbiology majors in the classroom and online formats since 1998. He has close to 15 years of experience conducting research in the fields of animal behavior, her- tology, phylogenetics, conservation genetics and evolution.

Arlene Plevin, M.F.A., Ph.D., has extensive experience as a freelance writer specializing in travel and environmental topics. She has taught English and writing since 1979.

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L. Thomas Pollard, Ph.D., is professor of social, cultural and literary studies at National University in San Jose, Calif.

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Vicki Pontius, Ed.D., has extensive K-12, adult and vocational education, and post-secondary teaching experience. Her research interests include the impact of the California High School Exit Exam and college preparedness, as well as working closely with business and industry to help bridge the gap between what employers need and what schools can offer.
INSTRUCTOR BIOGRAPHIES

Sedique Popal, Ed.D., Extension Honored Instructor, has been a teacher and educator since 1980, and has taught ESL and EFL in Asia and Europe. He has made presentations to TESOL, CATESOL, NABE and CAFE organizations. Popal also teaches at the College of Alameda and the University of San Francisco.

Kelly Pope, Ph.D., CPA, has been teaching financial and managerial accounting for various universities throughout the country for more than 10 years. Her research in the field of forensic accounting has been published in numerous scholarly publications. She regularly consults and develops training courses for companies and governmental agencies.

Suzanne Powers, M.B.A., has three decades of strategic marketing, marketing management and marketing planning experience. She was vice president of marketing and development at New England College of Business and Finance and director of marketing at Compass Knowledge Group, among others. Her background also includes online curriculum development and teaching marketing and related subjects.

Wayne Price, M.B.A., is president of Price Graves & Company, which conducts security analyses and valuations. He is also an adviser in security issuances and investment portfolio asset allocations.

Jim Prost, M.B.A., two-time Extension Honored Instructor, was formerly director of marketing and sales for the Technology Products Group at Dataquest. He held positions as vice president of sales for PowerUp Software and marketing manager for Qume. He has more than 20 years of experience in marketing and sales management.

Monica Ranes-Goldberg, Ph.D., has taught biology and microbial genetics at Harvard University, where she received a certificate of distinction in teaching. She pursued postdoctoral studies at the Pasteur Institute in Paris, where she developed vaccines for infectious diseases.

Eric Rapin, B.S., is an Agile coach and trainer at Adobe Systems. He has more than 20 years of experience in software product development, software quality assurance, continuation engineering, release and configuration management, and performance testing and analysis. He received a certificate in the Professional Sequence in Agile Management from UC Berkeley Extension.

Hillel Raz, Ph.D., has research interests in mathematical physics and is currently working on spectral properties of quantum and discrete graphs. Raz has been a math instructor since 2003.

Daniel Redline, B.A., CCPR, has more than 20 years of clinical and research experience in hospital, academic medical center and industry settings. He is the director of clinical affairs for Volcano Corporation, a medical device company specializing in interventional cardiology. In addition, Redline is a board member and president-elect for the Society of Clinical Research Associates (SoCRA).

Gretchen Reevy, Ph.D., teaches at California State University, East Bay, specializing in personality, stress and coping, and psychological assessment courses. She is co-editor of the Praeger Handbook on Stress and Coping (Praeger, 2007) and the upcoming Personality, Stress, and Coping: Implications for Education. She is also author of the Encyclopedia of Emotion (Greenwood, 2010).

Thomas H. Reid, M.A., has been a teacher, program coordinator and administrator in Bay Area schools since 1984. He now works for a private firm providing services to adult schools.

Darrel Dean Richards, Ph.D., is a lecturer in the Department of Psychology, California State University, Northridge.

Julie Robbins, LCSW, has been practicing psychotherapy for more than 30 years. She has expertise in all areas of family violence and child maltreatment, as well as extensive experience in the areas of depression, divorce, high-conflict custody disputes, adoption and parenting. She has served as the victim services director for the San Francisco Department of Public Health and is on the adjunct faculty of Alliant University. She is in private practice working with children and adults and serves on the Board of the California Professional Society on the Abuse of Children. Robbins has co-authored two books.

Katherine R. Roberts, M.S., CFP, is president of Elm Lane Planning. She is a Certified Financial Planner® and as an adjunct professor has taught retirement planning and employee benefits at DePaul University for the Certified Financial Planner® Certificate Program.

Larry Robinson, M.F.A., has taught painting, drawing and color theory in the Bay Area since 1979. He is owner and director of Oakdale Painting Studio in San Francisco. His work has been exhibited at the Phoenix Museum of Art; Dana Reich Gallery in San Francisco; and Claudia Chapline Gallery in Stinson Beach, Calif.

Adhamina Rodriguez, M.S., LEED AP, is a senior project manager and green leader for Swinerton Builders. She is an architect and civil engineer from Seville, Spain. As LEED AP, Rodriguez works on developing and managing green projects.

Makan Rokni, Ph.D., has taught courses in mathematics, statistics, information technology and engineering. He has researched and been published in a variety of fields, including nonlinear dynamics, spacecraft motion and information technology.

David Rompf, J.D., has published essays and articles in Harvard Review, Newsweek, Los Angeles Times, The Missouri Review, Creative Nonfiction and many other magazines and newspapers. His essays have been cited in the Best American Essays and the Best American Travel Writing. He is on the editorial and executive boards of the literary journal Memoir (and).

Richard Rondeau, M.S., PMP, is a technology project manager and consultant who specializes in helping companies work together to improve results. He has more than 15 years of experience managing technical projects and operations in competitive, tightly regulated markets. Rondeau is also a certified project manager and business analyst for small entrepreneurial ventures and global organizations.

Lorrie Thomas Ross, M.A.O.M., is CEO of WebMarketingTherapy.com. She is the author of The McGraw-Hill 36-Hour Course to Online Marketing (McGraw Hill, 2010). Ross has expertise as a buyer and seller of online media, specializing in results-based marketing. Prior to running her marketing advisory, training and management firm, she was on the founding team at ValueClick Media.

Tamara Roth, B.F.A., LEED AP ID+C, Associate IIDA, is a designer at STUDIOS Architecture, where she works on a wide range of commercial interior projects. Also actively involved in the Northern California Chapter of IIDA, she recently co-chaired the 2012 Honor Awards.

David Rowland, M.S., has made a career in software, principally in real-time control systems and telecommunications. He has taught at UC Berkeley Extension for 10 years, and is the author of two iPhone applications.

Barbara Russo, B.A., is an executive, organizational and life coach, trained and certified through New York University’s School of Continuing and Professional Studies. She serves as an adjunct faculty member in the NYU-SCPS Coaching Program, and is certified through the International Coach Federation. She holds additional certifications, including SDI (Strength Deployment Inventory) and Power Coaching.
Ashish Sahni works as the assistant chancellor and chief of staff at UC Santa Cruz. Sahni’s work includes representing the chancellor on policy, community relations and operational issues. He also initiates and directs investigations and analyses on a variety of topics and oversees implementation of various campus initiatives. Sahni has degrees from UC Berkeley and Georgetown University; most recently, he earned a certificate from the Institute for Educational Management at Harvard.

R. Geoffrey Sargent, Ph.D., is a scientist at the California Pacific Medical Center Research Institute in San Francisco conducting R&D in the genetic stability of human embryonic stem cells. He has worked in biotech for the past 10 years, most recently directing research programs at Advanced Cell Technology, a biotechnology company.

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Bill Say, M.A., brings many years of experience to the intersection of diversity awareness, conflict resolution, and leadership and team and community building. He has consulted for health and mental health organizations, educational institutions, communities, nonprofits and international groups, including UN refugee organizations and work in Asia, Europe and the Middle East. He is a former faculty member of JFK and Naropa Universities, and a process work diplomat.

Piero Scaruffi is a cognitive scientist who was the manager of the Olivetti Artificial Intelligence Center in Silicon Valley, held visiting scholarships at several academic centers—notably Harvard and Stanford universities, lectured in three continents, and published several books on artificial intelligence and cognitive science. As a music historian, he has published ten books, the latest ones being A History of Rock Music (second edition, 2009) and A History of Jazz Music (2007). He has also written extensively about cinema, literature and the visual arts on his websitescaruffi.com. His latest book of poems and meditations is Synthesis (2009). A Brief History of Knowledge (2011), the lectures from his old UC Berkeley class, has been published an a Amazon e-book.

Marc Schiffman, M.F.A., has taught a variety of writing and literature courses over the years for the University of Maryland. Schiffman has published short stories and articles in many literary journals. He is the author of The Man Who Controls the Earth (CreateSpace, 2012). Schiffman has lived and worked in Japan, South Korea and Thailand.

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John Spiers, M.A., has travelled the world extensively since 1974, working with import/export companies. Since 1984, he has operated an international trading firm.

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Margaret Steen, M.J., Extension Honored Instructor, is a Bay Area freelance writer, editor and writing instructor. Her work has been published in the San Jose Mercury News, Christian Science Monitor, Business 2.0, American Journalism Review, Stanford Business and Network World and on HotJobs.com. She teaches online and classroom courses in writing for UC Berkeley Extension.

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Eric Yap, M.B.A., has extensive experience in all areas of finance, accounting and business operations. He has worked for companies of various sizes in diverse industries, including manufacturing, distribution, logistics, service, retail and government, and he has helped improve their sales and profits by recommending and implementing innovative ideas. In addition, Yap has been teaching a variety of business courses for Bay Area universities and community colleges for more than 12 years.

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Tony D. Yeh, M.B.A., M.Engr., is the managing director in charge of proprietary research at Silicon Valley Bancorp. He has more than 20 years of corporate advisory and capital markets experience, with extensive knowledge of corporate finance, portfolio management, derivatives trading and quantitative analysis. Previously, he was a managing partner at Pacifica Strategic Advisors and a senior executive at UBS AG.

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1. Submit this form by mail or in person. Be sure to include the appropriate fee (see preceding spread).
2. Complete your coursework. The program description on the Web at extension.berkeley.edu/cert and our academic representatives can guide you through this process.
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Address
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Company/agency
(For business address only)

Address

Daytime phone*

Fax

Title/occupation

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Courses: The course EDP number is essential for processing your enrollment. You'll find it at the end of the course description. You may copy this form as needed.

Course title and number

Location (city)  Beginning date  EDP number  $  Fee

Course title and number

Location (city)  Beginning date  EDP number  $  Fee

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If you are enrolling in online courses, such courses require your participation in chat rooms and message boards specific to the course. The email address and/or online identity you use when entering chat rooms or posting on message boards will be visible to all other participants. By enrolling in an Extension online course, you authorize the disclosure of your email address and/or online identity for this purpose.

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