

**UCLA** Extension

# Certificate Programs for International Students

*Study side-by-side with American Students and Working Professionals.*



*UCLA Extension, the Continuing Education Division of the University of California, Los Angeles*



# A Message from the Dean

With over 50 programs from which to choose, UCLA Extension Certificate Programs represent one of our most attractive offerings for international students and professionals.

Originally designed for students and professionals seeking to advance their careers, explore the possibility of changing careers, or stay competitive in the job market, UCLA certificate programs have been meeting the needs and career objectives of hundreds of international students and professionals for nearly 40 years.



*Dean Cathy Sandeen*

One of the greatest advantages of our programs is that they are highly practical and focus on real-world issues in each field of study. The majority of our instructors are working professionals in the subjects they teach. Thus, course lectures, activities, and discussions focus on the day-to-day challenges that professionals face on the job.

Another advantage of our programs is that they are very reasonably priced, especially considering their in-depth and thorough nature. Costs can be more easily managed because you pay for your courses quarter by quarter rather than all at once.

As an international participant in our programs, you will have the benefit of studying side-by-side with American students and professionals, some of whom may already be working in the same field. Thus, you will have opportunities to share experiences with your classmates and instructors.

If you qualify for Optional Practical Training (OPT) upon completion of your program, you can gain practical work experience in the U.S. for up to 12 months.

I have had the pleasure of meeting many of our international certificate program students, and I look forward to welcoming you to UCLA Extension—and to another important step in your education and career development!

Yours,

Cathy Sandeen, PhD, MBA

*Dean*

*UCLA Extension*

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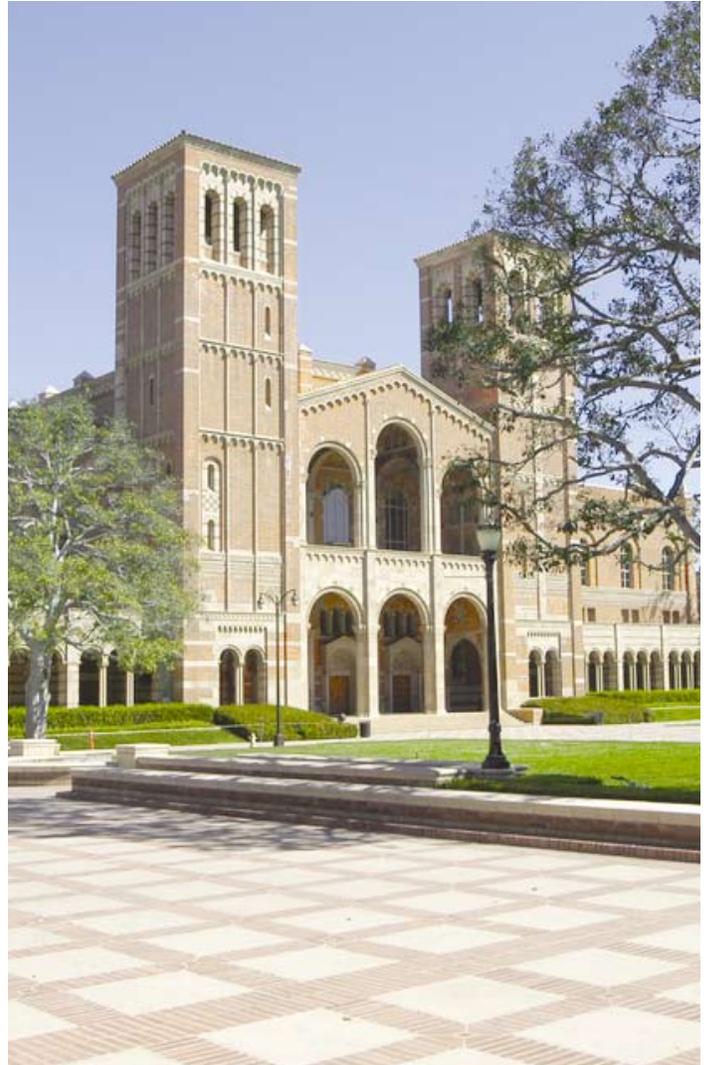
# Welcome to UCLA Extension

UCLA Extension is the continuing education division of the University of California, Los Angeles (UCLA), one of the leading universities in the world. With access to UCLA's instructors and resources as well as working experts from Los Angeles industries, UCLA Extension provides academic, career, and personal development for adult professionals. Each year, UCLA Extension is the choice for over 3,000 international participants from more than 60 countries.

We offer over 50 certificate programs for professional development that meet the requirements for full-time international study. Upon completion of a certificate program, participants are awarded a certificate bearing the seal of the University of California, Los Angeles—recognized worldwide for high-quality education.

This booklet describes all the certificate programs currently available to full-time international participants in F-1 student status through UCLA Extension. It is designed as a resource and planning guide for those who wish to enroll in these programs. Once you have selected a program, visit our International Programs website at [uclaextension.edu/iso](http://uclaextension.edu/iso) for further information and to complete an application form.

To learn more about the history, services, and other educational offerings of UCLA Extension, visit [uclaextension.edu](http://uclaextension.edu).



*Visit Royce Hall, a historic building on UCLA's campus.*



“UCLA Extension has been like a second beginning for me. It has helped me actualize my professional goals and make long lasting friendships with many fellow classmates.”

— *Ritu Gandbi, India, Certificate in Accounting*

## **UCLA**

Gene D. Block  
*Chancellor*

## **UCLA Extension**

Cathy Sandeen  
*Dean*  
*UCLA Extension*

Michelle Stiles  
*Interim Associate Dean for Administration*  
*UCLA Extension*

Karim Cherif  
*Associate Dean for Academic Affairs*  
*UCLA Extension*

# UCLA Extension Certificate Programs

## What is a certificate program?

UCLA Extension certificate programs involve a sequence of courses related to one central topic such as marketing, computer programming, graphic design, or journalism. Our programs are designed to provide you with what you need to become a working professional in your field of interest. We offer over 50 programs which are approved for F-1 international students.

Courses in most programs are sequenced so that they move in complexity from basics to more advanced topics, concepts, and practical challenges in the field. In addition to meeting the standards of UCLA Extension, all of our programs have been approved by UCLA academic departments and faculty.

UCLA and UCLA Extension operate on the quarter system, and there are four academic quarters or sessions in a calendar year: winter, spring, summer, and fall. In order to meet the requirements of your student visa, you must enroll in a minimum of 12 units of instruction each quarter, and most courses are four-unit courses. Thus, most students enroll in three courses per quarter. While many of our programs can be completed in three to six quarters, some take longer.



*You'll meet fellow students from the U.S. as well as many other countries.*

## Who are the instructors?

The majority of our instructors are highly regarded professionals who are currently working in their fields of specialization. The courses they teach are directly related to what they do each day on the job. Some of our instructors are professors at UCLA and other colleges and universities. In all cases, the instructional focus is on practical application—providing you with knowledge and skills that you can use on the job.

## Who are your classmates?

In your UCLA certificate program, you study side-by-side with students and working professionals from the U.S. and from other countries. You have many opportunities to network with your classmates and to learn from their experiences in the workplace.



*Many courses are held at Lindbrook Center in the heart of Westwood Village.*

**“I really appreciated sharing this experience with students from all around the world. It made the International Trade and Commerce program much more realistic to interact with people from many different cultural backgrounds.”**

**— Anett Weller, Germany, Certificate in International Trade & Commerce**

## Why do students and professionals enroll in UCLA Extension certificate programs?

People enroll in our programs for different reasons. Some seek more knowledge for advancement or promotions in their current field; some want to stay current with new developments and technologies; some want to make career changes or explore a new field to see if it matches their talents and ability; and some want to prepare for special licenses or certification.

UCLA Extension certificate programs are a great value because they offer high-level, in-depth instruction in a specific field at a much lower cost than a university degree program.

## What are the career advantages of a UCLA Extension certificate?

Employers all over the world will be impressed that you have completed a program at UCLA and that you have gained practical, hands-on experience in your field—in your studies, through possible internships and Optional Practical Training (OPT), and through networking with your instructors and classmates.

Many of our programs include the possibility of an internship toward the end of a program. After completing a program, you may become eligible for OPT, which will allow you to work and earn money for up to one year in the U.S. in a field which is closely related to your certificate program.

The cross-cultural advantages of our programs are immeasurable. You not only gain insights into your field of study but also into American culture, lifestyles, academic life, and life in Los Angeles, one of the world's most diverse and interesting cities.

In addition, upon program completion, you will receive an impressive UCLA Extension certificate as well as an official UCLA Extension transcript documenting all the courses that you have taken in your program.



*Southern California is sunny almost all year*

## UNIVERSITY OF CALIFORNIA, LOS ANGELES UCLA EXTENSION

HEREBY AWARDS THIS

### CERTIFICATE IN MARKETING

A THIRTY-SIX UNIT PROGRAM TO

*Kenji Watanabe*



EARNED WITH DISTINCTION  
DECEMBER 12, 2008

*Cathy Sanders*  
CATHY SANDERS  
DEAN  
CONTINUING EDUCATION AND UCLA EXTENSION

# Certificate Programs vs. Masters

	Most UCLA Extension Certificate Programs	Most Master's Degree Programs*
Entry Date Flexibility	Four per year, every three months	One per year
Application Deadline	Two months before program start	One year before program start
Academic Requirements	TOEFL or IELTS College transcripts	TOEFL or IELTS Undergraduate degree and transcripts Examinations: GRE, GMAT, etc.
Duration	One year	Two years
Selection	All qualified applicants No wait lists	Competitive Admission limits Wait lists
Program Cost	Same fees for international or local students	Higher fees for international students than local students
Internships	Available during the program	Available during the program
Optional Practical Training (OPT)	Available on program completion	Available on program completion
Program Focus	Academic program emphasizing career-centered, practical workplace application	Academic program emphasizing theory, research, and some application
Classmates	Mostly working professionals	Mostly full-time students
Course Schedule	Evenings, allowing days free	Daytime
Instructors	Highly regarded industry professionals and UCLA faculty	University faculty
University Recognition	Coursework and instructors approved by UCLA Academic Senate and UCLA academic departments. Post-baccalaureate level	Coursework and instructors approved by University Academic Senate and academic departments. Master's level
Documentation	Certificate with University seal Official transcript	Degree with University seal Official transcript
Transfer credit	Some courses transferable to master's degree; Decision lies with receiving institution	Some courses transferable to doctorate; Decision lies with receiving institution

\*Degree programs are not standardized in the U.S. Information will differ by institution. The information on master's degrees is general, representing most institutions.

# Certificate Program Information

## Eligibility

Application to most programs is open to international students 18 or older, who have the equivalent of a U.S. high school education and the TOEFL or IELTS minimum score. For specific program admission requirements see the certificate program pages within this booklet. Graduates of an accredited U.S. college with an Associate's or higher degree are exempt from the TOEFL or IELTS requirement.

## English Requirements

Admission to all programs requires submission of a minimum score on the TOEFL iBT or IELTS (Academic Module only) dated within the last two years. See the Quick Information chart for minimum scores required for each program. A TOEFL iBT score of 100 or an IELTS score of 7 exempts you from additional English testing and requirements. We do not accept institutional TOEFL scores.

A TOEFL or IELTS score between the minimum and exempt scores allows you to be admitted to your program if that is the minimum score requirement. However, you will have to take UCLA Extension's English as a Second Language Placement Exam (ESLPE) after you arrive in the U.S. and before your courses start. Your ESLPE score will exempt you from English requirements or require you to take one or two ESL courses along with your certificate program courses. The ESL requirement must be fulfilled during your first two quarters. ESL courses count toward your 12-unit per quarter requirement.

## Academic Status Requirements

You must enroll in 12 units of credit (letter grade) courses that count toward your certificate program every quarter and obtain at least a "C" grade in every course. This means you may have to take courses in your program that are not your preferred choices. For academic entry and completion requirements, see specific program descriptions in this booklet.

## Proof of Financial Certification

Before you enter the U.S., it is a legal requirement to provide a bank statement to show that you can cover the cost of

your education and living expenses in the U.S. without having to work.

## Health Insurance

It is mandatory for all international students at UCLA Extension to have medical insurance. Medical care is expensive in the United States. UCLA Extension has an insurance policy for you to purchase. The application lists the rates for students, spouses, and children. Your dependents must apply at the same time as you do.

## Program Costs

Costs for course fees, textbooks, and materials may vary depending on the courses you choose. You pay for your courses each quarter, that is, every three months. The amount you pay each quarter also may vary. You do not pay the full program amount before you begin the program.

## Program Duration

The Quick Information Chart in this booklet lists the estimated duration of each program, including time to complete English language requirements and take eligible vacation periods, as applicable. Your program length will shorten if: 1) you do not take the eligible vacation quarter following every three consecutive quarters of full-time study; 2) you already have fulfilled the ESL requirements; 3) you begin your program with transfer credits.

## Class Hours and Location

UCLA Extension courses are mainly held Monday through Thursday evenings with some on weekends. Most courses are held on the UCLA campus and in Westwood Village. Some are held at other locations in Los Angeles. Your courses for any given quarter may require you to travel to different locations.

## Housing

Certificate program participants live off-campus. For housing information visit [uclaextension.edu/iso](http://uclaextension.edu/iso).

## Transfers

Students transferring to UCLA Extension from another school must complete the transfer process within 60 days of the last date of attendance at the previous school.

## Internships

To be eligible for an internship, you must first complete nine months of full-time enrollment in F-1 student status. Your time as a full-time ESL student in F-1 status does not count toward the nine-month requirement. Your internship must be taken during the program and must be approved for academic credit. Check postings from the academic department to see if your program offers internships.

## Optional Practical Training (OPT)

The maximum 12-month optional practical training allows international students to work in the U.S. in a job directly related to their field of study while in F-1 status. To be eligible to apply, you must complete a UCLA Extension certificate program and have held F-1 status for one academic year (nine months) or longer.

## Vacation

UCLA Extension operates on the quarter system. Each quarter is three months long. Summer is not an automatic vacation quarter at UCLA Extension. To be eligible for a vacation quarter, you must first complete three consecutive quarters of full-time enrollment in F-1 status.

## Refund Policy

The International Student fee is refundable minus the nonrefundable fee if your visa is denied or if you do not enter the United States. There are no refunds if you enter the United States on UCLA Extension's I-20. All refund requests must be received in writing to the International Student Office (ISO) before the first day of the entry quarter printed on your I-20. The health insurance fee also is refundable minus a processing fee.

## Application Entry Dates

Applications are accepted up to three quarters before your entry quarter. You may begin any quarter unless otherwise indicated by your program.

Entry Quarter	Application Deadline
Fall (Sept-Dec)	Aug 1
Winter (Jan-Mar)	Nov 1
Spring (Apr-Jun)	Feb 1
Summer (Jun-Sept)	May 1

# Frequently Asked Questions

## What is the connection between UCLA Extension and UCLA?

UCLA Extension is the continuing education division of UCLA. Our courses and instructors are approved by the UCLA Academic Senate as well as the appropriate UCLA academic departments. Our instructors are highly regarded industry professionals and are also drawn from UCLA faculty.

## What is the difference between a degree and a certificate?

Certificate programs are structured for adult learners who in many cases already have degrees and who need to deepen or expand their knowledge in a particular area. Intended for working professionals, these programs offer practical, hands-on training for real-world application. Please see the chart comparing UCLA Extension certificate programs to advanced degree programs.

## What are the benefits of earning a certificate?

In many instances, certificate programs offer specialized training and education unavailable at graduate or undergraduate level in a format and time frame practical to working adults.

People typically earn certificates to facilitate a career change, promotion, explore new fields, or stay current with new technologies. Programs may fulfill licensure or certification requirements for professional associations, industry groups, state agencies, or corporations, and also may prepare students for advanced degree programs.

## Who will my classmates be?

Participants include American students and working professionals as well as international students and professionals from many different parts of the world. You will take the same classes as all other participants at UCLA Extension. You will not be in separate classes designated for international participants.

## If courses are held in the evening, what will I do during the daytime?

Since most courses require hours of preparation, you will be expected to use daytime hours to complete assignments and work on course projects. You also can use daytime and weekend hours for recreation and enjoying the many benefits of life in southern California.

## Can I apply for two certificate programs on my application and can I change programs after I begin a program?

Yes. You can take two programs at the same time and enroll in courses from both programs. If your educational goals change, you can change programs after approval from your academic advisor and your international student advisor.

## Can I take a full-time program on a B1/B2 tourist visa?

No. To take UCLA Extension courses full-time (12 units or more each quarter), you must have a valid F-1 student visa.

## How do I get an F-1 visa (also known as a student visa)?

Contact the U.S. Embassy or Consulate in your home country for the visa application procedure. Applying for a visa does not guarantee that you will receive a visa.

## If I transfer to UCLA Extension from another school or program in the U.S. with an expired F-1 visa, do I need to renew it before beginning at Extension?

No. You may legally remain in the U.S. with an expired F-1 visa as long as you are in full-time student status. You only need to renew an expired visa when you leave the United States and then want to return to continue as a student.

## Can I work as an F-1 student?

Yes. If employment is available, you may work on the UCLA campus for 20 hours a week during the regular school year and 40 hours a week during a vacation quarter as long as you stay in good standing. To work outside of these physical and time limits puts you immediately "out of status."

## How can I locate internships and opportunities for OPT?

To have the best opportunities for internships and OPT, you need to demonstrate that you are a dedicated and hardworking certificate program participant and internship/OPT candidate. By establishing an excellent record with your instructors and your certificate program advisor, you improve your chances of getting references and recommendations for internships and OPT. Additionally, some of the people in your classes will be working professionals. If you impress them as a good student and serious worker, they may be willing to provide references, recommendations, and referrals for you.

**Internships:** If your program offers internships and you meet the eligibility criteria, the certificate program department will give you lists of organizations that accept interns. It will be your responsibility to make the contacts. With approval in advance, you also may seek an internship from an organization that is not listed.

**OPT opportunities:** You will need to network with instructors, fellow participants in your program, and with your program advisor to find a job. Please note that internships and applications for OPT must be coordinated through UCLA Extension before they can take place.

## Can I use health insurance from my own country?

No. It is mandatory for F-1 students at UCLA Extension to have UCLA-approved medical insurance. Foreign insurance with U.S. affiliates or representatives, travel insurance, and reimbursement programs of any kind are not acceptable. UCLA Extension provides medical insurance that meets the minimum requirements at UCLA. If you are coming with a spouse or dependent children, they must also have health insurance for the entire time of your F-1 student status.

## What else should I include in my budget in addition to tuition, books, materials, and living expenses?

You should include the costs for transportation and computer hardware and/or software. If you plan to buy a car, include the cost of gas and insurance. Insurance can cost more than \$3,000 per year.

For more information email the International Student Office at [iso@uclaextension.edu](mailto:iso@uclaextension.edu).

# Quick Information Chart

ACADEMIC DEPARTMENT	CERTIFICATE PROGRAM <sup>1</sup>	ESTIMATED PROGRAM COST <sup>2</sup> (USD)	PROGRAM DURATION <sup>3</sup> (YEARS)	REQUIRED ENGLISH PROFICIENCY TOEFL IBT/IELTS SCORE	INTERNSHIP AVAILABLE
Arts	Design Communication Arts	\$12,500	1.75	79/6.5	No
	Interior Design	\$25,300	3.5	79/6.5	Yes
	Landscape Architecture	\$27,300	4	100/7.0	No
Business & Management <i>Including Paralegal Programs</i>	Accounting	\$11,530	2.25	79/6.5	Yes
	Advertising	\$6,650	1.25	79/6.5	Yes
	Business Administration	\$10,565	2.25	79/6.5	Yes
	Business Fundamentals	\$6,210	1.25	79/6.5	No
	■ General Business Studies with and without Concentrations	\$5,955	1.25	79/6.5	Yes
	Human Resources Management	\$5,945	.75	100/7.0	No
	International Trade and Commerce	\$5,960	1.25	79/6.5	Yes
	Marketing	\$6,650	1.25	79/6.5	Yes
	● Real Estate with Specializations	\$6,820	1.25	79/6.5	Yes
	Taxation	\$6,985	1.25	79/6.5	Yes
	Paralegal Studies	\$7,000	.5	100/7.0	No
	Computers & Information Systems & Engineering	Applications Programming	\$8,000	1.25	79/6.5
Construction Management		\$6,700	1.25	79/6.5	No
Systems Analysis		\$6,700	1.25	79/6.5	No
Entertainment Studies	Acting	\$7,300	1.50	79/6.5	Yes
	Business and Management of Entertainment	\$6,800	1.25	79/6.5	Yes
	Cinematography	\$8,800	1.50	79/6.5	Yes
	Development	\$8,300	1.50	79/6.5	Yes
	Directing	\$8,100	1.50	79/6.5	Yes
	Entertainment Media General Studies	\$7,800	1.50	79/6.5	Yes
	Film Scoring	\$15,300	1.50	79/6.5	Yes
	Independent Music Production	\$7,300	1.25	79/6.5	Yes
	Music Business	\$8,000	1.25	79/6.5	Yes
Producing	\$8,300	1.50	79/6.5	Yes	
Humanities & Sciences	Gardening and Horticulture	\$5,600	1.25	79/6.5	No
	Introductory Science	\$10,330	1.50	79/6.5	No
	Print and Broadcast Journalism	\$6,700	.75	100/7.0	No
	UCLA Post-Baccalaureate Program in Classics	\$9,575	.75	100/7.0	No

<sup>1</sup>Course requirements are subject to change.

<sup>2</sup>Approximate total includes international student fee; course fees, textbooks, and materials. All costs are subject to change.

<sup>3</sup>Approximate years includes time to complete English requirements and take eligible vacation period(s), if applicable. Your program length will shorten if: a) you do not take the eligible vacation quarter following every three consecutive quarters of full-time study; b) you already have fulfilled the ESL requirements; and/or c) you begin your program with transfer credits.

- Concentrations: Accounting, Advertising, Entrepreneurship, Finance, Human Resource Management, Marketing, Personal Financial Planning, International Trade and Commerce, Real Estate, Taxation
- Specializations: Appraisal, Finance, Marketing, Investments

# English Language Studies at the American Language Center

The American Language Center (ALC) offers high-quality English language programs for international students and professionals.

Their highly trained, experienced instructors use the most up-to-date teaching methods and create a relaxed and friendly atmosphere in which participants can improve their English language skills.

The ALC's Academic Intensive English Program (AIEP), designed primarily for international participants who seek admission to U.S. certificate and degree programs, is especially well suited to students who need to improve their English before entering a UCLA Extension certificate program.

Letters of conditional admission to certificate programs are provided for students who need to improve their English before entering a program. Students still will need to achieve required TOEFL or IELTS scores before they can be admitted to a certificate program.

To learn more about ALC English programs, student services, and enrollment procedures, visit [uclaextension.edu/alc](http://uclaextension.edu/alc), or email [alcenroll@uclaextension.edu](mailto:alcenroll@uclaextension.edu).



*Part of the fun of learning is working with your peers*



“I started with the Entrepreneurship and New Venture course, which totally changed my life. It revealed the potential and power of communications, collaboration, and creativity that I use today to govern my approach to new entrepreneurial challenges.”

— *Kenji Terawaki, Japan*

# Online Education

Advance your professional development, work toward a certificate, or acquire skills needed for a career change—all from the comfort of your home or office. Each quarter, UCLA Extension presents hundreds of online courses, with an expanding choice of selections. Even after you complete your certificate program, you can keep up-to-date in your field, explore other interests, and stay connected to UCLA Extension through our online courses.

## You can complete the following certificate and sequential programs entirely online:

- Certificate in Accounting
- Certificate in Business Fundamentals
- Certificate in General Business Studies (No Concentration)
- Certificate in General Business Studies  
With concentrations in: Accounting, Human Resource Management, Marketing, Personal Financial Planning, Real Estate, or Taxation
- Online Series in Investment Banking (Sequential Program)
- Certificate in Personal Financial Planning  
(Eight-Course or Web-Delivered Five-Course Program)

Note: I-20s from UCLA Extension to apply for F-1 student visas are not given for online study. You do not need to enter the United States to complete an online certificate program.

## Custom-Designed Programs for Groups

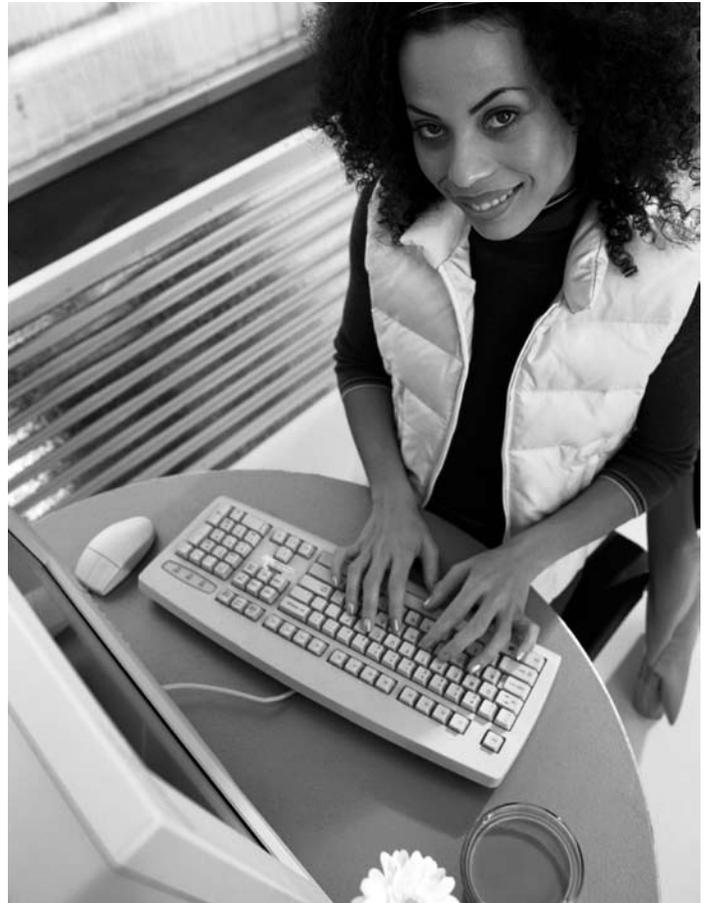
UCLA Extension partners with corporations, government offices, and universities in developing short-term, custom-designed programs for groups of 15 to 40 participants. Emphasis is usually on management and executive-level professional development.

Program topics cover a range of fields including business, human resources management, international trade and commerce, education, and educational administration, entertainment studies, public policy, public health, and many more.

Our instructors are practicing professionals in their fields of expertise, and they bring practical, real-world knowledge and experience to their lectures and classroom discussions, which participants find both useful and refreshing.

Custom programs have been designed for large corporations in Southern California, including Amgen Pharmaceuticals, Boeing Aircraft, IBM, and General Electric Corporation. Recent international programs have included data management for Chinese hospital administrators; promotional campaign development for marketing professionals in Turkey; knowledge management for Chinese Executive MBA participants, and recent entertainment trends and practices in Hollywood for Korean participants.

Programs can be delivered at UCLA Extension and, in many cases, they can be delivered overseas at the host institution. We combine high quality instruction in a world-class environment at reasonable prices.



*You can also learn online—from anywhere!*



“Although I spent 80% of my free time doing homework, I still found plenty of time to socialize, work out, and explore Los Angeles and its variety of cafés, clubs and beaches. In fact, I’m still in touch with several classmates I used to hang out with, who come from every corner of the world, such as Saudi Arabia, Brazil, Japan, Turkey and Argentina.”

— *Jean-Marc Dedeyne, Martinique Certificate in General Business Studies*

# Certificate Program in Design Communication Arts

The Design Communication Arts (DCA) Certificate Program prepares students for careers in graphic design by offering a solid foundation in design fundamentals, along with courses in web and interactive design, photography, and more.

The DCA Program will not only teach you the tools of graphic design, but also how to think strategically and position yourself for a competitive market. While knowing and understanding production is an integral part of design, your unique perspective and critical thinking skills offer even greater value to the process. That's why we emphasize conceptualizing the idea, not just decorating the product.

If you pay attention and challenge yourself, you will leave the program with confidence in your creative and practical skills, and with a portfolio that reflects your unique lens on the world.

## Program ID#: CF521

Required Courses:<sup>1</sup> 10

Elective Courses:<sup>1</sup> 6

Program Length in Years:<sup>2</sup> 1.75

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$11,000

Textbooks & Materials: \$200

**Approximate Total: \$12,500**

For more information call (310) 206-1422,

email [dca@unex.ucla.edu](mailto:dca@unex.ucla.edu),

or visit [uclaextension.edu/dca](http://uclaextension.edu/dca).

## Requirements

At the end of the 16-course program, students participate in a mandatory Portfolio Review with design professionals before being awarded their certificate.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
ART X 479.6A	Design Fundamentals	4.00	•	•	•	•	
ART X 482.10	Color Methodologies	4.00	•	•	•		
ART X 479.4A	Typography	4.00	•	•	•	•	
ART X 479.3D	Design History and Context	4.00		•			
ART X 479.6E	Design II: Collateral and Corporate Communication	4.00	•	•		•	
ART X 479.2D	Icons, Logo, and Logotype Design	4.00		•		•	
ART X 479.2A	Drawing for Communication	4.00		•		•	
ART X 481.11	Photoshop I	4.00	•	•	•	•	
ART X 481.47	Illustrator I	4.00	•	•	•	•	
ART X 481.99Z	Print Design and Production Using InDesign	4.00	•	•	•	•	
<b>SUGGESTED ELECTIVES (24 UNITS FROM THE FOLLOWING LIST)</b>							
ART X 481.24B	Dreamweaver I Using CS3	4.00	•	•	•	•	
ART X 481.52	Flash I Using CS3	4.00	•	•	•	•	
ART X 481.99QT	After Effects for Designers	4.00	•	•		•	
ART X 439.1	Beginning Photography Workshop	4.00	•	•	•	•	
ART X 440.22	Photographic Lighting Techniques	4.00		•		•	
ART X 440.221	Advanced Photographic Lighting Techniques	3.00	•		•		
ART X 439.90	Intermediate Digital: Shooting Great Images with Your Digital Camera	3.00	•	•	•	•	
ART X 481.43	Photoshop II	4.00	•	•	•	•	
ART X 479.4B	Advanced Typography	4.00			•		
ART X 479.47AA	Illustrator II	4.00	•	•	•	•	
ART X 479.6D	Advertising Design	4.00		•			
ART X 481.99AF	User Experience Design for the Web	4.00	•		•		
ART X 479.79H	Mixed Media and Collage for Designers and Artists	4.00	•	•		•	
ART X 481.99XY	Branding Yourself: You Are Your Most Important Client	4.00		•			
ART X 440.21	Photoshop for Photographers	4.00		•			
ART X 483.11A	The Why and How: Creative Process in Design	4.00			•		
ART X 482.14	Design Communication Arts Program Mentorship	4.00	•	•	•	•	
ART X 479.4D	Publication Design	4.00	•				
ART X 481.5B	Flash II Using CS3	4.00		•		•	
ART X 418.12	Handmade Book Structures	4.00			•		
ART X 427.16	Designing Experiences: Exhibit, Installation, Retail, and Trade Show Design	4.00			•		
ART X 479.6BB	Entertainment Design	4.00			•		
ART X 479.6C	Package Design	4.00	•		•		
ART X 479.8E	Brand Identity and Marketing Strategies	4.00	•		•		
ART X 481.99QU	After Effects for Designers II	4.00			•		
ART X 480.2AA	Signage and Wayfinding	4.00				•	
ART X 481.4AA	Graphic Design for Film and Television	4.00				•	
ART X 481.99QT	After Effects Using CS3	4.00		•		•	
ART X 481.99VV	Dreamweaver II Using CS3: Focus on Dynamic Content	4.00	•	•	•	•	
ART X 479.2AD	Drawing for Communication II	4.00	•				
ART X 479.5D	Design Project Management	4.00		•		•	
ART X 481.13	Beauty Retouching	2.00		•			
<b>ELECTIVES</b>							
Select 24 units from the above suggested list, or other credit-bearing classes from the DCA course listings.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

Note: This schedule reflects typical availability but is subject to change.

# Certificate Program in Interior Design

The professional interior designer is qualified by education, experience, and examination to improve the quality of life, increase productivity, and protect the health, safety, and welfare of the public through the creation of functional, high-quality, and aesthetically appealing interior spaces. This involves assessing client needs, determining safety requirements, conceiving an aesthetic design that meets function and safety criteria, selecting materials and furnishings, preparing and administering bids as the client's agent, working with other licensed contractors, and monitoring design implementation through completion.

The UCLA Extension Architecture & Interior Design Program provides the necessary educational preparation to enter the professional world of interior design.

This curriculum consists of 30 sequential courses. Students can complete the program in as little as 2½ years (carrying 3 courses per quarter year-round). The curriculum satisfies the educational requirement for several professional organizations, including the American Society of Interior Designers and the International Interior Design Association, and enables students to qualify for the National Council for Interior Design Qualification (NCIDQ) Examination.

The program offers both evening and daytime classes, providing flexibility in scheduling for full- or part-time students. Students can also vary their quarterly course load, as long as proper sequencing is maintained.

Students with extensive backgrounds in art and design may qualify for advanced standing and can petition to waive certain courses.

For those preparing to take the NCIDQ Examination, a special workshop is recommended.

## Program ID#: CF003

Required Courses:<sup>1</sup> 28

Elective Courses:<sup>1</sup> 2

Program Length in Years:<sup>2</sup> 3.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Bachelor's degree or equivalent

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$19,000

Textbooks & Materials: \$5,000

**Approximate Total: \$25,300**

For more information call (310) 794-3747, email [jcuckovi@uclaextension.edu](mailto:jcuckovi@uclaextension.edu), or visit [uclaextension.edu/arc\\_id](http://uclaextension.edu/arc_id).

## Admission Requirements

You may start taking classes immediately. To be admitted to the program, prospective students must present proof of a bachelor's degree or higher and complete and forward our application for candidacy. Admitted students will subsequently receive instructions for remitting the candidacy fee. Students may take up to five courses before admission and establishing candidacy.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
ART X 438	Fundamentals of Interior Design	4.00	•	•	•	
ART X 467.17A	Design Communication I	6.00	•	•	•	•
ART X 454A	Elements of Design I	4.00	•	•	•	•
ART X 452	Color Theory and Application	4.00	•	•	•	•
ART X 466E	Design Communication II	6.00	•	•	•	•
ART X 454B	Elements of Design II	4.00	•	•	•	•
ARCH X 468.20	Digital Presentation I: Photoshop/Illustrator	4.00	•	•	•	•
ART X 466F	Design Communication III	6.00	•	•	•	•
ART X 427.8A	History of Environmental Arts: Part I	4.00		•		•
ART X 427.7	Surface Materials	4.00	•	•	•	•
ART X 427.8B	History of Environmental Arts: Part II	4.00	•		•	
ART X 433	Interior Design Studio I	6.00	•	•	•	•
ART X 427.8C	History of Environmental Arts: Part III	4.00		•		•
ART X 430A	Interior Design Studio II	6.00	•	•	•	•
ART X 467.15	Lighting Design	4.00	•	•	•	•
ART X 427.8D	History of Environmental Arts: Part IV	4.00	•		•	
ART X 430C	Interior Design Studio III	6.00	•	•	•	•
ART X 427.20	Understanding Building Codes	2.75	•	•	•	•
ART X 467.27B	Interior Detailing and Building Systems	6.00	•	•	•	•
ART X 471.19	Interior Design Studio IV	6.00	•	•	•	•
ART X 497.4	Business Strategies	4.00	•	•	•	•
ART X 498.1	Senior Thesis Design	8.00		•		•
ART X 443.16	A Survey of the Decorative Arts	4.00	•	•	•	•
ART X 498	Senior Thesis Document	8.00	•		•	
ART X 498.2	Project Management	4.00	•	•	•	•
ARCH X 467.55	The Ecology of Design	2.00		•		•
<b>DIGITAL PRESENTATION II (4 UNITS FROM THE FOLLOWING LIST)</b>						
ARCH X 468.5	Digital Presentation II: AutoCAD	4.00	•	•	•	•
ARCH X 468.9	Digital Presentation II: ArchiCAD	4.00	•	•	•	•
ARCH X 468.13A	Digital Presentation II: Revit Architecture	4.00		•	•	•
<b>DIGITAL PRESENTATION III (4 UNITS FROM THE FOLLOWING LIST)</b>						
ARCH X 468.9A	Digital Presentation III: Advanced ArchiCAD	4.00		•	•	•
ARCH X 468.10	Digital Presentation III: Advanced AutoCAD	4.00	•	•	•	•
ARCH X 438.13B	Digital Presentation III: Advanced Revit Architecture	4.00	•	•	•	•
<b>ELECTIVES</b>						
A total of 12 units of 400-level non-core courses in Interior Design, including internships and Specialization Studios, 6 units to be taken in the 8th quarter and 6 in the 9th quarter.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



**“I chose to study Interior Design to complement my degree in Architecture. I had the opportunity to catch up with new design trends, construction materials and technology.”**

*— Patricia Pedraza Isturiz, Venezuela  
Certificate in Interior Design*

# Certificate Program in Landscape Architecture

Landscape architects practice the aesthetic design and composition of built and natural environments. This calls for an extensive knowledge of design theory, technical competence, and a commitment to the stewardship and conservation of natural and constructed resources. Today, typical projects range in scope from residential to institutional, and in type from urban planning and design to restoration of historical sites and the preservation of natural ones.

The modern landscape architect must address quality of life issues, achieve the best form and function of a given space, maintain high ethical standards, and approach these tasks from a global perspective. In addition, managing and understanding information, sound decision-making, and active leadership have become vital to the practice. The ability to effectively communicate and learn with professionals in architecture, engineering, traffic management, interior design, and behavioral science disciplines is also essential for the successful completion of projects.

To ensure a high standard of professional practice, California (together with 46 other states, and two Canadian Provinces) requires that individuals practicing landscape architecture must be licensed. The governing agency is the California Architects Board, Landscape Architects Technical Committee within the California State Department of Consumer Affairs. On the national level, the American Society of Landscape Architects maintains a high standard of practice throughout the country; licensed landscape architects may qualify for membership in this society.

The program provides the necessary education requirements for professional licensure in the State of California

## Program ID#: CF004

Required Courses:<sup>1</sup> 30

Elective Courses:<sup>1</sup> 4

Program Length in Years:<sup>2</sup> 4

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or-

IELTS Minimum: 7

## Academic Entrance Requirement

Bachelor's degree or equivalent

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$21,000

Textbooks & Materials: \$5,000

**Approximate Total: \$27,300**

For more information call (310) 825-9414, email [aswanson@unex.ucla.edu](mailto:aswanson@unex.ucla.edu), or visit [uclaextension.edu/landscapearchitecture](http://uclaextension.edu/landscapearchitecture).

## Requirements

Consisting of 131 (quarter) units of required core courses and 12 units of electives, the curriculum is structured as a series of design, technical, and breadth courses beginning in the Summer Quarter and taking four years to complete. Approved elective courses cover special interest areas and can be chosen at the student's convenience. After a formal portfolio review at the beginning of year two, the student takes a series of landscape design studios which introduce increasingly complex issues and methodologies. A parallel series of breadth and technical courses builds essential knowledge, sensitivity, and skill, addressing the impact of social, historical, and natural phenomena on the design process and providing training in practical skills and techniques. After a second portfolio review at the beginning of year four, the student produces a thesis which is intended to reflect the values, skills, and knowledge acquired over the course of study.

## Admission Requirements

These include an undergraduate degree in any field from an accredited institution, a completed Application for Admission, and application fee. For more information email [aswanson@uclaextension.edu](mailto:aswanson@uclaextension.edu) or call us at (310) 825-9414.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
ARCH X 472	Landscape Architecture: Introduction to the Profession	4.00	•			•
ARCH X 472.1	Basic Drawing Techniques for Landscape Architecture	4.00	•	•	•	•
ARCH X 472.1A	Design I: Design Theory	4.00		•		
ARCH X 472.1B	Design II: Design Theory	4.00			•	
ARCH X 472.1C	Design III: Design Theory	4.00				•
ARCH X 472.2	Drafting for Landscape Architecture	4.00				•
ARCH X 472.4A	Graphic Communication for Landscape Architecture I	4.00		•		
ARCH X 472.4B	Graphic Communication for Landscape Architecture II	4.00			•	
ARCH X 472.3	Design IV: Applied Theory	5.00		•		
ARCH X 472.9	Design V: Environmental Analysis and Planning	4.00			•	
ARCH X 472.19	Design VI: Concept Development	4.00				•
ARCH X 472.6A	History of Landscape Architecture I	4.00	•	•	•	•
ARCH X 472.6B	History of Landscape Architecture II	4.00		•		
ARCH X 472.12A	Grading and Drainage	4.00			•	
ARCH X 472.12B	Irrigation Practices	4.00		•		
ARCH X 472.23	Human Factors in Landscape Architecture	4.00	•			
ARCH X 472.14A	Landscape Construction Methods and Materials	4.00			•	
ARCH X 472.14B	Landscape Construction Drawing I	4.00			•	
ARCH X 472.14C	Landscape Construction Drawing II	4.00				•
ARCH X 472.5	Planting Design	4.00	•			
ARCH X 472.35	Advanced Graphics for Landscape Architecture	4.00				•
ARCH X 472.20	Landscape and the Imagination: Writing about the Landscape	4.00		•		
ARCH X 472.15A	Design IX: Thesis	5.00			•	
ARCH X 472.15B	Design X: Thesis	5.00				•
ARCH X 493.9	Professional Practices in Landscape Architecture	4.00	•			
<b>PLANT MATERIALS (2 COURSES FROM THE FOLLOWING LIST)</b>						
ARCH X 472.8A	Plant Materials I	4.00		•		
ARCH X 472.8B	Plant Materials II	4.00			•	
ARCH X 472.8C	Plant Materials III	4.00				•
ARCH X 472.8D	Plant Materials IV	4.00	•			
<b>COMPUTER APPLICATIONS (1 COURSE FROM THE FOLLOWING LIST)</b>						
ARCH X 472.18	Introduction to PowerCAD	4.00		•		
ARCH X 493.992	An Introduction to AutoCAD	4.00		•		
<b>ADVANCED DESIGN (DESIGN VII AND VIII) (2 COURSES FROM THE FOLLOWING LIST)</b>						
ARCH X 472.22	Advanced Environmental Analysis and Planning	5.00				
ARCH X 472.24	Intuitive Design of the Landscape	5.00				
ARCH X 472.41	The New Urbanism	5.00				
ARCH X 494.94	Recovery and Transformation of Man-Made Sites	5.00				
ARCH X 472.29	Design Issues Readdressed	5.00				
ARCH X 472.40	School Site Design	5.00				
<b>ELECTIVES</b>						
12 units from other courses in Landscape Architecture or related areas.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

# Certificate in Accounting

According to the U.S. Bureau of Labor Statistics, the field of accounting is projected to grow an estimated 22% by the year 2012. Recent changes in accounting regulations, more sophisticated technologies, and a new focus on ethical accounting practices are fueling the demand for qualified accountants. The high demand for accountants means career stability, better salaries, and upward job growth opportunities.

Recognized by employers throughout Los Angeles and beyond, UCLA Extension's Certificate in Accounting equips students with a thorough understanding of accounting standards and principles. The program is designed for students who are preparing to sit for the CPA Examination by fully meeting the educational requirements for this nationally administered examination. In addition, the program provides relevant coursework for students considering the CMA,<sup>®</sup> CIA,<sup>®</sup> and CFA<sup>®</sup> certifications.

## Program ID#: CF028

Prerequisite Courses:<sup>1</sup> 2

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 9

Program Length in Years:<sup>2</sup> 2.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission. Those planning to take the CPA exam are required to have a bachelor's degree.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$8,430

Textbooks & Materials: \$1,800

**Approximate Total: \$11,530**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

Courses marked with an asterisk (\*) are recommended for students planning to sit for the CMA Examination. Courses marked with a plus (+) are recommended for students planning to sit for the CIA examination.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>PREREQUISITE</b>						
MGMNT X 1A	Principles of Accounting	4.00	•	•	•	•
MGMNT X 1B	Principles of Accounting	4.00	•	•	•	•
<b>REQUIRED</b>						
MGMNT X 120A	+ • Intermediate Accounting Theory and Practice	4.00	•	•	•	•
MGMNT X 120B	+ • Intermediate Accounting Theory and Practice	4.00	•	•	•	•
MGMNT X 120C	+ • Intermediate Accounting Theory and Practice	4.00	•	•	•	•
MGMNT XL 122	+ • Management Accounting	4.00	•	•	•	•
MGMNT X 124A	Advanced Accounting Theory and Practice	4.00	•	•	•	•
MGMNT X 124B	Advanced Accounting Theory and Practice	4.00	•	•	•	•
MGMNT X 127	Federal Income Taxation	4.00	•	•	•	•
MGMNT X 423	• Auditing: Financial	4.00	•	•	•	•
MGMNT X 423.2	+ • Internal Auditing (Operational and Management)	4.00	•	•	•	•
<b>BUSINESS-RELATED ELECTIVES (9 COURSES FROM THE FOLLOWING LIST)</b>						
MGMNT X 100	+ • Business Economics	4.00	•	•	•	•
MGMNT X 108	• Business Law	4.00	•	•	•	•
MGMNT X 110	Mathematics for Management	4.00	•	•	•	•
MGMNT X 115	+ • Business Statistics	4.00	•	•	•	•
MGMNT X 130A	Basic Managerial Finance	4.00	•	•	•	•
MGMNT X 420.18	• Accounting and Automated Information Systems	4.00	•	•	•	•
MGMNT X 423.18	Nonprofit Accounting	4.00	•	•	•	•
MGMNT X 423.4	International Accounting	4.00	•	•	•	•
MGMNT X 423.42	Internship in Accounting	5.00	•	•	•	•
MGMNT X 423.421	Forensic Accounting	4.00	•	•	•	•
MGMNT X 427.8	• Taxation of Corporations and Shareholders	4.00	•	•	•	•
MGMNT X 427.9	• Partnership Taxation	4.00	•	•	•	•
MGMNT X 429.4	• Financial Control of Operations	4.00	•	•	•	•
MGMNT X 432.3	Analysis of Financial Statements	4.00	•	•	•	•
<b>ETHICS REQUIREMENT (1 COURSE FROM THE FOLLOWING LIST)</b>						
MGMNT X 423.422	Ethics in Accounting	1.80	•	•	•	•
<b>ELECTIVES</b>						
Advanced standing in the program may be acquired using accredited business related courses previously taken and approved by the certificate program advisor and/or courses listed below as "Business Electives"; therefore, the number of required electives ranges from 0-9 courses, depending upon a review of each student's university/college transcripts.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



"I was actually looking for a career change. Not only did I gain a lot of practical knowledge, but the program enabled me to sit for the CPA examination within the shortest time in an organized way."

— Lee Yan Chan, Hong Kong, Certificate in Accounting

# Certificate in Advertising

Advertising continues to play a pivotal role in a company's bottom line performance. The Certificate in Advertising provides students with the tools needed to better relate advertising to society, business, and marketing strategy. Quantitative and communication skills are integrated into this comprehensive program.

In addition to the required core courses, students must complete three elective courses.

Offered in cooperation with the Western States Advertising Agencies Association (WSAAA), the Certificate in Advertising is intended to provide students with the tools needed to improve marketing strategy in a changing social and business climate. Quantitative and communication skills are integrated into this comprehensive program.

## Program ID#: CF029

Required Courses:<sup>1</sup> 7

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,350

Textbooks & Materials: \$1,000

**Approximate Total: \$6,650**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
MGMNT X 163	Advertising Principles and Practices	4.00	•	•	•	•
MGMNT X 160	Marketing Principles and Practices	4.00	•	•	•	•
MGMNT X 466	Consumer Market Research	4.00	•	•	•	•
MGMNT X 460	Ethics in Marketing and Advertising	2.00	•	•	•	•
MGMNT X 461A	Writing for Marketing and Advertising	2.00	•	•	•	•
MGMNT X 463.4	Media Planning and Analysis	4.00		•		•
MGMNT X 463.01	Advertising in the Digital Age	4.00	•		•	
<b>ELECTIVE (12 UNITS FROM THE FOLLOWING LIST)</b>						
MGMNT X 460.484	Internship in Marketing and Advertising	5.00	•	•	•	•
MGMNT X 460.494	New Business Development and Pitching the Perfect Presentation	4.00	•		•	
MGMNT X 460.52	Integrated Marketing Communications	4.00	•	•	•	•
MGMNT X 460.61	Sales Account Management	4.00		•		•
MGMNT X 460.86	Customer Relationship Management	4.00	•		•	
MGMNT X 463.13	Television Time Sales	4.00		•		
MGMNT X 463.19	Global Advertising	4.00		•		•
MGMNT X 463.6	Developing an Advertising Campaign	4.00	•		•	
MGMNT X 463.76	Current Practices in Spot TV Buying	4.00			•	
<b>ELECTIVES</b>						
In addition to the required core courses, a minimum of 12 units of designated elective course credit must also be completed. Enrollment in the elective course, Internship in Marketing and Advertising is also available to students who have completed a minimum of 9 months full-time study.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

“As a filmmaker, this certificate program in advertising was beneficial in equipping me with the tools to effectively market and promote my films. The faculty know what they’re talking about and have a heart for teaching.”

— Jin Yoo Kim, Bolivia, Certificate in Advertising

# Certificate in Business Administration

Complexity in today's business environment requires a strong foundation in business functions, the tools of business analysis, and more diverse managerial skills as well as the opportunity to specialize in a field of concentration. The Certificate in Business Administration is designed for students planning to pursue careers in business as well as experienced professionals seeking skill enhancement. The most comprehensive and complete of the general business certificates, this structured program represents courses that would typically be required as part of an undergraduate business degree.

In addition to the required courses and electives, students must successfully complete one ethics requirement of their choice at any time during the program.

## Program ID#: See Fields of Concentration

Required Courses:<sup>1</sup> 14

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 2.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available for some concentrations.<sup>3</sup>

## Estimated Costs<sup>4</sup>

International Student Fee: \$1,300

Course Fees: \$7,565

Textbooks & Materials: \$1,700

**Approximate Total: \$10,565**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

All courses in the first four phases are required. In addition, a minimum of three 4-unit courses in Phase V is required. Students also must successfully complete one ethics requirement of their choice at any time during the program.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>PHASE I - PREPARATORY COURSES</b>							
MGMNT X 100	Business Economics	4.00	•	•	•	•	
MGMNT X 108	Business Law	4.00	•	•	•	•	
MGMNT X 110	Mathematics for Management	4.00	•	•	•	•	
MGMNT X 115	Business Statistics	4.00		•	•	•	
MGMNT X 410.53	Fundamentals of Business Administration and Management	4.00	•		•		
<b>PHASE II - BUSINESS FUNCTIONS</b>							
MGMNT X 1A	Principles of Accounting	4.00	•	•	•	•	
MGMNT X 1B	Principles of Accounting	4.00	•	•	•	•	
MGMNT X 130A	Basic Managerial Finance	4.00	•	•	•	•	
MGMNT X 160	Marketing Principles and Practices	4.00	•	•	•	•	
MGMNT X 450	Elements of Human Resources Management	4.00	•	•	•	•	
MGMNT X 460.902	Introduction to International Business	4.00	•	•	•	•	
<b>PHASE III - MANAGEMENT FUNCTIONS (2 COURSES FROM THE FOLLOWING LIST)</b>							
MGMNT X 190	Management Theory, Policy, and Process	4.00	•	•	•	•	
MGMNT X 482.7	The Dynamics of Interpersonal Communication	4.00	•	•	•	•	
MGMNT X 490.996	Leadership Communication Strategies	4.00	•	•	•	•	
<b>PHASE IV - REQUIRED CAPSTONE</b>							
MGMNT X 497.54	Developing a Business Plan	4.00	•	•	•	•	
<b>PHASE V</b>							
Select three four-unit courses from one of the following subject areas in which you choose to concentrate:							
CF255. ACCOUNTING							
CF270. ADVERTISING							
CF265. ENTREPRENEURSHIP							
CF328. FINANCE							
CF271. HUMAN RESOURCES MANAGEMENT							
CF325. INTERNATIONAL TRADE AND COMMERCE							
CF257. MARKETING							
CF321. PERSONAL FINANCIAL PLANNING							
CF251. REAL ESTATE							
CF254. TAXATION							
<b>ETHICS REQUIREMENT (1 COURSE FROM THE FOLLOWING LIST)</b>							
MGMNT X 423.422	Ethics in Accounting	1.80	•	•	•	•	
MGMNT X 460	Ethics in Marketing and Advertising	2.00	•	•	•	•	
MGMNT 859.50	Ethics for Human Resources Professionals	-	•	•	•	•	
MGMNT 891.02	Business Ethics	-	•	•	•	•	

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>Internships are offered for the following concentrations: Accounting, Advertising, International Trade and Commerce, Marketing, Personal Financial Planning, and Real Estate.

<sup>4</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“As a managing director of a startup company in Indonesia, I need some practical business knowledge that I could apply for my business. UCLA Extension Business and Management education gives me what I need to succeed and bring my business to stay competitive in the marketplace. I strongly recommend UCLA Extension Certificate in Business to all managers seeking applied business education.”

— *Jefery Effendy Kusnadi, Indonesia, Certificate in Business Administration*

# Certificate in Business Fundamentals

The Certificate in Business Fundamentals is a 36-unit program offered to students who want a structured overview of management principles. It differs from the Certificate in General Business Studies in that it provides a more well-rounded business certificate. Drawing on financial, economic, and organizational disciplines, this program provides students with a strong introduction to the business environment. It also provides business professionals with the opportunity to polish skills.

In addition to the required courses and electives, students must successfully complete one ethics requirement of their choice at any time during the program.

This certificate program may be completed with online courses.

## Program ID#: CF285

Required Courses:<sup>1</sup> 7

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,010

Textbooks & Materials: \$900

**Approximate Total: \$6,210**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

In addition to the six required courses and three electives, students must successfully complete one ethics requirement of their choice at any time during the program.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
MGMNT X 1A	Principles of Accounting	4.00	•	•	•	•
MGMNT X 1B	Principles of Accounting	4.00	•	•	•	•
MGMNT X 100	Business Economics	4.00	•	•	•	•
MGMNT X 108	Business Law	4.00	•	•	•	•
MGMNT X 130A	Basic Managerial Finance	4.00	•	•	•	•
MGMNT X 160	Marketing Principles and Practices	4.00	•	•	•	•
<b>ELECTIVES (3 COURSES FROM THE FOLLOWING LIST)</b>						
MGMNT X 109	Business Communications	4.00	•		•	
MGMNT X 110	Mathematics for Management	4.00	•	•	•	•
MGMNT X 115	Business Statistics	4.00		•		•
MGMNT X 163	Advertising Principles and Practices	4.00	•	•	•	•
MGMNT X 190	Management Theory, Policy, and Process	4.00	•	•	•	•
MGMNT X 410.53	Fundamentals of Business Administration and Management	4.00	•		•	
MGMNT X 450	Elements of Human Resources Management	4.00	•	•	•	•
MGMNT X 460.902	Introduction to International Business	4.00	•	•	•	•
MGMNT X 482.7	The Dynamics of Interpersonal Communication	4.00	•		•	
MGMNT X 497.52	Entrepreneurship and New Venture Formation	4.00	•		•	
MGMNT X 497.54	Developing a Business Plan	4.00	•	•	•	•
<b>ETHICS REQUIREMENT (1 COURSE FROM THE FOLLOWING LIST)</b>						
MGMNT X 423.422	Ethics in Accounting	1.80	•	•	•	•
MGMNT X 460	Ethics in Marketing and Advertising	2.00	•	•	•	•
MGMNT 859.50	Ethics for Human Resources Professionals	-	•	•	•	•
MGMNT 891.02	Business Ethics	-	•	•	•	•
<b>ELECTIVES</b>						
This certificate program may be completed with online courses. If taken entirely online, the estimated total cost of tuition will be approximately \$5,960.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

# Certificate in General Business Studies

The Certificate in General Business Studies is intended for individuals whose unique personal interests or professions may require them to take a series of courses in various disciplines. Students earn the certificate after completing nine of any X 1 to X 199 or X 400-level four-unit courses in the field of Management.

## Program ID#: CF034

Required Courses:<sup>1</sup> 1

Elective Courses:<sup>1</sup> 8

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available for some concentrations.<sup>3</sup>

## Estimated Costs<sup>4</sup>

International Student Fee: \$1,300

Course Fees: \$3,755

Textbooks & Materials: \$900

**Approximate Total: \$5,955**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

- Students select nine courses of their choice offered by the Department of Business, Management, and Legal Programs.
- The nine courses must be numbered X 1-X 199 and/or X 400-X 499.
- Each must be a four-unit course.
- Students pursuing a concentration must take a minimum of four or as many as nine courses to satisfy the concentration requirement.
- Students desiring no concentration may select any nine (four-unit) courses.
- In addition to the nine required courses, students must successfully complete one ethics requirement of their choice at any time during the program. This ethics requirement does not fulfill any part of the 36-unit course requirements.
- Persons having satisfied the requirements for another UCLA Extension Business and Management certificate program will only be allowed to transfer a maximum of four courses from that program to the Certificate in General Business Studies. Courses taken at other universities or institutions are not transferable.

### CONCENTRATIONS

Students may obtain the Certificate in General Business Studies with a concentration in a specific subject area. For this option, at least 16 units must be taken in the field of concentration.

CF103. Accounting

CF104. Advertising

CF111. Entrepreneurship

CF327. Finance

CF15. Human Resources Management

CF320. International Trade and Commerce

CF120. Marketing

CF123. Personal Financial Planning

CF126. Real Estate

CF132. Taxation

### ONLINE FORMAT

Through the entire use of online courses, students may complete the Certificate in General Business (no concentration) or with a concentration in the following areas:

- Accounting
- Human Resources Management
- Marketing
- Personal Financial Planning
- Real Estate
- Taxation

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>ETHICS (1 COURSE FROM THE FOLLOWING LIST)</b>							
MGMNT X 423.422	Ethics in Accounting	1.80	•	•	•	•	
MGMNT X 460	Ethics in Marketing and Advertising	2.00	•	•	•		
MGMNT 859.50	Ethics for Human Resources Professionals	-	•	•	•	•	
MGMNT 891.02	Business Ethics	-	•	•	•	•	

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>Internships are offered for the following concentrations: Accounting, Advertising, International Trade and Commerce, Marketing, Personal Financial Planning, and Real Estate.

<sup>4</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“Overall, I’m very proud of my tremendous experience! My interactions with my classmates and teachers and developing knowledge about new topics relevant to American culture left a lasting impression on me. The courses I took also helped me develop knowledge about American culture and gave me a deeper understanding of the American mentality and way of life.”

— Jean-Marc Dedeysne, Martinique, Certificate in General Business Studies

# Certificate in Human Resources Management

Human resources practitioners are faced with unprecedented challenges in meeting the needs of competitive business organizations. To meet these challenges successfully requires up-to-date information and current perspectives on the strategic alignment of the HR function with corporate objectives.

The Certificate in Human Resources Management offers a current, comprehensive, and practical grounding in the major areas required of a personnel generalist. All courses are conveniently scheduled and offer direct skills practice along with expert guidance from instructors who are practitioners or consultants in the field. Online versions of the required courses may be applied to this certificate program.

## Program ID#: CF305

Required Courses:<sup>1</sup> 10

Program Length: 9 mo.

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or-

IELTS Minimum: 7

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>2</sup>

International Student Fee: \$1,300

Course Fees: \$3,835

Textbooks & Materials: \$810

**Approximate Total: \$5,945**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Note:

It is strongly suggested that the students complete the program in the following sequence except Ethics for Human Resources Professionals (which may be taken at any point in the sequence). For a complete program description, visit [uclaextension.edu/humanresources](http://uclaextension.edu/humanresources).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
MGMNT X 450	Elements of Human Resources Management	4.00	•	•	•	•
MGMNT X 450.34	Employee Relations and Legal Aspects of Human Resources Management	4.00	•	•	•	•
MGMNT X 450.2	Recruitment, Interviewing, and Selection	4.00	•	•	•	•
MGMNT X 450.31	Compensation Programs: Administration and Design	4.00	•	•	•	•
MGMNT X 450.32	Benefits Programs: Administration and Design	4.00	•	•	•	•
MGMNT X 482.201	Human Resources Development	4.00	•	•	•	•
MGMNT X 450.03	Financial Aspects of Human Resources Management	4.00	•	•	•	•
MGMNT X 450.36	Building a Future-Oriented Human Resources Department	4.00		•		•
	or					
MGMNT X 482.202	Using Cultural Proficiency to Transform an Organization					
MGMNT X 450.35	Strategic Human Resources Management	4.00	•	•	•	•
	or					
MGMNT X 450.65	International Human Resources Management	4.00	•	•	•	•
<b>ETHICS REQUIREMENT (1 COURSE FROM THE FOLLOWING LIST)</b>						
MGMNT 859.50	Ethics for Human Resources Professionals	-	•	•	•	•

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“The program examines challenging current workplace issues which greatly assist me making informed decisions. Classes covered topics ranging from increasing costs of benefits, compensation, strategic planning, and future trends, all of which were highly beneficial and necessary for career growth. Class discussions and networking opportunities are excellent! Thank you!”

— E. Jasmine Bubler, USA, Certificate in Human Resources Management

# Certificate in International Trade & Commerce

Los Angeles is poised to expand its role as a major player in the international business area. Internationally recognized as the trade capital of the Americas, greater Los Angeles is the undisputed gateway to world trade and offers many of the important elements and infrastructure support that traders need. To stay competitive, business professionals in organizations of all sizes—from entrepreneurial companies to large corporations—must have a thorough understanding of the dynamics of international trade and commerce.

This program offers a broad and comprehensive curriculum that exposes students to the many business, economic, and political forces dominating the burgeoning international marketplace.

## Program ID#: CF532

Required Courses:<sup>1</sup> 5

Elective Courses:<sup>1</sup> 4

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$3,760

Textbooks & Materials: \$900

**Approximate Total: \$5,960**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
MGMNT X 460.902	Introduction to International Business	4.00	•	•	•	•
MGMNT X 460.903	Fundamentals of International Trade	4.00	•	•	•	•
MGMNT X 460.961	Global Business Skills: Planning and Negotiating Strategies	4.00	•	•	•	•
MGMNT X 460.99	International Business Management	4.00	•	•	•	•
MGMNT X 460.95	International Business Policies and Strategies	4.00	•	•	•	•
MGMNT 891.02	Business Ethics	-	•	•	•	•
<b>GROUP B ELECTIVES - TOTAL OF FOUR COURSES</b>						
Students choosing to enroll in the certificate without a specialization may select any four Group B electives. Students choosing a specialization are required to complete four elective courses within one of the following three specializations.						
<b>GLOBAL BUSINESS MANAGEMENT SPECIALIZATION - CF533</b>						
MGMNT X 450.65	International Human Resources Management	4.00	•	•	•	•
MGMNT X 460.94	Law in International Business	4.00	•	•	•	•
MGMNT X 460.483	Global Marketing and Strategy	4.00	•	•	•	•
MGMNT X 460.952	Doing Business in the U.S.	4.00	•	•	•	•
MGMNT X 463.19	Global Advertising	4.00	•	•	•	•
<b>IMPORT/EXPORT OPERATIONS SPECIALIZATION - CF534</b>						
MGMNT X 460.94	Law in International Business	4.00	•	•	•	•
MGMNT X 460.91	Export Documentation, Traffic, and Banking	4.00	•	•	•	•
MGMNT X 460.912	International Freight Transport and Traffic Management	4.00	•	•	•	•
MGMNT X 460.913	Import Operations and Techniques	4.00	•	•	•	•
MGMNT X 460.952	Doing Business in the U.S.	4.00	•	•	•	•
<b>FINANCIAL MANAGEMENT SPECIALIZATION - CF535</b>						
MGMNT X 460.923	International Finance	4.00	•	•	•	•
MGMNT X 460.924	International Money and Banking	4.00	•	•	•	•
MGMNT X 460.983	Investment Opportunities in Emerging Markets	4.00	•	•	•	•
MGMNT X 460.988	Global Currency Management	4.00	•	•	•	•
MGMNT X 423.4	International Accounting	4.00	•	•	•	•
MGMNT X 427.121	International Taxation	4.00	•	•	•	•
<b>INTERNSHIPS</b>						
Internships are available as an elective for all concentrations. To discuss eligibility requirements contact the International Student Office at 310-825-9351.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“You will be amazed at what a great opportunity it is to learn from another culture.”

— *Francesca Riggio, Italy*  
Certificate in International Trade and Commerce

# Certificate in Marketing

The Certificate in Marketing is designed to prepare students with the skills necessary for success in this dynamic and competitive field. Seven required courses build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking.

This program is intended for individuals seeking a marketing career as well as business professionals who want to update their skills and keep abreast of emerging trends.

## Program ID#: CF272

Required Courses:<sup>1</sup> 7

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,350

Textbooks & Materials: \$1,000

**Approximate Total: \$6,650**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

Students may only enroll in the required capstone course, Strategic Marketing (X 460.35), after completion of all other required courses and at least one elective, or with evidence of two years of professional experience.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
MGMNT X 160	Marketing Principles and Practices	4.00	•	•	•	•	
MGMNT X 460.41	The Power of Brand: Brand Management	4.00	•	•	•	•	
MGMNT X 460.52	Integrated Marketing Communications	4.00	•	•	•	•	
MGMNT X 466	Consumer Market Research	4.00	•	•	•	•	
MGMNT X 460	Ethics in Marketing and Advertising	2.00	•	•	•	•	
MGMNT X 461A	Writing for Marketing and Advertising	2.00	•	•	•	•	
MGMNT X 460.35	Strategic Marketing	4.00	•	•	•	•	
<b>ELECTIVES (12 UNITS FROM THE FOLLOWING LIST)</b>							
MGMNT X 460.16	Professional Selling: A Practical Approach	4.00	•		•		
MGMNT X 460.21	Diversity Marketing	4.00	•		•		
MGMNT X 460.394	New Media Marketing	4.00		•	•	•	
MGMNT X 460.398	Social Media Marketing	2.00		•		•	
MGMNT X 460.43	Extreme Marketing	4.00		•		•	
MGMNT X 460.483	Global Marketing and Strategy	4.00		•		•	
MGMNT X 460.494	New Business Development and Pitching the Perfect Presentation	4.00	•		•		
MGMNT X 460.61	Sales Account Management	4.00		•		•	
MGMNT X 460.86	Customer Relationship Management	4.00	•		•		
MGMNT X 461.25	Sales and Marketing Practicum	4.00				•	
MGMNT X 461.50	Marketing and Sales Promotion	-		•		•	
MGMNT X 465	Sales Force Management	4.00				•	
MGMNT X 480.5	Green Marketing Strategies	4.00				•	
<b>ELECTIVES</b>							
A minimum of three designated elective courses must also be completed. Enrollment in the elective course, Internship in Marketing and Advertising is also available to students who have completed 9 months full-time study.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“UCLA means to me much more than an opportunity to update and improve my own skills; it’s been an educational and cultural experience for my entire family. Back in 2006, we decided to send our son, Danilo, 25, to attend the UCLA Certification Program in Marketing. When I came here during my vacations, I was so impressed with his progress that I decided to make plans to come to UCLA myself!”

— *Adilson Ruiz, Brazil*

# Certificate in Real Estate with Concentrations in Appraisal, Finance, Investments, & Marketing

In recent years, dramatic changes have occurred in California's economic environment that have deeply affected our region's real estate industry. As the complexity of real estate increases, the number of opportunities, pitfalls, and challenges also continue to rise. This Certificate in Real Estate provides the courses to lead today's professionals through a structured and sustained program urgently needed in the marketplace.

Many of the individuals aspiring to or just beginning careers in real estate often find that the educational base they may already have is not consistent with the demands of today's jobs. Equally frustrating for veteran real estate professionals is that they may have been trained for years in one specific job specialty within the industry, but lack a thorough analytical understanding of the greater context in which their work takes place.

The Certificate in Real Estate was developed to guide individuals employed in real estate and related fields, as well as newcomers, through the educational requirements for licensing, and provides an opportunity to specialize in the area of real estate appraisal, finance, investments, and marketing.

Required Courses:<sup>1</sup> 6

Elective Courses:<sup>1</sup> 4

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,620

Textbooks & Materials: \$900

**Approximate Total: \$6,820**

For more information call **(310) 206-1654**, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

The prerequisite course, Real Estate Principles, may be waived based on professional experience or completion of an equivalent similar course at another institution. In addition to the required and electives, students must successfully complete a seminar in Business Ethics which can be completed at any time during the program.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>PREREQUISITE</b>							
MGMNT X 475.1	Real Estate Principles	5.00	•	•	•	•	
<b>REQUIRED COURSES FOR ALL CONCENTRATIONS</b>							
MGMNT X 475.2	Real Estate Practice	5.00	•	•	•	•	
MGMNT X 475.4	Real Estate Finance	5.00	•	•	•	•	
MGMNT X 475.5	Real Estate Appraisal	5.00	•	•	•	•	
MGMNT X 476.7	Legal Aspects of Real Estate	4.00	•	•	•		
MGMNT X 477.9	Real Estate Investment Analysis	4.00	•	•	•	•	
<b>SUGGESTED ELECTIVES (16.00 UNITS REQUIRED)</b>							
<b>APPRAISAL (CF025)</b>							
MGMNT X 476.1	Income Property Appraisal	4.00		•			
MGMNT X 476.15	Real Estate and Land Economics	4.00	•		•		
MGMNT X 476.3	Real Estate Investment Properties	4.00		•	•	•	
MGMNT X 476.8	Real Estate Market Analysis	4.00	•	•		•	
MGMNT X 477.15	The New OREA Residential Appraisals: Site Valuations, Sales Comparisons, and Cost and Income Approaches	5.00		•	•	•	
MGMNT X 475.51	OREA Appraisals: Basic Appraisal Principles	4.00	•	•		•	
MGMNT X 475.52	OREA Appraisals: Basic Appraisal Procedures	4.00	•	•		•	
<b>FINANCE (CF026)</b>							
MGMNT X 432.3	Analysis of Financial Statements	4.00	•	•	•	•	
MGMNT X 476.01	Advanced Real Estate Finance	4.00				•	
MGMNT X 476.73	Understanding and Negotiating Real Estate Leases	2.50	•				
MGMNT X 476.83	Securitization of Mortgages	4.00		•			
MGMNT X 476.87	Mortgage Loan Brokering and Lending	4.00				•	
MGMNT X 476.75	Understanding Purchase and Sale Agreements in Commercial Real Estate Transactions	2.50				•	
MGMNT X 477.95	Using ARGUS and Spreadsheet Programs for Commercial Real Estate Analysis	4.00	•	•	•	•	
<b>INVESTMENTS (CF302)</b>							
MGMNT X 476.2	Property Management	4.00		•		•	
MGMNT X 476.3	Real Estate Investment Properties	4.00		•	•	•	
MGMNT X 476.32	Shopping Center Development, Leasing, and Management	4.00				•	
MGMNT X 476.71	Advanced Legal Aspects of Real Estate	4.00				•	
MGMNT X 476.73	Understanding and Negotiating Real Estate Leases	2.50	•				
MGMNT X 476.321	Fundamentals of Commercial Real Estate	4.00		•			
MGMNT X 476.75	Understanding Purchase and Sale Agreements in Commercial Real Estate Transactions	2.50				•	
MGMNT X 476.8	Real Estate Market Analysis	4.00	•	•		•	
MGMNT X 477.10	Real Estate Development	4.00	•	•		•	
MGMNT X 477.12	Real Estate Development, Construction, and Management of Residential and Retail Projects	4.00		•			
MGMNT X 476.15	Real Estate and Land Economics	4.00	•			•	
<b>MARKETING (CF027)</b>							
MGMNT X 460.16	Professional Selling: A Practical Approach	4.00	•			•	
MGMNT X 460.394	New Media Marketing	4.00	•	•	•	•	
MGMNT X 460.43	Extreme Marketing	4.00	•	•	•	•	
MGMNT X 460.86	Customer Relationship Management	4.00	•	•	•	•	
MGMNT X 463.01	Advertising in the Digital Age	4.00	•	•	•	•	
<b>ETHICS REQUIREMENT</b>							
MGMNT 891.02	Business Ethics	-	•	•	•	•	
<b>ELECTIVES</b>							
Internships in Real Estate, presented as the course MGMNT X 476.35, are available to candidates who have completed 9 months full-time study.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

# Certificate in Taxation

As changing tax laws become more complex, individuals and corporations are employing trained specialists to assist them with tax planning and preparation.

The Certificate in Taxation offers professionals a comprehensive course of study. Subjects range from the taxation of individuals, partnerships, and corporations to the preservation and transfer of wealth. While this program is intended for individuals with some prior tax experience, it also should benefit financial services professionals who want to provide tax management services. The Department of Business and Management also offers intensive IRS Enrolled Agents (EA) examination preparation.

## Program ID#: CF059

Prerequisite Courses:<sup>1</sup> 2

Required Courses:<sup>1</sup> 9

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,695

Textbooks & Materials: \$990

**Approximate Total: \$6,985**

For more information call (310) 206-1654, email [bamcertificate@uclaextension.edu](mailto:bamcertificate@uclaextension.edu), or visit [uclaextension.edu/businessandmanagement](http://uclaextension.edu/businessandmanagement).

## Requirements

Successful completion of Management X 1A and Management X 1B, Principles of Accounting, or equivalent knowledge is prerequisite to admission. In addition to the nine required courses, students must successfully complete one ethics requirement at any time during the program.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>PREREQUISITE</b>						
MGMNT X 1A	Principles of Accounting	4.00	•	•	•	•
MGMNT X 1B	Principles of Accounting	4.00	•	•	•	•
<b>REQUIRED</b>						
MGMNT X 127	Federal Income Taxation	4.00	•	•	•	•
MGMNT X 427.121	International Taxation	4.00				
MGMNT X 427.111	Federal Tax Practice and Procedures	4.00				
MGMNT X 427.12	Estate and Gift Taxation	4.00	•			
MGMNT X 427.122	Taxation of Property Transactions	4.00	•	•	•	•
MGMNT X 427.8	Taxation of Corporations and Shareholders	4.00	•	•	•	•
MGMNT X 427.9	Partnership Taxation	4.00	•		•	
MGMNT X 427.904	Retirement Plans and Other Employee Benefits	4.00	•	•	•	•
MGMNT X 427.96	Fundamentals of Tax Advocacy	3.00				
MGMNT X 430.33	Income Taxation in Personal Financial Planning	4.00	•	•	•	•
MGMNT X 439.3	Estate Planning	4.00	•	•	•	•
MGMNT X 439.31	Advanced Estate Planning	3.00		•		•
MGMNT X 427.13	Payroll Tax and Accounting	4.00		•		
<b>ETHICS REQUIREMENT</b>						
MGMNT 891.02	Business Ethics	-	•	•	•	•

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

“After completing this program, I have a very good understanding and great knowledge of this U.S. tax system. The flexibility to choose classes and allocate my time between on site and Internet classes was greatly appreciated. The academic staff is of great quality and share practical, useful knowledge.”

— *Fabian T. Hug, Certificate in Taxation*

# Certificate in Paralegal Studies with Concentration in Litigation

The Certificate Program in Paralegal Studies provides training in substantive and procedural law, legal analysis, and practical skills necessary for a paralegal professional. This program is approved by the American Bar Association as meeting the academic standards and criteria for paralegal studies. Students receive instruction on general principals of law in the litigation or corporate arenas. Training includes study in legal ethics, professional responsibility, legal forms, and basic skills necessary to function in the public or private sector as a competent and professional paralegal.

The Paralegal Training Program is a full-time course of study requiring an F-1 student visa. To expedite the process, it is highly recommended that all international applicants seek advice from the International Students Office first before applying for the Paralegal Program. International applicants can apply only for the Winter Quarter (Litigation/Corporation Option) or Summer Quarter (Litigation Option). Eligible applicants must meet the requirements for an I-20 and F-1 student status to be admitted into the program.

For more information, the program schedule, entrance exam testing dates, and to apply for admission visit [uclaextension.edu/ptp](http://uclaextension.edu/ptp).

## Curriculum

This program is organized as a single 32.4 unit class with multiple sections. Students are quizzed and are expected to submit assignments for each section, with each element of work graded on a scale of 0 to 5. Students who achieve a minimum cumulative 3.0 average for all assignments and quizzes qualify to sit for a final examination. Students must then obtain a passing grade on the final examination in order to receive a certificate. This program can be completed in either a daytime intensive format (5 days a week) lasting 5 months, or an evening format (2 nights a week) lasting 12 months. The Program is offered once per year in each format.

## Program ID#: CF363

Program Length:<sup>1,2</sup> 5 mo. or 1 yr.

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or- IELTS Minimum: 7

## Academic Entrance Requirement

Apply for admission (Applicants must meet minimum educational requirements to apply.)

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$5,500

Textbooks & Materials: \$200

**Approximate Total: \$7,000**

## To apply and be admitted into the program, applicants should do the following:

1. Submit a nonrefundable, nontransferable \$150 screening exam application fee;
2. Submit a completed application form and credential evaluation agency report to the Paralegal Training Program Office;
3. Take the screening exam;
4. Receive a letter of eligibility for admission from the Paralegal Training Office;
5. Contact the International Student Office to confirm what documents will be needed to verify all requirements for an I-20 and F-1 status have been met. If all requirements have been met, the eligible applicant may be admitted into the program.

For more information call (310) 267-5256, email [ptp@uclaextension.edu](mailto:ptp@uclaextension.edu), or visit [uclaextension.edu/ptp](http://uclaextension.edu/ptp).

*Note:* Basic computer literacy, ability to operate laptop computer, understanding of the Internet, and access to a computer printer are required.



“UCLA Extension’s Paralegal Training Program has been an invaluable tool in learning to perfect my paralegal skills, while broadening my knowledge of various areas of law. The diversity of these disciplines assists students in pinpointing prospective fields for future employment. I have been thoroughly impressed with the aptitude of numerous instructors and the PTP staff as a whole.”

— *Lindsey Dias, United States, Certificate in Paralegal Studies*

# Certificate Program in Paralegal Studies with Concentration in Litigation and Corporations

The Certificate Program in Paralegal Studies provides training in substantive and procedural law, legal analysis, and practical skills necessary for a paralegal professional. This program is approved by the American Bar Association as meeting the academic standards and criteria for paralegal studies. Students receive instruction on general principals of law in the litigation or corporate arenas. Training includes study in legal ethics, professional responsibility, legal forms, and basic skills necessary to function in the public or private sector as a competent and professional paralegal.

The Paralegal Training Program is a full-time course of study requiring an F-1 student visa. To expedite the process, it is highly recommended that all international applicants seek advice from the International Students Office first before applying for the Paralegal Program. International applicants can apply only for the Winter Quarter (Litigation/Corporation Option). Eligible applicants must meet the requirements for an I-20 and F-1 student status to be admitted into the program.

For more information, the program schedule, entrance exam testing dates, and to apply for admission visit [uclaextension.edu/ptp](http://uclaextension.edu/ptp).

## Curriculum

This program is organized as a single 32.4 unit class with multiple sections. Students are quizzed and are expected to submit assignments for each section, with each element of work graded on a scale of 0 to 5. Students who achieve a minimum cumulative 3.0 average for all assignments and quizzes qualify to sit for a final examination. Students must then obtain a passing grade on the final examination in order to receive a certificate. This program can be completed in either a daytime intensive format (5 days a week) lasting 5 months, or an evening format (2 nights a week) lasting 12 months. The Program is offered once per year in each format.

## Program ID#: CF364

Program Length:<sup>1,2</sup> 5 mo. or 1 yr.

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or- IELTS Minimum: 7

## Academic Entrance Requirement

Apply for admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee:	\$1,300
Course Fees:	\$5,100
Textbooks & Materials:	\$600
<b>Approximate Total:</b>	<b>\$7,000</b>

## To apply and be admitted into the program, applicants should do the following:

1. Submit a nonrefundable, nontransferable \$150 screening exam application fee;
2. Submit a completed application form and credential evaluation agency report to the Paralegal Training Program Office;
3. Take the screening exam;
4. Receive a letter of eligibility for admission from the Paralegal Training Office;
5. Contact the International Student Office to confirm what documents will be needed to verify all requirements for an I-20 and F-1 status have been met. If all requirements have been met, the eligible applicant may be admitted into the program.

For more information call (310) 267-5256, email [ptp@uclaextension.edu](mailto:ptp@uclaextension.edu), or visit [uclaextension.edu/ptp](http://uclaextension.edu/ptp).



“My time with the UCLA Extension Paralegal Training Program has been a life-altering experience based on hard work, wonderful instructors and a highly-supportive staff. With my diverse and challenging education I feel strongly this opportunity will lead to my long-term career success.”

— *Monica Klembowski, Argentina, Certificate in Paralegal Studies*

# Certificate in Applications Programming

This 32-unit certificate program is designed for application programmers—individuals who take the specifications provided by the systems analyst and design, test, and debug computer programs as needed to meet user requirements. While the systems analyst defines what needs to be done, the applications programmer decides how to do it.

Applications programs are usually written in a high-level language that can run with few changes on a variety of computer operating systems. High-level languages used in database products, web tools, et al.

## Program ID#: CF045

Required Courses:<sup>1</sup> 2

Elective Courses:<sup>1</sup> 8

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Participants with no programming experience should take X 414.20 Business Programming and Software Development.

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$5,700

Textbooks & Materials: \$1,000

**Approximate Total: \$8,000**

For more information call (310) 825-4100, email [twerner@unex.ucla.edu](mailto:twerner@unex.ucla.edu), or visit [uclaextension.edu](http://uclaextension.edu).

## Requirements

Students who have no programming experience are required to take X 414.20 Business Programming and Software Development.

COURSE NUMBER	NOW AVAILABLE	COURSE TITLE	UNITS	QUARTER				
				SU	FA	WI	SP	
<b>REQUIRED</b>								
MGMNT X 418.85A	★	Fundamentals of Programming Using Java: Hands-On	4.00	•	•	•	•	
MGMNT X 414.61	★	Using Structured Query Language (SQL) Syntax	4.00	•		•	•	
MGMNT X 418.735A		Programming in C# for Visual Studio .NET Platform II	4.50	•	•	•	•	
MGMNT X 418.102A		Website Construction with Adobe Software: Dreamweaver, Flash, and Fireworks	4.00		•		•	
MGMNT X 418.24	★	Information Technology Management I	4.00				•	•
MGMNT X 418.26	★	Information Technology Project Management	4.00	•	•	•	•	
<b>RECOMMENDED ELECTIVES (7.50 UNITS FROM THE FOLLOWING LIST)</b>								
MGMNT X 418.74	★	Object-Oriented Analysis Methods and the Unified Modeling Language (UML)	3.00	•		•		
MGMNT X 418.871		Java Object-Oriented Programming	4.00		•		•	
MGMNT X 418.872	★	Java Servlets and JSP	4.00	•		•		
MGMNT X 418.88A		Scripting Languages and Technologies	2.50		•		•	
MGMNT X 418.123		Java and XML	3.00	•		•		
MGMNT X 418.134	★	AJAX (Asynchronous JavaScript and XML)	2.00	•		•		
MGMNT X 419.39	★	Introduction to PHP with MySQL	2.00	•		•		
MGMNT X 418.51	★	Building the Database-Powered Website	4.00		•		•	
MGMNT X 418.62A	★	Introduction to Adobe Dreamweaver	4.00	•		•		
MGMNT X 418.106		Introduction to Game Programming Using Python	4.00		•		•	
MGMNT X 418.104		Introduction to PERL with Applications to CGI Programming	4.00	•		•		
MGMNT X 418.104C		Ruby Programming Fundamentals	4.00	•		•		
MGMNT X 418.24A	★	Information Technology Management II	4.00	•	•			
<b>ELECTIVES</b>								
In addition to the 24.5 units from the required core courses, students must successfully complete a minimum of 7.5 units from the list of recommended elective courses (or related courses from the Engineering or Management disciplines with the approval of the program advisor).								

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“This academic achievement has helped me advance my career by obtaining a new job that offers additional challenges as well as opportunities to make lasting, valuable contributions.”

— Brent Hurwitz, United States, Certificate in Construction Management

# Certificate in Construction Management

This certificate program provides a current overview of construction through a broad survey of the management and technological issues of the field.

## Program ID#: CF030

Required Courses:<sup>1</sup> 4

Elective Courses:<sup>1</sup> 4

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,400

Textbooks & Materials: \$1,000

**Approximate Total: \$6,700**

For more information call (310) 825-4100, email [jmueller@unex.ucla.edu](mailto:jmueller@unex.ucla.edu), or visit [uclaextension.edu](http://uclaextension.edu).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
ENGNR X 407.1	Construction Management	4.00	•	•	•	•
ENGNR X 407.2	Construction Technology	4.00	•		•	
ENGNR X 407.3	Construction Planning and Management Systems	4.00	•		•	
ENGNR X 412.1	Fundamentals of Construction Costs and Estimating	4.00		•		•
<b>ELECTIVES (4 COURSES FROM THE FOLLOWING LIST)</b>						
ENGNR X 407.6	Construction Changes and Claims Documentation	4.00	•	•	•	•
ENGNR X 408.75	Legal Aspects of Construction Projects and Contracts	4.00	•		•	
ENGNR X 412.2	Estimating, Pricing, and Bidding Strategies in Commercial Construction	4.00		•		•
ENGNR X 412.4	Construction Budget and Cost Control	4.00		•		•
ENGNR X 412.5	Construction Job Site Management	4.00	•		•	
ENGNR X 412.8	Construction Project Management Software	4.00		•		
ENGNR X 412.9	Reading Construction Blueprints	4.00		•		•
ENGNR X 425.10	The Solar Energy Solution: Harnessing Solar Power in the Home and Office	2.00	•	•	•	•
ENGNR X 425.11	The Solar Energy Solution: How to Develop a Working Solar System	2.00	•	•	•	•
ENGNR X 478.1	Land Development Procedures	4.00		•		•
ENGNR X 489.14	Electrical Design and Construction	4.00		•		•
<b>ELECTIVES</b>						
In addition to the required core courses, four designated elective courses must also be completed.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“When I finished UCLA Extension’s Construction Management Certificate, I was equipped with tools and knowledge about the construction industry. This program perfectly enlightens the most important aspects of the industry. It is the right program for professionals, local, and international students who have plans to enter the construction industry.”

— Omer Faruk Kutuk, Turkey, Certificate in Construction Management

# Certificate in Systems Analysis

A systems analyst evaluates and solves business and information systems problems by collecting data, designing solutions, and coordinating the implementation and installation of systems.

This 32-unit program consists of courses in requirements analysis, design, development, installation, and operation, as well as online systems, data communications, testing, and documentation.

## Program ID#: CF042

Required Courses:<sup>1</sup> 6

Elective Courses:<sup>1</sup> 2

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$4,400

Textbooks & Materials: \$1,000

**Approximate Total: \$6,700**

For more information call (310) 825-4100, email [jmueller@umex.ucla.edu](mailto:jmueller@umex.ucla.edu), or visit [uclaextension.edu](http://uclaextension.edu).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
MGMNT X 414.51	Relational Database Management	4.00	•	•	•	•
MGMNT X 414.20	Business Programming and Software Development	4.00	•	•	•	•
MGMNT X 414.61	Using Structured Query Language (SQL) Syntax	4.00	•		•	
MGMNT X 417.10	Introduction to Network Communications	4.00	•		•	
MGMNT X 417.71	Introduction to Information Security Concepts	4.00		•		•
MGMNT X 418.60	Introduction to Service Oriented Architecture (SOA)	4.00		•		•
<b>ELECTIVES (8 UNITS FROM THE FOLLOWING LIST)</b>						
MGMNT X 414.56	Advanced Database Management Concepts	4.00		•		
MGMNT X 417.96	Network Communications with TCP/IP	4.00		•		•
MGMNT X 418.30	Tools and Techniques of Information Systems Analysis and Design	4.00		•		•
MGMNT X 418.31B	Software Project Management	4.00	•			•
MGMNT X 418.74	Object-Oriented Analysis Methods and the Unified Modeling Language (UML)	3.00	•			•
<b>ELECTIVES</b>						
In addition to the 24 units from the required core courses, students must successfully complete a minimum of 8 units from the list of recommended elective courses (or related courses from the Engineering or Management disciplines with the approval of the program advisor).						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“I have been trained by dedicated and exceptional instructors. I collaborated with students who displayed an eagerness in learning and helping others to learn. Not only did I enhance specific IT skills, but soft skills like sociability, commitment to high standards, and collaboration as well.”

— Romnel Louis Agcaoili, Philippines, Certificate in Systems Analysis

# Certificate in Directing

With a focus on independent filmmaking, this immersive program teaches participants the essential principles of the art and craft of directing. Our instructors mentor students in the role of story, directing actors, and the aesthetics of filmmaking, as well as the practical responsibilities of the director in relationship to key positions on a film. Directing workshops offer a comprehensive hands-on component, beginning with simple exercises, and progress to directing an original short narrative movie that is screened for an invited audience.

Domestic students may begin the program in any quarter. International students are only eligible for entry in the fall or spring.

## Program ID#: CF545

Required Courses:<sup>1</sup> 10

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission. Fall or Spring quarter entry only.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$7,000

**Approximate Total: \$8,300**

For more information call (310) 825-3288, email [rpederse@umex.ucla.edu](mailto:rpederse@umex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Courses marked with a plus (+) should be taken within the first two quarters of study. Courses marked with an asterisk (\*) should be taken in sequential order.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•	
FILMTV X 404A	Post-Production for Film and Television	4.00	•	•	•	•	
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•	
FILMTV X 478.9	+ The Craft of the Director	4.00		•		•	
FILMTV X 475.44	Directing Actors for the Screen	4.00		•		•	
FILMTV X 476.244	Story Development Workshop	4.00		•		•	
FILMTV X 476.95	* + Directing Workshop I: Composition and Movement	4.00		•		•	
FILMTV X 476.95B	* Directing Workshop II: Storytelling	4.00	•		•		
FILMTV X 476.12A	* Advanced Filmmaking Workshop I: Development and Pre-Production	8.00		•		•	
FILMTV X 476.12B	* Advanced Filmmaking Workshop II: Production & Post Production	8.00	•		•		

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

**NOTE:** Directing students provide their own digital video camera and computer with editing software, which is an additional \$3,000 to \$5,000, depending on equipment. Editing software and hardware is available at a discount for UCLA Extension certificate students at the UCLA store.



“UCLA Extension is a great way to get a foot in the door. A lot of students already work in the industry and take classes to advance their careers or change directions. It’s a great place to make contacts.”

— *Isadora Garcia-Avis, Spain*  
*Certificate in Entertainment Media, Concentration in Development*

# Certificate in Entertainment Media with Concentration in Acting

This certificate program is designed for those who want to pursue an acting career in film, television, and digital media. After taking a series of four foundation courses in entertainment media, students hone their performance, auditioning, and improvisation skills under the guidance of acting professionals.

This program is open to enrollment in any quarter for both domestic and international students.

## Program ID#: CF542

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,500

Textbooks & Materials: \$500

**Approximate Total: \$7,300**

For more information call (310) 825-3288,

email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit

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

## Requirements

Course marked "+" should be taken in first two quarters of study.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•
FILMTV X 404A	+ Post-Production for Film and Television	4.00	•	•	•	•
MGMNT X 403.31	The Business of Entertainment	4.00		•	•	•
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•
THEATR X 407.5	Acting Techniques: The Fundamentals	4.00	•	•	•	•
THEATR X 410.3	Acting for the Camera	4.00	•	•	•	•
THEATR X 407.78	Improvisation Techniques for the Actor: A Course in Spontaneity	4.00		•		•
FILMTV X 438.40	The Working Actor: Get the Audition, Book the Job	4.00		•		•
<b>WORKSHOPS (1 COURSE FROM THE FOLLOWING LIST)</b>						
THEATR X 407.45	Acting Workshop: The Meisner Technique	4.00				•
THEATR X 407.42	Inside Stanislavski: Applications for the Screen Actor	4.00		•		
<b>ELECTIVES</b>						
Students must complete another 12 elective units of other X 400 level courses in the Entertainment Studies and Performing Arts and/or the Writers' Program film and television writing curricula.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“I was beyond happy with the location, I loved the area. It was safe, not too big to walk around, and convenient for transportation. You can go anywhere from Westwood by bus. There are so many opportunities to see famous actors and actresses in the area also.”

— Wato Kusui, Japan, Certificate in Entertainment Media: General Studies

# Certificate in Entertainment Media with Concentration in Cinematography

This certificate is designed for those who want to become cinematographers or camera operators. After taking a series of four foundation courses in entertainment media, students gain skills in camera techniques and digital technologies while developing an individual aesthetic and artistic point of view.

Domestic students may begin the program in any quarter. International students are only eligible for Fall entry.

## Program ID#: CF543

Required Courses:<sup>1</sup> 8

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission. Fall Quarter entry only.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$7,000

Textbooks & Materials: \$500

**Approximate Total: \$8,800**

For more information call (310) 825-3288,

email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit

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

## Requirements

Courses marked with a plus sign (+) should be taken within the first two quarters of study. Courses marked with an asterisk (\*) should be taken in sequential order.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•
FILMTV X 404A	+ Post-Production for Film and Television	4.00	•	•	•	•
MGMNT X 403.31	The Business of Entertainment	4.00		•	•	•
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•
FILMTV X 478.27A	* Cinematography I: Introduction	4.00		•		•
FILMTV X 478.27B	* Cinematography II: Visualization and Exposure	6.00	•		•	
FILMTV X 478.27C	* Cinematography III: Lighting Workshop	8.00				•
FILMTV X 478.436	Composition and Framing for the Motion Picture Camera	4.00	•		•	
<b>ELECTIVES</b>						
Students must complete another 10 elective units of other X 400 level courses in the Entertainment Studies and Performing Arts and/or the Writers' Program film and television writing curricula. A maximum of 8 elective units can be earned in internships.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“UCLA Extension awards prestige, and is a great choice for academic substance and hands-on workshops to enhance one’s professional skills.”

— *Shara Moradi Haji Abadi, Great Britain, Certificate in Entertainment Media, Concentration in Cinematography*

# Certificate in Entertainment Media with Concentration in Development

This certificate program is ideal for those interested in becoming development or acquisitions executives and creative producers. After taking a series of four foundation courses in entertainment media, students learn specific skills that can be used in obtaining entry-level positions in the industry such as writing coverage, developing compelling stories, and making a project attractive to potential to potential buyers.

This program is open to enrollment in any quarter for both domestic and international students..

## Program ID#: CF544

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,500

Textbooks & Materials: \$500

**Approximate Total: \$8,300**

For more information call (310) 825-3288, email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Courses marked with (+) should be taken within the first two quarters of study.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•
FILMTV X 404A	+ Post-Production for Film and Television	4.00	•	•	•	•
MGMNT X 403.31	The Business of Entertainment	4.00		•	•	•
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•
FILMTV X 476.894	Introduction to Feature Film Development	4.00		•		•
FILMTV X 476.22	Story Analysis for Film and Television	4.00	•	•	•	•
FILMTV X 476.242	Understanding Genre: How to Develop a Hollywood Classic	4.00	•		•	
FILMTV X 476.244	Story Development Workshop	4.00		•		•
MGMNT X 403.61	Marketing and Distributing Independent Films across All Platforms	4.00		•		•
<b>ELECTIVES</b>						
Students complete another 12 units of other X 400 series coursework in the Entertainment Studies and Performing Arts and/or the Writers' Program film and television writing curricula. A maximum of 8 elective units can be earned in internships.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“After graduating from university in my home country, I wanted to further my education with the degree that could offer a specialized approach to the world of Film and Television. The UCLA Extension certificate has provided that, and much more.”

— *Isadora Garcia-Avis, Spain*  
*Certificate in Entertainment Media, Concentration in Development*

# Certificate in Entertainment Media: General Studies

Designed for those who are interested in exploring careers as filmmakers and content creators in all sectors of the industry, this certificate program is ideal for students who possess a passion for entertainment and prefer to shape their own program from a wide variety of areas.

This program is open to enrollment in any quarter for both domestic and international students.

The program can be completed in one year but F-1 students have up to five quarters to finish.

## Program ID#: CF541

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,000

Textbooks & Materials: \$500

**Approximate Total: \$7,800**

For more information call (310) 825-3288, email [rpederse@umex.ucla.edu](mailto:rpederse@umex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Course marked (+) should be taken in first two quarters of study.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•	
FILMTV X 404A	+ Post-Production for Film and Television	4.00	•	•	•	•	
MGMNT X 403.31	The Business of Entertainment	4.00		•	•	•	
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•	
<b>ACTING (1 COURSE FROM THE FOLLOWING LIST)</b>							
THEATR X 406.51	Acting for the Non-Professional	4.00	•	•	•	•	
THEATR X 407.5	Acting Techniques: The Fundamentals	4.00	•	•	•	•	
THEATR X 410.3	Acting for the Camera	4.00	•	•	•	•	
THEATR X 407.45	Acting Workshop: The Meisner Technique	4.00			•		
THEATR X 407.42	Inside Stanislavski: Applications for the Screen Actor	4.00	•				
<b>CINEMATOGRAPHY (1 COURSE FROM THE FOLLOWING LIST)</b>							
FILMTV X 478.27A	Cinematography I: Introduction	4.00		•		•	
FILMTV X 478.27B	Cinematography II: Visualization and Exposure	6.00	•		•		
FILMTV X 478.27C	Cinematography III: Lighting Workshop	8.00				•	
FILMTV X 478.436	Composition and Framing for the Motion Picture Camera	4.00	•		•		
<b>DIRECTING (1 COURSE FROM THE FOLLOWING LIST)</b>							
FILMTV X 478.9	The Craft of the Director	4.00		•		•	
FILMTV X 476.95	Directing Workshop I: Composition and Movement	4.00		•		•	
FILMTV X 476.95B	Directing Workshop II: Storytelling	4.00	•		•		
FILMTV X 427.14	The Director as Storyteller: A Practical Preparation	6.00	•		•		
FILMTV X 475.44	Directing Actors for the Screen	4.00	•		•		
FILMTV X 476.392	Creating a Digital Short Film: A Workshop	7.00	•	•	•	•	
<b>DEVELOPMENT (1 COURSE FROM THE FOLLOWING LIST)</b>							
FILMTV X 476.894	Introduction to Feature Film Development	4.00		•		•	
FILMTV X 476.22	Story Analysis for Film and Television	4.00	•	•	•	•	
FILMTV X 476.242	Understanding Genre: How to Develop a Hollywood Classic	4.00	•		•		
FILMTV X 476.244	Story Development Workshop	4.00		•		•	
<b>PRODUCING (1 COURSE FROM THE FOLLOWING LIST)</b>							
FILMTV X 476.6	Low-Budget Filmmaking	4.00	•	•	•	•	
FILMTV X 478.13A	The Art of Line Producing	4.00	•	•	•	•	
FILMTV X 475	Producing Commercials for All Platforms: A Practical Workshop	4.00		•			
FILMTV X 475.71	Producing the Nonfiction Short	4.00		•		•	
FILMTV X 475.491	Producing Documentaries	4.00		•		•	
MGMNT X 403.61	Marketing and Distributing Independent Films across All Platforms	4.00		•		•	
MGMNT X 403.34	Entertainment Financing: From First \$ to Distribution of Profits	4.00		•		•	
<b>ELECTIVES</b>							
Students complete another 12 units from the above selections or other X 400 series courses in the Entertainment Studies and Performing Arts and/or the Writers' Program film and television writing curricula. A maximum of 8 elective units can be earned in internships.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“The cultural diversity is one of the most interesting aspects of living in Los Angeles. Also, as a film student, I’ve been enjoying exploring all kinds of independent and foreign films, which aren’t easily available elsewhere.”

— Kang Il Bu, Korea, Certificate in Entertainment Media: General Studies

# Certificate in Producing

Taught by Hollywood professionals, this certificate program gives participants an insider view of the “real world” aspects of producing, providing the essential skills and knowledge needed for both creative and physical producing. The curriculum emphasizes the role of story as well as principles of financing, marketing, and distribution. At the end of the program, students practice their skills in an on-line interactive role-playing course that simulates a real Hollywood negotiating environment.

Domestic students may begin the program in any quarter. International students are only eligible for entry in the fall or spring.

## Program ID#: CF546

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.5

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,500

Textbooks & Materials: \$500

**Approximate Total: \$8,300**

For more information call (310) 825-3288, email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Courses marked with a plus (+) should be completed within the first two quarters of study. The course marked with an asterisk (\*) should be taken in the final quarter of study.

For the award, students must complete a total of 48 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•	
FILMTV X 404A	Post-Production for Film and Television	4.00	•	•	•	•	
MGMNT X 403.31	+ The Business of Entertainment	4.00		•	•	•	
FILMTV X 476.244	Story Development Workshop	4.00		•		•	
MGMNT X 405.23	Digital and Interactive Entertainment: Issues, Technologies, and Opportunities	4.00	•		•		
MGMNT X 403.61	Marketing and Distributing Independent Films across All Platforms (Online)	4.00		•		•	
MGMNT X 403.34	Entertainment Financing: From First\$ to Distribution of Profits	4.00		•		•	
MGMNT X 476.99	Marketing Entertainment: Strategies for the Global Marketplace	4.00	•		•		
FILMTV X 479.471	* The Business of Hollywood: An Industry Role-Playing Game	4.00	•	•	•	•	
<b>ELECTIVES (12 UNITS FROM THE FOLLOWING LIST)</b>							
MGMNT X 402.32	Organizing, Financing, and Operating a Start-Up Entertainment Production Company	4.00		•		•	
MGMNT X 403.33	Filmmakers and Financing: Business Plans for Independents	4.00		•		•	
FILMTV X 475	Producing Commercials for All Platforms: A Practical Workshop	4.00		•			
FILMTV X 475.71	Producing the Nonfiction Short	4.00		•			
FILMTV X 476.242	Understanding Genre: How to Develop a Hollywood Classic	4.00	•		•		
FILMTV X 476.581	The Language of Filmmaking	4.00	•	•	•	•	
FILMTV X 476.6	Low-Budget Filmmaking	4.00	•	•	•	•	
FILMTV X 476.894	Introduction to Feature Film Development	4.00		•		•	
FILMTV X 477.241A	The Production of Visual Effects for Film and Television	4.00		•			
FILMTV X 478.13A	The Art of Line Producing	4.00	•	•	•	•	
FILMTV X 478.481	Documentary Filmmaking Workshop	4.00	•		•		
FILMTV X 478.491	Producing Documentary Films: A Comprehensive Preparation	3.00		•		•	
FILMTV X 499.2	Film, Television, and Video Internship	-	•	•	•	•	
<b>ELECTIVES</b>							
Students complete 12 elective units from the above list or other X 400 Producing. A maximum of 8 units earned as an intern may be applied.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“The Certificate in Marketing Program at UCLA Extension was the perfect opportunity for me not only to experience the American academic environment but also to study with professionals who were well informed about current market trends and opportunities. All the courses complemented each other well and enabled students to focus on the specific skills that are most valuable for our careers. I definitely recommend the program!”

— Leonard Hoffman, Brazil, Certificate in Marketing

# Certificate in the Business & Management of Entertainment

This certificate program is designed for aspiring mainstream Hollywood executives, as well as those interested in the world of independent film making. Students gain an understanding of industry business practices by taking overview courses that include pre-production, production, and post-production, as well as specific courses in business and legal affairs, finance and accounting, and marketing and distribution.

The program is open to enrollment in any quarter for domestic students. International students are only eligible for Fall quarter entry.

## Program ID#: CF547

Required Courses:<sup>1</sup> 6

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission. Fall quarter entry only.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$5,000

Textbooks & Materials: \$500

**Approximate Total: \$6,800**

For more information call (310) 825-3288, email [rpederse@umex.ucla.edu](mailto:rpederse@umex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Courses marked with a plus (+) should be taken in the first two quarters of study.

For the award, students must complete a total of 36 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
FILMTV X 404	+ Pre-Production and Production for Film and Television	4.00	•	•	•	•	
FILMTV X 404A	+ Post-Production for Film and Television	4.00	•	•	•	•	
MGMNT X 403.31	The Business of Entertainment	4.00		•	•	•	
MGMNT X 405.23	Digital and Interactive Entertainment: Issues, Technologies, and Opportunities	4.00	•		•		
MGMNT X 403.34	Entertainment Financing: From First \$ to Distribution of Profits	4.00		•		•	
MGMNT X 476.99	Marketing Entertainment: Strategies for the Global Marketplace	4.00		•		•	
<b>ELECTIVE CURRICULUM (12 UNITS FROM THE FOLLOWING LIST)</b>							
MGMNT X 403.33	Filmmakers and Financing: Business Plans for Independents	4.00		•		•	
MGMNT X 403.61	Marketing and Distributing Independent Films across All Platforms	4.00		•		•	
FILMTV X 479.471	The Business of Hollywood: An Industry Role-Playing Game	4.00	•	•	•	•	
MGMNT X 448.84	Copyright Law in the Entertainment Industry	4.00			•		
MGMNT X 402.32	Organizing, Financing, and Operating a Start-Up Entertainment Production Company	4.00		•		•	
FILMTV X 499.2	Film, Television, and Video Internship	-	•	•	•	•	
MGMNT X 406.1A	Talent Representation: A Packaging Workshop	2.00		•			
MGMNT X 406	Talent Representation: Working as an Agent or Personal Manager in the Entertainment Industry	2.00				•	
MGMNT X 404.2	Production Accounting for Film and Television	2.00			•		
<b>ELECTIVES</b>							
Students complete 12 elective units from the above list or other X 400 Business and Management of Entertainment classes. A maximum of 8 units earned as an intern may be applied.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“I have been to many countries; I stayed in New Zealand for 5 years, and I stayed in Australia and Korea for a pretty long time, but nothing can compare to the life here. Teachers all are very funny and kind. They make the classes interesting and easy to understand. Students here are very friendly.”

— *Elise Soley, Turkey, Certificate in General Business Studies, Concentration in Advertising*

# Certificate in Independent Music Production

Designed for independent artists, lyric writers, composers, and music producers, the Independent Music Production Certificate prepares students to work on the creative side of the music industry writing, producing, and recording music in their home studio and marketing it themselves. This program draws skills from the music business, songwriting, and producing encompassing not only the creative skills needed for projects from inception to finish, but also the marketing skills to promote and sell completed works independently.

## Program ID#: CF554

Required Courses:<sup>1</sup> 8

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,000

**Approximate Total: \$7,300**

For more information call (310) 825-3288, email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

Courses X 448.75 and X 441.3 should be taken during the first two quarters of study.

For the award, students must complete a total of 36 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
MUSIC X 448.75	The Music Business Now: How It Really Works and the People and Events That Influence It	4.00		•		•	
MUSIC X 441.3	Fundamentals of Acoustics and Audio	4.00	•	•	•		
MUSIC X 449.1	Producing Professional Demos	4.00	•		•		
MUSIC X 448.6	Record Production: Professional Practices	4.00		•		•	
MUSIC 856.61	Introduction to Independent Music Production	-	•		•		
<b>ALSO REQUIRED - LYRICS (1 COURSE FROM THE FOLLOWING LIST)</b>							
MUSIC X 404.1	Writing Lyrics That Succeed and Endure: Master Class with Marty Panzer	3.00			•		
MUSIC X 404.4	Crafting Great Lyrics: A Songwriting Workshop	4.00				•	
<b>ALSO REQUIRED - SONGWRITING (1 COURSE FROM THE FOLLOWING LIST)</b>							
MUSIC X 409.8	Professional Songwriting or the Commercial Market: A Weekly Workout	3.00		•			
MUSIC X 401.5	Elements of Hit Songwriting	4.00	•				
<b>ALSO REQUIRED - MARKETING (1 COURSE FROM THE FOLLOWING LIST)</b>							
MUSIC X 448.80	Do-It-Yourself Music Marketing: Release and Promotion	4.00		•			
MUSIC X 448.41	Music Marketing: Sales, Retail, and Digital Distribution	4.00				•	
<b>ELECTIVES</b>							
In addition to the designated elective courses, a minimum of 8 units of elective course credit in the art and business of music must also be completed. A maximum of 8 units earned as an intern may be applied.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“Looking back at my experience, I always enjoyed the guest speakers who brought in relevant knowledge from today’s industry. Networking with your classmates is also important and tremendously helpful as this industry is all about connections! The Extension program I enrolled in is everything I expected—professional, challenging, and fun, despite the amount of work. I realized this is what I have been searching for: the opportunity to study with young professionals of all sorts who are making an effort to do the best they can in this great melting pot.”

— So Yeong Zoe Lee, Korea, Certificate in Entertainment Media: General Studies

# Certificate in the Music Business

As the music industry continues to rapidly evolve, the Music Business Certificate serves both aspiring and established music industry executives, artists, producers, managers, songwriters, and publishers who desire up-to-date information on the principles of the music industry in the areas of Acquisition and Release (A&R), touring, marketing, legal issues, publishing, and artist management.

## Program ID#: CF552

Required Courses:<sup>1</sup> 7

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$6,700

**Approximate Total: \$8,000**

For more information call (310) 825-3288, email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

For the award, students must complete a total of 40 units.

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>REQUIRED</b>							
MUSIC X 448.75	The Music Business Now: How It Really Works and the People and Events That Influence It	4.00		•		•	
MUSIC X 446.2	A&R: Making Music from Acquisition to Release	4.00	•		•		
MUSIC X 448.86	Touring, Tour Accounting, and Merchandising	4.00	•		•		
MUSIC X 448.35	Legal and Practical Aspects of the Music Business	4.00	•		•		
MGMNT X 447.3	The Insider's Guide to Music Management	2.00		•		•	
<b>MARKETING (1 COURSE FROM THE FOLLOWING LIST)</b>							
MUSIC X 448.80	Do-it-Yourself Music Marketing: Release and Promotion	4.00		•			
MUSIC X 448.41	Music Marketing: Sales, Retail, and Digital Distribution	4.00				•	
<b>PUBLISHING (1 COURSE FROM THE FOLLOWING LIST)</b>							
MUSIC X 448.17	Domestic Music Publishing: Law and Business	4.00		•			
MUSIC X 448.81	Introduction to Music Publishing: A Creative and Business Perspective	3.00				•	
<b>SUGGESTED ELECTIVES (12.00 UNITS FROM THE FOLLOWING LIST)</b>							
MUSIC X 499	Internship	4.00	•	•	•	•	
MUSIC X 449.1	Producing Professional Demos	4.00	•		•		
MUSIC X 448.6	Record Production: Professional Practices	4.00		•		•	
MUSIC X 484.72	Business Affairs in Film and TV Music	2.00			•		
MUSIC X 484.3	Music Supervision	2.00		•		•	
<b>ELECTIVES</b>							
A maximum of 8 units earned as an intern may be applied. Students may substitute other X 400 classes in the art and business of music.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“For me the great benefit was the practical aspect of my studies. Being the holder of several academic degrees, it was now important for me to be able to put my vision and ideas into practice. My studies at Extension gave me the ‘how to’ aspect of my vision.”

— *Bella Enahoro, England, Certificate in the Music Business*

# Certificate Program in Film Scoring

Considered one of the top film scoring programs in the world, the Entertainment Studies and Performing Arts Film Scoring Certificate was the first program of its kind, created in 1984. Students have numerous opportunities to score cues from recent films, television shows, commercials, and video games, learning to compose and conduct their own scores both electronically and in front of an orchestra. Composition, orchestration, and dramatic techniques are developed under the direction of instructors who are among the most accomplished film composers in the industry today. By the end of the program, participants will have composed and produced many pieces that can be used for their professional reels.

Domestic students may begin the program in any quarter. F-1 students who wish to take the full program are only eligible for entry in winter or summer. F-1 students who submit official transcripts and/or score samples (orchestration/composition) that allow them to waive up to 12 units (three introductory courses) may enter the program in fall or spring.

## Program ID#: CF513

Required Courses:<sup>1</sup> 11

Elective Courses:<sup>1</sup> 2

Program Length in Years:<sup>2</sup> 1.50

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Available

## Estimated Costs<sup>3</sup>

International Student Fee: \$ 1,300

Course Fees: \$14,000

**Approximate Total: \$15,300**

For more information call (310) 825-3288, email [rpederse@unex.ucla.edu](mailto:rpederse@unex.ucla.edu), or visit [uclaextension.edu/entertainmentstudies](http://uclaextension.edu/entertainmentstudies).

## Requirements

For the award, students must complete a total of 48 units.

Although the program has been designed to accommodate varying levels of composing expertise, prior college-level music training or equivalent professional experience is recommended. The first three required courses are considered introductory, and both courses and units may be waived upon submission of official transcripts and/or score samples. Samples are evaluated for harmony, notation, and orchestration. For consideration, submit a cover letter and score sample at least six weeks prior to your starting quarter. A CD and/or appropriate transcripts also may be included.

Courses marked with an asterisk (\*) must be taken in sequence. Courses marked with a plus (+) require access to and some proficiency in a sequencing workstation in which audio can be recorded and synced to video. (A sequencing workstation is software that combines audio and MIDI recording, editing, and a variety of other tools for working with music and sound on a computer.)

## Admission Requirements

Students who have experience in orchestration and composition may submit college transcripts or sample scores for evaluation to waive all or some of the introductory courses. Samples are evaluated for harmony, notation, and orchestration. For consideration, submit a cover letter and score sample at least six weeks prior to your starting quarter. A CD and/or appropriate transcripts also may be included. Send submission packet to: Student Affairs Officer, Entertainment Studies Program, UCLA Extension, 10995 Le Conte Ave, Suite 437, Los Angeles, CA 90024-1333

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER				
			SU	FA	WI	SP	
<b>INTRODUCTORY COURSES</b>							
MUSIC X 483.43	Introduction to Orchestration	4.00	•	•			
MUSIC X 482.83	Music Notation Software	4.00	•		•		
MUSIC X 403.52	Harmonic Principles in Tonal and Nontonal Music	4.00	•		•		
<b>REQUIRED FILM SCORING COURSES</b>							
MUSIC X 483.1	* Film Scoring I: Form and Function	4.00		•		•	
MUSIC X 483.3	* Film Scoring II: 20th-Century Compositional Techniques	4.00	•		•		
MUSIC X 498	* Film Scoring III: Composing and Conducting to Picture	4.00		•		•	
MUSIC X 483.2	Techniques of Film Scoring: Instrumentation	4.00		•		•	
MUSIC X 449.91	+ * Synthestraton	4.00		•	•		
MUSIC X 482.4	+ * Electronic Composition for Film and Television	4.00	•		•		
MUSIC X 482.8	Anatomy of the Film Score: Past and Present	4.00		•		•	
MUSIC 856.6	Survival Guide for Film and Television Composers	-		•		•	
<b>RECOMMENDED ELECTIVES (2 COURSES FROM THE FOLLOWING LIST)</b>							
MUSIC X 478.52	+ Composing Music for Video Games	4.00				•	
MUSIC X 484.93	+ Put Your Music to Work: Creating Music for Commercials	3.00				•	
MUSIC X 498.3	Fundamentals of Conducting: From the Symphony to the Scoring Stage	4.00		•			
MUSIC X 433.9	Secrets of Composition: The Process of Creating Music	4.00	•		•		
MUSIC X 403.51	The Art of Counterpoint	4.00	•		•		
MUSIC X 483.12	Writing and Scoring for Strings	4.00		•			
<b>ELECTIVES</b>							
Students may also satisfy elective requirements by taking other X 400 series courses in the art and business of music. Students who waive all or some of the introductory courses must complete elective units equal to the units they waive. For a complete list of eligible electives available in any quarter, contact the counselor.							

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“UCLA Extension is at the heart of my development as a film composer. The courses are well-rounded and provide the aspiring composer with the full knowledge and scope of what is expected of a film composer today. UCLA Extension also makes the point of always keeping up to date with the latest in the ever-changing environment that is the film industry in this day and age. The instructors are working composers and sound designers and the Film Scoring

Program at UCLA Extension has prepared me very well to cope with and excel in my career as a film composer. Thank you! Truly.”

— S. Peace Nistades, Thailand, Certificate in Film Scoring

# Certificate Program in Gardening & Horticulture

The Certificate Program in Gardening and Horticulture is designed for individuals who wish to explore or further career goals in gardening, as well as for practicing gardeners, and other who wish to acquire or expand their knowledge, skills, and enjoyment of gardening and horticulture.

The program provides an educational foundation, offering both classroom instruction and practical training, while preparing students for certification in the field of gardening and horticulture. The majority of our instructors and guest speakers are professionals currently practicing in gardening and horticulture related fields.

Use the grid displayed at the right to check for typical availability.

## Program ID#: CF020

Required Courses:<sup>1</sup> 7

Elective Courses:<sup>1</sup> 2

Program Length in Years:<sup>2</sup> 1.25

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$3,800

Textbooks and Materials: \$500

**Approximate Total: \$5,600**

For more information call (310) 825-7093, email [lpolin@unex.ucla.edu](mailto:lpolin@unex.ucla.edu), or visit [uclaextension.edu](http://uclaextension.edu).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
BIOLGY X 494	Introduction to Horticulture	4.00	•		•	
BIOLGY X 496.2	General Botany for Gardeners	4.00		•		•
BIOLGY X 498.2	Horticultural Pest Control	4.00		•		
BIOLGY X 497.5	Gardening Practices and Techniques	4.00				•
BIOLGY X 499	Plant Materials for Landscape Use	4.00		•		
BIOLGY X 493.2	Soils and Fertilizers	4.00				•
BIOLGY X 424.4	Plant Identification and Taxonomy	4.00				•
<b>ELECTIVES (8 UNITS FROM THE FOLLOWING LIST)</b>						
We offer electives every quarter with new electives added frequently. Below are examples of past electives.						
BIOLGY X 497.37	The Evolution of Gardens	4.00				
BIOLGY X 497.36	Trees and Shrubs for Urban and Suburban Landscapes	4.00				
BIOLGY X 497.4	Mediterranean Gardens for Southern California Homes	2.40				
BIOLGY X 497.35	Plant Propagation for Gardeners	4.00				
BIOLGY X 497.20	Gardening with California's Native Plants	4.00				
BIOLGY X 497.2	Garden Design for Southern California Homes	4.00				
BIOLGY X 498.3	Container Gardening: Patios, Balconies, and Beyond	2.00				
BIOLGY X 497.30	The Art and Practice of Pruning	2.00				
BIOLGY X 497.19	Planting Design for the Home Gardener	4.00				
BIOLGY X 498.1	The Beautiful Food Garden	4.00				
BIOLGY X 498.5	Sustainable Gardens	2.00				
BIOLGY X 498.6	Gardens for Gourmets	4.00				

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“Being an international student in a cosmopolitan place like L.A. is a fascinating experience. Having a different ethnic background allows me to bring a new point of view to the table.”

— Rocio Ponce, Mexico, Certificate in Design Communication Arts

# Certificate Program in Introductory Science

The Introductory Science Certificate program provides a structured academic background in basic science preparation for students interested in pre-medical studies or other health-related disciplines, in addition to science and engineering fields. The program is designed for individuals returning to school on a part-time basis or for job preparation, career change, general enrichment, or preparation for further college study.

The certificate comprises undergraduate degree credit courses in astronomy, atmospheric sciences, biology, chemistry, earth and space sciences, geography, life sciences, mathematics, microbiology, physics, and physiological science.

## Program ID#: CF075

Required Courses:<sup>1</sup> 9

Elective Courses:<sup>1</sup> 3

Program Length in Years:<sup>2</sup> 1.50

## English Language Requirement

TOEFL Minimum: 79 (iBT) -or-

IELTS Minimum: 6.5

## Academic Entrance Requirement

Open admission.

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$7,830

Textbooks and Materials: \$1,200

**Approximate Total: \$10,330**

For more information call (310) 825-7093, email [lpolin@unex.ucla.edu](mailto:lpolin@unex.ucla.edu), or visit [uclaextension.edu](http://uclaextension.edu).

## Requirements

Nine courses must be chosen from the four core areas with at least one course in each of the four. The core areas are:

1. Chemistry
2. Ecology and Evolutionary Biology; Life Sciences; Molecular, Cell, and Developmental Biology; Physiological Science
3. Mathematics, Statistics
4. Physics

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>CORE AREAS (9 COURSES FROM THE FOLLOWING LIST)</b>						
CHEM XL 2	Introductory Chemistry	4.00		•		
CHEM XL 14A	Atomic and Molecular Structure, Equilibria, Acids, and Bases	4.00	•	•		
CHEM XL 14B	Thermodynamics, Electrochemistry, Kinetics, and Organic Chemistry	4.00			•	
CHEM XL 14C	Structure of Organic Molecules	4.00				•
CHEM XL 14D	Organic Reactions and Pharmaceuticals	4.00	•			
CHEM XL 153A	Biochemistry: Introduction to Structure, Enzymes, and Metabolism	4.00	•	•		
CHEM XL 153B	Biochemistry: DNA, RNA, and Protein Synthesis	4.00			•	
CHEM XL 153C	Biochemistry: Biosynthetic and Energy Metabolism and Its Regulation	4.00				•
LIFESC XL 1	Evolution, Ecology, and Biodiversity	5.00	•	•	•	•
LIFESC XL 2	Cells, Tissues, and Organs	5.00	•	•	•	•
LIFESC XL 3	Introduction to Molecular Biology	5.00	•	•	•	•
LIFESC XL 4	Genetics	5.00	•	•	•	•
MATH XL 1	Precalculus	4.00	•	•	•	•
MATH XL 31A	Differential and Integral Calculus	4.00	•	•	•	•
MATH XL 31B	Integration and Infinite Series	4.00	•	•	•	•
MCRBIO XL 6	Introduction to Microbiology	4.00		•		•
MCDBIO XL 100	Introduction to Cell Biology	5.00				•
MCDBIO XL 138	Developmental Biology	5.00		•		
PHYSIC XL 6A	Physics for Life Sciences Majors: Mechanics	5.00		•		
PHYSIC XL 6B	Physics for Life Sciences Majors: Waves, Electricity, and Magnetism	5.00			•	
PHYSIC XL 6C	Physics for Life Sciences Majors: Light, Fluids, Thermodynamics, and Modern Physics	5.00				•
PHYSIC XL 10	Physics	4.00	•	•	•	•
STATS XL 10	Introduction to Statistical Reasoning	5.00	•	•	•	•
<b>ELECTIVES</b>						
Electives may be chosen from the sciences and humanities. Provided space is available and with faculty/departmental approval, students may also meet the requirements of this certificate program with classes taken concurrently at UCLA during the regular daytime session.						

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.

# Certificate Program in Print & Broadcast Journalism

UCLA Extension's Print and Broadcast Journalism Program provides a practical alternative to the traditional Journalism school offerings, making high-level education possible for those who wish to continue their education while working.

The curriculum, reviewed and approved by UCLA academic departments, focuses on applied skills and knowledge for today's evolving TV newsroom. Courses are designed to be taken sequentially, starting with introductory courses focusing on the newswriting process. Students can choose to broaden their skill set or focus on a specialized area while fulfilling their elective requirement.

## Program ID#: CF314

Required Courses:<sup>1</sup> 12

Elective Courses:<sup>1</sup> 1

Program Length: 9 mo.

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or-

IELTS Minimum: 7

## Academic Entrance Requirement

Open admission

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$5,400

**Approximate Total: \$6,700**

For more information call (310) 825-0641, email [journalism@uclaextension.edu](mailto:journalism@uclaextension.edu), or visit [uclaextension.edu](http://uclaextension.edu).

## Requirements

A certificate is awarded upon successful completion (a letter grade of C or better) of required and elective courses. Certificate students need to take all classes except for one-day programs for a letter grade in order for them to count toward the certificate program. One-day programs must be taken with the pass/not pass grading option ("pass" mark required for certificate).

COURSE NUMBER	COURSE TITLE	UNITS	QUARTER			
			SU	FA	WI	SP
<b>REQUIRED</b>						
JOURN X 432	Fundamentals of Reporting and Writing I	3.00	•			
JOURN X 462	Legal and Ethical Issues in Journalism	2.00	•			
JOURN X 463	Introduction to Broadcast Journalism	1.00	•			
JOURN X 469	Fundamentals of TV Journalism and Newswriting	3.00	•			
JOURN X 459	Copy Editing I	3.00	•			
JOURN X 442	Fundamentals of Reporting and Writing II	3.00			•	
JOURN X 475	Interviewing for Television	3.00			•	
JOURN X 428	TV Reporting and Production	3.00			•	
JOURN X 405.4	Shooting and Marketing the Picture Essay or other Journalism elective	3.00			•	
JOURN X 494	Investigative Reporting	3.00				•
JOURN X 464	TV News Feature Reporting	3.00				•
JOURN X 449	TV Entertainment Reporting	3.00				•
JOURN X 443	Fundamentals of Reporting and Writing III	3.00				•

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



“The program was more time consuming than I thought! But more rewarding too, in all aspects.”

— *Eleni Solomou, Greece, Certificate in Print & Broadcast Journalism*

# UCLA Post-Baccalaureate Program in Classics

## CF# 333

Required Courses:<sup>1</sup> 9-12

Program Length:<sup>2</sup> 9 mo.

## English Language Requirement

TOEFL Minimum: 100 (iBT) -or-

IELTS Minimum: 7

## Academic Entrance Requirement

Must submit approval letter from department

Requires bachelor's degree and completion of a year of Greek and Latin

Letters of recommendation from two college instructors, transcript and a statement of purpose

Fall quarter entry only

## Internship

Not available

## Estimated Costs<sup>3</sup>

International Student Fee: \$1,300

Course Fees: \$7,275

Textbooks & Materials: \$1,000

**Approximate Total: \$9,575**

## Program Overview

This full-time program is designed to prepare participants who seek additional language study in Greek and Latin for admission to graduate programs in Classics and related fields. It is comprised of regular, daytime UCLA undergraduate and/or graduate courses approved by the UCLA Post-Baccalaureate Faculty Advisor.

*Courses are selected from the UCLA curriculum by the student in consultation with the UCLA Post-Baccalaureate Faculty Advisor. There are two options: concentration in Classics or Latin.*

## Option A - Classics

One undergraduate, upper-division reading course in both Greek and Latin each quarter, and additional courses in Classics, Ancient History, or other disciplines directly related to the program. More advanced students may take graduate seminars in the fields of Classics, Greek, and Latin.

## Option B - Latin

Two undergraduate, upper-division reading courses in Latin each quarter, and additional courses in Classics, Ancient History, or other disciplines directly related to the program. More advanced students may take graduate seminars in the fields of Classics, Greek, and Latin.

<sup>1</sup>Course requirements and quarter in which course is offered are subject to change.

<sup>2</sup>Some participants can complete this program in less time. The above estimate allows for English language study and a vacation after three consecutive quarters of study.

<sup>3</sup>All costs are subject to change and required health insurance costs of about \$400 per student per quarter should also be calculated into the total program cost.



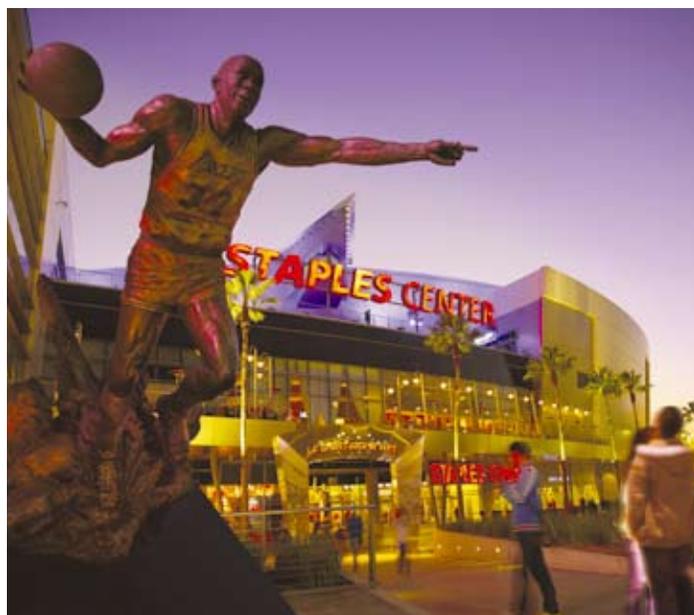
“I remember walking down the streets in Los Angeles and being blown away by the art scene. Every corner I turn has art and design. From graffiti of vivid colors and spectacular illustrations, trendy shops selling innovative products in creative packaging, to bus rides that is to me a window to some of L.A.’s great architecture—the fun and quirky versus exquisite and intricate. L.A. still continues to wow and inspire me.”

— Jolene Lai, Singapore, Certificate in Design Communication Arts

# UCLA Extension Academic Calendar



*You can participate in the many campus offerings from sports to performances*



*Staples Center and Downtown L.A. are relatively close and offer many different entertainment options.*

## Academic Calendar 2008-2009

### Fall Quarter 2008

Quarter Begins: September 20, 2008  
Quarter Ends: December 12, 2008  
*University Holidays*  
Veterans' Day: November 11, 2008  
Thanksgiving Holiday:  
November 27-28, 2008  
Winter Break: December 24, 2008-  
January 2, 2009

### Winter Quarter 2009

Quarter Begins: January 5, 2009  
Quarter Ends: March 20, 2009  
*University Holidays*  
Martin Luther King Day: January 19, 2009  
Presidents' Day: February 16, 2009  
Cesar Chavez Holiday: March 27, 2009

### Spring Quarter 2009

Quarter Begins: March 30, 2009  
Quarter Ends: June 12, 2009  
*University Holidays*  
Memorial Day: May 25, 2009

### Summer Quarter 2009

Quarter Begins: June 27, 2009  
Quarter Ends: September 11, 2009  
*University Holidays*  
Independence Day: July 3, 2009  
Labor Day: September 7, 2009

## Academic Calendar 2009-2010

### Fall Quarter 2009

Quarter Begins: September 21, 2009  
Quarter Ends: December 11, 2009  
*University Holidays*  
Veterans' Day: November 11, 2009  
Thanksgiving Holiday:  
November 26-27, 2009  
Winter Break: December 24, 2009-  
January 3, 2010

### Winter Quarter 2010

Quarter Begins: January 4, 2010  
Quarter Ends: March 19, 2010  
*University Holidays*  
Martin Luther King Day: January 18, 2010  
Presidents' Day: February 15, 2010  
Cesar Chavez Holiday: March 26, 2010

### Spring Quarter 2010

Quarter Begins: March 29, 2010  
Quarter Ends: June 11, 2010  
*University Holidays*  
Memorial Day: May 31, 2010

### Summer Quarter 2010

Quarter Begins: June 21, 2010  
Quarter Ends: September 10, 2010  
*University Holidays*  
Independence Day: July 3, 2010  
Labor Day: September 6, 2010

## Academic Calendar 2010-2011

### Fall Quarter 2010

Quarter Begins: September 20, 2010  
Quarter Ends: December 10, 2010  
*University Holidays*  
Veterans' Day: November 11, 2010  
Thanksgiving Holiday:  
November 25-26, 2010  
Winter Break: December 24, 2010-  
January 2, 2011

### Winter Quarter 2011

Quarter Begins: January 3, 2011  
Quarter Ends: March 18, 2011  
*University Holidays*  
Martin Luther King Day: January 17, 2011  
Presidents' Day: February 21, 2011  
Cesar Chavez Holiday: March 25, 2011

### Spring Quarter 2011

Quarter Begins: March 28, 2011  
Quarter Ends: June 10, 2011  
*University Holidays*  
Memorial Day: May 30, 2011

### Summer Quarter 2011

Quarter Begins: June 20, 2011  
Quarter Ends: September 9, 2011  
*University Holidays*  
Independence Day: July 4, 2011  
Labor Day: September 5, 2011

# Laurel Hummel Scholarships for International Students

William & Laurel Hummel shared a love for travel and a passion for education. The Laurel Hummel Scholarships for International Students were established at UCLA Extension in 2005 by the Hummel family as a tribute to Laurel Hummel who created the first International Student Office and a certificate program designed especially for foreign students at UCLA Extension in the 1970s.

The purpose of the Laurel Hummel Scholarships is to foster multicultural perspectives in the classroom that reflect today's global society. With these scholarships, UCLA Extension is able to acknowledge students who have demonstrated academic achievement, interpersonal communication skills, and unique abilities that advance multicultural perspectives in the classroom.

More information about the Laurel Hummel Scholarships, including past student recipients, full eligibility criteria, and application materials, visit [uclaextension.edu/iso](http://uclaextension.edu/iso).

Note: Scholarship applications are not accepted until a student has completed at least 12 units.



*Laurel Hummel*



“The Hummel Scholarship came at the best time! My courses started getting very demanding and I somewhat losing faith in my abilities, but then I received news that I got the scholarship, and it came as a surprise and a reminder that I can do whatever I set my mind to. There is no person in this world that has the ability to dream of something without having the ability to achieve it. And there is nothing more noble than helping people go after their dreams.”

— *Eleni Solomou, Greece, Certificate in Print & Broadcast Journalism*

# About Los Angeles

Los Angeles (L.A.) is a cosmopolitan city, an exciting center of business, entertainment, and recreation. The largest port in the Americas, L.A. is known as the gateway to the manufacturing and trade industries of the Pacific Rim. The city also is the undisputed center of the entertainment world, where television, movies, music, and new media are created.

Favorite recreational activities include visits to theaters, cinemas, museums, art galleries, amusement parks, and sunny beaches. You also can explore Los Angeles' many ethnic communities and enjoy authentic restaurants, teahouses, and festivals.

Rock climbing, surfing, sailing, and mountain biking are year-round sports; skiing and snowboarding in the nearby mountains are popular in winter months. From Los Angeles, you can easily explore California's well-known national parks, such as Yosemite, Channel Islands, Death Valley, Sequoia and Point Reyes.

Los Angeles is an ideal place to continue your education, do business, and experience the best of life in exciting Southern California.



*Palm trees and students thrive in the mild Southern California climate.*





“Living in Los Angeles is a “must”—it is an experience that I would recommend to anyone. There is always something different to do.”

— Patricia Pedraza Isturiz, Venezuela



*The Hollywood Bowl is known worldwide for its performances.*



*The beaches are within an easy commute.*



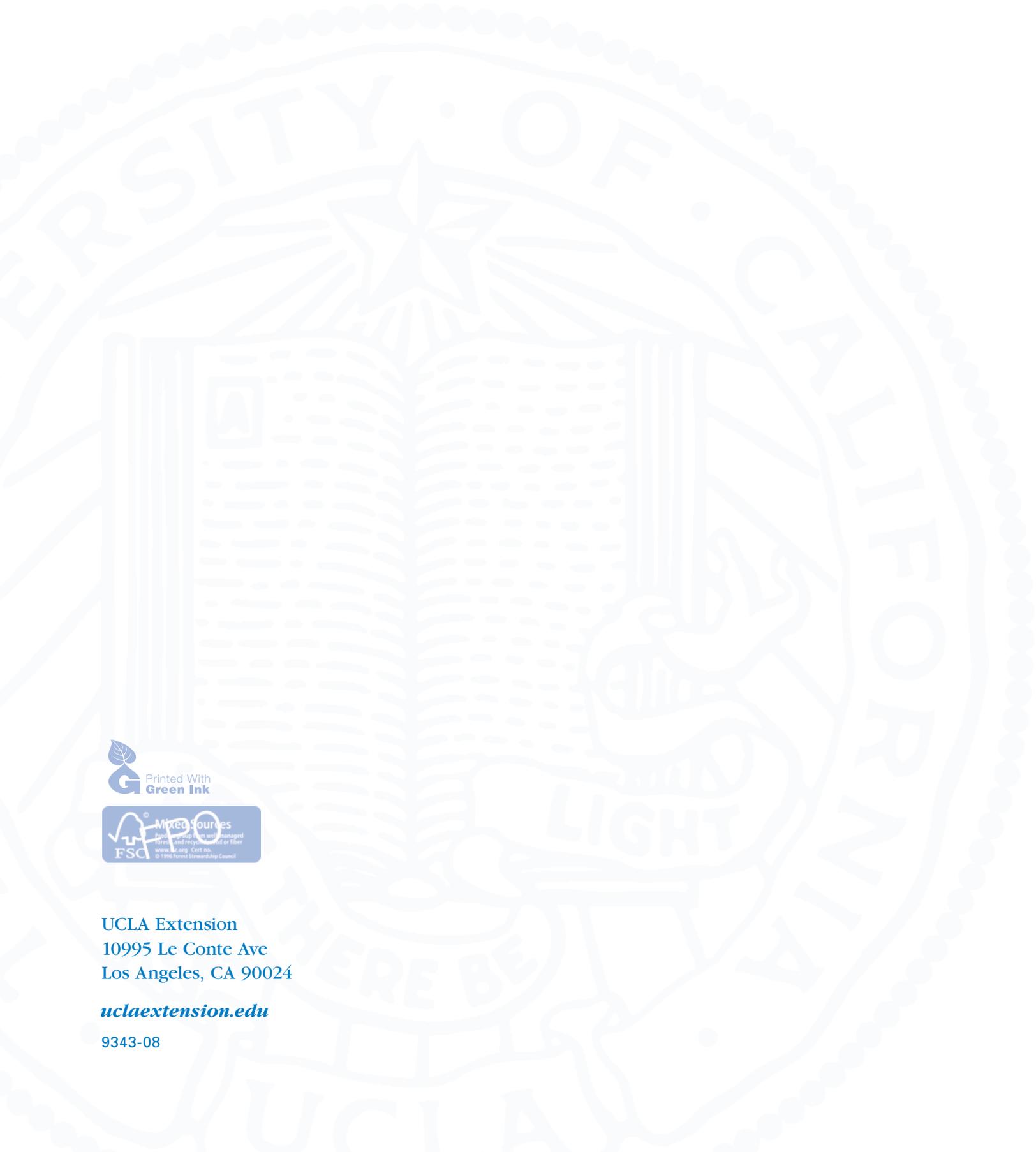
*Palm trees and students thrive in the mild Southern California climate.*



*LAX is a short distance from UCLA.*



*Los Angeles is home to many high-tech companies.*



UCLA Extension  
10995 Le Conte Ave  
Los Angeles, CA 90024

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

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