



Business & Management

Our business in life is not to get ahead of others, but to get ahead of ourselves – to break our own records, to outstrip our yesterday by today.

Stewart B. Johnson
British Artist

Today's business world is littered with disordered markets, broken financial systems and breached ethics. Business is in desperate need of leaders willing to break with tradition and take strategic risks.

We're committed to shaping you into a leader who is eager to harness knowledge, technology and talent, and transform these elements into profitable enterprises that contribute to a sustainable world.

Our business certificate programs are the stamps of excellence that your resume needs to get the edge on the competition.

For certificate programs and contact information, see page 29.

Accounting and Taxation

Financial Reporting

Intermediate-level exploration of financial accounting theory, principles and practices. Topics include interpretation, use, processing and presentation of principal accounting statements and generally accepted accounting principles (GAAP).

Prerequisite: Mgt. X477.3, Principles of Accounting
Required for Certificate in Accounting

Steven Swift, B.S., C.P.A., Senior Accountant, Genske, Mulder & Company, LLP, Rancho Cucamonga

Credit: 4 units

Date/Time: Mon. 6:30-9:30 p.m., May 4-Jul. 27
(no meeting May 25) (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X468.1

Reg #084-MBA-A13

Business Statistics

Application of statistics to business problems and decision making. Topics include probability, distributions, estimation, confidence intervals, tests of significance, linear regression and correlation, time series analysis and principles of index numbers.

Daniel C. Ashley, Ph.D., retired Director of Information Systems and Chief Information Officer, Eastern Municipal Water District, Perris

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 15-Jun. 17
(10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X429.5

Reg #084-MBA-A08

Cost Accounting

Theory and practices of cost accounting and control with special attention given to cost accounting in the manufacturing, supply chain and service industries.

Prerequisite: Mgt. X468.1, Financial Reporting
Required for Certificate in Accounting

Mike Fournier, M.B.A., Senior Cost Accountant, Airborne Systems NA CA, Santa Ana

Credit: 4 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 8-Jun. 24
(12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X428.16

Reg #084-MBA-A05

Managerial Accounting

Introduction to theory, principles and practices of managerial accounting, including the use of accounting information to plan and control and to provide strategic guidance for decision-making in the firm.

Prerequisite: Mgt. X477.3, Principles of Accounting
Required for Certificate in Accounting

Ali Chemkhi, M.B.A., C.P.A., Systems Accountant, county of San Bernardino

Credit: 4 units

Date/Time: Thurs. 6-10 p.m., Apr. 16-Jun. 11
(9 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X468.5

Reg #084-MBA-A09

Are you taking an online course?

Don't forget that you need a **NetID!**

What is a **NetID**? See page 34.

Visit our **Web site** at
[www.extension.ucr.edu/online/
netid_steps.html](http://www.extension.ucr.edu/online/netid_steps.html)

Textbooks

Go to extension.ucr.edu for course textbook requirements.

Accounting for Governmental and Nonprofit Organizations I

Introduction to governmental and nonprofit accounting emphasizing fund types and account groups. Includes a review of recommended accounting and financial reporting procedures for state and local governmental units as well as specific issues related to nonprofits.

Prerequisite: Mgt. X477.3, Principles of Accounting, or equivalent experience.

Required for Certificate in Accounting

Required for Accounting for Governmental and Nonprofit Organizations Certificate

Justine K. Quinones, B.A., CPA, CMA, CGFM,
Administrative Manager, county of Riverside

Credit: 4 units

Date/Time: Thurs. 6-9:45 p.m., Apr. 9-Jun. 11
(10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X428

Reg #084-MBA-A12

Taxation – Corporate

Examines corporate tax liabilities. Topics include tax computation, dividends, earnings and profits, liquidations, distributions, international taxation and shareholder transactions.

Prerequisite: Mgt. X435.4, Tax Planning, or equivalent experience.

Required for Certificate in Taxation

Ali Chemkhi, M.B.A., C.P.A., Systems Accountant,
county of San Bernardino

Credit: 4 units

Date/Time: Tues. 6-10 p.m., Apr. 7-Jun. 2 (9 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X427.82

Reg #084-MBA-A04

Accounting for Governmental & Nonprofit Organizations

NEW Internal Auditing for Government and Nonprofit Organizations

Introduction to the role and responsibility of the auditor, key components and what is typically required in an audit, how to complete your own pre-audit, identifying key tools and approaches to complete an audit successfully.

Justine K. Quinones, B.A., CPA, CMA, CGFM,
Administrative Manager, county of Riverside

Date/Time: Fri. 8 a.m.-4 p.m., Jun. 26 (1 meeting)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$165

Management 846.2

Reg #084-MBA-A17

Business Administration and Entrepreneurship

Business Writing

Examination of effective writing in business settings. Participants learn planning strategies, editing, proofreading, writing for a specific audience through style and tone, ways to write persuasive and negative messages, writing under pressure, e-mail protocol, and memos and reports.

Prerequisite: Working understanding of the English language.

Linda G. Dozier, M.A., Communications Consultant,
Dozier Business Communications, Sun City

Credit: 1 unit

Date/Time: Mon. & Thurs. 6:30-9:30 p.m.,
May 4, 7, 11 & 14 (4 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$295

Management X478.5

Reg #084-MBA-A11

Managerial Finance

Examines corporate finance including ratio and cash flow analysis, working capital management, time value of money, net present value analysis, security valuation, portfolio theory and asset pricing models, capital structure decision, dividend policy, mergers and acquisitions and international financial management.

Lee Bertrand, M.B.A., M.S., Vice President, Citizens
Business Bank, San Bernardino

Credit: 3 units

Date/Time: Thurs. 6-9 p.m., Apr. 16-Jun. 18
(10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X477.4

Reg #084-MBA-A07

Organizational Behavior

Examination of organizational culture including understanding and managing work behavior, perceptions and emotions, motivation and stress, developing work environments that align with organizational culture, providing evaluation, feedback and rewards that model constructive behavior, and managing misbehavior.

Required for Certificate in Organizational Leadership and Development

Elective for Certificate in Human Resources Management

Daniel C. Ashley, Ph.D., retired Director of
Information Systems and Chief Information Officer,
Eastern Municipal Water District, Perris

Credit: 3 units

Spring 2009 Instructor Excellence Award Hal Parker

UCR Extension Instructor since: 1994

Expertise: Facilities Management

Courses Taught: Building Automation Systems,
Electrical, Mechanical and Technical Systems

Achievements: Manager of Engineering at
California Steel Industries. Licensed mechanical
engineer. B.S. in Business Administration from
Cal Poly Pomona.

Other experience: I have worked in Plant
Engineering/ Facilities Management since 1981
starting with defense, then aerospace, and now
heavy industry.

Started as: I started in Plant Engineering at
General Dynamics when I was going to
Cal Poly Pomona and have stayed with it ever since.

Publications: Co-author “Batch Annealing Modernization at California Steel
Industries,” AISE Steel Technology journal, November/December 2002.

Bedside reading: “Water for Elephants” by Sara Gruen.

Favorite thing about teaching at UCR: I like that it forces me to stay current with
the field as I research to keep the class relevant, and through the students, it exposes
me to other fields.



Date/Time: Mon. 6:30-9:30 p.m., Apr. 13-Jun. 22
(no meeting May 25) (10 meetings)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$495 (Instructor will provide course materials.)
Management X479
 Reg #084-MBH-H08

NEW Organizational Change

Examines the dynamics of organizational change, and how individuals may affect change in a positive and productive manner. Topics include identifying when to make your opinion known, how to effectively influence change within your workplace and where to push for change.

Joseph Mignone, B.S., Principal Consultant, JFM Global Associates and Instructor, UC San Diego Extension

Date/Time: Fri. 8 a.m.-noon, Jun. 19 (1 meeting)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$65

Management 853.09
 Reg #084-MBA-A18

Time Management

Examines setting short- and long-term priorities, tracking where time is wasted, making your to-do list, using the 80/20 principle to focus on important priorities while minimizing the tasks that consume a large part of your day but contribute little and getting more done with the resources available to you (e.g. people and technology).

Dennis Morris, M.P.A., has over 20 years of human resource/personnel management experience in both the public and private sectors.

Credit: 4 CEUs
Date/Time: Fri. 8 a.m.-noon, Apr. 24 (1 meeting)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$65 (materials and parking included)

Management 875.9
 Reg #084-MBA-A16

NEW Building Effective Workteams

This workshop is designed to foster a spirit of teamwork and help others work more effectively as members of a group. By exploring best practices and role-playing activities, participants learn various approaches to stimulate ideas and how to apply these approaches to improve performance.

Mark Cvikota, M.A., A.R.M., Senior Human Resource Analyst, city of Moreno Valley

Date/Time: Fri. 8 a.m.-noon, May 15 (1 meeting)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$65

Management 877.81
 Reg #084-MBA-A19

Also of interest

Civil Procedure
See page 91.

Business Law
See page 92.

Global Business

The Postgraduate Certificate in Management provides a comprehensive exploration of the issues of management in a global business environment.

For more information, please see the ad on this page or call (951) 827-4346.

Hotel and Restaurant Management

ONLINE

Hotel and Restaurant Marketing and Sales

Examination of the role of marketing and sales within the hospitality industry including recent trends, campaigns and best practices. Topics include the marketing plan, effective sales and advertising, and the 4 P's of hospitality marketing: Product, Price, Placement and Promotion.

Prerequisite: Familiarity with the hospitality industry.

Patricia Golden-Romero, M.A., Assistant Director, University of Redlands

Credit: 3 units

Date/Time:

Location: Online

Fee: \$495

Preregistration: Requested by March 31.

Management X492.1

Reg #084-MBA-A06

Invest in Your Future Through Fast-Track Global Training

Enroll now in the Postgraduate Certificate in Management

Spring program dates: Mar. 30-June 5

You are working every day with the challenges of an expanding world market. You want to place yourself at an advantage in a demanding position, learning new skills without investing years of your time. Give yourself a competitive edge – immerse yourself in an intensive training environment with participants from all over the world.

Choose any module, or enroll in the full 10-week program.

Hours are typically 9 am-3 pm, Monday through Friday. Courses are taught by faculty and business professionals with a combination of lecture, discussion, case studies and site visits.

You receive a substantial discount for enrolling in the full program:

Individual modules: \$1,900
Two-module package: \$3,400
10-week program: \$6,000

Areas of focus include:

- Global Human Resources
March 30-April 10
- Global Marketing
April 13-24
- Multinational Financial
April 27-May 8
- Managing Change and Technology
May 11-22
- Strategic Management
May 26-June 5

For more information, call (951) 827-1700.



Human Resources Management

Human Resources Management

Reviews the mission, purpose and structure of human operations within an organization including human resources, organizational mission, fundamentals of employee selection, performance appraisal, discipline, compensation, supervision, communication, legal issues, training, staff development, unions, strategic planning, and current trends in human resources management.

Required for Certificate in Human Resources Management

Required for Certificate in Organizational Leadership and Development

Lee A. Fenstermaker III, M.A., President, Fenstermaker and Associates Training and Consulting, Hemet

Bryan Bradford, M.P.A., SPHR, Senior Human Resources Analyst, South Coast Air Quality Management District, Diamond Bar

Credit: 3 units

Fenstermaker III

Date/Time: Tues. 6:30-9:30 p.m., Apr. 21-Jun. 23 (10 meetings)

Location: CHINO: Chino Business Resource Center, 13160 7th St.

Fee: \$495

Management X452.1

Reg #084-MBH-H03

Bradford

Date/Time: Mon. 6:30-9:30 p.m., Apr. 13-Jun. 22 (no meeting May 25) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.1

Reg #084-MBH-H10

Employee Recruitment, Selection and Retention

Examination of the recruitment and staffing processes including job analysis and description, recruiting, interviewing, tests, background checks, references, constructing the "offer," and preparing documentation for new hires.

Required for Certificate in Human Resources Management

James Kronenfeld, M.B.A., SPHR, Consultant, JK Associates, Rancho Cucamonga

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 20-Jun. 29 (no meeting May 25) (10 meetings)

Location: CHINO: Chino Business Resource Center, 13160 7th St.

Fee: \$495

Management X452.2

Reg #084-MBH-H04

Labor and Employee Relations

Surveys labor-employee relations in union and non-union environments. Topics include constructive employee discipline, employee relations, current laws, Family and Medical Leave Act (FMLA), sexual harassment, discrimination, Americans with Disabilities Act (ADA) and Occupational Safety and Health Administration (OSHA) and wrongful discharge.

Required for Certificate in Human Resources Management

Scott J. Minturn, J.D., Attorney at Law, Law Office of Scott J. Minturn, Temecula

Credit: 3 units

Date/Time: Fri. 6:30-9:30 p.m., Apr. 17-Jun. 19 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.3

Reg #084-MBH-H05

Compensation Administration

Surveys compensation programs including job evaluation and analysis techniques, relating job performance to compensation, incentive plans, wage and salary surveys, health and retirement benefits, contractor compensation and other non-financial compensation.

Required for Certificate in Human Resources Management

Barry C. Newton, M.P.A., CCP, President, Creative Management Solutions, Inc., Anaheim

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 8-Jun. 10 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.4

Reg #084-MBH-H06

On-Site Training



No-cost training available for Manufacturing, Logistics, Warehousing, and Supply Chain Management Companies

Through the State of California, UC Riverside provides no-cost training to improve your workforce skills in the following areas. All training is customized to meet your needs.

Training includes:

- Leadership and Supervision
- Lean Manufacturing
- Continuous Process Improvement (CPI)
- Customer Service
- Project Management
- Purchasing & Logistics
- Supply Chain Management
- Team Building
- Vocational English as a Second Language

Requirements:

Identify 12+ employees to participate in training.

Employees participating in the training must be permanent (on the job more than 90 days) and full-time (35+ hours per week) and earn around \$12 an hour.

Other restrictions apply.

For information, contact Susan Almeida at (951) 827-1623 or salmeida@ucx.ucr.edu.

Performance Appraisal and Evaluation

Examination of employee appraisal and evaluation as a tool of development and motivation. Topics include employee evaluation values and limitations, measuring performance and productivity, management by objectives and using performance management to improve morale and outcomes.

Elective for Certificate in Human Resources Management

Lee A. Fenstermaker III, M.A., President, Fenstermaker and Associates Training and Consulting

Credit: 3 units

Date/Time: Thurs. 6:30-9:30 p.m., Apr. 23-Jun. 25 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X450.8

Reg #084-MBH-H07

Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) Certification Training

PHR/SPHR exam preparation program. Topics include strategic management; workforce planning and employment; human resources development; compensation and benefits; employee and labor relations; and occupational health, safety and security.

Note: This course includes a nonrefundable materials fee of \$515. No refunds will be granted after April 14. Please review certification and exam requirements at www.hrci.org before registering for this program. Individuals with little or no background in human resources are encouraged to pursue courses within the Human Resources Management Certificate program prior to participating in this program.

Elective for Certificate in Human Resources Management

Angela Perez, B.S., Director of Human Resources, Eurodesign Cabinets, Inc., Chino

Credit: 4 units

Date/Time: Tues. 6-9:30 p.m., Apr. 14-Jun. 23 (11 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$1110 / \$1060 SHRM and PIHRA members (includes text and materials)

Management X455

Reg #084-MBH-H09

Effective Meeting Management

Examines the importance of staying on task and on time when managing meeting agendas, objectives and outcomes. Topics include setting the agenda, calling the right people to the meeting, goals and objectives, managing discussion, presenting critical information and closing the meeting.

Antonio Zavala, M.B.A., President, AZ Management Consulting, Moreno Valley

Credit: 4 hours CEU

Date/Time: Fri. 8 am-noon, Jun. 5 (1 meeting)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$65 includes materials and parking

Management 855.61

Reg #084-MBA-A14

Managing and Reducing Stress in the Workplace

Examines proven methods to identify stressful conditions at work, mitigating and alleviating stress, avoiding stressful situations, managing workflow, managing deadlines, dealing with difficult situations, moving from pressure to productivity and working through stress.

Rodger R. Lehl, M.B.A., Senior Human Resource Analyst, Center for Government Excellence, county of Riverside

Credit: 4 CEUs

Date/Time: Fri. 8 a.m.-noon, May 22 (1 meeting)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$65 includes materials and parking

Management 852.12

Reg #084-MBA-A15

Also of interest

Immigration and Naturalization Law and Procedure

See page 92.

Marketing and Public Relations

Marketing Principles and Practice

Introduces key principles of marketing, essential marketing functions and contemporary practices including the marketing environment, market research and analysis, demographics, market segmentation, product positioning, image management, advertising, pricing, distribution, merchandising, product development and strategy implementation.

Required for Certificate in Marketing

Barbara A. Matthews, M.B.A., Director of Marketing and Business Development for Ramona VNA and Hospice, Sun City

Credit: 3 units

Date/Time: Thurs. 6-9 p.m., Apr. 9-Jun. 11 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X475

Reg #084-MBM-M01

Market Research

Examines marketing information sources, the market research process, data collection and analysis, consumer/customer surveys and test marketing. Both quantitative and qualitative research are examined with analysis of the value and the limitations of data and analyzing results.

Required for Certificate in Marketing

Cheryl Lawson, M.B.A., Event Coordinator, The Perfect Date, Riverside and online instructor for Devry University

Credit: 3 units

Date/Time: Tues. 6:30-9:30 p.m., Apr. 28-Jun. 30 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X476

Reg #084-MBM-M02

Customer Relationship Management (CRM)

Reviews CRM systems including identifying and tracking critical data on clients, customers and vendors. Topics include correspondence tracking, surveying and customizing responses to individuals and groups, profiling, improving decision-making processes and strategic planning.

Elective for Certificate in Marketing

Sundip Doshi, B.S., Chairman & CEO, Surado Solutions, Riverside

Credit: 3 units

Date/Time: Tues. & Thurs. 6-9 p.m., Mar. 24-Apr. 30 (no meetings on Apr. 7 & 9) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X480

Reg #083-MBM-M05

ONLINE

Strategic Marketing and the Marketing Plan

Examines how to develop, implement and manage competitive marketing strategies that achieve marketing and organizational goals. Topics include evaluating alternative marketing strategies, resources and goals, marketing plan development and measuring plan performance.

Prerequisite: Mgt. X475, Marketing Principles and Practice, or equivalent, or consent of instructor.

Required for Certificate in Marketing

Patrick Daniali, M.A., Real Estate Broker, Century 21 Realty, Diamond Bar

Credit: 3 units

Date/Time:

Location: Online

Fee: \$495

Preregistration: Requested by March 25.

Management X476.7

Reg #084-MBM-M03

Public Relations Management

Examines professional public relations including the communications process, the diversity of the practice, publicity, media relations, publications, community relations, fundraising, working with volunteers, legal requirements and planning.

Elective for Certificate in Marketing

John W. Osborne, M.P.A., Director, Marketing, University of La Verne

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 13-Jun. 22 (no meeting May 25) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X463.1

Reg #084-MBM-M04

ONLINE

Electronic Marketing

Surveys electronic marketing techniques, strategies and tools to build effective marketing campaigns. Topics include promotions, communications, e-mail campaigns, new business functions and opportunities, e-commerce strategies and identifying new markets through electronic campaigns.

Prerequisite: Mgt. X475, Marketing Principles and Practices, or equivalent experience.

Elective for Certificate in Marketing

Patrick Danial, M.A., Real Estate Broker

Credit: 3 units

Date/Time:

Location: Online

Fee: \$495

Preregistration: Requested by April 7.

Management X476.9

Reg #084-MBM-M05

Customer Relations

Explores best practices in creating positive customer relations. Topics include identifying customer needs, applying the right message at the right time to move your customer to act, aligning internal resources to meet customer expectations and tracking customer responses.

Carolyn Ortman, M.B.A., President, CKO Marketing and Training Group, Riverside

Date/Time: Fri. 8 a.m.-noon, May 29 (1 meeting)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$65

Management 801.22

Reg #084-MBM-M06

Nonprofit Organization Management and Fundraising

Nonprofit Management Practices

Surveys the challenges and best practices in the day-to-day management of a nonprofit organization including strategic planning, program evaluation, organizational analysis/development, dealing with change, setting goals, board relations and managing volunteers and events.

Required for Certificate in Nonprofit Management

Eldon C. Baber, M.S., Nonprofit Management Consultant, Rancho Santa Margarita

Credit: 1 unit

Date/Time: Tues. 5:30-9 p.m., Apr. 14-28 (3 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$295

Management X417.5

Reg #084-MBN-N01

Special Event Planning

Examines how to develop, organize, promote and implement a cost-effective event including a step-by-step procedure for planning and executing successful special events utilizing marketing methods to identify organizational goals and aligning those goals with available resources.

Elective for Professional Achievement Award in Fundraising

Elective for Certificate in Nonprofit Management

Eldon C. Baber, M.S., Nonprofit Management Consultant

Credit: 1 unit

Date/Time: Tues. 5:30-9 p.m., May 5-19 (3 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$295

Management X463.19

Reg #084-MBN-N02

Personal Financial Planning

Insurance and Risk Management Planning

Surveys life, health, casualty and liability insurance including insurance needs analysis, evaluating plans, contract selection, income and estate taxation laws, premiums, death benefits, retirement and estate planning, business agreements and benefit plans.

Prerequisite: MGT X435, Survey of Personal Financial Planning; MGT X435.9, Cash Flow Analysis

Required for Certificate in Personal Financial Planning

Stanley E. Hargrave, M.S., CFP, President, Hargrave and Associates, LLC, Highland

Credit: 3 units

Date/Time: Thurs. 6:15-9:15 p.m., Apr. 16-Jun. 18 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X435.3

Reg #084-MBF-F01

Estate Planning

Examines tax objectives, wills and living trusts, unlimited marital deduction, saving the "second tax," holding title to property, lifetime gifts and trusts, insurance and annuities, business interests, post-death problems and analysis of tax changes.

Prerequisite: Mgt. X435, Survey of Personal Financial Planning; Mgt. X435.9, Cash Flow Analysis for Financial Planners; and Mgt. X435.4, Income Taxation in Personal Financial Planning.

Required for Certificate in Personal Financial Planning

Stanley E. Hargrave, M.S., CFP, President

Credit: 4 units

Date/Time: Tues. 6:15-9:15 p.m., Apr. 14-Jun. 30 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X435.2

Reg #084-MBF-F02

Project Management

Project Management Essentials

Examination of project management techniques, tools and strategies including proven methodology to manage projects from inception to implementation, root cause analysis, project definition, life cycles, planning, risk management, control and reporting.

Note: Students must have access to a computer and knowledge of a word processing program such as Microsoft Word. This course includes a nonrefundable materials fee of \$25.

Required for Certificate in Project Management

Required for Certificate in Organizational Leadership and Development

Michael P. Toothman, PMP, Executive Director, ProjectDriven, LLC, Irvine

Credit: 3 units

Date/Time: Tues. 6:30-9:30 p.m., Apr. 14-Jun. 16 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$520

Management X470.41

Reg #084-MBJ-J01

Project Scheduling and Risk Management

Explores structured project management scheduling and risk assessment including budgeting and risk management, risk identification and analysis, activity planning and sequencing, schedule development, cost estimating, budgeting and resource allocation.

Prerequisite: Mgt. X470.41, Project Management Essentials, or equivalent experience.

Required for Certificate in Project Management

Israr Hayath, M.B.A., Program Manager, Molding International and Engineering, Temecula

Credit: 3 units

Date/Time: Thurs. 6-9 p.m., Apr. 16-Jun. 11 (9 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X470.39

Reg #084-MBJ-J02

Project Procurement Management

Introduces the procurement planning process from request for proposal to contract closeout including needs analysis, goods and services, negotiating contracts, development and execution of plans, change control, cost/benefit analysis, earned value project management, contract administration and vendor relations.

Note: This course includes a nonrefundable materials fee of \$25.

Prerequisite: Mgt. X470.41, Project Management Essentials, or equivalent experience.

Required for Certificate in Project Management

Michael P. Toothman, PMP, Executive Director

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 15-Jun. 17 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$520

Management X470.73

Reg #084-MBJ-J08

Project Management Applications

Presentation of practical case studies to help professionals apply project management principles in day-to-day scenarios including use of decision-making skills, application of project management tools and techniques, strategic planning, time and resource management and outcomes assessment.

Prerequisite: Mgt. X470.41, Project Management Essentials

Elective for Certificate in Project Management

Michael P. Toothman, PMP, Executive Director

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 13-Jun. 22 (no meeting May 25) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X470.43

Reg #084-MBJ-J06

New Product Development

Introduction to product development life cycles, including how to effectively manage new or existing products, "cradle to grave" product management, inception of an idea, research and development, market analysis, production, re-engineering, closing out a product and recycling a product.

Elective for Certificate in Marketing

Elective for Certificate in Project Management

Daniel C. Ashley, Ph.D., retired Director of Information Systems and Chief Information Officer, Eastern Municipal Water District, Perris

Credit: 3 units

Date/Time: Tues. 6:30-9:30 p.m., Apr. 14-Jun. 16 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X470.37

Reg #084-MBJ-J05

Lean Principles and Practice

Explores lean performance, value stream mapping and process flow, visual workplace, 5-S improvement, set-up reduction, Kaizen events, rapid improvement, cellular manufacturing, office integration, stabilizing processes, reducing variation, mistake proofing, failure modes effect analysis, and lean product design.

Elective for Certificate in Project Management

Phillip J. Laure, B.A., Quality Manager, Safetran Systems Corporation

Credit: 4 units

Date/Time: Thurs. 6:30-9:30 p.m., Apr. 16-Jul. 2 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$995

Management X473.4

Reg #084-MBJ-J04

Project Management Professional and Certified Associate in Project Management (PMP/CAPM®) Exam Preparation

Intensive three-day exam preparation for the PMP® Certification. Reviews Project Management Body of Knowledge (PMBOK), exam simulations, test-taking strategies and core concepts. While anyone may enroll, this course is intended for individuals meeting the experience requirements for the PMP® certification who desire an overview of exam material and preparation techniques. Provides 24 of the 35 academic contact hours required for the PMP® examination.

Prerequisite: Mgt. X470.41, Project Management Essentials

Michael P. Toothman, PMP, Executive Director

Date/Time: Tues.-Thurs. 9:30 a.m.-5:30 p.m., May 5-7 (3 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$750 (includes materials and parking)

Management 808.2

Reg #084-MBJ-J07

Purchasing, Logistics and Supply Chain Management

Purchasing and Supply Chain Management

Introduction to the principles of purchasing and supply chain management from determining the requirements for goods and services through their receipt. Includes an overview of quality assurance, quantity determination, price and cost analysis and supplier relations.

Required for Certificate in Purchasing, Logistics and Supply Chain Management

Michael P. Boyd, M.A., C.P.M., Purchasing Manager, city of Chino

Credit: 4 units

Date/Time: Tues. 6:30-9:30 p.m., Apr. 14-Jun. 30 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X410.82

Reg #084-MBI-I03

I love taking classes at UCR Extension! I am earning a Certificate in Marketing so I can return to Brazil to get a good job, putting into practice all of the knowledge I have gained. I have made a family here, the people are helpful and trustworthy. The opportunity to study at UCR has been the best thing for me!

Juliana Siqueira

Rising Star
Juliana Siqueira



Inventory Management

Surveys inventory control and warehousing as key functions within the supply chain including inventory management technology, staffing, supervision, just-in-time order quantity, ordering systems, receiving, tracking, shipping and storing of material and finished goods.

Required for Certificate in Purchasing, Logistics and Supply Chain Management

Robert E. Elliott, M.B.A., Consultant, Business Logistics Systems, Irvine

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 20-Jun. 29 (no meeting May 25) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X410.91

Reg #084-MBI-I06

Price and Cost Analysis in Purchasing

Introduces techniques, analysis and research methods in choosing suppliers. Topics include estimating, budgeting, financial control, data requirements for cost and price determination, price indices, improvement curves, labor mix and rate projection.

Note: Students are required to bring a calculator to class.

Elective for Certificate in Purchasing, Logistics and Supply Chain Management

Nancy Jackson, B.A., Procurement Manager, TOLCO, Corona

Credit: 4 units

Date/Time: Thurs. 6:30-9:30 p.m., Apr. 16-Jul. 2 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X410.81

Reg #084-MBI-I07

Legal Aspects of Purchasing

Examines purchasing and business law (Uniform Commercial Code), law of contracts--offer, acceptance, consideration, warranties, conditions, breach and discharge, contract types, buyers' rights and limitations.

Elective for Certificate in Purchasing, Logistics and Supply Chain Management

Scott J. Minturn, J.D., Attorney at Law, Law Office of Scott J. Minturn, Temecula

Credit: 3 units

Date/Time: Thurs. 6:30-9:30 p.m., Apr. 16-Jun. 18 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X410.85

Reg #084-MBI-I05

Procurement and Subcontract Management

Examines the role, functions and responsibility of the contract administrator and procurement manager including closeout of procurements and subcontracts, workflow coordination, project cash flow, managing contracts and communicating with suppliers and contractors.

Prerequisite: Mgt. X410.82, Purchasing and Materiel Management, equivalent knowledge or consent of instructor.

Elective for Certificate in Purchasing, Logistics and Supply Chain Management

Michael P. Boyd, M.A., C.P.M., Purchasing Manager

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 29-Jul. 1 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495 Students can call PMI at 1-866-276-4764 to order textbook or visit PMI's Web site at www.pmi.org.

Management X410.7

Reg #084-MBI-I08

Transportation and Traffic Management

Introduction to transportation and traffic management principles including truck, ship, rail, air and intermodal. Topics include selecting carriers, contracting, government regulations, tariffs, documentation, hazardous material management, rate structures, import/export regulations and traffic management.

Elective for Certificate in Purchasing, Logistics and Supply Chain Management

David Parish, M.A., Instructor, UCR Extension

Credit: 3 units

Date/Time: Tues. 6:30-9:30 p.m., Apr. 14-Jun. 16 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X410.88

Reg #084-MBI-I09

Logistics and Supply Chain Management

Surveys logistics management including purchasing, transportation, warehousing, inventory control, industry trends and best practices, costs, modernization, staffing, supervision, technology, quality assurance, organizational development, vendor relations and outsourcing.

Elective for Certificate in Purchasing, Logistics and Supply Chain Management

Dale L. Sullivan, M.A., Retired Vice President, Distribution, Big 5 Sporting Goods, Fontana

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 20-Jun. 29 (no meeting May 25) (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X410.86

Reg #084-MBI-I04

Technical Writing

ONLINE

Technical Writing Seminar

Examines processes and formats involved in writing three of the most common technical documents: user guides, policy and procedure manuals and proposals. The course expands on the development of writing skills and proper use of English. Participants complete three projects.

Required for Certificate in Technical Writing

John Hedtke, Senior Writer, Wonderware, Lake Forest

Credit: 3 units

Date/Time: Apr. 6-Jun. 30 Discussions to be announced.

Location: Online

Fee: \$495

Preregistration: Requested by March 25.

Management X424

Reg #084-MBT-T01

ONLINE

Creating Manuals and User Guides

Explores the techniques and processes involved in writing user guides including designing templates, updating existing manuals, gathering information, defining tasks and task paths, writing to the user's needs and preparing manuals for production.

Note: Students must have access to a computer and knowledge of a word processing program such as Microsoft Word.

Required for Certificate in Technical Writing

John Hedtke, Senior Writer, Wonderware, Lake Forest

Credit: 3 units

Date/Time:

Location: Online

Fee: \$495

Preregistration: Requested by March 25.

Management X424.2

Reg #084-MBT-T02

Facilities Management

Facilities Management

Reviews facilities management and plant engineering including operations, maintenance, staff management, budgeting, scheduling, managing construction projects, contractors, vendors, human resources management, occupational health and safety, finance, purchasing and executive management.

Required for Certificate in Facilities Management

David Parish, M.A., Instructor, UCR Extension

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Apr. 6-Jun. 15
(no meeting May 25) (10 meetings)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$495

Management X401.

Reg #084-MBI-IO1

Facilities Operations

Surveys facilities operations including HVAC, electrical, plumbing, back-up systems, security, cost control/conversion, equipment selection, utilization, maintenance, life-cycle costing, support services, safety, hazardous materials management, vendor contracting and planning.

Required for Certificate in Facilities Management

Daniel Morgan, E.M.B.A., Facility Manager, Utility Trailer Manufacturing Company, city of Industry

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Apr. 15-Jun. 17
(10 meetings)

Location: UCR: Extension Center, 1200 University Ave.
Fee: \$495

Management X401.2

Reg #084-MBI-IO2

Nursing Leadership and Management

ONLINE

Financial Aspects of Health Services Organizations

Examines financial aspects of health services organization including finance terms, industry standards and practices, best practices, financial reporting, non-profit vs. for-profit, financial "health", risk management, budgeting, benchmarking and performance review.

Note: UC Riverside is accredited by the Institute for Medical Quality /California Medical Association (IMQ/CMA) to provide continuing medical education for physicians. The UCR CME Program takes responsibility for the content, quality and scientific integrity of the CME activity. The UCR CME Program designates this educational activity for a maximum of 27 AMA PRA Category 1 Credits. Physicians should only claim credit commensurate with the extent of their participation in the activity. This credit may also be applied to the CMA Certification in Continuing Medical Education.

Joan J. Branin, Ph.D., Consultant, The Acorn Group, Pasadena

Credit: 3 units

Date/Time:

Location: Online

Fee: \$495

Preregistration: Requested by March 25.

Management X409.3

Reg #084-MBA-A10

Department Contacts:

Eric Blum

Director

(951) 827-4111

bet@ucx.ucr.edu

To Enroll: See page 116.

Certificates in:

Accounting

Administrative Professional

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Facilities Management

Human Resources Management

Marketing

Nonprofit Management

Organizational Leadership and Development

Personal Financial Planning

Project Management

Purchasing, Logistics and Supply Chain Management

Taxation

Technical Writing

Professional Achievements in:

Accounting for Governmental and Nonprofit Organizations

Fundraising

Payroll Administration

Contact: Kathy Craig

(951) 827-1600

bet@ucx.ucr.edu



CERTIFICATE PROGRAMS at a glance

Accounting *To earn the certificate, you must complete 36 units – 32 required units and four elective units*

Required Course Title	Units	Page
Principles of Accounting	4	
Financial Reporting	4	21
Cost Accounting	4	21
Financial Statement Analysis	4	
Managerial Accounting	4	21
Accounting for Governmental and Nonprofit Organizations I	4	29
Auditing: Financial	4	22
Tax Planning	4	22

Please visit our Web site for complete program information at www.extension.ucr.edu.



Facilities Management *To earn the certificate, you must complete 15 units – four required and one elective course.*

Required Course Title	Units	Page
Facilities Management	3	28
Facilities Design, Space Planning and Improvements	3	
Facilities Operations	3	29
Case Studies in Facilities Engineering	3	

Human Resources Management *To earn the certificate, you must complete 15 units – four required courses and one elective.*

Required Course Title	Units	Page
Human Resources Management	3	24
Employee Recruitment, Selection and Retention	3	
Labor and Employee Relations	3	24
Compensation Administration	3	

Marketing *To earn the certificate, you must complete 15 units – 12 required units and three elective units.*

Required Course Title	Units	Page
Marketing Principles and Practice	3	25
Market Research	3	25
Consumer Behavior	3	
Strategic Marketing and the Marketing Plan	3	25

Nonprofit Management *To earn the certificate, you must complete 15 units – 11 required units and four elective units.*

Required Course Title	Units	Page
Nonprofit Organization Management	3	
The Budgetary Process in Governmental and Nonprofit Organizations	4	
Legal Aspects of Nonprofit Organization Management	3	
Nonprofit Management Practices	1	26

Organizational Leadership and Development *To earn the certificate, you must complete 14 units.*

Required Course Title	Units	Page
Organizational Behavior	3	
Human Resources Management	3	24
Organizational Leadership	3	
Supervision & Teambuilding—Leadership Principles & Practice	3	
Project Management Essentials	3	26

Personal Financial Planning *To earn the certificate, you must complete 25 units – eight required courses.*

Required Course Title	Units	Page
Survey of Personal Financial Planning	3	
Cash Flow Analysis for Financial Planners	2	
Insurance and Risk Management Planning	3	26
Investment Planning	3	
Employment Benefits in Personal Financial Planning	3	
Tax Planning	4	
Estate Planning	4	26
Practicum in Personal Financial Planning	5	

Project Management *To earn the certificate, you must complete 18 units – five required and one elective course.*

Required Course Title	Units	Page
Project Management Essentials	3	26
Quality and Performance Management	3	

Please visit our Web site for complete program information at www.extension.ucr.edu.



Project Management (continued)

Required Course Title	Units	Page
Project Leadership, Communication and Team Building	3	
Project Scheduling and Risk Management	3	27
Project Procurement Management	3	27

Purchasing, Logistics and Supply Chain Management To earn the certificate, you must complete 20 units – 11 required units and nine elective units.

Required Course Title	Units	Page
Purchasing and Supply Chain Management	4	27
Inventory Management	3	28
Current Issues and Case Studies in Purchasing and Supply Chain Management	4	

Taxation To earn the certificate, you must complete 16 required units.

Required Course Title	Units	Page
Tax Planning	4	
Taxation – Corporate	4	22
Taxation – Partnerships	4	
IRS Enrolled Agent Examination Review	4	

Technical Writing To earn the certificate, you must complete 15 required units.

Required Course Title	Units	Page
Technical Writing Seminar	3	28
Technical Writing Project Management	3	
Creating Manuals and User Guides	3	28
Documenting Policies and Procedures	3	
Technical Writing for Online Documentation	3	

Certificate enrollment form, page 5.

Information in this matrix is subject to change. Classes in this program are scheduled year-round with varying start dates; please see listings each quarter. Additional courses may be offered. Please see future catalogs.

Please visit our Web site for complete program information at www.extension.ucr.edu.



Accounting for Governmental and Nonprofit Organizations To earn the achievement award, you must complete 12 required units.

Required Course Title	Units	Page
Accounting for Governmental and Nonprofit Organizations I	4	
Accounting for Governmental and Nonprofit Organizations II	4	
The Budgetary Process in Governmental and Nonprofit Organizations	4	

Fundraising To earn the achievement award, you must complete 10 required units.

Required Course Title	Units	Page
Fundraising Essentials	3	
Major Gifts and Campaign Strategies	2	
Annual Giving Campaigns	2	
Special Event Planning	1	26
Grant Proposal Writing - Producing the Proposal Document	2	

Certificate enrollment form, page 5.

Information in this matrix is subject to change. Classes in this program are scheduled year-round with varying start dates; please see listings each quarter. Additional courses may be offered. Please see future catalogs.

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