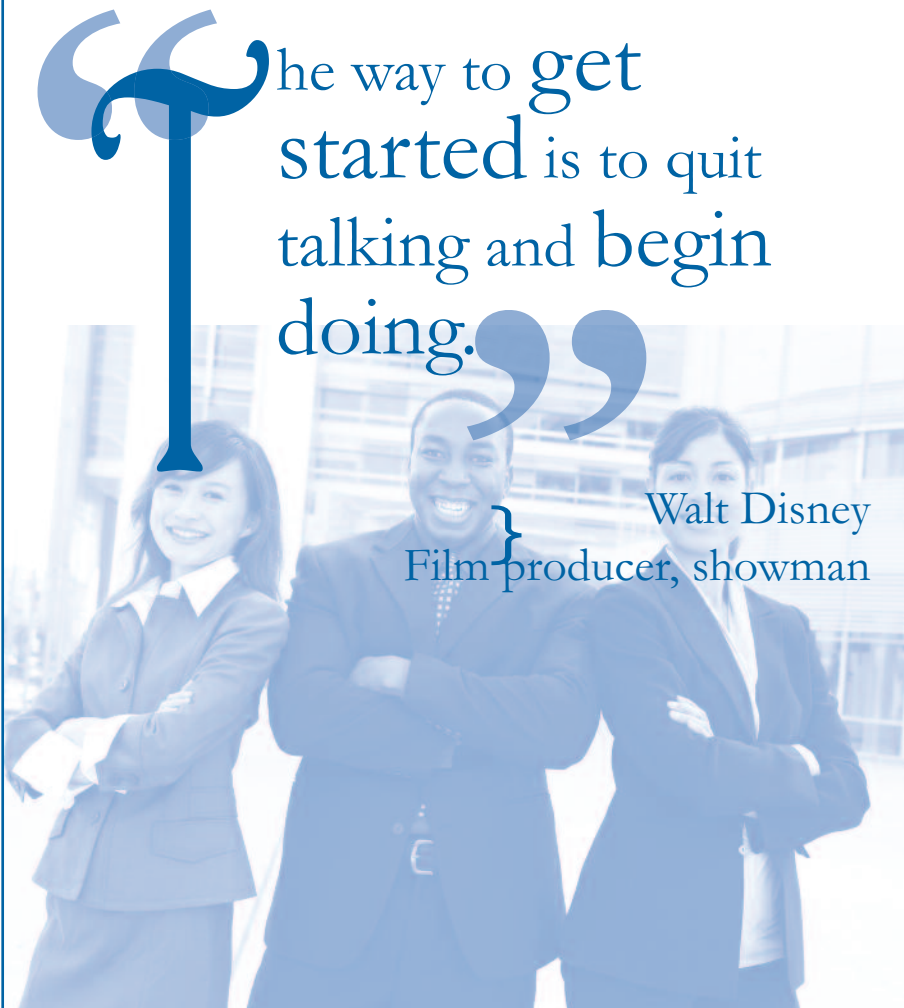


Business & Management



For certificate programs and contact information, see page 23.

Date/Time: Thurs. 5:30-9:30 p.m., Jun. 18-Aug. 13 (9 meetings)
Location: UCR: Extension Center, 1200 University Ave.
Fee: \$595

Management X428.11
 Reg #091-MBA-A03

Internal Auditing: Operational and Management

Surveys internal audit procedures including internal controls, managing the audit process, working papers, procedures, sampling, evidence and business process mapping. Operational auditing is covered including production, marketing, finance, purchasing, IT, personnel and inventories.

Elective for Certificate in Accounting

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

Credit: 4 units

Date/Time: Tues. 6:30-9:30 p.m., Jul. 7-Sept. 22 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.
Fee: \$595

Management X429.23
 Reg #091-MBA-A02

ONLINE

IRS Enrolled Agent Examination Review

Reviews test questions and methodologies in preparation for the Enrolled Agents exam. EA's are tax professionals who may represent their clients to the IRS. Topics include individual, partnership and corporate filing requirements and EA roles and responsibilities.

Prerequisite: Tax preparation expertise or equivalent experience.

Elective for Certificate in Accounting

Elective for Certificate in Taxation

Dennis G. Phillips, B.S., E.A., Vice President, Burton and Phillips, Redlands

Credit: 4 units

Date/Time: Jun. 22-Sept. 11. Discussions to be announced. (12 meetings)

Location: Online

Fee: \$595

Preregistration: Requested by June 15.

Management X427.83
 Reg #091-MBA-A04

Accounting and Taxation

Principles of Accounting

An introduction to accounting theory, principles and practice, covering the uses, communication and processing of accounting information, as well as the recording, analyzing and summarizing procedures used in preparing balance sheets and income statements.

Note: Textbook required on first night of class.

Required for Certificate in Accounting

D. Lynne O'Connell, M.B.A., Controller, Malcolm Drywall, Inc., Colton

Credit: 4 units

Date/Time: Tues. 6:30-9:30 p.m., Jun. 23-Sept. 8 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.
Fee: \$595

Management X477.3
 Reg #091-MBA-A01

The Budgetary Process in Governmental and Nonprofit Organizations

Concepts and practices of budgeting in the public and nonprofit sectors, including how budgets are prepared, developed and implemented.

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

Required for Certificate in Nonprofit Management

Required for Accounting for Governmental and Nonprofit Organizations

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

Credit: 4 units

Accounting for Governmental & Nonprofit Organizations

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

Credit: .4 CEU

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

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$165 (includes parking)

Management 846.2

Reg #084-MBA-A17

Business Administration and Entrepreneurship

Supervision and Teambuilding - Leadership Principles and Practice

Examines skills and strategies to more effectively supervise workers, build and utilize teams and improve leadership qualities. Case studies explore leading organization design systems and processes to enhance productivity and improve workflow.

Required for Certificate in Organizational Leadership and Development

Required for Certificate in Lean Six Sigma

Required for Certificate in Management

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

Credit: 3 units

Date/Time: Wed. 6:30-9:30 p.m., Jun. 24-Aug. 26 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X469.1

Reg #091-MBA-A05

NEW Effective Business Presentations

Examines various business presentations with an emphasis on effective presentation methods and approaches including use of audio/visual equipment, communicating technical data, building rapport with your audience, styles for presentations, presenting bad news and receiving feedback.

Required for Certificate in Management

Linda G. Dozier, M.A., Communications Consultant, Dozier Business Communications, Menifee

Credit: 2 units

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

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$445

Management X478.15

Reg #091-MBA-A06

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

Credit: .4 CEU

Date/Time: Fri. 8 a.m.-noon, Jun. 19 (1 meeting)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$65 (includes parking and materials)

Management 853.09

Reg #084-MBA-A18

NEW GMAT Preparation

Introduces test-taking strategies and time practice testing. Topics covered include math ability and problem solving including a short review of algebra and geometry, data sufficiency, reading comprehension, sentence correction, critical reasoning and the analytical writing assessment.

Barbara Swovelin, M.A., California certified English instructor, Woodland Hills

Bernard V. Zandy, M.S., instructor and lecturer for Bobrow Test Preparation Services, Woodland Hills

Date/Time: Sat. & Sun. 9 a.m.-3 p.m., Jul. 11, 12, 25 & 26 (4 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$575 (materials included)

Management 890

Reg #091-MBA-A07

Human Resources Management

Fact-Finding and Handling Employee Complaints

How to legally investigate harassment, theft, unsafe working conditions, threats of workplace violence and violations of business ethics. Grievance handling, interviewing techniques, witness credibility, evaluation of evidence, and litigation avoidance.

Orlando E. Blake Jr., Ph.D., CPT, President, The Blake Group, Elgin, Arizona, has more than 22 years of human resources management and mediation experience.

Credit: 2 units, 18 hours MCLE credit

Date/Time: Fri. 6-9:30 p.m., Sat. 8:30 a.m.-5:30 p.m. & Sun. 8:30 a.m.-5:30 p.m., Sept. 11, 12 & 13 (3 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$345 (includes parking)

Law X410.5

Reg #091-SCK-K01

ONLINE

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

Required for Certificate in Management

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

Credit: 3 units

Date/Time: Jul. 1-Sept. 11. Discussions to be announced.

Location: Online

Fee: \$495

Preregistration: Requested by June 25.

Management X452.1

Reg #091-MBH-H01

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

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

Credit: 3 units

Date/Time: Mon. & Wed. 7-10 p.m., Aug. 17 -Sept. 16 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.2

Reg #091-MBH-H02

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: Tues. & Thurs. 6:30-9:30 p.m., Aug. 18 - Sept. 17 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.3

Reg #091-MBH-H03

Employee Benefit Administration

Analysis of employee benefit planning, policy formulation, organization and implementation in relation to the overall personnel program. Concepts covered include fixed and flexible benefit packages, cost containment and the influence of employee attitudes concerning benefit planning.

Elective for Certificate in Human Resources Management

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

Credit: 3 units

Date/Time: Tues. & Thurs. 6:30-9:30 p.m., Jun. 30-Jul. 30 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X452.41

Reg #091-MBH-H04

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 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

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

Instructor to be announced

Credit: 3 units

Date/Time: Mon. & Wed. 6-9 p.m., Jun. 29 - Jul. 29 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X475

Reg #091-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. & Thurs. 6-9 p.m., Aug. 11-Sept. 10 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X476

Reg #091-MBM-M02

Consumer Behavior

Understanding "why people buy" is crucial to understanding marketing. Topics include consumer desires/needs and methods for satisfying those needs in order to create and stimulate demand for products and services.

Required for Certificate in Marketing

Instructor to be announced

Credit: 3 units

Date/Time: Tues. & Thurs. 6:30-9:30 p.m., Jul. 7-Aug. 6 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X475.5

Reg #091-MBM-M03

Marketing

Summer Academy

One of the best professional opportunities to come out of recession is in the area of marketing.

Typically, successful companies will boost their marketing toward the end of a recession to increase market share and beat competitors to the recovery. Participants may take one course or complete the entire Marketing Certificate Program through UC Riverside Extension's intensive Marketing Summer Academy. Learn the latest marketing strategies from experts in the industry.

For more information and complete course descriptions go to www.extension.ucr.edu or contact Kathy Craig at kcraig@ucx.ucr.edu or (951) 827-1600.

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

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

Credit: 3 units

Date/Time: Mon. & Wed. 6-9 p.m., Aug. 3-Sept. 2 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X476.7

Reg #091-MBM-MO4

Advertising and Promotion Management

Analyzes the use of advertising within the marketing function, providing an evaluation of different advertising methods including print, electronic media, television and radio. Models are explored with special attention to setting objectives, copy decisions, media issues and budgeting.

Elective for Certificate in Marketing

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

Credit: 3 units

Date/Time: Mon. & Wed. 6:30-9:30 p.m., Aug. 3-Sept. 2 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X476.5

Reg #091-MBM-MO5

Improving Sales and the Selling Process

Explores professional selling techniques and approaches including strategies for selling, responding to concerns and questions, dealing with difficult sales, pointing out competitive advantages, setting and managing an effective sales process, setting goals and measuring performance.

Note: This course includes a nonrefundable materials fee of \$75.

Kim A. Shepherd, Trainer, Ultimate Professional, Riverside

Date/Time: Tues. & Thurs. 6-9 p.m., Jun. 30-Jul. 30 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$570

Management 855.1

Reg #091-MBM-MO6

Payroll Administration

Payroll Administration Fundamentals

Explores fundamental payroll calculations and applications necessary to maintain regulatory compliance and ensure best practices. Topics include payroll operations, paycheck fundamentals, payroll benefits, tax reporting requirements and payroll accounting. This course is designed for payroll professionals and those entering the profession.

Required for Achievement Award in Payroll Administration

Karen DeRenard, CPP, Payroll Coordinator, city of Fontana

Credit: 3 units

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

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X483

Reg #091-MBP-PO1

Payroll Administration Advanced

Study of payroll management and supervisory issues including employee vs. independent contractor compliance, advanced tax reporting, fair labor standards, federal taxation, advanced payroll accounting, record keeping systems and payroll management.

Prerequisite: Payroll Administration Fundamentals

Required for Achievement Award in Payroll Administration

Karen DeRenard, CPP, Payroll Coordinator, city of Fontana

Credit: 4 units

Date/Time: Tues. 6-9 p.m., Aug. 25-Nov. 10 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X483.4

Reg #091-MBP-PO2

Personal Financial Planning

ONLINE

Cash Flow Analysis

Participants gain an understanding of time-value concepts, the number and interest factor for compounding periods, the present and future value of an annuity, periodic payments and the present and future value of serial payments.

Note: To order textbook, call Bob Donahue at Regent Press, 1-949-833-3656 or website www.regentschoolpress.com.

Required for Certificate in Personal Financial Planning

Elective for Certificate in Accounting

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

Credit: 2 units

Date/Time: Jul. 1-Aug. 10. Discussions to be announced. (6 meetings)

Location: Online

Fee: \$395

Management X435.9

Reg #091-MBF-FO1

Spring 2009 Instructor Excellence Award

Stan Hargrave

UCR Extension Instructor since: September 22, 1993

Also teaches at: DePaul University, University of Phoenix

Achievements/awards: America's Top Financial Advisors (2003)

Other jobs/experiences: City Planning Commissioner, and the joy of being "Grandpa"

Publications: Journal Financial Planning, Press Enterprise columns

Favorite thing about teaching at UCR Extension: The Extension staff

Most memorable teacher: Dale Pier-Undergraduate Advisor

How did you get interested in your field? Found the subject of money fascinating

Student quotes or testimonials: "This stuff is really difficult!"

Who influenced you most? clients & professional friends

What are you currently reading? "Your Brain, Your Money"

Anything else you would like to share: "Making predictions is difficult, especially about the future."



Project Management

ONLINE

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.

Required for Certificate in Management

Required for Certificate in Project Management

Required for Certificate in Organizational Leadership and Development

Required for Certificate in Lean Six Sigma

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

Credit: 3 units

Date/Time: Jul. 1-Sept. 11. Discussions to be announced.

Location: Online

Fee: \$495

Preregistration: Requested by June 25.

Management X470.41

Reg #091-MBJ-J02

Quality and Performance Management

Participants develop skills to ensure quality throughout a project lifecycle; including, quality and performance planning, control, assurance and improvement. Best practices for project administration and execution and used to perform analysis and project evaluation are discussed.

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

Required for Certificate in Project Management

Elective for Certificate in Facilities Management

Ronald Isack, M.B.A., PMP, CSCP, Corporate Supply Chain Manager, C & M Fine Pack, Inc., San Bernardino

Credit: 3 units

Date/Time: Thurs. 6:30-9:30 p.m., Jul. 9-Sept. 10 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X470.42

Reg #091-MBJ-J03

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

Amro A. Albanna, B.S., Chairman and CEO, Actiga Corporation, Riverside

Credit: 3 units

Date/Time: Mon. & Wed. 6-9 p.m., Sept. 9-Oct. 12 (10 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$495

Management X470.37

Reg #091-MBJ-J05

Six Sigma Champion and Sponsor Workshop

Champions and sponsors serve as advocates, mentors and coaches for projects. This Workshop examines the leadership role of champions and sponsors in helping lead projects, establish goals, remove barriers, prioritize resources and support project managers.

Required for Certificate in Lean Six Sigma

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

Credit: 1 unit

Date/Time: Fri., 6:30-9:30 p.m. & Sat., 9 a.m.-4 p.m. Aug. 21 & 22 (2 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$195

Management X407.11

Reg #091-MBJ-J04

Lean Six Sigma Green Belt

Examines the roles and responsibilities of personnel involved in key support areas of a project including operations, information technology, continuous process improvement, finance, manufacturing/service, customer service and product/service development. Key performance indicators are discussed.

Required for Certificate in Lean Six Sigma

Elective for Certificate in Project Management

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

Credit: 3 units

Date/Time: Mon. 6:30-9:30 p.m., Jul. 6-Sept. 14 (no meeting Sept. 7) (10 meetings)

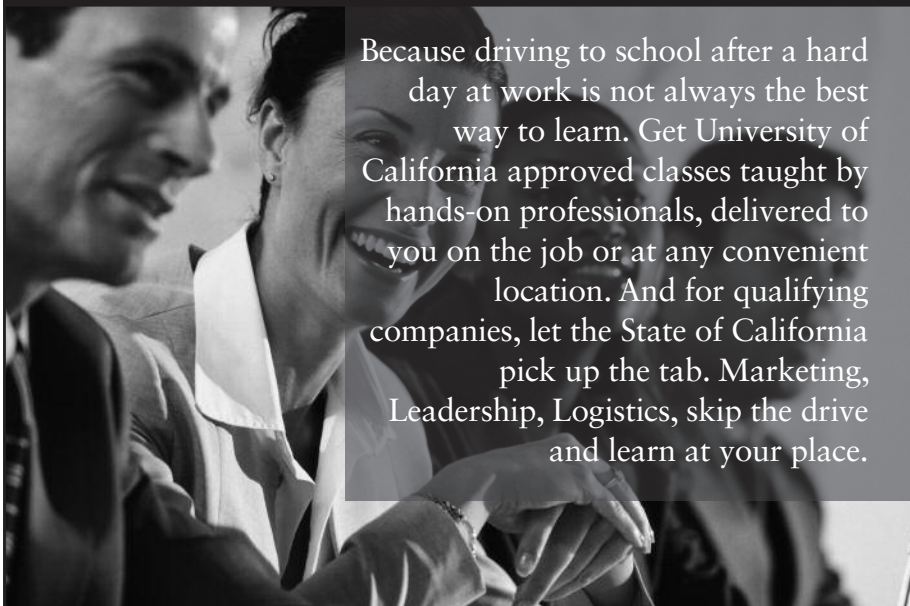
Location: UCR: Extension Center, 1200 University Ave.

Fee: \$895

Management X473.1

Reg #091-MBJ-J01

Let's meet at your place



Because driving to school after a hard day at work is not always the best way to learn. Get University of California approved classes taught by hands-on professionals, delivered to you on the job or at any convenient location. And for qualifying companies, let the State of California pick up the tab. Marketing, Leadership, Logistics, skip the drive and learn at your place.

Skip the drive!

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Purchasing, Logistics and Supply Chain Management

Current Issues and Case Studies in Purchasing and Supply Chain Management

Surveys the challenges and changes affecting purchasing, technology and automation in purchasing, and supply change management processes, materiel handling, working with suppliers, staff and materiel, outsourcing, procurement coordination, control and verification.

Note: Instructor will provide materials.

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

Required for Purchasing, Logistics and Supply Chain Management

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

Credit: 4 units

Date/Time: Mon. & Thurs. 6-9 p.m., Jul. 6,-Aug. 13 (12 meetings)

Location: UCR: Extension Center, 1200 University Ave.

Fee: \$595

Management X410.8

Reg #091-MBI-IO1

Technical Writing

ONLINE

Documenting Policies and Procedures

Examines best practices in gathering information and presenting clear and concise policies and procedures. Special attention is given to the development of organizational handbooks, human resource policies, payroll procedures and quality documentation including ISO 9000.

Required for Certificate in Technical Writing

John Hedtke, Senior Writer, Wonderware, Lake Forest

Credit: 3 units

Date/Time: Jul. 1-Sept. 4. Discussions to be arranged.

Location: Online

Fee: \$495

Preregistration: Requested by June 24.

Management X424.3

Reg #091-MBT-T01

Department Contacts:

Eric Blum

Director
(951) 827-4111
bet@ucx.ucr.edu

To Enroll: See page 92.

Certificates in:

Accounting
Administrative Professional
Desarrollando y Planeando un Negocio
Facilities Management
Human Resources Management
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

My experience with UC Riverside Extension has been rewarding. I have taken the Purchasing and Supply Chain Management class as well as the Inventory Management class. The topics and issues discussed in those classes are very applicable in today's current business climate. The issues covered have also been helpful to me in understanding decisions made by my own company.

Joe Eberhardt
Account Manager
Graphic Packaging

Rising Star
Joe Eberhardt

