

UCLA Extension

explore. experience. expand.



Certificate Programs for International Students

Study Side-by-Side with American Students and Working Professionals



A Message from the Dean

Greetings from UCLA and UCLA Extension

UCLA Extension certificate programs are among our most attractive study options for international students and professionals.

We offer over 50 programs which meet international student visa requirements and the standards of the UCLA Academic Senate. These programs are designed to provide an in depth understanding of each field along with a balance of theory and practice. Most of our instructors are working professionals who give you a practical perspective on the day-to-day challenges that professionals face on the job.

Compared to other programs, UCLA Extension certificates offer great value at reasonable prices. Plus, you can pay for your courses quarter by quarter instead of paying for everything in advance.

A great advantage of our certificate programs is that you study side-by-side with American students and professionals, so the level and quality of your program is the same as it is for Americans.

We look forward to welcoming you to UCLA Extension and to another important step in your career.

Yours,

Cathy Sandeen, PhD, MBA
Dean
UCLA Extension





What is a certificate program?

Programs consist of a sequence of courses related to a specialized field or topic such as filmmaking, marketing, graphic design, project management, global sustainability, or journalism. Each program is designed so that participants achieve a specific level of competency. See our listing of certificate programs and visit www.uclaextension.edu for program details and updates.

Programs are comprehensive and usually consist of 9 to 12 courses offered over a period of 9 months to a year. Most courses meet for 12 weeks; they are rigorous and designed for those who are serious about improving their knowledge and skills.

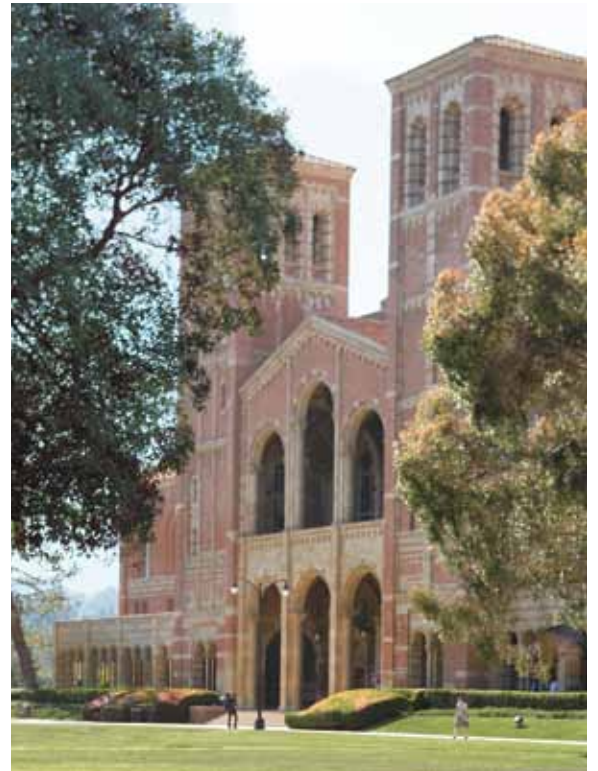
Our programs meet standards established by the University of California Academic Senate and are subject to the approval of UCLA Faculty and industry advisory groups. Upon satisfactory completion of your program, you will receive a gold seal certificate and be eligible to attend the annual summer graduation ceremony.

Application Deadline	Entry Quarter
November 1	Winter (January–March)
February 1	Spring (April–June)
May 1	Summer (June–September)
August 1	Fall (September–December)



“ My program was well-designed, and I was able to connect with a unique group of working professionals. In addition, the program assignments were realistic and compared with those that I have experienced on the job. ”

Henrik Andersson, Sweden, Design Communication Arts



Q&A: Your questions answered

What are the career advantages?

- **UCLA Reputation:** Employers will be impressed that you have completed a program at the University of California, Los Angeles (UCLA), one of the top public universities in the U.S. As part of UCLA, UCLA Extension is the world's largest single-campus provider of continuing professional education.
- **Real-world Knowledge and Experience:** Through coursework and contact with instructors and classmates, you will gain real-world insights into your field. Internships and Optional Practical Training (OPT) also provide hands-on experience.
- **Networking Opportunities:** Networking with instructors and classmates with similar professional interests helps you find internships and business opportunities.

• Cross-Cultural Understanding and Language Proficiency:

Living in Los Angeles, studying at UCLA, and experiencing American life are sure to increase your on-the-job proficiency in English and your cross-cultural awareness.

Why enroll?

- Stay up-to-date and advance in your current career
- Make a career change
- Explore a new field
- Gain practical insights and experience
- Experience Los Angeles and a major public university while pursuing a rigorous program
- Choose a cost-effective alternative to a graduate degree

How does the program and course schedule work?

Courses are offered quarterly with four 12-week quarters per year. Most programs can be completed in 3 or 4 quarters (9–12 months).

To meet student visa requirements, you must enroll in a minimum of 12 units per quarter. Most courses carry 4 units; you will usually take 3 courses per quarter.

Most programs include required and elective courses to give you a basic foundation and allow you to choose courses that meet your needs.

Courses usually meet once a week in the evening from 6:30–9:30pm or 7–10pm (about 36 hours per quarter). For each 3-hour class expect to spend 6–9 hours studying outside of class.

See the sample program schedules on page 9.

Is it possible to specialize within a program?

Some programs offer concentrations so you can focus on one particular subject area within a program. For example, the General Business Studies Program offers concentrations in Accounting, Advertising, Marketing, and more.

Can I get an internship?

Many programs include opportunities for unpaid or volunteer internships in leading Los Angeles companies. After completion of your program, you can apply for Optional Practical Training (OPT) with the intent of remaining in the U.S. for an additional year of paid employment in a field related to your certificate.



“ The Marketing Program at UCLA Extension gave me the perfect opportunity to experience American academic life and study with professionals who were well informed about current market trends. All the courses complemented each other well and enabled us to focus on specific skills valuable for our careers. I definitely recommend the program! ”

Leonardo Hoffman, Brazil, Marketing





Can I get a job while I study?

According to visa regulations, you can only work on the UCLA campus. Jobs are difficult to find, and you cannot work more than 20 hours per week.

What are the admission requirements?

- You must be at least 18 years old — most participants range in age from 22–40.
- You must have the equivalent of a U.S. high school education; a few programs require an undergraduate degree.
- Since most Americans in our programs already have one or more degrees, we recommend that you have at least a bachelor's degree or several years of post-secondary training or work experience.
- The majority of programs require Test of English as a Foreign Language (TOEFL) scores of 79 on the Internet-based Test (iBT) or International English Language Testing System (IELTS) scores of 6.5.
- A few programs require a TOEFL score of 100 (iBT) or an IELTS score of 7.0.
- If you are a native speaker of English or have completed an associate's degree or higher from an English-speaking country, you need not submit TOEFL or IELTS scores.

Will I have to study English in the certificate program?

If you enter a program with a TOEFL score of less than 100 (iBT) or an IELTS score of less than 7.0, you will be required to take the UCLA English as a Second Language Placement Exam (ESLPE) when you arrive and before you enroll in courses.

Based on your performance on the ESLPE, you may be “exempt” and not required to enroll in additional English courses, or you may have to take an English course for one or two quarters.

These English courses meet once a week on Fridays or Saturdays, and you will be allowed to enroll in two certificate courses along with your English course. If you have to take one or more additional English courses, the length of your program will be extended by one additional quarter (3 months). Thus, if your program normally can be completed in 3 quarters and you have to take one or two English courses, it will take one year to complete the program.

What if I don't meet the English minimum language requirement?

You can continue to study English in your home country until you achieve the minimum English requirement, or you can enroll in the UCLA Extension American Language Center's Academic Intensive English Program (AIEP).

AIEP students who achieve a grade point average (GPA) of A- or higher in the most advanced level do not have to take TOEFL or IELTS to enter most certificate programs.



“ 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

Does UCLA Extension offer Conditional Admission?

Yes. When you apply for the Academic Intensive English Program (AIEP) at UCLA Extension, request a letter of conditional admission, complete the certificate program application, and provide all of the necessary documents except the TOEFL or IELTS scores. Include only the application fee for the English program (AIEP); do not include any certificate program fees.

How rigorous are the programs?

The programs are demanding and designed for native speakers of English. To succeed you must be serious, mature, highly motivated, and able to manage your time effectively. You must enroll in all courses for "credit/letter grades" and achieve a minimum grade of "C" for courses that apply to your certificate.

How do I apply?

Download an application from www.uclaextension.edu. Applications are accepted up to three quarters before your entry quarter. You may begin any quarter unless otherwise indicated by your program.

What fees do I have to pay in advance?

With your application, you will need to pay an international student fee, a program candidacy fee, the cost of insurance for one quarter for yourself and any dependents who will accompany you, and an express mail fee.

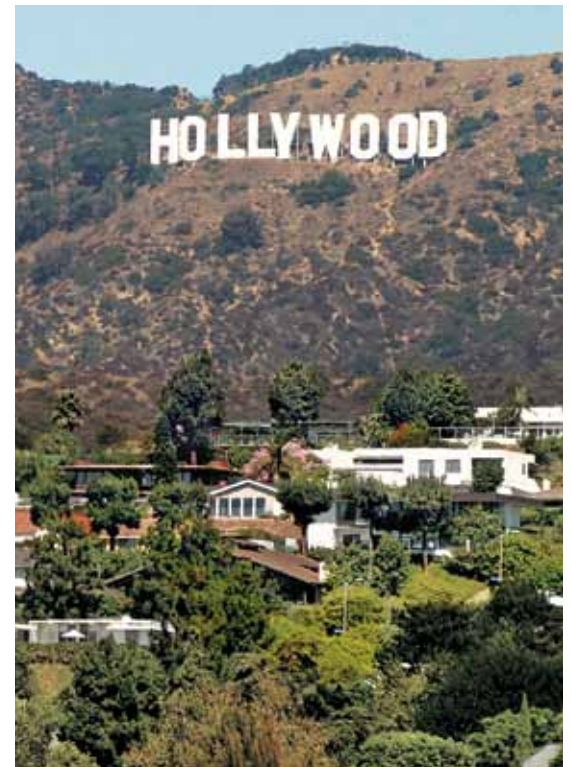
In addition, you will need to provide a bank statement showing that you or your sponsor (parent, relative, or organization) has liquid assets of approximately \$25,000 to cover your expenses while you are in the U.S.

What fees do I have to pay after arrival in Los Angeles?

After you arrive in Los Angeles, you will pay for your course fees quarter by quarter when you register at the beginning of each quarter. Individual course fees vary but range between \$600 and \$1,000; however, some fees are higher. Thus, you should estimate you will spend between \$1,800 and \$3,000 per quarter.

Costs for textbooks and other materials differ also; plan on about \$200–\$300 per quarter.

If your TOEFL or IELTS score is below 100 (iBT) or 7.0, respectively, you need to pay a registration fee of about \$50 for the UCLA English as a Second Language Placement Exam. Additional English courses cost between \$500–\$600 each.





“ I really like the fact that the instructors had lots of experience related directly to what they were teaching. This helped me gain a better understanding of the field. ”

Virginia Kingston, Canada, Entertainment Studies

8

What about housing and living expenses?

As in most large cities, housing in Los Angeles is expensive, especially near the UCLA campus. Since UCLA campus housing is not available, you will need to make arrangements for off-campus housing. These arrangements can be made in advance; however, you may wish to arrive in Los Angeles a week or two in advance of your program start date if you want to find an apartment to share or rent with other students.

In addition to the UCLA Extension International Programs website, you can check *The Daily Bruin*, the UCLA newspaper (www.dailybruin.com), and the UCLA Community Housing Office (www.cho.ucla.edu) for off-campus listings. To access the Community Housing list, you will need to register online and pay a fee of approximately \$25.

Depending on whether or not you share housing and prepare your own meals, living expenses usually range between \$1,500 and \$2,500 per month. Keep in mind that public transportation in Los Angeles is not as good as it is in many other large metropolitan areas.

What if I can't go to Los Angeles?

UCLA Extension offers many online courses, and some certificate programs are offered partially or fully online. See www.uclaextension.edu for details. If you are planning to study in Los Angeles, check with an advisor before taking online courses in your home country.

Sample Certificate Program Schedules

These sample programs illustrate typical courses you might take each quarter. Schedules may vary from year to year and participant to participant.

General Business Studies with Concentration in Marketing

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses
Marketing Principles and Practices Advertising Principles and Practices Management Theory, Policy and Process	Dynamics of Interpersonal Communication Consumer Market Research Integrated Marketing Communication	Social Media Marketing Developing A Business Plan New Business Development: Pitching the Perfect Presentation Ethics (1 day)
12 Units	12 Units	12 Units

Certificate in Entertainment Studies

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses	4th Quarter Courses
Pre-Production and Production for Film and Television The Craft of the Cinematographer Introduction to Feature Film Development	Post-Production and Production for Film and Television Acting Techniques: The Fundamentals Understanding Genre	The Business of Entertainment The Craft of the Director Low Budget Filmmaking	The Language of Filmmaking The Art of Line Producing Editing with Final Cut
12 Units	12 Units	12 Units	12 Units

General Business Studies (Accelerated Daytime Format)*

1ST QUARTER

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Marketing Principles and Practices (M, W) Introduction to International Business (Tu, Th)				Fundamentals of Business Administration and Management (Tu, Th)				Social Media Marketing (M, W) Management Theory, Policy and Process (Tu, Th)			

2ND QUARTER

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Business Economics (M, W) Entrepreneurship and New Venture Formation (Tu, Th)						Fundamentals of International Trade (M, W) Global Marketing and Strategy (Tu, Th)					

* Note: Although listed as a daytime program, students may need to complement the daytime schedule with some evening courses if a more specific course of study is desired and/or if daytime course cancellations occur. An academic advisor will help you work out a schedule that blends daytime courses with some evening courses so that you can complete the program in two quarters. Please note also that the selection of daytime courses will change each quarter. Class meetings are held twice a week; each meeting lasts three hours. Students also take one ethics course.

Certificate Programs at a Glance

For the latest updates on program information, program costs, and new programs, visit www.uclaextension.edu.

Department	Certificate Program	Program Length in Quarters ¹
Arts	Design Communication Arts	6
	Gardening & Horticulture	3
	Interior Design: Foundation Level	6
	Landscape Architecture ^{*2}	16
Business, Management & Legal	Accounting ³	7
	Business Fundamentals	3
	Finance	3
	Business Administration	
	No Concentration	7
	Accounting	7
	Advertising	7
	Entrepreneurship	7
	Finance	7
	Human Resource Management	7
	International Trade & Commerce	7
	Marketing	7
	Personal Financial Planning	7
	Real Estate	7
	Taxation	7
	General Business Studies	
	No Concentration	3
	Accelerated Daytime ⁴	2
	Accounting	3
	Advertising	3
	Entrepreneurship	3
	Finance	3
	Human Resource Management	3
International Trade & Commerce	3	
Marketing	3	
Personal Financial Planning	3	
Real Estate	3	
Taxation	3	

Department	Certificate Program	Program Length in Quarters ¹
Business, Management & Legal	Human Resources Management [*]	3
	International Trade & Commerce	
	No Concentration	3
	Global Business Management	3
	Financial Management	3
	Import/Export Operations	3
	Marketing	
	No Concentration	3
	Social Media & Web Analytics	3
	Real Estate	
	No Concentration	6
	Investments	6
	Paralegal Training [*]	2
	Taxation	3
	Education	Early Childhood Education [*]
Engineering & Technology	Applications Programming	3
	Construction Management	3
	Project Management	2
	Systems Analysis	3
Entertainment Studies	Acting	4
	Business & Management of Entertainment	3
	Cinematography	4
	Development	4
	Directing	4
	Entertainment Studies	4
	Film Scoring	4
	Independent Music Production	3
	Music Business	3
Producing	4	
Humanities & Sciences	Global Sustainability	3
	Introductory Science	4
	Journalism/Media Studies [*]	3
	Post-Baccalaureate in Classics [*]	3

¹ UCLA and UCLA Extension operate on the quarter system; 1 quarter = 3 months (12 weeks); if students need to take one or more English courses, the program will last one quarter longer.

² Bachelor's degree required.

³ Bachelor's degree required to sit for CPA Exam.

⁴ Although listed as a daytime program, students may need to complement the daytime schedule with some evening courses if a more specific course of study is desired and/or if daytime course cancellations occur.

^{*} Program requires a TOEFL (iBT) score of 100 or an IELTS score of 7.0. Unless specified, other programs require TOEFL (iBT) scores of 79 and the IELTS scores of 6.5.



UCLA Extension Academic Calendar

2011-2012

Fall Quarter 2011

Begins: September 19
Ends: December 9

Winter Quarter 2012

Begins: January 4
Ends: March 23

Spring Quarter 2012

Begins: March 28
Ends: June 15

Summer Quarter 2012

Begins: June 25
Ends: September 14

2012-2013

Fall Quarter 2012

Begins: September 24
Ends: December 14

Winter Quarter 2013

Begins: January 2
Ends: March 22

Spring Quarter 2013

Begins: March 27
Ends: June 14

Summer Quarter 2013

Begins: June 24
Ends: September 13

2013-2014

Fall Quarter 2013

Begins: September 23
Ends: December 13

Winter Quarter 2014

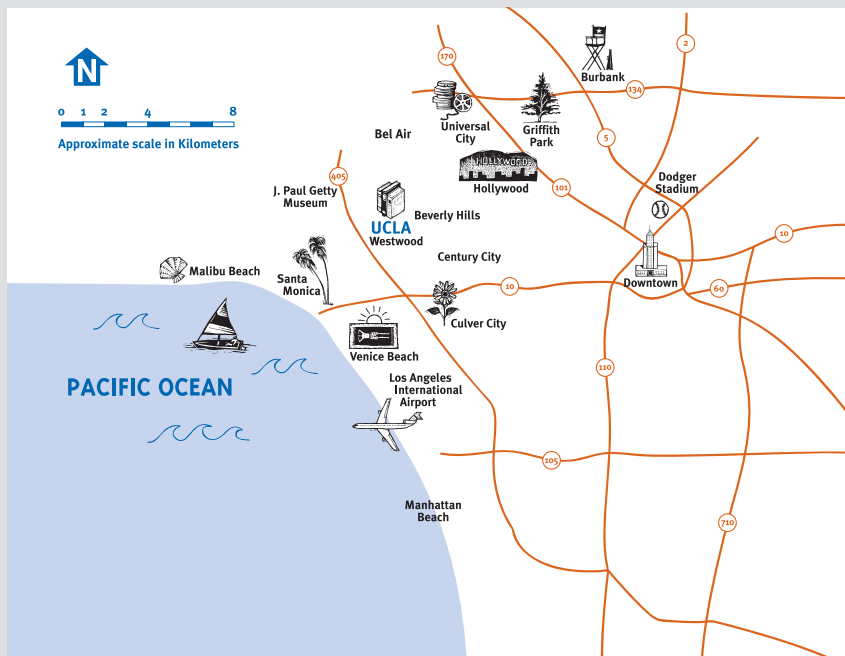
Begins: January 2
Ends: March 21

Spring Quarter 2014

Begins: March 26
Ends: June 13

Summer Quarter 2014

Begins: June 23
Ends: September 12



UCLA Extension

10995 Le Conte Avenue
Los Angeles, CA 90024

For more information and details on specific programs, visit www.uclaextension.edu.