

# Business & Management

## PROGRAM INFORMATION:

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

## CERTIFICATES OFFERED:

For more information, visit Web site at [www.extension.ucr.edu](http://www.extension.ucr.edu).

### Accounting

Accounting for Governmental and Nonprofit Organizations

Desarrollando y Planeando un Negocio

Facilities Management

Fundraising

Hotel and Restaurant Management

Human Resources Management

Marketing

Nonprofit Management

### Nursing Leadership and Management

Payroll Administration

Personal Financial Planning

Pre-MBA

Project Management

Purchasing, Logistics and Supply Chain Management

Quality and Performance Management

Taxation

Technical Writing

## ACCOUNTING AND TAXATION

### Principles of Accounting

Mon. 6:30-9:30 pm (no meeting Sept. 1), June 23-Sept. 15  
(12 meetings)

UCR Extension Center

Fee: \$595

Reg #081-MBA-A01 MGT X477.3 4 units

Text: See Web site and/or enrollment confirmation.

### Forensic Accounting

Wed. 6:30-9:30 pm, July 2-Sept. 17 (12 meetings)

UCR Extension Center

Fee: \$595

Reg #081-MBA-A02 MGT X429.22 4 units

Text: See Web site and/or enrollment confirmation.

### IRS Enrolled Agent Examination Review

Tues. 6:30-9:30 pm, July 1-Sept. 16 (12 meetings)

UCR Extension Center

Fee: \$595

Reg #081-MBA-A04 MGT X427.83 4 units

Text: See Web site and/or enrollment confirmation.

### The Budgetary Process in Governmental and Nonprofit Organizations

Thurs. 5:30-9 pm, July 10-Sept. 25 (12 meetings)

UCR Extension Center

Fee: \$595

Reg #081-MBA-A05 MGT X428.11 4 units

Text: See Web site and/or enrollment confirmation.

## BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

### Organizational Behavior

Mon., Wed. & Fri. 9 am-12:15 pm, July 14-Aug. 1 (9 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBH-H06 MGT X479 3 units

Text: See Web site and/or enrollment confirmation.

**Customer Service Management**

Wed. June 18-July 23 6:30-9:30 pm, (6 meetings)  
UCR Extension Center  
Fee: \$395

Reg #081-MBA-A06 MGT X480.5 2 units  
Text: See Web site and/or enrollment confirmation.

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**Finance for Non-Financial Managers**

Thurs.-Fri. June 26-27 9 am-5 pm, (2 meetings)  
UCR Extension Center  
Fee: \$310

Reg #081-MBA-A07 MGT X467.2 1.5 units  
Text: See Web site and/or enrollment confirmation.

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**Managerial Finance**

Mon. & Thurs. 6-9 pm, June 16-July 17 (10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBA-A03 MGT X477.4 3 units  
Text: See Web site and/or enrollment confirmation.

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**Supervision and Teambuilding - Leadership Principles and Practice**

Tues., Thurs. & Fri. 1-4:15 pm, July 15-Aug. 1 (9 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBA-A09 MGT X469.1 3 units  
Text: See Web site and/or enrollment confirmation.

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**Organizational Leadership**

Tues. & Thurs. 9 am-noon, July 15-31 (6 meetings)  
UCR Extension Center  
Fee: \$395

Reg #081-MBJ-J04 MGT X470.45 2 units  
Text: See Web site and/or enrollment confirmation.

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**Establishing an Organizational Dashboard**

Mon. 3:30-5 pm, July 14-28 (3 meetings)  
UCR Extension Center  
Fee: \$95

Reg #081-MBA-A12 MGT 853.9 .45 hour CEU  
Text: Check Web site and/or enrollment confirmation.

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**HOTEL AND RESTAURANT MANAGEMENT**

**Financial Management and Accounting for the Hospitality Industry**

Thurs. 6:30-9:30 pm, June 19-Aug. 21 (10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBA-A08 MGT X492.2 3 units  
Text: See Web site and/or enrollment confirmation.

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**HUMAN RESOURCES MANAGEMENT**

**Human Resources Management**

Tues. & Thurs. 6:30-9:30 pm, June 17-July 17 (10 meetings)  
Chino Business Resource Center  
Fee: \$495

Reg #081-MBH-H02 MGT X452.1 3 units  
Text: See Web site and/or enrollment confirmation.

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## **BUSINESS & MANAGEMENT Human Resources Management – Project Management**

### **Human Resources Management**

Mon., 6-10 pm, Wed., 6-10 pm & Sat., 9 am-4 pm July 14-30  
(7 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBH-H07 MGT X452.1 3 units  
Text: See Web site and/or enrollment confirmation.

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### **Employee Recruitment, Selection and Retention**

Wed. 6:30-9:30 pm (no meeting Aug. 6), June 25-Sept. 3  
(10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBH-H03 MGT X452.2 3 units  
Text: See Web site and/or enrollment confirmation.

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### **Labor and Employee Relations**

Tues. & Thurs. 6:30-9:30 pm, July 29-Aug. 28 (10 meetings)  
Chino Business Resource Center  
Fee: \$495 Note: Students must contact California Chamber of Commerce to order textbook at 1-800-649-4921 X541, Hal Myer

Reg #081-MBH-H04 MGT X452.3 3 units  
Text: See Web site and/or enrollment confirmation.

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### **Employee Benefit Administration**

Mon. 6:30-9:30 pm (no meeting Sept. 1), July 7-Sept. 15  
(10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBH-H05 MGT X452.41 3 units  
Text: See Web site and/or enrollment confirmation.

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## **MARKETING AND PUBLIC RELATIONS**

### **Consumer Behavior**

Thurs. 6:30-9:30 pm, June 19-Aug. 21 (10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBM-M01 MGT X475.5 3 units  
Text: See Web site and/or enrollment confirmation.

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### **Improving Sales and the Selling Process**

Tues. 6:30-9:30 pm, June 17-Aug. 19 (10 meetings)  
UCR Extension Center  
Fee: \$570 Note: This course includes a nonrefundable materials fee of \$75.

Reg #081-MBA-A11 MGT 855.1 3 hours CEU  
Text: Check Web site and/or enrollment confirmation.

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## **PAYROLL ADMINISTRATION**

### **Payroll Administration Advanced**

Thurs. 6:30-9:30 pm, July 10-Sept. 25 (12 meetings)  
UCR Extension Center  
Fee: \$895 (includes workbook and materials)

Reg #081-MBP-P01 MGT X483.4 4 units  
Text: See Web site and/or enrollment confirmation.

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## **PERSONAL FINANCIAL PLANNING**

### **Investment Planning**

Mon. & Thurs. 6:30-9:30 pm, July 7-Aug. 7 (10 meetings)  
UCR Extension Center  
Fee: \$495

Reg #081-MBF-F01 MGT X435.1 3 units  
Text: See Web site and/or enrollment confirmation.

## PROJECT MANAGEMENT

### Project Management Essentials



July 14-Sept. 15. Chat sessions to be announced.

Online Course

Fee: \$495 Note: Students must have access to a computer and knowledge of a word processing program such as Microsoft Word.

Reg #081-MBJ-J05 MGT X470.41 3 units  
Text: See Web site and/or enrollment confirmation.

Prereg: Requested by July 1

### Quality and Performance Management

Tues. 6:30-9:30 pm, July 15-Sept. 16 (10 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBJ-J02 MGT X470.42 3 units  
Text: See Web site and/or enrollment confirmation.

### New Product Development

Mon. & Thurs. 6:30-9:30 pm, Aug. 4-Sept. 8 (10 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBJ-J01 MGT X470.37 3 units  
Text: See Web site and/or enrollment confirmation.

## PURCHASING, LOGISTICS AND SUPPLY CHAIN MANAGEMENT

### Logistics and Supply Chain Management

Mon., Wed. & Fri. 9 am-1 pm, June 16-30 (7 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBI-I05 MGT X410.86 3 units  
Text: See Web site and/or enrollment confirmation.

### Inventory Management

Tues. & Thurs. 9 am-1 pm, June 17-July 8 (7 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBI-I04 MGT X410.91 3 units  
Text: See Web site and/or enrollment confirmation.

### Transportation and Traffic Management

Tues. & Thurs. 6:30-9:30 pm, July 15-Aug. 14 (10 meetings)

UCR Extension Center

Fee: \$495

Reg #081-MBI-I03 MGT X410.88 3 units  
Text: See Web site and/or enrollment confirmation.

## Organizational Leadership and Development Summer Intensive

July 14, 2008

Earn the Organizational Leadership and Development Certificate in one summer. This intensive certificate program is designed for managers and supervisors who intend to inspire, motivate and deliver bottom-line results.

#### Three-week courses:

Organizational Behavior	Reg #081-MBH-H06
Human Resources Management	Reg #081-MBH-H07
Organizational Leadership	Reg #081-MBJ-J04
Supervision and Teambuilding – Leadership Principles and Practice	Reg #081-MBA-A09

#### Online class:

Project Management Essentials	Reg #081-MBJ-J05
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For schedule information, see pages 70-74. For additional information, contact Kathy Craig at (951) 827-1600 or e-mail [kcraig@ucx.ucr.edu](mailto:kcraig@ucx.ucr.edu).

## BUSINESS & MANAGEMENT – ENGINEERING

### Procurement and Subcontract Management

Mon. & Wed. 6:30-9:30 pm, July 14-Aug. 13 (10 meetings)  
UCR Extension Center

Fee: \$495 Students can call PMI at 1-866-276-4764 to order class textbook.

Reg #081-MBI-I06 MGT X410.7 3 units  
Text: See Web site and/or enrollment confirmation.

## TECHNICAL WRITING

### Documenting Policies and Procedures



June 23-Sept. 2. Chat sessions to be announced.  
(10 meetings)

Online Course

Fee: \$495 Note: Students must have access to a computer and knowledge of a word processing program such as Microsoft Word.

Reg #081-MBT-T01 MGT X424.3 3 units  
Text: See Web site and/or enrollment confirmation.

Prereg: Requested by June 9

## FACILITIES MANAGEMENT

### Facilities Design, Space Planning and Improvements

Mon. 6:30-9:30 pm, June 16-Aug. 18 (10 meetings)  
UCR Extension Center

Fee: \$495

Reg #081-MBI-I01 MGT X401.3 3 units  
Text: See Web site and/or enrollment confirmation.

### Case Studies in Facilities Engineering

Thurs. 6:30-9:30 pm, July 10-Sept. 11 (10 meetings)  
UCR Extension Center

Fee: \$495 Note: This class is being offered at 3.0 units.

Reg #081-MBI-I02 MGT X401.01 4 units  
Text: See Web site and/or enrollment confirmation.

# Engineering

## PROGRAM INFORMATION:

Eric Blum, Director

(951) 827-4111, [bet@ucx.ucr.edu](mailto:bet@ucx.ucr.edu)

## ENGINEER-IN-TRAINING

### Engineer in Training (EIT)/Fundamentals of Engineer (FE) Review Program

Thurs. 6:30-9:30 pm, July 17-Oct. 2 (12 meetings)  
UCR Extension Center

Fee: \$695 Note: Applications for the EIT examination given October 25, 2008 must be filed by August 22, 2008. For additional information, please contact the California State Board for Professional Engineers & Land Surveyors at 916-263-2222 or [www.dca.ca.gov/pels](http://www.dca.ca.gov/pels).

Reg #081-ITE-E40 ENGR 808 3.6 CEUs  
Text: Check Web site and/or enrollment confirmation.

Prereg: Requested by July 10