Welcome to UCI Division of Continuing Education!

UCI Division of Continuing Education (DCE) is the continuing education branch of UCI. We offer courses on the UCI campus and online.

Becoming a UCI DCE student is as simple as browsing the list of available courses and programs, select the course or courses you wish to enroll in, and pay the applicable course fees. If you are a returning student, use the “My Account” link at the upper right corner of this page to access your student account.

If this is your first class – welcome! You can complete your class registration online – we'll walk you through the steps below. If you have questions, use the online chat or contact our Student Services office by phone (949-824-5414) or at dce-services@uci.edu. Congratulations on your decision to become a UCI DCE student!

Step 1: Find Your Course
View courses or browse certificate and specialized studies programs by program name.
Step 2: Review Course Details

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sec</th>
<th>Reg #</th>
<th>Dates</th>
<th>Campus</th>
<th>Fee</th>
<th>Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concise Writing MGMT X497.39</td>
<td>1</td>
<td>00052</td>
<td>Feb 26, 2014 to Apr 08, 2014</td>
<td>Online</td>
<td>$590.00</td>
<td></td>
</tr>
<tr>
<td>Virtual or Managed Community MGMT X4</td>
<td></td>
<td></td>
<td>Feb 26, 2014 to Apr 08, 2014</td>
<td>Online</td>
<td>$590.00</td>
<td></td>
</tr>
</tbody>
</table>

Click on the course name to view details about the course, including the schedule and any prerequisites.

Step 3: Add To Your Cart

Overview          Instructor          Books & Meetings

Strong writing skills are necessary for effective communication in today's complex business world, especially with the advent of new technologies. This class will take an audience-centered approach for preparing and writing messages considering the objectives of the message and the organizational context for maximum impact. Business writing style needs to be adjusted to the recipient and the type of correspondence, which includes memos, proposals, reports, letters, and emails. Students will utilize principles for effective, clear, concise writing especially if the message is complex or difficult to understand. Content, style, mechanics, structure, word usage, and organization will all be considered. The class will also focus on choosing the most appropriate writing medium based on the message,

Click the Enroll button to add this course to your cart.
Step 4: Review Your Selections

**Enrollment Request**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Reg#</th>
<th>Term</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concise Writing MGMT X497.39</td>
<td>00052</td>
<td>Summer 2013</td>
<td>Online</td>
<td>$590.00</td>
</tr>
</tbody>
</table>

This course may be used as one of the requirements for the following certificate(s):
- Organizational Leadership & Communication

Review your course selections (you may add more classes or remove selected classes). Click Complete My Registration when you're done.

- Complete My Registration
- Add More Classes
- Cancel Registration

Step 5: Create an Account

If this is your first time taking a class with UCI DCE, we'll need to create an account for you. Click the Create New Account link and fill in the requested information.

Step 6: Complete Payment

Congratulations! You will receive an enrollment confirmation by e-mail.

If you have any questions about programs, courses or would like help at any time, contact the UCI DCE student services office at 949-824-5414 or dce-services@uci.edu.

We've also provided answers to many common questions about how to enroll and about our online classes – you may find it useful to review these FAQs.

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