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Educating a Global Workforce 18
10 Career Myths 20

Winter courses begin as early as January 3
Are you hoping to find a new career or enhance your skills in your current position? If so—you’ll find yourself amongst a growing population of people that are looking for opportunities to fill the “gaps” in our national workforce.

The “skills gap” is an issue facing the U.S., which is significantly impacting our economy. This gap defines several deficits in our volatile labor market. The most pressing issue is that colleges and universities aren’t properly preparing the workforce for the jobs of today and tomorrow. It’s clear that we’re now seeing a shortage of skilled workers in several industries—most prominently in IT and health care industries.

The skills gap presents inherent difficulties—likely to do with the lack of cooperation between institutions of higher education and the organizations and corporations that are vetting new talent. In an effort to prepare “job ready” workers, the UC Irvine Division of Continuing Education (DCE) has developed a career-focused curriculum to help graduates and professionals bridge the gap to new or greater career success.

For instance, during our winter quarter, we’re offering three extensive “Coding Boot Camps.” Our part- and full-time boot camps are designed to provide students with the skills they need to advance in their current position or find new jobs with the potential for higher salaries.

Another gap, often cited by employers, is the failure of potential workers, including undergraduate and graduate students, to enter a job “workplace ready.” That is, ready to be a fully contributing member of the organization—with the necessary abilities to manage their time, become part of a team, communicate well and appropriately, dress properly, and be on time. Sometimes called “soft skills,” these are the skills that distinguish one job candidate from another. Once technical skills for a job have been satisfied, soft skills certainly will dictate success or failure in first and subsequent jobs.

UC Irvine addresses the needs of our Orange County employers by providing a rigorous and fast-paced curriculum to help our students develop the job ready skills they need to effectively and efficiently transition to or build their careers.

Our Career Resources website (ce.uci.edu/career) provides a wide range of information for economic and professional betterment—wherever you are in your search. Our resources will help you identify your strengths and weakness, assess your interest and aptitudes, identify fulfilling careers, prepare you for a particular career, or gain the expertise required to get a job in your chosen field.

We’re proud to be your resource for the courses and training that you need to find your place and be successful in our diverse and prosperous business community.

Gary W. Matkin
Dean of Continuing Education, Distance Learning, and Summer Session
Winter 2018

Alumni Spotlight: Roberta Bortolotti, An Education of a Lifetime

Instructor Q&A: Don Shannon, E-Learning Instructional Design

Alumni Spotlight: Doug Miyaki, Staking His Claim in Real Estate

Certificate Programs

CareerZOT Talk: 3 Easy Strategies That Will Get You Hired

H ow to enroll

Online: ce.uci.edu
Phone: (949) 824-5414 (Press #1)
Fax: (949) 824-2090 Download enrollment form at ce.uci.edu/enrollmentform

In-person: Student Services Office, Continuing Education Building 3 #234 at Pereira Dr., west of East Peltason Drive on the UCI campus

Mail: UCI Division of Continuing Education Student Services Office PO Box 6050, Irvine, CA 92616-6050 Please allow 7-10 days for your enrollment to be processed.

calendar

WINTER 2018

COURSES BEGIN: JANUARY 3

SPRING 2018

REGISTRATION OPENS: JANUARY 26

COURSES BEGIN: APRIL 2

SUMMER 2018

REGISTRATION OPENS: APRIL 27

COURSES BEGIN: JUNE 25
Principles gleaned from software development are changing business forever.

Disruptive times call for creative, non-traditional solutions. And these are disruptive times indeed. With industries in a state of flux and technology evolving rapidly, new methodologies are needed to stimulate innovation and allow business to function effectively in a shifting global landscape.

After all, you can’t maintain a traditional approach when the world is transforming in ways that are often impossible to anticipate. Adapting is the key — and that’s the idea behind Agile, a new way of thinking with roots in software development that’s now spreading into other industries worldwide.

Agile project management — creating strategies that involve self-organizing, cross-functional teams instead of top-down directives — is a burgeoning movement that’s now spreading into other industries worldwide.

An Agile coach strives to empower a team to be autonomous in doing their work, said David Lokietz, a longtime Agile coach and software developer. It involves two layers: coaching at the team and individual level, then creating an Agile Transformation within the company’s organization, culture and behavior.

“The coaches are servant leaders, not directive like a traditional manager would be,” Lokietz said. “They help teams remove impediments and stay focused to ensure they deliver as committed. Agile practices can be applied to any industry and any department. I’ve seen it managed in HR, sales and marketing.”

Agile Transformation might not be easy, but it allows for a more fluid approach, with frequent reassessment and shorter tasks designed to reach goals incrementally, adding a human touch. “Agile uses an incremental, iterative method, emphasizing delivering something of value at the end of each iteration,” Ziv said.

It’s a new way of adapting business to a 21st century mindset, and UCI is a longtime leader in the movement, offering Agile courses and hosting the Agile Open Southern California conference.

Learning to be Agile

The Division of Continuing Education’s popular Agile Project Management online certificate program offers a comprehensive understanding of Agile management, coaching techniques and tools. Students learn to work in small, cross-functional teams to lead hands-on projects and initiate operational and cultural changes within a real-world framework.

The program isn’t just for those in software development and IT, but also healthcare, financial services, government, commercial products — anyone who wants a strong background in Agile. The certificate is highly recommended for project and program managers, especially those who hold a Project Management Professional (PMP) designation.
“The Division of Continuing Education has been involved in the Agile community for a few years now,” said Lokietz, who along with Ziv co-hosts Agile Open Southern California. “The University expressed a desire to expand its offerings in IT, specifically Agile, so we proceeded to establish the Agile Open conference with UCI as our host.”

For the past nine years, UCI has hosted the event, a conference of thought leaders where the latest issues are discussed and the future is envisioned. Last September’s two-day Open — themed “Agile Longevity” — held up to 24 conferences per day, with many of the top Agile practitioners and advocates brainstorming today’s most relevant topics.

But the conference topics weren’t available ahead of time. In fact, no one had any idea what they were going to be. What sets Agile Open apart is its fluid approach — much like the methodology itself.

“The Agile Open is unique primarily because of the notion of Open Space,” Ziv said. “The conference has no agenda, papers, or keynote speakers. Rather the sessions are determined ‘live’ by the folks attending, suggesting topics for discussion that day. It attracts about 130 members of the Agile community and sells out every year.”

The Agile Manifesto

Agile methodology was conceived in 2001 during a three-day meeting of 17 top software developers and engineers in Snowbird, Utah. The world was changing fast — PCs had transformed from relatively clunky work tools to essential entertainment, communications and e-commerce devices — and old ways of creating software were becoming obsolete.

New solutions were needed, so the gathering was arranged to come up with a radical methodology to fit the times, a way forward that would adapt to ongoing cultural shifts. The result was the Agile Manifesto, the defining document that’s now a blueprint for modern software development.

With advances like ambient computing and the Internet of Things on the rise, it’s only natural that Agile is becoming ubiquitous in other industries, morphing from a niche tech concept to a sweeping new approach to organizational modernity.

More than ever, Agile training is needed for managers to thrive in the global economy. And UC Irvine remains committed to leading the way.

“The conference has no agenda, papers, or keynote speakers. Rather the sessions are determined ‘live’ by the folks attending, suggesting topics for discussion that day.”

— Hadar Ziv
UCI Professor

“UC Irvine has been a long and active supporter,” said Lokietz. “My hope is that UCI Division of Continuing Education will continue to push forward with more classes, specifically on Agile leadership and coaching, focusing not only on hard skills like programming but also on soft skills — leadership, facilitation, communication and collaboration.”

Learn more at ce.uci.edu/agile
Upcoming Events:

- **4 Reasons Homeschooled Students Should Be Your Next Target Market**
  Wednesday, November 8, 11am-12pm (PST)

- **Ready, Set, Prep: Graduate School Entrance Exams (GRE, GMAT, LSAT)**
  Wednesday, November 8, 12-12:45pm (PST)

- **GRE Test Strategy Workshop**
  Wednesday, November 15, 6-7:15pm, UCI Campus

- **LSAT Test Strategy Workshop**
  Wednesday, November 15, 7:30-8:45pm, UCI Campus

- **Networking: Making the Most of Informational Interviews**
  Wednesday, November 15, 12-12:45pm (PST)

- **Paralegal Career & Program Information Session**
  Tuesday, December 5, 6:30-7:30pm, UCI Campus

- **The Four Faces of a Modern Leader Workshop**
  Thursday, December 7, 12-12:45pm (PST)

- **How to Build a Professional E-Learning Portfolio**
  Wednesday, December 13, 11am-12pm (PST)

Sign up at ce.uci.edu/events
UCI Division of Continuing Education partners with a number of universities to provide you a “next step” on your educational pathway. We have articulation agreements with the universities listed. These schools accept coursework from select UCI Division of Continuing Education certificate programs as credit toward specific degree programs. Learn more at ce.uci.edu/transfer.
A DCE alumna combines her love of travel with lifelong learning.

Roberta Bortolotti loves to travel, so choosing a university in northeastern France seemed a perfect fit. The former DCE student, a lifelong learner pursuing a master’s in big data analytics at IESEG School of Management in Lille, feels that exploring countries and cultures is an important part of her education.

Lille indeed has its perks, and the university actively encourages its students to travel. Aside from a world-class education at the prestigious Catholic institution, Bortolotti finds time to visit Paris and nearby Bruges in Belgium. Later in the year, she’s planning to target Italy, Germany, and several other European countries.

“Travel is something I’m passionate about and transportation is very convenient in Europe, with the fast trains and cheaper airlines,” she said. “The school wants students to consider the program as a holistic life experience, and travel is an important component.”

It’s an education of a lifetime, and the DCE Predictive Analytics certificate program was the launchpad, a cutting-edge program that addresses an increasingly essential field, teaching the science of data analysis to better translate consumer and corporate data into actionable policy.

Bortolotti’s DCE credentials helped pave the way to her master’s program, as well as a scholarship that covers half of her tuition. “It’s a merit-based scholarship that awards up to 50% tuition, based on overall portfolio,” she said. “So I was given the maximum amount.”

Even before finishing her Predictive Analytics certificate, Bortolotti was getting high-profile job offers — and she turned them all down. Education was her priority. She was already a senior business analyst consultant, and her employer granted a one-year sabbatical so she could pursue her dream in France.

It’s the latest step forward in her lifelong adventure. And who knows where it will lead next? Bortolotti managed to take a break from her studies to reflect on her journey and how she made the leap from Irvine to Lille.
You already had a master’s degree in Information Systems from Strayer University. Why did you enroll in the Predictive Analytics program?

Earlier, I had earned a business analyst certificate from UCI. Those classes were invaluable and led to me becoming a certified business analyst. So when the time came to add to my skillset, I looked at the Division of Continuing Education again — the only problem was deciding which program would be more valuable. I realized that big data was becoming a requirement for analyst positions, and that’s how I decided on Predictive Analytics.

At the time, I didn’t have a lot of experience in the data field and, even though the classes were quite challenging, I really enjoyed the hands-on curriculum.

How did the program prepare you to succeed and move forward in your career?

What I enjoyed the most about Predictive Analytics was the perspective it provides. It links the business view with the data analytics skillset, which is very important in order to succeed in business analytics. The program has real-life, hands-on assignments and lectures that opened my eyes to new, creative ways to make better inferences from data. In the real world, we need to make sense of big data — to structure it, mine it, make relevant assumptions, build models, and identify trends to deliver impactful business decisions. That’s exactly what the PA program teaches.

High-profile companies were trying to recruit you before you finished the program. Why did you turn them down?

Some of the offers were very tempting, especially an interview request from Amazon, but I had been working on a very interesting project with a great team for the past three years. I really enjoyed that. But for future reference, I did connect with the recruiters for the jobs that interested me the most. Some of them were mainly attracted by my background in business analysis.

Tell me about your experience as teaching assistant at UCI.

I have Dr. Robert Nisbet to thank for that — he was my instructor in the Data Preparation for Predictive Analytics class. Afterward, I discovered there was an opportunity for UCI professors to have teaching assistants, so it seemed like a great opportunity to strengthen my background and knowledge. I contacted Dr. Nisbet and he agreed it would be a win-win situation. Since then, he has guided me and advised me on key skills that I should pursue and improve in order to move forward in data analytics. He also advised me when I was searching for the right graduate school.

I understand you have quite an international background.

Yes, I was born and raised in Brazil, then moved to the U.S. 17 years ago for higher education. I also inherited Italian citizenship from my family. After completing my education in the U.S. — I also have a bachelor’s in translation — I got a job as an analyst and ended up staying. Even though my family is in Brazil, I’ve embraced an American family who became my dearest friends. I’m very thankful for the opportunity. Living in America has brought me new perspectives on life. I’ve met so many great people that helped shape my career and positive view of the American way of life.

Northeastern France must have been an attractive location for you. What’s it like living there?

Lille is close to Brussels, London, and only an hour from Paris, which makes it easy to explore different countries and cultures. So many interesting shops, restaurants and cafes in the old part of town. Lille is known for its signature dish, mussels and fries! Actually, „moules and frites.” It’s also well-known for having the friendliest people in the whole of France. They say they have to make up for the mostly cloudy and rainy days. Weather permitting, people go to the farmers market on Sundays, then hang out in cafes afterward to watch the people pass by. You’ll often see world-class chefs looking for fresh ingredients.

Lille sounds like a perfect location for sight-seeing and exploring Europe.

It is. Over the next year I’m planning to visit Luxembourg, Holland, Eastern Europe, Southern Europe, and more of France. I really love to travel. Before coming to France, I traveled extensively throughout South America, Europe, Ethiopia and Angola. I’m lucky to attend a school that encourages travel, considers it an important part of a multicultural education. It embraces a holistic approach with multiple cultures and different perspectives. So in that regard, it’s fair to say it’s similar to UCI.
Q. Why did you decide to become an instructor?
A. Instruction comes naturally for me — with an innate curiosity and a desire to help others, I’ve always enjoyed figuring out how to deliver content effectively. I’ve taught very diverse subject matter — music theory/analysis, composition, piano pedagogy, computer software applications/programming, instructional design, adult learning theory, and management training. I’ve taught college students and corporate employees both face-to-face and online, but it was when I discovered the *intersection of instruction and instructional design* that the field became alive for me. I completed two instructional design certifications, and in each one I found myself saying, “This really makes sense — I’ve been using these techniques and methods for years, and now I have evidence and validation that backs up my approach.” The certificate programs also piqued my interest in clarifying our field and in dispelling some myths regarding course design that linger within the profession — two of these in my course are, “Instructional Design: How Hard Can That Be?” and “The Myth of Learning Styles.”

Q. What’s unique about your teaching style?
A. One of my favorite lessons is about the types of content we create in e-Learning. The participants study how to produce content effectively — how to create, organize, display, and communicate it - and how to use multiple interactive techniques and media to engage and motivate learners. As a corollary to content types, you might ask, “How does a person apply instructional design to varied content?” For any content domain, the key to effective instructional design is the instructional methods used. Instructional methods have been validated, are relatively stable, and apply across all subject domains, and are the key ingredients that make learning happen. An example: Let’s say you prepare a lesson on how to repair widgets. You can present information “about” widgets or “history of widgets,” but if you don’t create practice opportunities to repair widgets, participants will never learn the task at hand. In this example, practice (or “rehearsal”) is the instructional method in play, and is key to learning the task. There are dozens of instructional methods, and my “Principles of e-Learning Instructional Design” course emphasizes instructional methods that work best in e-Learning lessons and courses.

Q. What’s most rewarding about being an instructor?
A. Here are three elements (among many) that I find most rewarding when working with the very talented UCI student population:

• To see a student interact with content, to form new knowledge, to find value in the transaction, and demonstrate skills that they didn’t have before
• To work with a diverse student population — experienced practitioners and neophytes, those in career transition, and those from all parts of the world
• To learn of student successes in their post-course pursuits and how the course may have opened new opportunities for them.

Don Shannon, DMA, Certified Instructional Designer
E-Learning Instructional Design
By enrolling in **ACCESS UCI**, you can take advantage of over 5,000, UCI undergraduate and graduate courses without formal admission to the university, based on available space and permission of the course instructor and/or department. Courses carry university credit, may count toward a degree, and are taught by distinguished UCI faculty. Enrollment in ACCESS UCI does not constitute admission to UCI.

**ACCESS UCI is ideal for you if you are:**
- returning to school
- completing degree requirements from another college or university
- seeking professional development
- considering applying for admission to UCI
- preparing for graduate or professional school
- lifelong learners

**When are ACCESS UCI classes offered?**
ACCESS UCI is offered during the fall, winter, and spring academic quarters.

**How many classes can I take?**
You may enroll in a maximum of 2 courses not to exceed 8 units per quarter. Students intending to transfer course credit to another college or university should first verify acceptance of the course at that institution.

**How do I obtain a UCI catalogue or schedule of classes?**
Course descriptions are listed in the UCI General Catalogue, online at catalogue.uci.edu. The schedule of classes can be viewed online at websoc.reg.uci.edu.

[ce.uci.edu/accessuci](ce.uci.edu/accessuci)
A few days before Hurricane Harvey hit, DCE instructor Armin Pajand moved to Houston to become associate director for Leadership Development at Doerr Institute. Newly arrived and facing a chaotic situation, Pajand immediately put his skills to work in a most unanticipated way — helping to organize over 2,000 student volunteers in a massive clean-up and recovery effort in a matter of days.

“Our team was mobilizing and coordinating volunteer efforts out of our office at Doerr Institute for New Leaders,” said Pajand, a global leadership consultant. “It was a success because of a purposeful collaboration with partners such as the Center for Civic Leadership and our student association at the university.”

It was an example of Pajand’s innovative philosophy — one he has taught business leaders worldwide. Effective leadership requires adaptability, flexibility, and a need to craft creative solutions to shifting circumstances. With the global economy in a state of continual disruption, business leaders must take on different roles and adjust on the fly.

Simply put, using Pajand’s framework, you need to be able to play multiple roles as a leader. At times you need to be a diplomat and bring others along; and other times, maybe a Sherpa when uncertainty creeps upon you.

“We are going through a paradigm shift where disruption and accelerated change have become a new norm,” Pajand said. “Most industries are seeing their revenue model being threatened by other competitors, technology is evolving and globalization is changing how businesses operate and network. More than ever, leaders need to learn how to adapt very quickly to unforeseen situations.”

To bring focus to the shifting role of a modern leader, Pajand and his colleagues, including Dr. Ken Brousseau, the CEO of Decision Dynamics, developed the Four Faces of a Modern Leader — Sage, Sherpa, Diplomat and Marathoner — a practical framework based on his global consulting and research.

They form a basis for Pajand’s new DCE course, Leading from Within. Students are tasked to take on different personas to devise creative solutions to an array of challenging and realistic situations. It’s all about finding effective ways to adapt and thrive in today’s business world.

“The Four Faces emerged from both our research and experience working with leaders around the globe,” Pajand said. “We came across four types of leaders who have been successful in dealing with challenges that a modern leader faces. Our goal was to bring simplicity and focus to enhance retention and application of the content on the job.”

Are you a Sage, Diplomat or Marathoner?

Let’s say you’re a middle manager facing a difficult and uncertain situation that requires vision, self-development and growth — all qualities of a Sage. These are most effective when looking inward for creative and innovative solutions.

Sherpas are best at charting new courses and paving the way for team success. “Sherpas exhibit courage. For them, opportunities outweigh the fear of failure,” Pajand said. And since more work is being accomplished through networks of teams (teams of teams), the Diplomat is necessary to bring opposing viewpoints together.

Diplomats are socially astute, good
More than ever, leaders need to learn how to adapt very quickly to unforeseen situations.

— Armin Pajand

at reading people and picking up on signals, especially in situations where clashing views challenge collaborative teamwork. It was Pajand’s group taking the role of diplomat that helped make the Harvey recovery effort a success.

“Diplomats appreciate others’ dissimilar views and perspectives,” he said. “They accept discourse as inherently beneficial, and in their interactions with others strive to create win-win-win solutions. Diplomats are good at navigating multiples of most everything — products, locations and markets.”

Ultimately, a leader needs enough stamina and determination to plow ahead and achieve difficult, long-term goals. That’s when a Marathoner is needed, someone who can maintain momentum without losing mental energy.

“Marathoners maintain momentum through encouragement of others’ accomplishments and progress,” Pajand said. “They are singularly focused yet have the ability to toggle back and forth between strategy and tactics.”

Leading the way

Designed for emerging managers and supervisors, Leading from Within is an innovative 10-week online course that teaches flexible leadership skills and builds confidence through role play and interactive projects. The course, part of DCE’s Modern Leader program, follows Pajand’s experience-and-feedback teaching model.

“I believe in learning from direct experience,” Pajand said. “Experience forms 70% of learning, formal education is about 10%, and 20% of expertise is learned from your peers. Students will get experience dealing with real-world situations while getting valuable peer feedback along the way.”

Participants will create adaptable strategic plans, learn how to delegate and utilize their resources effectively. Each week they get a different scenario, a challenge they need to navigate by taking on one of the Four Personas.

After recording the results on their phones, participants post their projects online, where others can offer feedback, Pajand said. “I might tell them that the director just walked in with a complex problem that they need to solve as a sage, or maybe a diplomat, and then they record their solutions.”

Leading from Within is a critical first step, since few placed in a new leadership role are prepared to succeed. According to statistics from Korn Ferry International, 80% of first-time managers fail at their leadership positions, mostly due to a lack of experience playing a multitude of shifting roles, Pajand said.

“Most middle managers aren’t ready or prepared,” he said. “Leaders have to deal with a lot more change in a much shorter time span than in previous eras. They face circumstances that require doing things differently and embracing change.”

Learning to adapt to the Four Faces can be a highly effective tool for navigating the winds of change — whether it’s the global economy or the climate.

Learn more at ce.uci.edu/modernleader.
DCE alumnus Doug Miyaki found his true calling as a star realtor

Like so many lifelong learners, Doug Miyaki’s journey is a path of passion, curiosity and a drive to succeed at every stage of life. He’s a people person and dream facilitator, so it’s no surprise that he recently transitioned to a career in real estate — a move made possible by the Real Estate Specialized Studies program he completed last summer.

“The Division of Continuing Education program gave me the formal education I needed to stand out in a very competitive market,” he said. “And it provided the flexibility and structure I needed at the time.”

Now part of Elite Realty Services in Silicon Valley, Miyaki found time to discuss his interesting career arc — and how the DCE helped position him for success.

You’ve had quite a bit of success in a short time, building a reputation for finding unique and creative housing solutions for your clients. Can you speak to that?

Well, that’s kind of a secret. [laughs] I can’t tell you or others would steal it. Like any agents we search properties to meet clients’ requests, but let’s just say we do it in a different way. I can say I’ve always been a good listener, so that helps me get into the mindset of the client, to better understand their needs. Maybe we haven’t reinvented the wheel, but we’re spinning it in a unique way, and it’s working; investors return, and our clients refer us to their friends. My partner Suzanne Bakhtiari is a big part of this. She has an amazing ability to connect with people. Together we’re home matchmakers!

What’s the best part about closing a sale?

The passion comes when a client is truly delighted, and it shows. They light up, and that light energizes me.

Did your experience as a project manager help shape your approach to real estate?

Yes, I managed high-impact, high-visibility projects for over a decade, and that definitely helped prepare me. The stakes are high in real estate; you don’t want anything falling through the cracks. There are a lot of moving parts, each one potentially affecting something down the line, so organization is key. Also, there are a lot of stakeholders — sellers, buyers, other agents, inspectors, title companies — and somebody has to balance all of this and watch that schedule. Agents are that focal point.
When did you decide to change careers and become a real estate agent?

Back when I still worked at Intel, Suzanne suggested I try to become an agent. We knew each other in our community — our kids played together — and she saw how I interacted with people as a baseball coach, Boy Scout leader, and in other roles as a community volunteer. She said I had the right personality for real estate. Suzanne’s a top agent, and I started working as her assistant, then later, when I got my license, we became partners. Now we’re handling properties ranging up to several million dollars.

There are so many options out there. What attracted you to UCI?

Real estate in the Silicon Valley is very competitive. I wanted to stand out from my competition with a more formal education, and I wanted to take the exam with high confidence. So I went with a UC system school to give me the best chance at success. My career counselor would only recommend UCI, so I searched the website and there it was: A licensure program that meets all the state requirements, is instructor-led, and offered online. Perfect!

Tell me about your experience in the Real Estate Specialized Studies program.

The program offers flexible scheduling, and I wanted to finish quickly, so I set mine at two semesters. Once the courses started, all the content was delivered through readings, audio presentations, exercises, quizzes, online discussions with other students — the variety kept it interesting. And the instructors are very friendly and experienced. They communicate through UCI’s web-based tools, which give each lesson the feel of a live lecture. The online discussions felt like labs, seeing other students’ viewpoints and then giving my feedback.

How did it prepare you to pass the exam?

An optional two-day Test Prep course given on campus at UCI really set me up for success. I had the opportunity to meet Joel Carlson, one of my instructors, the weekend of my Test Prep course, and he encouraged me to keep taking practice exams, closed-book, until I was scoring 90%. That was the best advice ever and led to me passing the exam on my first attempt.

So let’s end at the very beginning. I suspect your time in the Marines might have helped prepare you for your career success.

There are Marine qualities that have really stuck with me — always being ready, able and first. Marines can be anywhere in the world in 24 hours. So today I’m pretty much ready for anything, I have business clothing standing by, my vehicle is clean, my phone and laptop are charged, and I’m alert, looking for opportunities all around me. Marines are often the ‘first to fight,’ and in real estate, first often wins. You might be first to respond to an email from someone looking for a host for an open house, or the first to respond to a prospect on a website. Minutes could mean the difference between earning a listing over another agent.

Doug’s tenacity and commitment, coupled with formal education have helped him realize success at every stage in his career. He was not born with the ability to pair someone with the home of their dreams, but he took the steps necessary to change course and turn his vision into a reality.

Learn more about how to go from curious to invested in a Real Estate career at ce.uci.edu/realestate
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**Learn More:** Hetty Ha
Program Administrator/
Premedical Advisor
premedpb@uci.edu

- postbacc.bio.uci.edu

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Dr. Joanne Zinger
Faculty Advisor
(951) 662-3735

- psb.soceco.uci.edu/content/post-baccalaureate-program

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**POST-BACCALAUREATE PROGRAMS**

Visit the program pages to learn about admission requirements, curriculum, and application deadlines.
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• Meet other international students and gain an international perspective

Business English Program Benefits:
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• Develop a network of business contacts from many countries
• Learn about business etiquette across cultures

Winter 2018 Program Dates:
Jan 4 - Jan 31
Feb 5 - Mar 2

ip@ce.uci.edu  ●  ip.ce.uci.edu/4week
UCI Alumni

You are UC Irvine.
You are a part of the Anteater family.
And you have access to exclusive benefits.

Our members receive a host of benefits not only as an incentive to join the association, but to say thank you as well. After all, without our members, we would not exist and neither would a network dedicated to connecting alumni with each other and the university!

Top 5 benefits of membership

- **Stay connected:** Find out the latest UC Irvine news, research and updates.
- **Help yourself:** Every membership helps increase UC Irvine’s national ranking.
- **Save money:** Get discounts on a wide variety of goods and services.
- **Have fun:** Receive exclusive access to exciting events and programs.
- **Show your pride:** It’s just the right thing to do.

[alumni.uci.edu](alumni.uci.edu)

UCI Division of Continuing Education
Alumni Chapter

Whether you signed up for your first UCI Division of Continuing Education course for personal or professional development, you became part of something special the moment you clicked the registration button. Now you’ve taken the courses, you’ve developed new skills, you’ve improved your resume, and you’ve met some terrific friends and colleagues along the way. The best way to keep your Continuing Education experience going? Join the Alumni Chapter! It’s free and easy to register, and once you’re a member, you open up a whole new world of opportunities – from social and networking events, to educational and mentoring experiences. The best part – you participate as little or as much as you want.

[ce.uci.edu/alumni](ce.uci.edu/alumni)
knowledge is LIMITLESS.

Become a student for life by joining OLLI at UCI.

OLLI at UCI is an organization of lifelong learners – retired and semi-retired – who want to continue cultivating their minds and enhancing their lives through education.

For a low annual fee, members enjoy a variety of courses in areas such as literature, history, science, the arts and more. Social activities, excursions to local museums and attractions, and special events like wine tastings and tickets to local performances are also available to members, many of whom have been active OLLI at UCI students for numerous years. And no tests or grades mean everyone learns just for the pure joy of it!

OLLI at UCI courses are taught by UCI professors as well as other local professionals and are offered during the fall and spring semesters, typically meeting once a week for 2-5 weeks.

Call 949.451.1403 or visit ce.uci.edu/olli to learn more about OLLI at UCI and easy steps to becoming a member!
UCI’s Corporate Education and Global Partnerships specializes in hands-on and experiential training, with group activities and exercises similar to on-campus courses. Programs are offered in various formats: individual courses, Massive Open Online Courses (MOOCs), even university-level certificate programs—an option that Thermo Fisher Scientific found very attractive.

In 2011, the multinational bio-technology product development company partnered with UCI to develop an Integrated Marketing Specialized Studies certificate program for their 2,000-plus marketing professionals. Many of these employees were scientists by training and had limited marketing experience, so there was a need to upskill the workforce through expert marketing training.

“No one else offered a graduate-level certificate program, and we saw this as a huge benefit to our employees,” said Lara Silver, program manager for Thermo Fisher Scientific. “It’s not just corporate training; our team members can benefit and advance their careers with a UCI certificate. Many of them have been promoted or moved from other departments into marketing based on their marketing education.”

Thermo Fisher’s marketing employees are located in over 16 countries, so UCI was flying instructors to locations across the U.S., Japan, China, Australia, Scotland, and more. Employees often still had to travel to attend classes, which became cost prohibitive since the company was now paying for both instructors and employees to travel.

To reduce travel costs and accommodate more of their global workforce, the company opted for online education. At the same time, they wanted to maintain classroom interaction, a live exchange of ideas. UCI met this need with custom delivery systems tailored for Thermo Fisher’s employees.

“Our employees gather in virtual breakout rooms, in small groups, and team members from all over the world can participate in live lessons and lectures,” Silver said. “Each team might have members located in Singapore, Oregon, or Brazil, and they interact just like they would in a real classroom—they raise their hands and have access to white boards. We find that they learn so much from one another. Much of this would be lost in a standard webinar.”

Thermo Fisher still holds onsite UCI classes, when it’s feasible, and an asynchronous option is available for those who need to catch up on lessons at their convenience. But live sessions, stacked every two hours or so, can accommodate most employees in various time zones.

“We find that live sessions work best,” Silver said. “We hold classes at different times—morning, afternoon, and evening—making it possible to accommodate employees around the globe.”

The Integrated Marketing program has been very well received, she said, and Thermo Fisher Scientific is quite satisfied with the results. Because of UCI Corporate Education, their scientists, well-versed in products and technology, are now top-level marketing professionals.
“The UCI instructors are amazing to work with and they’re very flexible about customizing the curriculum,” Silver said. “They can tweak the lessons or material as needed, try new approaches to see what works best, and the delivery systems are state-of-the-art. That quality of online education just isn’t available anywhere else.”

The World is their Classroom

In the fast-paced world of tech, Cisco Systems is a relentless innovator; planning for the future is in the company’s DNA. This culture of innovation doesn’t just apply to its products, services and solutions, but to the global workforce which makes it possible. In Cisco’s journey to become an increasingly digitized organization, with tens of thousands of employees scattered around the world — many who work from home either part or full time — continuous upskilling delivered through nontraditional methods is essential.

How does Cisco bring its far-flung workforce together for training?

The leading IT and networking giant relies on the same methods which have proven effective for its highly productive, global teams: a collaborative culture supported by the appropriate technology. In the education space, this translates into both synchronous and asynchronous learning methods, including virtual classrooms.

As part of its ongoing workforce training strategy, Cisco sought out UCI’s Corporate Education and Strategic Partnerships, a department within the Division of Continuing Education, that has delivered world-class corporate training since 1962, based on its reputation for academic excellence and leading-edge online presence. Together with UCI, Cisco’s Digital Skills Strategy Team for Data Science and Digital Process Transformation, led by Jennifer Redmon, devised four customized Advanced Analytics courses.

“Psychological safety is essential to Cisco’s culture. High performing teams understand that failure in innovation is synonymous with learning,” Redmon said. “Managing ‘failure’ is challenging enough when teammates sit next to each other, let alone on opposite sides of the world. So much is lost in communication when teams rely solely on text- and voice-based methods. In fact, many studies show that the bulk of a person’s message is conveyed non-verbally.”

Cutting-edge corporate training is delivered through various modalities to best suit the needs of Cisco’s diverse workforce. Virtual classrooms and collaboration spaces, such as Cisco Spark, allow team members and instructors to interact in real-time as well as asynchronously.

“UCI is a tier 1 university with a well-deserved reputation for strong quantitative programs and courses,” Redmon said. “We’re excited about the partnership’s potential.”

All of UCI’s training is delivered through crystal-clear Cisco videoconferencing systems combined with UCI Canvas learning management system. The experience comes alive through TelePresence units such as the DX80, which sports a 23-inch touchscreen and tilt-down camera for sharing physical content.

“The incredible video and voice quality of the DX80 allows you to feel as if you’re in the same room as the person or people on the other end, no matter which country they’re in,” Redmon said.

There are a number of advantages to high-quality videoconferencing and collaboration solutions, she noted, such as making it as seamless as possible for coworkers who live halfway around the world to develop strong working relationships. And not incidentally, Cisco saves on travel expenses while reducing its carbon footprint, a major perk for UCI corporate partners.

“Not only does state-of-the-art videoconferencing and collaboration save the company in travel expenses, it also increases productivity and promotes work-life balance,” Redmon said. “I can have a face-to-face meeting with a colleague in Brazil at 4 p.m. and, immediately afterward, play volleyball in the Cisco league on campus.”

Learn more at:

ce.uci.edu/corporate
## 10 Career Myths

<table>
<thead>
<tr>
<th>Myth</th>
<th>Myth Statement</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your college major determines your career path</td>
<td>A degree is only a part of your personal brand. Although some roles do require specific vocational training, most majors will teach you the analytical and creative thinking skills valuable in a number of careers.</td>
</tr>
<tr>
<td>2</td>
<td>Your existing skills will go to waste if you decide to change jobs</td>
<td>Providing a solution to a problem by drawing on lessons learned from past projects is a way that you can always add value to an organization with your existing skills. Today most companies encourage their staff to have an entrepreneurial mindset, which requires creative thinking and continuous learning.</td>
</tr>
<tr>
<td>3</td>
<td>Once you choose and begin a career, everything else will fall into place</td>
<td>It is your responsibility to nurture your own personal career development. There are numerous resources available to assist you, and finding a mentor can help, but no one career offers a direct path to satisfaction. Continuing education, self-reflection, and being prepared to pivot will ensure that you will be as successful as possible in your professional endeavors. DCE makes career coaching available to our students through InsideTrack (ucicareer.insidetrack.com).</td>
</tr>
<tr>
<td>4</td>
<td>Job market demand should be the only factor in planning your education and profession</td>
<td>Employment trends are important to consider when planning education and professional development but should not be your primary source of direction. Ten years ago, who would have thought that fields such as digital marketing, mobile app development, or product development would be in such high demand? Remember that even in fields with high job growth projections, a career won’t simply fall from the sky.</td>
</tr>
<tr>
<td>5</td>
<td>There’s little outside of your education that can improve your chances of success</td>
<td>Researching job opportunities, meeting others in your desired industry, and even volunteering are just a few of the experiences you can gain outside of the classroom that can improve your chances of success.</td>
</tr>
</tbody>
</table>

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DCE makes career coaching available to our students through InsideTrack (ucicareer.insidetrack.com).
There's little outside of your education that can improve your chances of success. Employers value academic experience, but they also hire for transferrable skills like tenacity, interpersonal communication, and enthusiasm.

**Myth 6**

For some, it’s too late to change careers

Career changes can occur in all industries and economies for a number of reasons. Since skills and experience can be transferable, motivated professionals may enter a new career with the right combination of continuing education, networking, and persistence. The internet provides education and business opportunities for people from around the world at any stage in their lives. DCE’s programs are ideally suited for career changers.

**Myth 7**

You won’t get hired because you lack experience or have gaps in your work history

Although a career change may require a temporary step back in responsibility or even time spent interning, small sacrifices will help you earn the experience you need to prepare for larger roles. Most entry-level job requirements are more flexible than people think and if there are gaps in your employment, a well-designed resume should focus on skills and professional accomplishments over chronology.

**Myth 8**

You can’t test drive a new career

Informational interviewing, networking, and taking an internship are ways to investigate the industry or role that you plan to work in. Getting to the truth of job perceptions requires accurate feedback from reliable sources. You may even learn that some careers have requirements or demands specific to the industry they serve. A number of the certificate programs at DCE offer you the opportunity to secure an internship in your area of interest.

**Myth 9**

There’s something wrong with not knowing what you want to do for the rest of your life

Most people will work an average of five to seven jobs and have as many as three different professions in their lifetimes. Your interests, skills, and experience will change with time and it’s appropriate to adjust your career path accordingly.

**Myth 10**

The only way to advance is to make vertical moves up the corporate ladder

Lateral moves within or outside of your organization allow you to experience a new aspect or operation of an industry. Having diverse skills and job experience demonstrates your adaptability and willingness to learn, something valuable to any organization.
PARALEGAL CERTIFICATE PROGRAM

Supporting our students throughout their education and career journey.

- Day, evening or online
- Full-time day: Finish in 3-months
- Part-time evening and online: Finish in 1-1½ years

UC-QUALITY curriculum
- ABA-approved program
- Taught by attorneys and paralegals
- Instructor mentorship

Career readiness
- Personal career coaching
- Job postings
- Internship course

PARALEGAL community
- Alumni networking events
- Career panels and workshops

Attend one of our free events to learn more about the program, visit our state-of-the-art building, and meet our staff.

ce.uci.edu/legal
Nonprofit management in the 21st century is a promising and challenging career that requires professionals skilled in organization, management and relationship-building. Those working in nonprofit organizations must have a thorough understanding of internal and external factors affecting fundraising and apply principles of marketing, communications and strategic planning to this specialized profession.

The online Nonprofit Management Specialized Studies will prepare you with the knowledge and skills to:

- Identify and define organizational goals and how they align to mission, vision, organizational ethics and deliverables for success
- Define various fundraising models and formulate plans for identification of funding streams and sources
- Implement strategic financial management practices germane to nonprofit resource administration and reporting
- Implement leadership strategies specific to fundraising and nonprofit teams

Visit ce.uci.edu/nonprofit for more information and to view the winter course schedule!

What makes the nonprofit management profession so rewarding?

“Working in the nonprofit sector, you get to know and interact with people who have such energy and motivation for whatever cause they are supporting. It’s hard not to feel inspired by some of the individuals I meet, which makes me want to get up and go to work each day, and makes what I do that much more rewarding. The dedication and passion to help others is so strong in this field, and I love being part of that, and helping to make a difference in someone’s life.”

-Shaina Flesser, Senior Development Director, Cystic Fibrosis Foundation – OC Chapter

How can this program help you succeed in the nonprofit industry?

“As a person with a career in the nonprofit space, I am always looking for ways to build my skill set to help advance my cause and my career. These new courses offered by UCI are a great way for busy people looking to acquire practical skills and knowledge to advance in their field. The nonprofit sector continues to be a legitimate but competitive career path and these courses will help students stand out and excel.”

-Drew Hoyer, Associate Executive Director, Cystic Fibrosis Foundation – OC Chapter
According to a recent McKinsey report, one of the key barriers in the adoption of Machine Learning is attracting and retaining the right talent in business people that combines data skills with industry and functional expertise. This program is designed to help meet the expanding needs of business and industry for professionals who can effectively utilize both Machine and Deep Learning techniques to add value to any business.

sqlce.uci.edu/machinelearning

Digital Marketing • Social Media • Marketing & Communications

Our Marketing education suite offers instruction on how to apply proven communication principles to digital and traditional advertising channels. It is vital for marketers to take full advantage of the data-driven targeting and personalization built into modern media platforms.

Learn to leverage these tools and design a marketing strategy for your product, service, or organization in collaboration with peers and industry experts. Students may enroll in a combination of courses from our three marketing programs or, to earn a certificate, complete a prescribed set of courses.

• Offered online and on-ground
• Gain access to special networking and professional development events
• Topics range from SEO, Web Personalization, Market Research, Campaign Management, and more.

sqlce.uci.edu/marketing

Python

Python is the number one software package for those teaching introduction to computer science courses. In this short specialized study program, students will learn Python programming concepts including programming styles, idioms, libraries, data structures, data retrieval, processing, visualization, networked application program interfaces and databases. Beginning and intermediate programmers and those in the data science, data analytics, machine learning, GIS analytics, web development, software development and QA, UX/UI design, engineering, business analyst fields wishing to update and improve their professional skills should enroll.

sqlce.uci.edu/python
NEW!

Lean Concepts and Enablers in Healthcare

One of just three courses (plus a capstone experience) required to earn the Lean Healthcare Specialization online, you’ll learn strategies to successfully influence staff, managers, and executives in healthcare settings to commit to and support lean initiatives. Explore core values, expected benefits, lean project structures and kaizen, typical workforce training requirements and delivery methods, as well as cultural enabler techniques and practices.

ce.uci.edu/leanhealth

Modern Leader Specialized Studies Program

ONLINE WORKSHOP: The Four Faces of a Modern Leader
Thursday, December 7, 2017
12:00 – 12:45pm

Join renowned leadership expert and DCE instructor, Armin Pajand, as we explore his unique persona-based approach to modern leadership.

• Understand the challenges that modern leaders face
• Learn the best practices that exemplary leaders use across the globe
• Walk away with leadership resources provided by Armin, including a discount on his new course, Leading from Within

If you are looking to succeed early in your career at any level, don’t miss this webinar sneak peek into this transformative experience you will receive in his course:

Leading From Within
January 8 – March 18, 2018

ce.uci.edu/modernleader
To thrive in today’s rapidly changing business environment, you must have the most up-to-date knowledge and skill set. These programs can help you stay ahead of the curve and boost your performance within your organization.

**Programs**

- Advanced HR Management Specialized Studies Program
- Applied Project Management Certificate Program
- Business Administration Certificate Program
- Business Analysis Certificate Program
- Contract Management Certificate Program
- Digital Marketing Certificate Program
- E-Learning Instructional Design Certificate Program
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- Lean Six Sigma Green Belt Specialized Studies Program
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- Nonprofit Management Specialized Studies Program
- Real Estate Licensure Specialized Studies Program
- Social Media Specialized Studies Program
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- Supply Chain Management Certificate Program
- Workplace Spanish Language Courses
programs in:

Education

Be an educational leader by helping your students succeed. These programs provide proven instruction that incorporates the best and latest practices in student learning, content development and administration.

programs

- Clear Induction Administrative Services Credential
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- Independent Educational Consultant Certificate Program
- Montessori Teacher Education Program
- Preliminary Administrative Services Credential
- Reading Certificate Program
- Student-Centered Learning Specialized Studies Program
- Teaching English as a Foreign Language (TEFL) Certificate Program
- Teaching English to Speakers of Other Languages (TESOL) Certificate Program

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Become a technical leader by learning the most innovative engineering techniques and methodologies. Enhance your problem-solving skills in a wide variety of engineering disciplines with these programs.

Programs

- Ambient Computing and the Internet of Things: Applications and Opportunities Specialized Studies Program
- Communications Systems Engineering Certificate Program
- Device Software Engineering Specialized Studies Program
- DSP Systems Engineering Specialized Studies Program
- Embedded Systems Engineering Certificate Program
- Optical Engineering Certificate Program
- Optical Instrument Design Certificate Program
- Systems Engineering Certificate Program

ce.uci.edu/eng
Stay ahead of constantly evolving environmental mandates and sustainability initiatives with these programs. Ensure your organization is in compliance by sharpening your environmental and facilities management skills.

programs

- Environmental Management Certificate Program
- Facilities Management Certificate Program
- Water-Energy Nexus Certificate Program

*ce.uci.edu/envfac*
programs in:

Finance & Accounting

Acquire the comprehensive training you need to start your financial career. These programs allow you to further advance your professional career by satisfying educational requirements to sit for the CFP® and CPA exams.

programs

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- CFP® Review
- Personal Financial Planning Certificate Program
- Wealth That Lasts

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Master the latest trends in programming languages, web development, information security, data science, and more with these technology programs.

- Agile Project Management Certificate Program
- Big Data Specialized Studies Program
- Business Intelligence & Data Warehousing Specialized Studies Program
- Data Science Certificate Program
- Database Management Certificate Program
- Information Systems Security Certificate Program
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- Mobile Application Development Certificate Program
- Oracle Application Development Certificate Program
- Oracle Database Administration Certificate Program
- Predictive Analytics Certificate Program
- Python for Data Science, Web and Core Programming Specialized Studies Program
- Search Engine Optimization (SEO) Specialized Studies Program
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- Web Intelligence Certificate Program

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programs in:

Law

Gain a solid grounding in all the essential areas of the law with this set of programs. From an ABA-approved paralegal program, to courses in public policy making, you will develop the knowledge and skills needed to function in any legal setting.

programs

- High School Summer Institute in Law
- Paralegal Certificate Program
- Public Policy Making Academy
Explore your leadership potential and gain a valuable credential with our leadership programs. Learn how to combine business expertise and people skills to drive your company forward.

programs

- Modern Leader Specialized Studies Program
- Organizational Leadership & Communication Certificate Program
- Strategic Leadership Development Certificate Program

ce.uci.edu/leadership
Learn how to navigate the dynamic and highly complex medical device and biotechnology industries with these programs. Build a comprehensive understanding of these rapidly growing fields from research and development, to manufacturing operations and management.

Programs in:

- Clinical Research Certificate Program
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- Comparative Effectiveness Research and Evidence Based Medicine Certificate Program
- Medical Product Development Certificate Program
- Nursing Science Courses
- Postbaccalaureate Premedical Program
  - Academic Enhancer Option
  - Career Changer Option
- Post-Baccalaureate Program in Pharmaceutical Sciences
- Regulatory Affairs and Compliance Certificate Program

Life Sciences

ce.uci.edu/ls
The flipped classroom model of our Applied Project Management program differs from a traditional classroom setting in that our students have access to lecture material from home and can watch presentations at any time and at their own pace. Then, when students and instructors gather for in-person meetings, time is spent on discussion and collaboration of subject matter applications.

Applied Project Management
CERTIFICATE PROGRAM

This newly designed program features a streamlined curriculum delivered in 4 unique courses aligned with the newest release of the Project Management Institute® PMBOK® Guide (Version 6).

View our course grid online to determine which format best fits your busy schedule and if a combination of online and on-ground courses is right for you. Some of our students find it possible to earn their certificate in less than 3 months.

Knowledge Areas Include:
- Project Planning
- Plan Scope Management
- Work Breakdown Structure
- Earned Value Management
- Trend Analysis
- Integration Management
- Program & Portfolio Management

For free resources on how to advance your career in Project Management visit our website at ce.uci.edu/apm or contact our Program Representative Vonessa Low at v.low@uci.edu.
Looking to apply to medical school but don’t have a science degree?

Our career changer certificate program is a rigorous, two-year program. It is designed for students who have successfully completed an undergraduate degree in a non-science discipline and are now seeking a postbaccalaureate program that will help them complete the required basic core courses for pre-medical and other allied health professions.

Register NOW for an Information Session!

UCI CAMPUS:
January 18, 2018
3:00PM to 5:00PM
Natural Sciences | Room 1114

WEBINAR - LIVE Q & A SESSIONS:
November 14, 2017 | 3:30-4:30PM
February 8, 2018 | 3:30-4:30PM
March 6, 2018 | 3:30-4:30PM

CONTACT US
1011 Biological Sciences III, Irvine, CA 92697-1460
postbacc.bio.uci.edu | premedpb@uci.edu
Hetty Ha, Program Administrator/Premedical Advisor

postbacc.bio.uci.edu
Today’s employers recognize the value of ongoing professional career development. UCI Division of Continuing Education’s certificate and specialized studies programs – focused programs that balance theory and practice with an emphasis on real-world experience – are well-received by employers and can be a significant factor in hiring and promotion.

Certificate programs offer an in-depth body of knowledge to ensure you gain mastery of a particular topic. Specialized Studies feature shorter, more concentrated curricula for those short on time. Both are distinctive achievements that can help prepare you for career advancement or transition.

Benefits of Continuing Education

- **Expand job opportunities**
  Earning a certificate or taking continuing education courses can help position you for higher responsibilities or promotion.

- **Keep pace with work trends**
  Continuing education is a great way to stay abreast of developments and best practices in your field.

- **Enhance confidence**
  A continuing education certificate can help boost your self-image and confidence at work, and in other aspects of your life.

  - **Achieve job satisfaction**
    Employees who actively develop new skills and knowledge tend to experience higher job satisfaction than those who do not.

  - **Learn to learn**
    Explore a field unrelated to your job that interests you — for personal development or simply for fun.
**BUSINESS & MANAGEMENT** • ce.uci.edu/bm
- Advanced HR Management Specialized Studies Program
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- Business Analysis Certificate Program
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- Digital Marketing Certificate Program
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- Comparative Effectiveness Research and Evidence Based Medicine Certificate Program
- Medical Product Development Certificate Program
- Nursing Science Courses
- Postbaccalaureate Premedical Program (Academic Enhancer Option & Career Changer Option)
- Post-Baccalaureate Program in Pharmaceutical Sciences Regulatory Affairs and Compliance Certificate Program
Your resume does not get you a job. You’re the one that gets the job. Although your resume helps you get in the door, amongst stiff competition, it’s really nothing more than a piece of paper unless you’re willing to create a distinct position for yourself.

Thankfully, the corporate tide of hiring is changing. Studies are finding that candidates with perfect resumes may not necessarily be the best fit for the job. This is especially true with the trend toward talent management. HR managers, and CEOs alike, are looking for different, unique, and more diverse types of people to achieve strategic objectives and meet future business needs. And this is being done by looking at the person, not just the piece of paper.

Consider these tips when you’re re-crafting your resume and personal statement for your next career opportunity.

1. **Tell Your Story.** This is the 30-second elevator pitch about who you are, what you do, and why you’re the perfect candidate. You should be able to communicate this any time, from a job interview to casual conversation with someone who might be able to help you land a position.

   But understand that it’s important to build your pitch around what a recruiter or talent/hiring manager wants to hear (What’s in it for me?).

2. **Use (or Build) Your Network to Influence People.** We all have someone in our lives that’s vested in our success. Real success, the kind that exists on multiple levels, is impossible without building great relationships.

   Your ideal endorsements should come from people that know you, like you, understand your work ethic, and have a connection with someone where you want to work.

3. **Take the Leap.** There are jobs that you might not be qualified for. But if you realize you want it, chances are that you can uncover your discrete skillset with the abilities needed for many jobs.

   Highlight your transferable and applicable skills on your resume and define how your talents meet or even exceed the expectations of the job.

   Amelia Earhart said, “The most difficult thing is the decision to act, the rest is merely tenacity.”

   ● Read more at ce.uci.edu/careerzot
UCI+One’s comprehensive career planning program provides free, online information sessions on key topics to help you take the next step in your career journey:

- **Nov. 8** - Ready, Set, Prep: *Grad School Entrance Exams*
- **Nov. 15** - Networking: *Making the Most of Informational Interviews*
- **Jan. 17** - Ready, Set, Prep: *Grad School Entrance Exams*
- **Jan. 18** - Internships 101
- **Feb. 21** - Tips & Tricks for LinkedIn

Visit [ce.uci.edu/uci-plus-one](ce.uci.edu/uci-plus-one) to register for a free information session and to learn about the UCI+One program and Test Prep courses.

For questions, contact **Leigh Poirier** at 949.824.3983 or lpoirier@uci.edu.
Whether you are unsure of your career direction, need help exploring a new industry, or simply curious about a new career field, you will find the resources you need to begin your career planning here.

Career Toolkits available:
- Ambient Computing
- Business Analyst
- Clinical Trials
- Contract Management
- Digital Marketing
- Facilities Management
- Marketing and Communications
- Paralegal
- Personal Financial Planning
- Project Management
- Real Estate
- Social Media
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