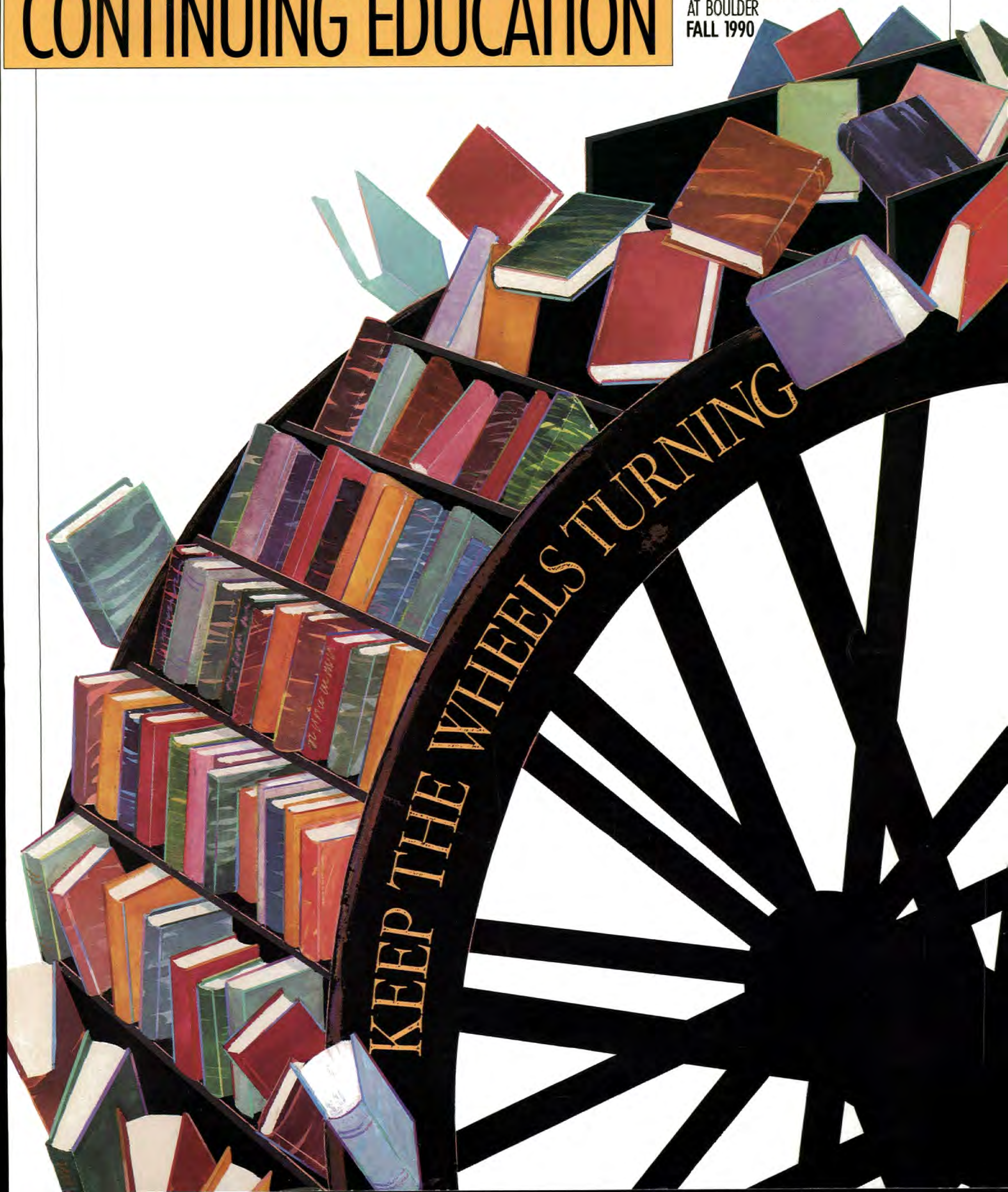


# CONTINUING EDUCATION

UNIVERSITY OF COLORADO  
AT BOULDER  
FALL 1990





## CONTINUING EDUCATION KEEPS YOU GOING AND GROWING.

It's a big world—full of interesting things to explore. For college credit. Career development. Or the sheer pleasure of learning. Continuing Education offers hundreds of fascinating courses. Credit and noncredit courses are taught by knowledgeable instructors who enjoy teaching. Check the Index (page 64) for the complete class line-up.

## FOUR EASY WAYS TO REGISTER

**1. Phone registration** is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.

**3. Register by mail** for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is located in your catalog. Registration forms are on page 69 for noncredit, page 71 for credit.

**4. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash or check.

**Where Are Courses Given?** Course locations are given at the end of each course description. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

**Credit Programs** You can earn academic credit at every level, high school through graduate school. Credit programs include:

**Boulder Evening Credit Classes**

For university courses with convenient evening hours.

**Independent Study Programs**

Independent study by correspondence and individualized instruction lets you learn at home.

**Center for Advanced Training in Engineering and Computer Science (CATECS)**

Earn a Masters degree or graduate credit with courses televised live to your worksite.

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.

Or earn a Certificate in:

**Commercial Design**

**Computer Applications and Computer Graphics**

**Management Development**

**Learning For Learning's Sake: Noncredit Courses** The broad range of noncredit courses, offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

**Professional Development** Programs for working professionals, to build skills and enhance your understanding of business today.

**Real Estate Education Program**

**Special Professional Programs**

**Video Teleconferencing**

**Change Your Mind?** Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

**Severe Weather** Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

**Other Questions? Problems? Special Needs? Disabled individuals** should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

**Books and supplies** required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.

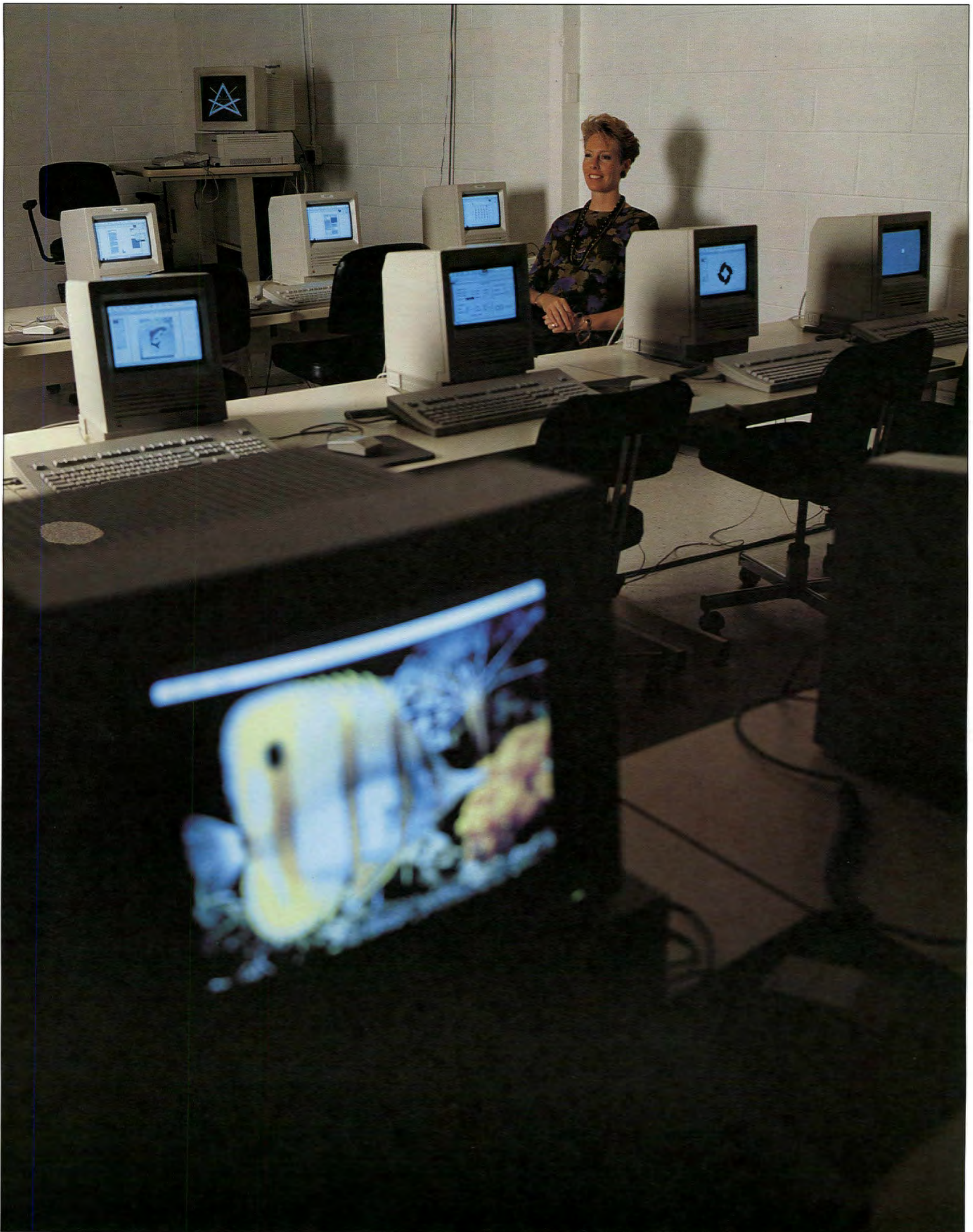


TABLE OF CONTENTS

**Boulder Evening Credit Classes** ..... 4  
 University of Colorado credit courses offered weekdays after 5:00 p.m. through the departments of Communications, Economics, English, Film, Geography, Mathematics, Philosophy and Psychology.

**Management Development Certificate Program**

**Boulder** ..... 18  
 Emphasis is on developing supervisory and management skills through oral and written communication, team building, problem solving and decision making. No prerequisites, open enrollment. Outstanding faculty with strong business credentials.

**Longmont** ..... 21  
 In response to strong community interest, a comparable program is offered in Longmont.

**Computer Applications Certificate Program** ..... 22  
 Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.

**Computer Graphics** ..... 31  
 The real question is "when," not "if." When the answer is "now," come learn how to take advantage of the computer as a design tool.

**Certificate in Commercial Design** ..... 36  
 Weekend workshops for novices or active professionals cover design development, marker comps, production, illustration, air brush, calligraphy, cartooning and career information.

**Noncredit (Personal Development) Courses** ..... 38  
 Excellent teachers share knowledge with interested students. A lively, relevant approach to the arts, business, lifestyles, writing and the environment.

**Video Teleconferencing** ..... 54  
 A distance learning facility featuring programming via satellite.

**Real Estate Education** ..... 56  
 A statewide program offers seminars and courses covering principles, law, appraisal, closings, finance, property management, tax factors and other subjects of interest.

**Special Professional Programs** ..... 58  
 Customized programming for business and industry, government agencies and service organizations.

**Independent Study Programs** ..... 60  
 Individualized learning opportunities including correspondence courses, Childhood Education series and more.

**International English Center** ..... 62  
 English as a second language and an introduction to the life and customs of the United States, for international students, visitors from abroad, or non-English speaking residents.

**Center for Advanced Training in Engineering and Computer Science (CATECS)** ..... 63  
 Quality graduate education brought to your worksite — a convenient way to stay competitive in today's high-tech marketplace.

**Index** ..... 64

**Campus Map** ..... 66

**Registration Information** ..... 68  
 Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.

**Noncredit/Certificate Registration Form** ..... 69

**Credit Registration Form** ..... 71

*Vicki Mann teaches Aldus PageMaker on the Mac. The owner of Mann Communications, she provides her students relevant instruction, sharing the hard-won experience that comes from a successful career in desktop publishing, design and consulting.*

# NEW DIRECTIONS. NEW DIMENSIONS. EVENING CREDIT CLASSES.

Some of the university's most sought-after courses are offered after 5 p.m., taught by top-notch instructors to a diverse group of people who share a keen interest in personal development and professional advancement.

Credits earned can be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours — usually 12 — before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

**Eligibility:** All you need is a high school diploma or GED. (Individuals on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, the College of Environmental Design or the College of Business may not enroll.)

**Residency:** Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$66 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

**Under 21?** If you're not 22 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents live out of state, you may petition the University of Colorado for resident status as an emancipated minor. If you believe your initial classification is incorrect, talk to the Classification Coordinator at 492-5148.

**Tuition:** Resident tuition is \$66 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 10 for more information.

**Privileges:** As a Boulder Evening Credit student, you have access to the following services.

- Total library services at no additional charge
- Membership in the Recreation Center (\$45 a semester)
- Wardenberg Student Health Services (\$65)
- Photo IDs (\$7 cash, checks with guarantee card, Visa, MasterCard)

To sign up for these and other student benefits, simply take your registration receipt to the appropriate office.

**Counseling Services:** Free academic counseling is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 492-5145 for an appointment.

**Financial Aid:** Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design Room 2 (492-5091) or in Room 165 of the UMC. The Colorado Commission on Higher Education also provides some tuition assistance to eligible students and these applications are also available from the Office of Financial Aid.

**Veteran Benefits:** As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veterans Affairs Office, Room 165, University Memorial Center, or call 492-7322.

**To Enroll:** Advance registration is necessary, by mail or in person at the Division of Continuing Education, 1221 University Avenue. See the instructions on the inside front cover of this catalogue.

**To Drop:** To drop a credit course and ensure that you receive any tuition refund that may be due, come to the Division of Continuing Education, 1221 University Avenue and complete a drop voucher. If you don't officially withdraw from a course, you may receive a grade of "F" for that class.

**Pass/Fail Option:** This option is not available for Boulder Evening Credit Courses.

**Special Faculty-Staff Registration:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning September 4.



## CREDIT CLASSES CALENDAR — DATES YOU SHOULD KNOW

<b>August 6</b>	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>September 3</b>	Labor Day Holiday. NO CLASSES.
<b>September 4</b>	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>September 6</b>	CU vs. Stanford Home Football Game. NO CLASSES.
<b>September 14</b>	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>September 17</b>	Instructor's signature required to drop Session I classes.*
<b>September 21</b>	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
<b>September 24</b>	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
<b>October 8</b>	Petition required to drop Full Term classes.
<b>October 22</b>	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>October 23</b>	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>October 29</b>	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>November 2</b>	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>November 5</b>	Instructor's signature required to drop Session II classes.*
<b>November 12</b>	Petition required to drop Session II classes.
<b>November 22-23</b>	Thanksgiving Holiday. NO CLASSES.
<b>December 4</b>	FULL TERM TUESDAY CLASSES END.
<b>December 5</b>	FULL TERM WEDNESDAY CLASSES END.
<b>December 10</b>	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
<b>December 12</b>	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>December 13</b>	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
<b>December 17</b>	FULL TERM MONDAY AND THURSDAY CLASSES END.
<b>December 18</b>	SESSION II TUESDAY AND THURSDAY CLASSES END.

*\*This signature indicates you were doing passing work when you dropped the course.*

## REFUND SCHEDULE FOR CREDIT CLASSES

FULL TERM	SESSION I	SESSION II
100% through Sept. 21	100% through Sept. 14	100% through Nov. 2
60% Sept. 24 through Oct. 5	60% Sept. 17 through Sept. 21	60% Nov. 5 through Nov. 9
40% Oct. 8 through Oct. 19	40% Sept. 24 through Sept. 28	40% Nov. 12 through Nov. 16
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>





## FULL TERM CLASSES BY STARTING DATE, FALL 1990

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday Courses, Begin September 10 and End December 10</b>				
AMST	2000-3	300	5:30-8:30 p.m.	Themes in American Culture: 1600-1900
APAS	1110-3	300	7-10 p.m.	General Astronomy: The Solar System
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
EPOB	3000-3	300	6:30-9:30 p.m.	Environmental Issues and Biology
HIST	1010-3	300	6-9 p.m.	Western Civilization I
HIST	2117-3	300	7-10 p.m.	History of Colorado
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
JOUR	2001-3	301	6-9 p.m.	Mass Media Writing
MATH	1071-3	300	5:30-8:30 p.m.	Finite Mathematics for Social Science and Business
MATH	1081-3	300	6-9 p.m.	Calculus for Social Science and Business
PHIL	1100-3	300	7-10 p.m.	Ethics
PSCI	2222-3	300	6-9 p.m.	Introduction to International Relations
PSYC	2303-3	300	6:30-9:30 p.m.	Psychology of Adjustment
PSYC	2643-3	300	7-10 p.m.	Child and Adolescent Psychology
PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
THTR	1003-3	301	6:30-9:30 p.m.	Introduction to Acting for Non-Majors
<b>Monday and Wednesday Courses, Begin September 5 and End December 10</b>				
FINE	1012-3	300	7-10 p.m.	Basic Drawing
FINE	1212-3	300	7-10 p.m.	Basic Painting
FINE	2423-3	300	6-9 p.m.	Beginning Screen Printing
JOUR	3102-3	300	7-8:30 p.m.	Press Photography
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
<b>Monday, Wednesday and Friday Course, Begins September 5 and Ends December 12</b>				
HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew I
<b>Monday and Thursday Courses, Begin September 10 and End December 17</b>				
CSCI	1200-3	300	7:15-8:45 p.m. (M) 6-8:45 p.m. (Th)	Introduction to Programming I
FINE	1504-2	300	7-9 p.m.	Basic Sculpture
MATH	1300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus I
<b>Tuesday Courses, Begin September 4 and End December 4</b>				
ANTH	2010-3	300	7-10 p.m.	Introduction to Physical Anthropology I
ARAB	2110-3	300	4:30-7:30 p.m.	Intermediate Arabic I
COMM	2200-3	300	6:30-9:30 p.m.	Public Speaking
COMM	4260-3	301	6-9 p.m.	Communication and Conflict
ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
ENGL	1191-3	301	7-10 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	7-10 p.m.	Masterpieces of American Literature
HEBR	2120-3	300	1-4 p.m.	Intermediate Hebrew 2
HIST	1113-3	300	7-10 p.m.	The History of England to 1660
HIST	4425-3	300	6-9 p.m.	United States History, 1933 to 1968: The Era of Liberalism
JOUR	2001-3	302	6-9 p.m.	Mass Media Writing
MATH	1021-2	300	5:30-7:30 p.m.	Numerical and Analytical College Trigonometry
PSYC	2012-3	300	7-10 p.m.	Biological Psychology I
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society: An Introduction to Sociological Ideas
SOCY	1005-3	300	6:30-9:30 p.m.	Social Conflict and Social Values
<b>Tuesday and Thursday Courses, Begin September 4 and End December 13</b>				
ARAB	1010-5	300	1-3:30 p.m.	Beginning Arabic I
CDSS	2324-3	300	5-6:30 p.m.	American Sign Language 3
FINE	2212-3	300	7-10 p.m.	Color
MATH	0990-3	300	5:30-7 p.m.	Pre-College Mathematics
<b>Wednesday Courses, Begin September 5 and End December 5</b>				
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ENGL	3051-3	300	7-10 p.m.	Intermediate Fiction Workshop
ENGL	3152-3	300	6-9 p.m.	Report Writing
GEOL	1130-3	300	7-10 p.m.	Dynamic Earth I — Introduction
HIST	1015-3	300	7-10 p.m.	History of the United States to 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
RLST	2620-3	300	6-9 p.m.	World Religions: Eastern
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society I
SOCY	4014-3	300	6:30-9:30 p.m.	Criminology

Dr. Michael Freedman is Chief of Adult Clinical Psychology at National Jewish in Denver; he helps patients learn to cope with chronic respiratory illnesses. Michael also teaches Psychology in the Boulder Evening Credit Program.

## SURVIVAL TIPS

## Important Information for Arts and Sciences Students

Students enrolling on the Boulder Campus for the first time in Fall 1990 and who have never attended college before should contact the Arts and Sciences Dean's Office for a list of General Education Requirements. Continuing and transfer students who graduated from high school before 1988 should consult the current college list for General Education Requirements.

Once you register, you are obligated for the full amount of tuition you are assessed. Tuition is listed at the end of each course description.

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Thursday Courses, Begin September 13 and End December 13</b>				
COMM	1020-3	300	6:30-9:30 p.m.	Introduction to Communication
COMM	4260-3	302	6-9 p.m.	Communication and Conflict
ECON	2020-3	300	5:30-8:30 p.m.	Principles of Macroeconomics
EDUC	4800-3	300	6-9 p.m.	Workshop in Instruction and Curriculum in Content Areas: The Art of Creative Science Teaching
ENGL	1191-3	302	7-10 p.m.	Introduction to Creative Writing
ENGL	1260-3	300	6-9 p.m.	Introduction to Women's Literature
ENGL	2051-3	300	7-10 p.m.	Introductory Fiction Workshop
ENGL	2600-3	300	6:30-9:30 p.m.	Introduction to World Literature 1
EPOB	1210-3	300	6:30-9:30 p.m.	General Biology 1
PHIL	1000-3	300	7-10 p.m.	Introduction to Philosophy
PSYC	2101-3	300	6:30-9:30 p.m.	Statistics and Research Methods in Psychology
THTR	1003-3	302	6:30-9:30 p.m.	Introduction to Acting for Non-Majors
THTR	4051-3	300	7-10 p.m.	Playwriting

## SESSION I CLASSES BY STARTING DATE, FALL 1990

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin September 5 and End October 22</b>				
ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
EDUC	4800-3	102	5-8 p.m.	Special Topics: Expanding Awareness
ENGL	1191-3	100	7-10 p.m.	Introduction to Creative Writing
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	7-10 p.m.	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Nutrition and Health
SOCY	1001-3	100	7-10 p.m.	Analyzing Society: An Introduction to Sociological Ideas
<b>Tuesday and Thursday Courses, Begin September 4 and End October 23</b>				
COMM	1020-3	100	6-9 p.m.	Introduction to Communication
COMM	2200-3	100	6-9 p.m.	Public Speaking
EDUC	4800-3	101	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
EDUC	4820-3	100	6:30-9:30 p.m.	Workshop in Curricular and Instructional Development: Integrative Learning
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6:30-9:30 p.m.	Environmental Systems 1 — Climate and Vegetation
HIST	1015-3	100	6:30-9:30 p.m.	History of the United States to 1865
SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

## SESSION II CLASSES BY STARTING DATE, FALL 1990

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin October 29 and End December 12</b>				
ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
EDUC	4800-3	202	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
ENGL	1191-3	200	7-10 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	7-10 p.m.	Introduction to Human Geography
KINE	3420-3	200	7-10 p.m.	Nutrition and Health
KINE	3430-3	200	7-10 p.m.	Nutrition and Physical Performance
SOCY	1004-3	200	7-10 p.m.	Deviance in U.S. Society
<b>Tuesday and Thursday Courses, Begin October 30 and End December 18</b>				
COMM	2030-3	200	6-9 p.m.	Interpersonal Communication
COMM	2200-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
EDUC	4820-3	200	6:30-9:30 p.m.	Workshop in Curricular and Instructional Development: Integrative Learning
FILM	3501-3	200	7-10 p.m.	Production Management
GEOG	1011-4	200	6:30-9:30 p.m.	Environmental Systems 2 — Landforms and Soils
HIST	1025-3	200	6:30-9:30 p.m.	History of the United States Since 1865
SOCY	2031-3	200	7-10 p.m.	U.S. Values, Social Problems and Change

## American Studies

### American Studies 2000-3 Themes in American Culture: 1600-1900

Enables students to explore various themes in pre-1900 American culture. Examines these themes, which vary each year, in their social context. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300: Mondays, 5:30-8:30 p.m.  
Hellem 255. \$198.

## Anthropology

### \*Anthropology 1030-3 Principles of Anthropology 1

Evolution of humanity and culture from beginnings through early metal ages. Covers human evolution, race, prehistory, and the rise of early civilizations.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hellem 237. \$198.

### \*Anthropology 1040-3 Principles of Anthropology 2

Survey of the world's major culture areas; culture and its major components such as subsistence, social organization, religion, and language.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Hellem 237. \$198.

### \*Anthropology 2010-3 Introduction to Physical Anthropology 1

Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence bearing on human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays, 7-10 p.m.  
Hellem 237. \$198.

## Arabic

### Arabic 1010-5 Beginning Arabic 1

Full Term - Section 300:  
Tuesdays and Thursdays, 1-3:30 p.m.  
Chemistry 146. \$440.

### Arabic 2110-3 Intermediate Arabic 1

Advanced grammar and conversation.

Full Term - Section 300: Tuesdays, 4:30-7:30 p.m.  
Chemistry 146. \$264.

## Astronomy

### \*APAS 1110-3 General Astronomy: The Solar System

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 2-28. \$198.

## Biology

### \*EPOB 1210-3 General Biology 1

Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Open to non-majors. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-09. \$198.

### EPOB 3000-3 Environmental Issues and Biology

The natural environment is currently stressed by a variety of human actions. This course will examine the nature of these environmental problems and their impact on living organisms: both human and non-human species.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Ramaley N1B31. \$198.

## Communication

### \*Communication 1020-3 Introduction to Communication

Introduction to concepts and related skills that define communication in a variety of face-to-face contexts. Topics include models of communication, meaning, content/relationships, formal gathering, intimacy, and group programs.

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Hellem 141. \$198.

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.  
McKenna 112. \$198.

## SURVIVAL TIPS

\*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



## Communication – cont.

### \*Communication 2030-3 Interpersonal Communication

Emphasizes personal aspects of communication. Central topics include choice making, choice attribution, risk taking, personal knowledge, creativity, and alternative kinds of interpersonal relationships. Increased self-awareness, understanding of interpersonal relationships, and improvement of interpersonal skills are dominant goals. Required for majors.

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Hellems 137. \$198.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
McKenna 112. \$198.

### Communication 2200-3 Public Speaking

Covers the theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Hellems 181. \$198.

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.  
Hellems 193. \$198.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Hellems 193. \$198.

### Communication 4260-3 Communication and Conflict

Conflict management is studied from a communication perspective on intrapersonal, interpersonal, and small group levels. Attention given to managing conflict in informal settings and to productive management of conflict. Assignments include field observations, analysis of actual conflicts, and experiences in intervention methods. Involves reading primary theoretical works in conflict, reading and critiquing recent research in communication and conflict, and writing a major paper. Junior standing or above required. Prerequisites, two of the following: COMM 2030, 2150, or 3200. Same as COMM 5260.

Full Term - Section 301: Tuesdays, 6-9 p.m.  
Hellems 185. \$198.

Full Term - Section 302: Thursdays, 6-9 p.m.  
Ketchum 301. \$198.

## Communication Disorders and Speech Science

### CDSS 2324-3 American Sign Language 3

Continuation of ASL 2. Emphasizes expressive sign language, storytelling, and discussions on deaf culture communicated exclusively through sign language. Covers ASL idiomatic expressions, approximately 500 vocabulary words, and 20 grammatical structures. Prerequisites, CDSS 2304 and CDSS 2314, or equivalent.

Full Term - Section 300:  
Tuesdays and Thursdays, 5-6:30 p.m.  
Ketchum 119. \$198.

## Computer Science

### Computer Science 1200-3 Introduction to Programming I

An introductory course in computer programming covering the basic techniques for designing common algorithms to solve practical problems, the major characteristics of modern computers, the elements of structured programming and the use of data structures. The course provides current methods for constructing, debugging, testing, and documenting computer programs. Programming projects use Pascal. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics, including trigonometry or MATH 1100 or 1020, or consent of instructor.

Full Term - Section 300:  
Lecture - Mondays and Thursdays, 7:15-8:45 p.m.  
Recitation - Thursdays, 6-7 p.m.  
Engineering Center CR 1-03. \$223.

## Economics

### \*Economics 2010-3 Principles of Microeconomics

Study of decision making under uncertainty in the presence of scarcity by households, firms, and government units. Analyzes resource allocation under competitive and noncompetitive market structures, income distribution, and comparative economic systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:  
Tuesdays, 5:30-8:30 p.m.  
Engineering Center CR 2-06. \$198.

### \*Economics 2020-3 Principles of Macroeconomics

Examines basic concepts of macroeconomics, or behaviors and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:  
Thursdays, 5:30-8:30 p.m.  
Economics 205. \$198.

## Education

### Education 3303-2 Oral Communication for Teachers

Designed for prospective teachers. Deals with applications of oral communication methods in education. Fulfills the School of Education oral competency requirement.

Full Term - Section 300: Mondays, 6-8 p.m.  
Hellems 193. \$132.

## SURVIVAL TIPS

**Tuition charges** for credit courses offered by the Division of Continuing Education are determined by **program** and by the **residency** status of the student.

**Residents of Colorado** are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

**Non-Residents of Colorado** are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the resident tuition rate cited in the most recent program publication. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division of Continuing Education, regardless of program, are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session.

**Important Exception:** Tuition for INDEPENDENT STUDY VIA CORRESPONDENCE is assessed at the rate cited in the catalog of The Colorado Consortium for Independent Study in effect at the time of registration. This assessment is not affected by considerations of residency.

The Board of Regents reserves the right to change tuition without prior notice.

All tuition and refund determinations are subject to audit.

**Education 4800-3**  
**Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)**

This experiential course is designed to help students enhance their effectiveness and realize greater creative potentials for themselves. We will explore a variety of ways to activate right brain functioning through multi-sensory learning, creative problem solving techniques, and the expansion of creative imagination and humor. We will consider how creative learning experiences can enhance our daily lives — personally, academically, and professionally.

Session I - Section 101:  
 Tuesdays and Thursdays, 5-8 p.m.  
 Hale 6. \$206.

Session II - Section 201:  
 Tuesdays and Thursdays, 5-8 p.m.  
 Hale 6. \$206.

**Education 4800-3**  
**Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)**

This experiential course is designed to help students revitalize their energies for teaching and parenting. Students will learn theories and methods of stress management and practice ways to create a more relaxed learning environment for themselves and others.

Session II - Section 202:  
 Mondays and Wednesdays, 5-8 p.m.  
 McKenna 112. \$206.

**Education 4800-3**  
**Special Topics: Expanding Awareness**

This experiential course is open to students who have completed C.L.E.A.R. and/or S.M.A.R.T. and are ready to delve into a deeper understanding of creativity and consciousness. We will explore the teachings of recognized contemporary writers such as Jean Houston, Buckminster Fuller, and Leo Buscaglia. We will practice ways of integrating new concepts into our lives to help us expand our personal and planetary awareness.

Session I - Section 102:  
 Mondays and Wednesdays, 5-8 p.m.  
 McKenna 112. \$206.

**Education 4820-3**  
**Workshop in Curricular and Instructional Development: Integrative Learning**

This course provides information and practical strategies designed to motivate and energize anyone interested in the teaching, learning, and communication process. Participants will learn skills which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self-esteem. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, stress management, and numerous other suggestions for enhancing learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.

Session I - Section 100:  
 Tuesdays and Thursdays, 6:30-9:30 p.m.  
 Engineering Center CR 1-05. \$206.

Session II - Section 200:  
 Tuesdays and Thursdays, 6:30-9:30 p.m.  
 Engineering Center CR 1-05. \$206.

**Education 4800-3**  
**Workshop in Instruction and Curriculum in Content Areas: The Art of Creative Science Teaching**

A teaching model based on the scientific cycle, this course will provide an opportunity for teachers to try novel techniques and new ways to approach their current teaching to enhance student learning. We shall explore techniques using music, dialogues, scripts, movement, visual environments, and performance along with situational problem-solving, decision trees and creative slide shows. In addition, we will explore new ways to enhance traditional drill and practice techniques.

Full Term - Section 300: Thursdays, 6-9 p.m.  
 Economics 13. \$198.

## English

**English 1191-3**  
**Introduction to Creative Writing**

Introduction to the techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students.

Full Term - Section 301: Tuesdays, 7-10 p.m.  
 Hellems 255. \$198.

Full Term - Section 302: Thursdays, 7-10 p.m.  
 Hellems 259. \$198.

Session I - Section 100:  
 Mondays and Wednesdays, 7-10 p.m.  
 Engineering Center CR 1-07. \$198.

Session II - Section 200:  
 Mondays and Wednesdays, 7-10 p.m.  
 Engineering Center CR 1-07. \$198.

**\*English 1260-3**  
**Introduction to Women's Literature**

Introduction to the study of literature by women in England and America. Both poetry and fiction are read, and varying historical periods are covered. Designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. Same as WMST 1260. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Thursdays, 6-9 p.m.  
 Hellems 177. \$198.

**\*English 1500-3**  
**Masterpieces of British Literature**

Introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-twentieth century English novel, and works by Chaucer and/or Milton. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Mondays, 6-9 p.m.  
 Engineering Center CR 1-26. \$198.

**\*English 1600-3**  
**Masterpieces of American Literature**

Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Tuesdays, 7-10 p.m.  
 Hellems 229. \$198.



## SURVIVAL TIPS

\*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



## English – cont.

### **English 2051-3 Introductory Fiction Workshop**

This course is a basic introduction to fiction writing techniques. Its workshop format makes it useful to both beginning and advanced writers. Students will write stories and discuss them in class. Instruction will also include topics such as getting and developing fresh story ideas, preparing manuscripts, and seeking publication. Students will read a variety of stories and theoretical works designed to help them develop their own sense of what makes good fiction. This course may be taken up to three times for credit.

Full Term - Section 300: Thursdays, 7-10 p.m.  
Ketchum 33. \$198.

### **\*English 2600-3 Introduction to World Literature 1**

Introduction to Greek classics in the best modern translations and to the Bible as literature, including epic, tragedy, comedy, philosophy and history. Sample texts are *The Iliad* by Homer, *Agamemnon* by Aeschylus, *Oedipus Rex* by Sophocles, *Lysistrata* by Aristophanes, and works by Thucydides and Plato. Not open to students who have credit in HUMN 1010-1020.

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Hellems 271. \$198.

### **English 3051-3 Intermediate Fiction Workshop**

Intermediate course in fiction writing. Prerequisite, instructor consent based on submission of manuscript (one short story). May be taken up to three times for credit.

Full Term - Section 300: Wednesdays, 7-10 p.m.  
Hellems 259. \$198.

### **English 3152-3 Report Writing**

Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, combination of lecture, discussion and evaluation, will sharpen the student's ability to write with ease and clarity.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Engineering Center CR 1-26. \$198.

*Patricia Clark teaches American Sign Language (ASL) 3, an extremely efficient visual language with its own grammatical format, and even puns. Patricia has a fluency born of life experience — both parents were deaf — and she's been "speaking" ASL all her life.*

## Film

### Film Studies 3501-3 Production Management

Designed to increase production skills while cutting production costs, this course familiarizes students with principles of management techniques and methodologies which have been specifically developed for the Film and Television Industry. Emphasis is placed on the technique of Script Breakdown and Production Boarding as the central tool in Production Management and problem-solving. The course is addressed to students interested in careers in the Entertainment Industry, Independent Features, Documentaries, Industrials and Educational film making. Prerequisite, FILM 3563-3 or consent of instructor.

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Norlin Library Audiovisual Room. \$206.

### Film Studies 3563-3 Producing the Feature Film

Designed to give the student a behind-the-scenes look at the way production in the entertainment industry is structured and works. For those interested in careers in the industry, this course provides a comprehensive overview of the production process from development through distribution. Majority of course focuses on the contemporary state of the entertainment industry and includes general analysis of such topics as: story components, production values, editing, music, job functions and opportunities. Emphasis also given to the crucial role the script plays in this process. Analysis of current scripts and clips, and screenings of feature films will be used throughout the course.

Session I - Section 101:  
Mondays and Wednesdays, 7-10 p.m.  
Norlin Library Audiovisual Room. \$206.

Session I - Section 102:  
Tuesdays and Thursdays, 7-10 p.m.  
Norlin Library Audiovisual Room. \$206.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Norlin Library Audiovisual Room. \$206.

## Fine Arts

### Fine Arts 1012-3 Basic Drawing

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1002. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.  
Fine Arts C175. \$208.

## SURVIVAL TIPS

\*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

### Fine Arts 1212-3 Basic Painting

General introduction to painting. Color, pictorial space, still life, landscape, figure, and abstract painting. Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1202. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.  
Fine Arts N103. \$228.

### Fine Arts 1504-2 Basic Sculpture

Orientation course involving three-dimensional form and application. Expressive problems based on nonobjective form relationships in various sculptural materials. May not be repeated.

Full Term - Section 300:  
Mondays and Thursdays, 7-9 p.m.  
Fine Arts C-102. \$152.

### Fine Arts 2212-3 Color

Basic introduction to the relative effects of color as used by the artist. Emphasizes the practice of color relations including basic characteristics, mixtures, illusions, optical mixture, color intervals and color quantity. May not be repeated.

Full Term - Section 300:  
Tuesdays and Thursdays, 7-10 p.m.  
Fine Arts N103. \$208.

### Fine Arts 2423-3 Beginning Screen Printing

Exploration in silkscreen techniques. Emphasizes creativity and experimentation with contemporary screen printing processes. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 6-9 p.m.  
Fine Arts C1B70. \$258.

## Geography

### \*Geography 1001-4 Environmental Systems 1 -- Climate and Vegetation

Introduces the atmospheric environment of the Earth; the elements and controls of climate and their implications for hydrology, vegetation, and soils. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Guggenheim 3. \$264.

### \*Geography 1011-4 Environmental Systems 2 -- Landforms and Soils

Introduces two essential aspects of the natural environment: landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of

learning situations, including lectures, labs, and field trips. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Guggenheim 3. \$264.

### \*Geography 1982-3 World Regional Geography

Using interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$198.

### \*Geography 1992-3 Introduction to Human Geography

Systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations; locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$198.

## Geology

### \*Geology 1130-3 Dynamic Earth 1 -- Introduction

Discusses how the origin and evolution of Earth as a planet leads to its composition and heat budget. Considers alternate energy resources. Basic concepts of the physics of the solid earth lead to a discussion of earthquakes — their causes and prediction. Not open to Geology majors. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Wednesdays, 7-10 p.m.  
Hunter 107. \$198.

## Hebrew

### Hebrew 1010-5 Beginning Hebrew 1

Full Term - Section 300:  
Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m.  
TBA. \$440.

### Hebrew 2120-3 Intermediate Hebrew 2

Modern Hebrew including journalistic and idiomatic Hebrew with the emphasis on conversation. Prerequisite Hebrew 2110 or placement.

Full Term - Section 300:  
Tuesdays, 1-4 p.m. TBA. \$264.

## History

### \*History 1010-3 Western Civilization I

Survey course on the development of western civilization from its beginnings in the ancient near East to the time of the establishment of the first modern states in the seventeenth century. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Mondays, 6-9 p.m.  
Biosciences E113. \$198.

### \*History 1015-3 History of the United States to 1865

Survey of American history from first settlement until the end of the Civil War. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300: Wednesdays, 7-10 p.m.  
Engineering Center CR 1-09. \$198.

Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Ekeley E1B75. \$198.

### \*History 1025-3 History of the United States Since 1865

Survey of social, economic, political and cultural development of the United States from the close of the American Civil War to the present. Approved for Arts and Sciences Core Curriculum: United States Context.

Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Ekeley E1B75. \$198.

### \*History 1113-3 The History of England to 1660

Deals with the period from Roman time to the seventeenth century. Covers social, political, and constitutional affairs which contributed to the creation of the English nation. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Tuesdays, 7-10 p.m.  
Engineering Center CR 1-01. \$198.

### History 2117-3 History of Colorado

Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.

Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 1-05. \$198.

### History 4425-3 United States History, 1933 to 1968: The Era of Liberalism

Examines American history, 1933-1968, with attention to domestic and foreign policy issues. Emphasizes the Great Depression, WWII, the Cold War, the Korean conflict, and the Truman administration's Fair Deal.

Full Term - Section 300: Tuesdays, 6-9 p.m.  
Hellems 271. \$198.

### History 4433-3 Nazi Germany

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to western civilization. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Hellems 245. \$198.

## Journalism

### Journalism 1001-3 Contemporary Mass Media

Examines the mass media's interaction with society, looking at journalism and the mass media in historical, intellectual, economic, political, and social contexts.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Hellems 141. \$198.

### Journalism 2001-3 Mass Media Writing

Provides an introduction to information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.

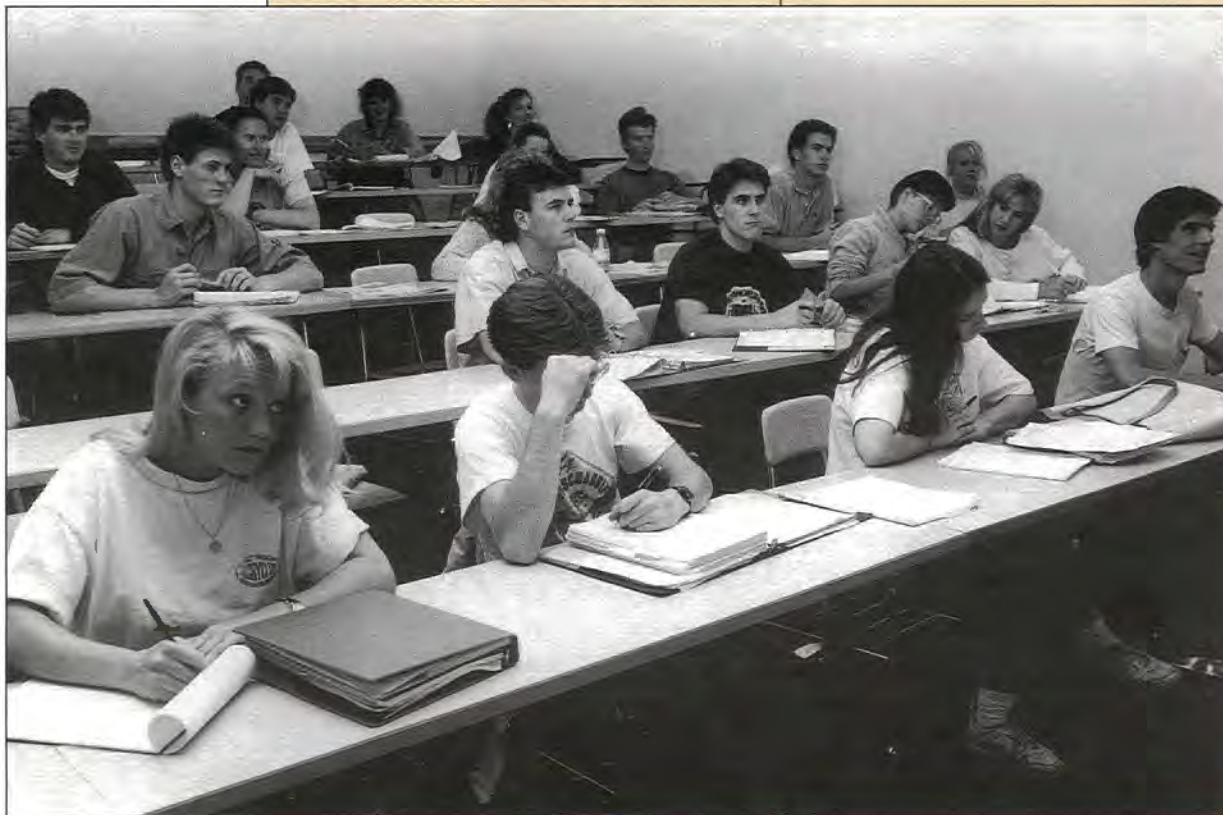
Full Term - Section 301: Mondays, 6-9 p.m.  
Macky 3C. \$198.

Full Term - Section 302: Tuesdays, 6-9 p.m.  
Macky 3C. \$198.

### Journalism 3102-3 Press Photography

Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is \$50 (included in tuition) and covers facilities and chemicals. Students should expect to spend \$100-\$200 for paper and film in addition to tuition and lab fees.

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Macky 3B. \$248.



## SURVIVAL TIPS

\*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



## Kinesiology

### Kinesiology 3420-3 Nutrition and Health

The basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Engineering Center CR 1-46. \$198.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Education 220. \$198.

### Kinesiology 3430-3 Nutrition and Physical Performance

Current research relating to nutrition and optimal physical performance. Topics include energy utilization, fluid requirements, vitamin and mineral needs of the athlete, body composition and other issues.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Engineering Center CR 1-46. \$198.

## Mathematics

### Mathematics 0990-3 Pre-College Mathematics

Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade.

Full Term - Section 300:  
Tuesdays and Thursdays, 5:30-7 p.m.  
Engineering Center CR 1-16. \$198.

### Mathematics 1011-3 Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010 and 1020. Prerequisite, placement examination score for MATH 1000 or 1 year of high school algebra.

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Engineering Center CR 1-16. \$198.

### Mathematics 1021-2 Numerical and Analytical College Trigonometry

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prerequisites MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1½ years high school algebra and 1 year high school geometry.

Full Term - Section 300: Tuesdays, 5:30-7:30 p.m.  
Engineering Center CR 1-26. \$132.

### Mathematics 1071-3 Finite Mathematics for Social Science and Business

Systems of linear equations; an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060 and 1070. Prerequisite, MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1½ years of high school algebra.

Full Term - Section 300: Mondays, 5:30-8:30 p.m.  
Engineering Center CR 2-26. \$198.

### Mathematics 1081-3 Calculus for Social Science and Business

Differential and integral calculus of algebraic, logarithmic, and exponential functions. Students may not receive credit for both MATH 1081 and math modules MATH 1080, 1090 or 1100. Prerequisite, MATH 1011 or MATH 1071 or MATH 1010 or MATH 1070 or placement examination score for MATH 1020 or 2 years of high school algebra.

Full Term - Section 300: Mondays, 6-9 p.m.  
Engineering Center CR 1-30. \$198.

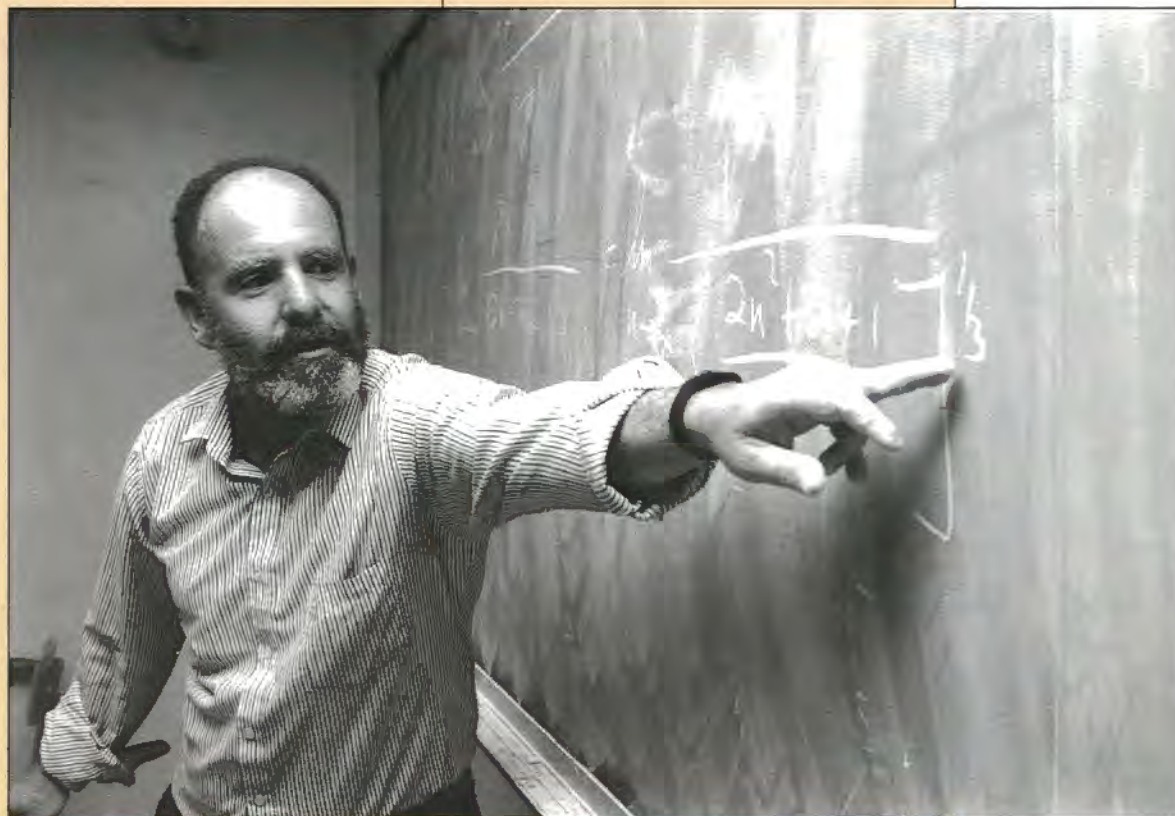
### \*Mathematics 1300-5 Analytic Geometry and Calculus I

Selected topics in analytic geometry and calculus. Rates of change of functions, limits, derivatives of algebraic and transcendental functions, applications of derivatives, and integration. Students with credit in MATH 1081 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1300 may not receive credit in APPM 1350 or APPM 1370. Prerequisite, 2 years of high school algebra, 1 year of geometry, ½ year of trigonometry or MATH 1000-1040 or MATH 1011 and 1021.

Full Term - Section 300:  
Mondays and Thursdays, 5:30-8 p.m.  
Engineering Center CR 0-36. \$330.

## SURVIVAL TIPS

Boulder Evening tuition is assessed in addition to any tuition paid on campus (resident or nonresident).



## Philosophy

### \*Philosophy 1000-3 Introduction to Philosophy

Introduction to fundamental questions of philosophy. Approved for Arts and Sciences Core Curriculum: Ideals and Values.  
Full Term - Section 300: Thursdays, 7-10 p.m.  
Hellems 267. \$206.

### \*Philosophy 1100-3 Ethics

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice. Approved for Arts and Sciences Core Curriculum: Ideals and Values.  
Full Term - Section 300: Mondays, 7-10 p.m.  
Hellems 267. \$198.

## Political Science

### \*Political Science 1101-3 The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.  
Full Term - Section 300: Wednesdays, 6-9 p.m.  
Environmental Design 120. \$198.

### \*Political Science 2222-3 Introduction to International Relations

Introductory conceptual approaches, the actors, national and international dynamics of the international environment, problems and issues.  
Full Term - Section 300: Mondays, 6-9 p.m.  
Biosciences E0046. \$198.

## Psychology

### \*Psychology 1001-3 General Psychology

One semester survey of major topics in psychology: perception, development, personality, learning and memory, and the biological bases of behavior.  
Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Hellems 341. \$198.

### \*Psychology 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Full Term - Section 300: Tuesdays, 7-10 p.m.  
Hellems 341. \$198.

### Psychology 2101-3 Statistics and Research Methods in Psychology

Introduction to descriptive and inferential statistics and to their roles in psychological research. Topics include correlation, regression, *t*-test, analysis of variance, and selected nonparametric statistics. College algebra recommended.  
Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Muenzinger D439. \$198.

### \*Psychology 2303-3 Psychology of Adjustment

Survey of concepts bearing upon the processes of normal psychological adjustment, with emphasis upon using the concepts to understand common human problems in personal growth and relationships with others.  
Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Ekeley E1B20. \$198.

### \*Psychology 2643-3 Child and Adolescent Psychology

Principles of development of childhood and adolescence. Prerequisite, PSYC 1001.  
Full Term - Section 300: Mondays, 7-10 p.m.  
Hellems 141. \$198.

### Psychology 4303-3 Abnormal Psychology

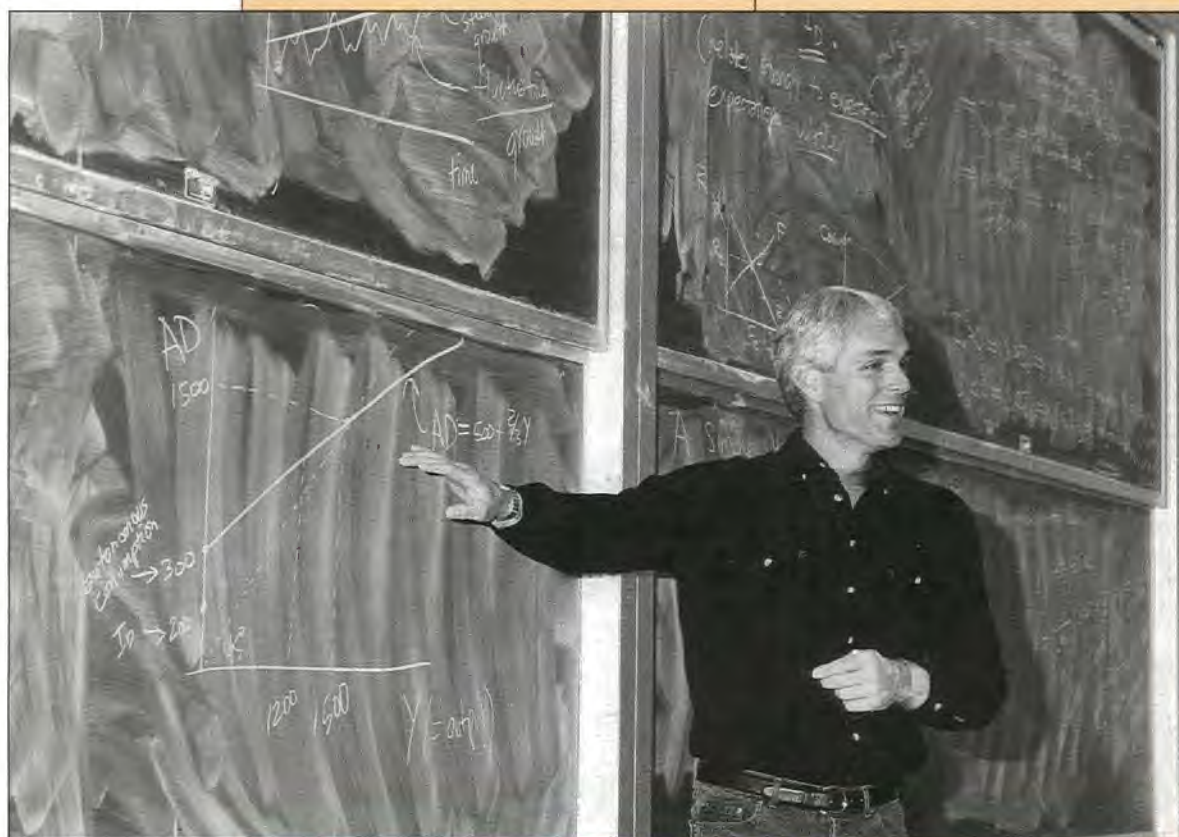
Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001.  
Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Biosciences E432. \$198.

### Psychology 4406-3 Social Psychology

General psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101.  
Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Biosciences E432. \$198.

### Psychology 4456-3 Psychology of Personality

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of the sociocultural context. Prerequisite, 12 hours of psychology or consent of instructor.  
Full Term - Section 300: Mondays, 6:30-9:30 p.m.  
Biosciences E432. \$198.



## Religious Studies

### \*Religious Studies 2620-3 World Religions: Eastern

Introduction to literature, beliefs, practices, and institutions of Hinduism, Buddhism, Taoism, Shintoism, and Confucianism in historical perspective. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Hellemes 81. \$198.

## Sociology

### \*Sociology 1001-3 Analyzing Society: An Introduction to Sociological Ideas

Examination of U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, the social and moral order, social institutions, social disorganization, social problems, and social change. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Hellemes 81. \$198.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Ekeley E1B50. \$198.

### \*Sociology 1004-3 Deviance in U.S. Society

Examination of deviant groups in the U.S. emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and the processes of social control. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session I - Section 100:  
Tuesdays and Thursdays, 7-10 p.m.  
Education 136. \$198.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Ekeley E1B50. \$198.

### \*Sociology 1005-3 Social Conflict and Social Values

Exploration of origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and the use of simulation and negotiation exercises for learning conflict management skills. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or Ideals and Values.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Ketchum 235. \$198.

### Sociology 1016-3 Sex, Gender and Society I

Examination of status and power differences between sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity. Same as WMST 1016.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Education 136. \$198.

### \*Sociology 2031-3 U.S. Values, Social Problems, and Change

Examination of U.S. society from the perspective of values and theories of social change. Considers such problems as distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Education 136. \$198.

### Sociology 4014-3 Criminology

Scientific study of criminal behavior. Special attention is given to the development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior.

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Hellemes 252. \$198.

## Theatre

### Theatre 1003-3 Introduction to Acting for Non-Majors

Teaches the basic principles of acting to non-theatre majors, focusing on relaxation, concentration, improvisation, use of imagination, actions, objectives, initial monologue and scene work, the audition process, and basic terms and concepts of process work for the actor.

Full Term - Section 301:  
Mondays, 6:30-9:30 p.m.  
Hale 303. \$198.

Full Term - Section 302:  
Thursdays, 6:30-9:30 p.m.  
Hale 303. \$198.

### Theatre 4051-3 Playwriting

Introductory course in the craft of playwriting; primary focus on technique of developing short plays.

Full Term - Section 300: Thursdays, 7-10 p.m.  
Hale 204. \$198.

## SURVIVAL TIPS

\*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



# TARGETED LEARNING FOR PROFESSIONAL GROWTH. MANAGEMENT DEVELOPMENT

Corporate America is changing. With leaner organizational structures managers are assuming new roles and facing new expectations. The Management Development Certificate Program is designed to enhance your management skills or help you qualify for a management position. There are no prerequisites and you need not be working toward certification, although any course enrollment immediately registers you in the Certificate Program.

Course offerings cover task-related skills and concepts in relevant management areas. New courses are added regularly; several are offered more than once a year. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special knowledge in the subject and their proven teaching skills.

**Professional Development Program Certificates** and Continuing Education Units are awarded for demonstrated proficiency as determined by the instructor. One Continuing Education Unit (CEU) represents 10 hours of university or college-level course participation and is a nationally recognized standard. The number of CEUs awarded in a course is listed with the course description and follows this 10:1 ratio.

The completed **Management Certificate of Achievement** is awarded on successful completion of courses (and equal to 10 CEUs or 100 hours of instruction) taken through the Management Development Program, Division of Continuing Education, University of Colorado at Boulder. Students are responsible for notifying the Division of Continuing Education when they have completed the requirements for the Management Certificate of Achievement. A transcript is available on request without charge.

**Course tuitions** are listed at the end of each course description. Tuition can only be refunded before the course begins.

**All questions** concerning the program, including your current status toward earning the Achievement Certificate may be answered by calling the Division of Continuing Education at 492-5148 (or toll free outside of the Denver Metro dialing area, 1-800-331-2801).

## BOULDER MANAGEMENT DEVELOPMENT COURSES BY STARTING DATE

Date	Number	Section	Course	Faculty
Tuesday, September 18	MDCP 403	.30B	Basic Skills for the New Supervisor	Charles Rice
Wednesday, September 19	MDCP 404	.30B	Building Productive Work Teams	Charles Rice
Saturday, September 22	MDCP 455	.30B	Managing Managers	Charles Rice
Saturday, September 22	MDCP 402	.30B	The Art of Persuasion	Donald Marcotte
Tuesday, September 25	MDCP 418	.30B	Time Management	Dora Johnson
Tuesday, September 25	MDCP 452	.30B	Technical Writing Seminar	Mike Gannon
Saturday, October 6	MDCP 409	.30B	The Art of Negotiation	Donald Marcotte
Monday, October 8	MDCP 450	.30B	Improving Your Listening and Communication Skills	Diane Irvin
Saturday, October 20	MDCP 410	.30B	The Art of Selling	Donald Marcotte
Wednesday, October 24	MDCP 415	.30B	Managerial Creativity	Charles Rice
Thursday, October 25	MDCP 429	.30B	Accounting for the Non-Accounting Decision-Maker	Fred Moore
Saturday, November 3	MDCP 422	.30B	Write With Power	Margaret Coel
Saturday, December 1	MDCP 426	.30B	Performance Evaluation	Charles Rice



## Management Development

### MDCP 402 The Art of Persuasion

Although the exercise of persuasion can yield either positive or negative results, this course will focus on the positive aspects of persuasion. The participants will be introduced to persuasion techniques that will help them achieve positive goals in their everyday dealing with others in social and business situations. The course content is comprised of both lecture and student role play.

Donald Marcotte, M.B.A. in Management, Instructor with Small Business Association, and Past area Governor for Toastmasters International.

Section 30B: Saturday, September 22, 8 a.m.-4 p.m. 1 session.  
.7 CEUs. Business 251. \$58.

### MDCP 403 Basic Skills for the New Supervisor

This workshop is designed for individuals new to management, or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30B: Tuesdays, September 18-October 2, 6:30-10 p.m. 3 sessions.  
1 CEU. Business 250. \$83.

### MDCP 404 Building Productive Work Teams

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, and problems and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, behavioral sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this teambuilding workshop is to increase the flow of useful information throughout the organization to achieve business goals.

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30B: Wednesdays, September 19-October 3, 6:30-10 p.m. 3 sessions.  
1 CEU. Business 250. \$83.

### MDCP 409 The Art of Negotiation

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. We will also address the implications of international negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30B: Saturday, October 6, 8 a.m.-4 p.m. 1 session. .7 CEUs. Business 251. \$58.

### MDCP 410 The Art of Selling

This class is designed to benefit both new and experienced salespeople. The focus will be on prospecting techniques, sales preparation and presentation, handling objections, closing strategies, and after-the-sale responsibilities. The course will be predominantly lecture but a significant amount of role playing will be included.

Donald Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30B: Saturday, October 20, 8 a.m.-4 p.m. 1 session. .7 CEUs. Business 251. \$58.

### MDCP 415 Managerial Creativity

This intensive seminar/workshop will present two sides of creativity. First, how to be more creative in your managerial performance and, second, how to develop a working environment that fosters and nurtures the individual and collective creativity of your people. Topics will include: creative opportunity analysis, stimulating creative approaches to both problems and opportunities, and creatively analyzing the negative consequences of alternatives in a constructive manner. This seminar/workshop will be heavily experiential.

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30B: Wednesdays, October 24-November 7, 6:30-10 p.m. 3 sessions.  
1 CEU. Business 250. \$83.

### MDCP 418 Time Management

This workshop examines you and your style of managing "in time" and gives you practical techniques to have enough time. The session helps you with outside (linear) techniques based on your time management profile (11 different aspects checked). Also, inside (non-linear) activities are included such as using color, sound, humor, cycles, choice and images to manage your work within your time. This time management workshop is different than any you have attended or heard about because it focuses on managing "in time" through both inside (non-linear or creative) and outside time management. This activity-oriented session will assist you to better manage your time — in fact you will be using the techniques before you ever leave the room. *Time Management* profile is available at the University Bookstore.

Dora Johnson, Ed.D., President, The Baldwin Center, an organizational team development firm.

Section 30B: Tuesdays, September 25-October 9, 6:30-9:30 p.m. 3 sessions.  
.9 CEUs. Duane Physics G113. \$74.



**MDCP 422  
Write With Power**

This is an intensive workshop on business writing. Emphasis is placed on choosing the exact word, building sentences and paragraphs, organizing material, and rewriting with purpose. We will discuss applying professional writing techniques to letters, memos and reports.  
Margaret Coel, Business Writer, Award-Winning Author.  
Section 30B: Saturday, November 3, 9 a.m.-4 p.m. 1 session.  
.6 CEUs. Business 250. \$49.

**MDCP 426  
Performance Evaluation**

One of management's biggest headaches is the performance evaluation and appraisal review system. This intensive sixteen hour course (two consecutive Saturdays) will focus on establishing performance goals and objectives, articulating to employees your expectations, executing a working agreement, objectively monitoring performance, preparing for the appraisal interview, and finally, conducting the appraisal interview. Participants will be encouraged to bring actual situations into the class for resolution. For those participants whose organizations do not have a formal performance evaluation system in place, this seminar/workshop will provide a blueprint for establishing such a system.  
Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.  
Section 30B: Saturdays, December 1-December 8, 8 a.m.-5 p.m. 2 sessions.  
1.6 CEUs. Business 250. \$132.

**MDCP 429  
Accounting for the Non-Accounting Decision-Maker**

Decision-Making Accounting applies to the financial management, taxation, financing and growth of small and large businesses. This course will be of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of how individual transactions are reported, summarized, and compiled into financial statements. We will emphasize not only an overview of accounting principles, but the decision-making process and skills necessary to effectively analyze and make decisions relating to financial statements.  
Fred Moore, M.B.E., Public Accountant and Seminar Trainer  
Section 30B: Thursdays, October 25-December 13, 7-9 p.m. 7 sessions.  
1.4 CEUs. Business 251. \$115.

**MDCP 450  
Improving Your Listening and Communication Skills**

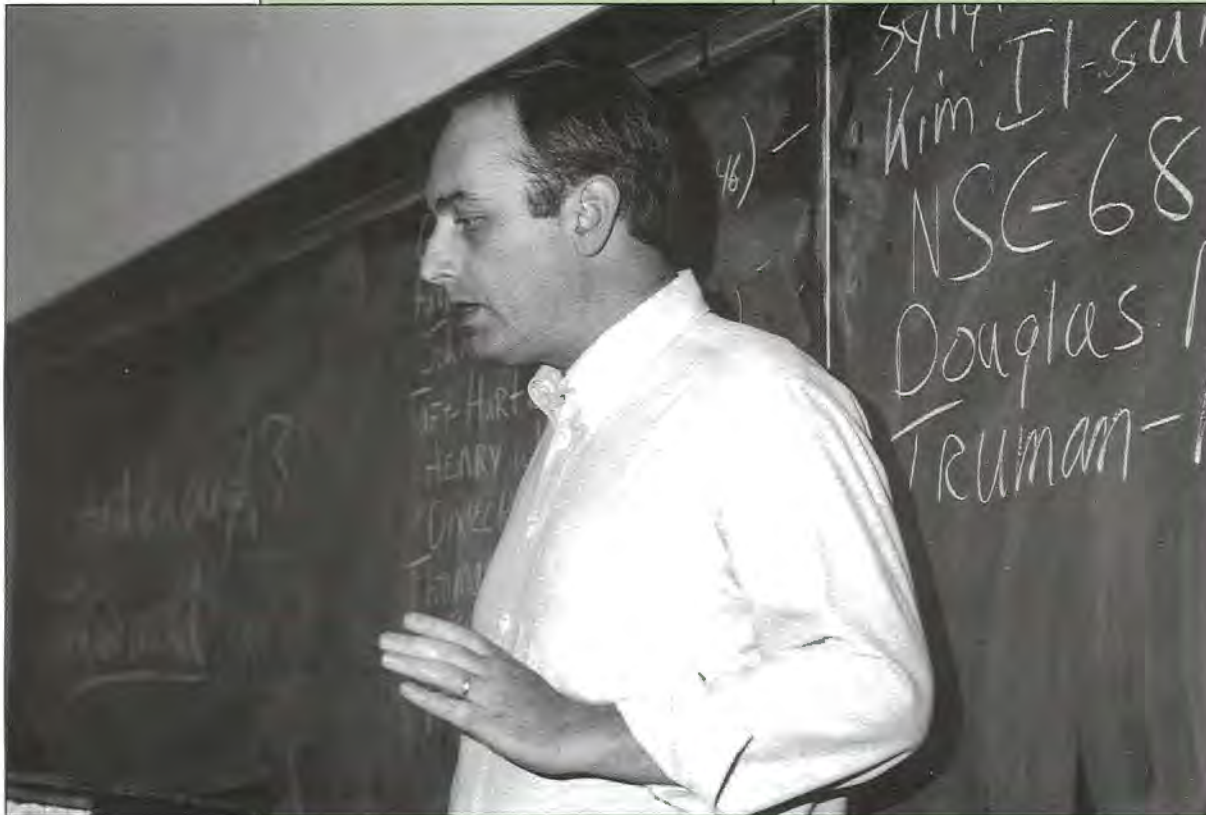
"What you heard me say is not what I said," is a thought we all have at some time. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Assess the auditory part of your communication skills. You will be responsible in the communication process.  
*Listening Profile*, \$10, at the University of Colorado bookstore.  
Diane Irvin, B.A. Program Director for Workshops Unlimited, Author, and Lecturer  
Section 30B: Mondays, October 8-November 12, 7-9 p.m. 6 sessions.  
1.2 CEUs. Business 250. \$99.

**MDCP 452  
Technical Writing Seminar**

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instruction material, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.  
Mike Gannon, M.B.A., Author  
Section 30B: Tuesdays, September 25-October 23, 6:30-9 p.m. 5 sessions.  
1.3 CEUs. Business 210. \$103.

**MDCP 455  
Managing Managers**

This intensive seminar/workshop is aimed at the middle manager who has several key supervisors, managers, or key professionals reporting to him/her. The main focus of this course will be on developing the leadership and managerial skills of your subordinates on the job — specifically coaching your subordinate managers or supervisors to be more effective in the management dimensions of their jobs. Particular attention will be given to the development of high levels of morale and consistency between departments or basic organizational units. The middle manager must promote a certain degree of consistency among his subordinate supervisor/managers. This course will focus on developing managers and supervisors on the job.  
Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.  
Section 30B: Saturday, September 22, 9 a.m.-4 p.m. 1 session.  
.6 CEUs. Business 250. \$49.



## Longmont Management Development Certificate Program

The University of Colorado at Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1990. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as a complement to the Longmont business community.

All questions concerning these courses and any requests for future courses in Longmont should be directed to the Division of Continuing Education, call 492-5148 or 1-800-331-2801 toll-free.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset (Longmont Diagonal, turn left on Hover Rd., turn right on 3rd St., and left on Sunset — by golf course).

### LONGMONT MANAGEMENT DEVELOPMENT COURSES BY STARTING DATE

Date	Number	Section	Course	Faculty
Tuesday, September 11	MDCP 456	30L	Understanding and Using Financial Statements	Donald Kaniecki
Thursday, September 27	MDCP 420	30L	Working Assertively: Effective Job Skills	Toni Scott
Monday, October 15	MDCP 414	30L	Handling Stress On and Off the Job	Barbara Behrendt
Tuesday, October 23	MDCP 417	30L	Project Management	Charles Rice
Tuesday, November 13	MDCP 403	30L	Basic Skills for the New Supervisor	Charles Rice

#### MDCP 403 Basic Skills for the New Supervisor

This workshop is designed for individuals new to management or for developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

Charles Rice, M.B.A., Management, University of Denver. President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30L: Tuesdays, November 13–November 27, 6:30–10 p.m. 3 sessions. 1 CEU. Longmont High, Room 205. \$83.

#### MDCP 414 Handling Stress On and Off the Job

Identify and learn to manage stress at work or at home. Develop an early detection system before tension builds. Participants will learn specific stress management techniques including quick tension-relieving approaches. We will work on improving coping responses, goal setting, time management skills and methods of handling confrontations.

Barbara Behrendt, M.S. (focus on counseling psychology), education, stress management consultant.

Section 30L: Mondays, October 15–November 5, 6:30–9 p.m. 4 sessions. 1 CEU. Longmont High, Room 205. \$83.

#### MDCP 417 Project Management

Whether the project is building a house, developing a product, or providing a social service . . . this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project. We will discuss leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment.

Charles Rice, M.B.A., Management, University of Denver; President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30L: Tuesdays, October 23–November 6, 6:30–10 p.m. 3 sessions. 1 CEU. Longmont High, Room 205. \$83.

#### MDCP 420 Working Assertively: Effective Job Skills

This course will cover useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others. Learn to get your ideas heard — up and down the management ladder. We will discuss how to handle difficult situations, unfair demands, discipline, criticism, angry confrontations and how to turn self-defeating behavior into positive and caring assertion. This workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes.

Toni Scott, M.A., Consultant.

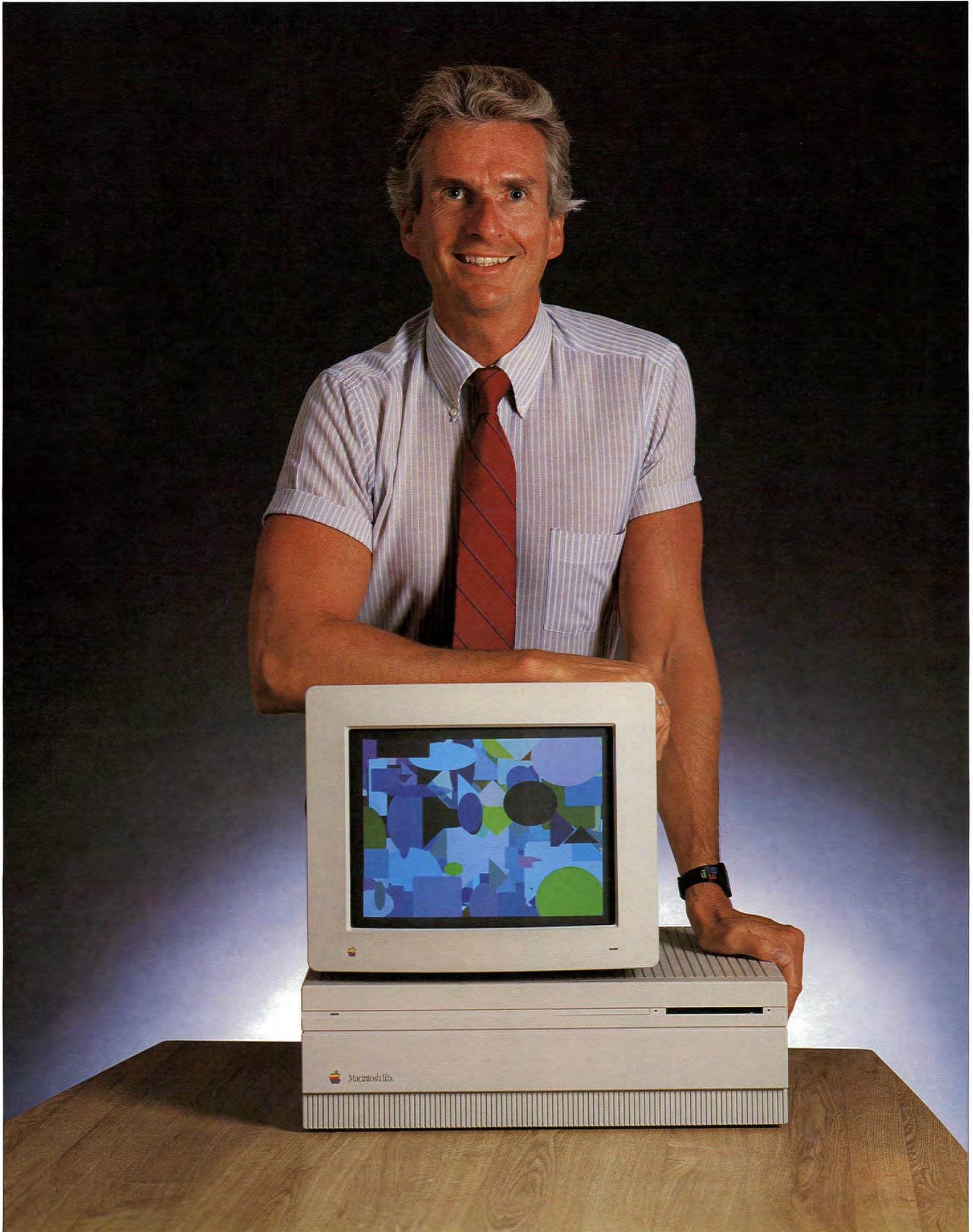
Section 30L: Thursdays, September 27–October 25, 7–9:30 p.m. 5 sessions. 1.3 CEUs. Longmont High, Room 205. \$99.

#### MDCP 456 Understanding and Using Financial Statements

Have you looked at your company's financial statements and felt more confused than informed? In easy to understand language, this course will teach you how to use accounting information to manage your business and increase your profits. You will have basic financial ratios that will help you spot trends in your business. We will also cover income and cash projections, and working capital management.

Donald Kaniecki, C.P.A., M.B.A.

Section 30L: Tuesdays, September 11–September 18, 6–8:30 p.m. 2 sessions. .5 CEUs. Longmont High, Room 205. \$41.





# HERE AND NOW. THE COMPUTER AGE AND YOU. COMPUTER APPLICATIONS

The Computer Age is here. The working world depends on computers at every level of operation. In Human Resource terms, computer literacy is becoming a gatekeeper issue: from the penthouse to the warehouse, the ability to manipulate and access data is becoming a survival skill.

These courses are designed to bring you up to speed — to teach you computer skills that will make your work day easier and more productive. And make you a more versatile and valuable employee.

This is your chance to learn in a comfortable environment. Your turn to ask the questions you need to ask. Your chance to get the one-on-one help you need to advance your skills and boost your confidence, whether you're working at a beginner, intermediate or advanced level.

## Certificate in Computer Applications

You may earn a Certificate in Computer Applications in roughly three or four semesters, but there is no time limit. As you complete appropriate courses, credit is automatically applied toward Certificate requirements. The requirements are straightforward.

### A. Four core required courses:

1. Computer Literacy\*
2. Concepts of Data Processing and Information Technology\*\*
3. Computer Applications Systems Overview
4. Software Operations and Maintenance

\*Computer Literacy, the introductory course, is designed to be completed first, although you may take it at the same time as another course. If you have a substantial background with computers, you may omit it. Simply submit a written request to the Division of Continuing Education, if you plan on achieving the Certificate.

### B. At least one\*\* course in programming if you plan on achieving the Certificate. Programming languages offered include BASIC, Pascal and C. Others are added to keep pace with industry standards.

### C. Four\*\* elective application courses chosen from the full range of computer topics. Any course not listed above and not a specific programming language qualifies as an elective, including all graphics courses (see next paragraph).

\*\*Effective Fall, 1989 and later.

## Computer Graphics, Computer Aided Design, Desktop Publishing

These courses will give you hands-on experience with important design systems and up-to-date graphics technology. Classroom labs are equipped with IBM/PC/AT microcomputers, with plotters and printers, or with fully configured Apple Macintosh SE and II systems, so you can make the best use of your course time.

For detailed descriptions of all computer graphics and desktop publishing courses, see page 31 in this catalogue.

All graphics courses fill elective requirements for the Certificate in Computer Applications.

## Essential Information

Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis.



This symbol means you might need to share a computer with another student for a particular course. Most courses provide one computer per student.

Details on access to computers outside of regular class time and the how-tos of software checkout or hard disk access are given at class.

Only preregistered students may attend class.

## Tuition and Refunds

Cost varies from class to class. Tuition is listed at the end of each course description. Full refunds are given on request before a course starts, none later.

## Locations

The classroom location is given at the end of each course description. Many courses are conducted at the University Computing Center, 3645 Marine Street, Southwest corner of 38th & Arapahoe. Consult the campus map at the end of this catalog for other locations.

## Questions?

If you have any questions about this program, please call the Division of Continuing Education at 492-5148, or outside the Denver Metro area, 1-800-331-2801.



*Dr. Greg McArthur (assistant to the vice chancellor for academic affairs on the Boulder campus) teaches HyperCard, a powerful program that lets you structure a database on your own terms. He says, "It does to the design of relational databases what word processing did to typing." Once people discover the difference, there's no going back. Is it fun? Greg says, "I love it! I'm not just an expert — I'm an enthusiastic advocate bordering on fanaticism."*

## COMPUTER APPLICATIONS COURSES BY STARTING DATE, FALL 1990

Date	Number	Section	Course	Faculty
Monday, August 27	CCA 370	301	Database Management: Applying dBase III+/IV	Clyde Getty
Tuesday, August 28	CCA 375	300	Word for Windows on the IBM PC	Samten J. Nagarajan
Thursday, August 30	CCA 378	301	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Tuesday, September 4	CCA 105	301	Introduction to the Macintosh	Scott Dixon
Tuesday, September 4	CCA 120	301	Introduction to the IBM and Compatible Personal Computer	Nancy VanWechel
Wednesday, September 5	CCA 100	300	*Computer Literacy	John R. Dick
Saturday, September 8	CCA 330	301	Beginning Using Lotus 1-2-3	Nancy VanWechel
Monday, September 10	CCA 120	302	Introduction to the IBM and Compatible Personal Computer	Nancy VanWechel
Monday, September 10	CCA 320	300	Introduction to C Programming	Carol J. Meier
Monday, September 10	CCA 336	300	Excel Spreadsheet on the Macintosh	J. Burke Taft
Tuesday, September 11	CCA 327	300	Introduction to C++ Programming	Tom Cargill and Carol J. Meier
Wednesday, September 12	CCA 330	302	Beginning Using Lotus 1-2-3	Nancy VanWechel
Wednesday, September 12	CCA 360	300	Introduction to UNIX	Carol J. Meier and Geoff Thompson
Thursday, September 13	CCA 330	303	Beginning Using Lotus 1-2-3	Dennis Taylor
Thursday, September 13	CCA 120	303	Introduction to the IBM and Compatible Personal Computer	Nancy VanWechel
Saturday, September 15	CCA 215	301	Introduction to HyperCard	Greg McArthur
Tuesday, September 18	CCA 380	301	Beginning WordPerfect Word Processing	Peggy Purvis
Thursday, September 20	CCA 331	300	Introduction to Local Area Networks (LANs)	Larry Lankford
Saturday, September 22	CCA 200	301	Using MS-DOS	Peggy Purvis
Tuesday, September 25	CCA 300	300	BASIC Programming	Tom Swanson
Saturday, September 29	CCA 200	302	Using MS-DOS	Peggy Purvis
Wednesday, October 3	CCA 201	300	Applying Microsoft Works on the Macintosh	J. Burke Taft
Thursday, October 4	CCA 319	300	Programming in Pascal	Steven A. Johnson
Saturday, October 6	CCA 330	304	Beginning Using Lotus 1-2-3	Nancy VanWechel
Monday, October 8	CCA 105	302	Introduction to the Macintosh	Scott Dixon
Monday, October 8	CCA 321	300	Introduction to FORTRAN	Ronald G. White
Monday, October 8	CCA 370	302	Database Management: Applying dBase III+/IV	Clyde Getty
Tuesday, October 9	CCA 380	302	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, October 10	CCA 120	304	Introduction to the IBM and Compatible Personal Computer	Nancy VanWechel
Thursday, October 11	CCA 332	301	Intermediate Lotus 1-2-3	Dennis Taylor
Tuesday, October 16	CCA 230	300	Introduction to Harvard Graphics	Samten J. Nagarajan
Thursday, October 18	CCA 235	300	Introduction to SAS — Statistical Analysis System	Otis Pratt
Saturday, October 20	CCA 200	303	Using MS-DOS	Peggy Purvis
Saturday, October 20	CCG 360	300	Employing Customized Bar Coding Scanning	Tom Swanson
Thursday, October 25	CCA 350	300	*Software Operations and Maintenance	Pat Felz
Saturday, October 27	CCA 200	304	Using MS-DOS	Peggy Purvis
Monday, October 29	CCA 325	300	Intermediate C Programming	Carol J. Meier
Tuesday, October 30	CCA 335	300	*Concepts of Data Processing and Information Technology	Ron Clarke
Tuesday, October 30	CCA 382	301	Intermediate WordPerfect	Peggy Purvis
Thursday, November 1	CCA 380	303	Beginning WordPerfect Word Processing	Nancy VanWechel
Saturday, November 3	CCA 215	302	Introduction to HyperCard	Greg McArthur
Saturday, November 3	CCA 380	304	Beginning WordPerfect Word Processing	Nancy VanWechel
Wednesday, November 7	CCA 332	302	Intermediate Lotus 1-2-3	Nancy VanWechel
Wednesday, November 7	CCA 364	300	Intermediate UNIX	Carol J. Meier and Geoff Thompson
Wednesday, November 7	CCA 378	302	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Monday, November 12	CCA 105	303	Introduction to the Macintosh	Scott Dixon
Monday, November 12	CCA 372	300	Advanced dBase III+/IV Applications	Clyde Getty
Saturday, November 17	CCA 342	300	Lotus Macros	Nancy VanWechel
Tuesday, November 20	CCA 382	302	Intermediate WordPerfect	Peggy Purvis
Wednesday, November 28	CCA 203	301	Advanced DOS	Nancy VanWechel
Saturday, December 1	CCA 334	300	Advanced Lotus 1-2-3	Nancy VanWechel
Monday, December 3	CCA 373	300	dBase III+/IV for Programming	Clyde Getty
Wednesday, December 5	CCA 381	300	Advanced Microsoft Word on the Macintosh	Steven A. Johnson
Saturday, December 8	CCA 204	300	Using OS/2	Valerie Parker
Saturday, December 8	CCA 384	301	Advanced WordPerfect	Nancy VanWechel
Tuesday, December 11	CCA 384	302	Advanced WordPerfect	Peggy Purvis
Saturday, December 15	CCA 203	302	Advanced DOS	Nancy VanWechel
Saturday, December 15	CCA 217	300	Advanced HyperCard	Greg McArthur

\*= Required Certificate courses

## Skill Level Guide

### A Guide to Computer Applications Recommended Courses' Skill Levels

All courses are marked with a skill level designation. It is recommended that you be at least at that skill level to take the course. This will optimize your learning. If you have questions about a course level, please call the Division of Continuing Education at 492-5148.

#### Beginner

No previous computer experience necessary — course assumes little or no computer knowledge.

#### Novice

Elementary computer knowledge; taken Computer Literacy or some introductory courses.

#### Intermediate

Computer Literacy background plus recent involvement in programming/software applications.

#### Specialized

Intermediate skills but seeking specific applications procedures as in systems, documentation, or management.

#### Advanced

Current MIS involvement, comfortable with most popular software applications, basic programming skills.

## Getting Started

### CCA 100 Computer Literacy



Introductory course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, understanding computer jargon, how computers influence our changing society, and active demonstrations of applied computer technology. Time will be made available for lots of hands-on experience, learning some simple programming skills using different computer systems, and experiencing a wide variety of popular computer applications. Three sessions are spent on IBM PC's, three on Apple's Macintosh, and one on the campus VAX (main-frame) system. After the course, spreadsheet, word processing, data base, and communication applications will be familiar concepts to you. This course is a beginner's prerequisite for other courses, as basic terminology and beginners' skills are not extensively covered in all courses.

Beginner

John Dick, M.A.

Section 300: Wednesday, September 5, 6:30-8:30 p.m. plus lab sessions.

Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Wednesdays, September 12-October 24, 6-8 p.m.

Lab Section 30B: Wednesdays, September 12-October 24, 8-10 p.m.

8 sessions, 1.6 CEUs.

University Computing Center 123.

Note — locations change after the first class session; and some sections are divided within the allotted time for greater computer access; please contact Continuing Education if you are unable to attend the first class. \$96.

### CCA 105 Introduction to the Macintosh

This hands-on class is designed to introduce you to the Macintosh system and its use as a productive tool. Topics include system management, graphics applications, and practical yet extensive business options. This comprehensive course provides a great overview of the friendly yet sophisticated Macintosh system, for the beginner or the user who wants full utility from the Macintosh. Some time will be dedicated at the end of the course to demonstrate advanced business and personal applications. Beginner  
Scott Dixon, M.A.

Section 301: Tuesdays, September 4-October 2

Section 302: Mondays, October 8-November 5

Section 303: Mondays, November 12-December 10

All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts C1B53. \$96.

### CCA 120 Introduction to the IBM and Compatible Personal Computer



This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. This course is conducted on IBM and IBM compatible microcomputers and enrollment is strictly limited. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC hardware and are new to computing. Course will also provide a fundamental overview of new Personal System 2 (PS/2) hardware and some Operating System 2 (OS/2) software features. Beginner  
Nancy VanWechel, M.B.A.

Section 301: Tuesdays, September 4-18

Section 302: Mondays, September 10-24

Section 303: Thursdays, September 13-27

Section 304: Wednesdays, October 10-24

All sections: 6:30-9:30 p.m. 3 sessions, 9 CEUs. Ramaley Biology N1B68. \$75.

## Programming

### CCA 300 BASIC Programming

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10. Novice

Tom Swanson, M.A.

Section 300: Tuesdays, September 25-November 27, 6:30-9 p.m. 10 sessions, 2.5 CEUs. Ramaley N1B68. \$160.



## Programming – cont.

### CCA 320 Introduction to C Programming

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, basics, arrays, strings, pointers and structures. Portability is strongly emphasized, as well as readability, efficiency, and maintenance issues. The format is lecture with homework exercises to try each week to reinforce the lecture material. Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although Pascal, ALGOL, or a similar language is preferable. Recommended text is *The C Programming Language*, by Kernighan and Ritchie, available at the University Book Center, UMC 10. Intermediate

Carol J. Meier, M.S.

Section 300: Mondays,  
September 10–October 22,  
6:30–9:30 p.m. 7 sessions, 2.1 CEUs.  
University Computing Center 123. \$235.

### CCA 325 Intermediate C Programming

This course is designed to follow Introduction to C Programming. We start with an overview of the ANSI C changes to the language. Then each week we explore in more detail a particular topic; more complex data structures than were covered in the Intro course, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Techniques for writing portable code will be presented throughout the course, and we will focus on ANSI C enhancements to the language. Prerequisite: Introduction to C or 6 months C programming experience and comfort with the Intro C topics (including pointer). Recommended text is *The C Programming Language* by Kernighan and Ritchie, available at the University Book Center, UMC 10. Specialized

Carol J. Meier, M.S.

Section 300: Mondays,  
October 29–December 10, 6:30–9:30 p.m.  
7 sessions, 2.1 CEUs.  
University Computing Center 123. \$235.

### CCA 327 Introduction to C++ Programming

C++ is an extension of C that supports "object-oriented programming." The course presents the essential new language feature, the *class*, an extension of C's *struct*. Class member functions, constructors, and destructors are followed by class inheritance and virtual functions. These provide the basic mechanisms for object-oriented programming. There are also language extensions not directly related to object-oriented programming. These features include: function overloading, default arguments, function prototypes, constants, and in-line functions. Perhaps more importantly, the course will cover what not to use and what features to avoid. Intermediate  
Tom Cargill, Ph.D. and Carol J. Meier, M.S.  
Section 300: Tuesdays,  
September 11–October 16, 6:30–9:30 p.m.  
6 sessions, 1.2 CEUs.  
University Computing Center 123. \$210.

### CCA 321 Introduction to FORTRAN

The FORTRAN programming language has been around for a long time and is still used extensively for scientific and engineering applications. Course covers data types, control structures, subroutines and parameter passing, input/output commands, file I/O, common blocks, equivalencing. Some programming experience is expected since fundamentals of programming will not be covered. Hands-on experience will allow opportunities to write and test your own FORTRAN programs. Intermediate  
Ronald G. White, M.S.  
Section 300: Mondays,  
October 8–November 26, 7–9:30 p.m.  
8 sessions, 2 CEUs.  
Ramaley Biology N1B68. \$150.

### CCA 319 Programming in Pascal

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principle features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Bring to class a double-sided/double-density 5¼ inch diskette, available at all computer stores. Intermediate

Steven A. Johnson, B.S.

Section 300: Thursdays,  
October 4–November 29, 6:30–9:30 p.m.  
8 sessions, 2.5 CEUs.  
Ramaley N1B68. \$160.

## Systems

### CCA 350 Software Operations and Maintenance

This class will discuss the aspects of systems that need to be developed in order to effectively support efficient computer operations. Topics include: systems analysis, configuration options, software selection, data conversion, support contracts, software design, training, installation, file maintenance, documentation, error identification, and logging systems. Course includes lab time. Students will come away with effective tools to monitor and organize computer systems. Intermediate

Pat Felz, M.A.

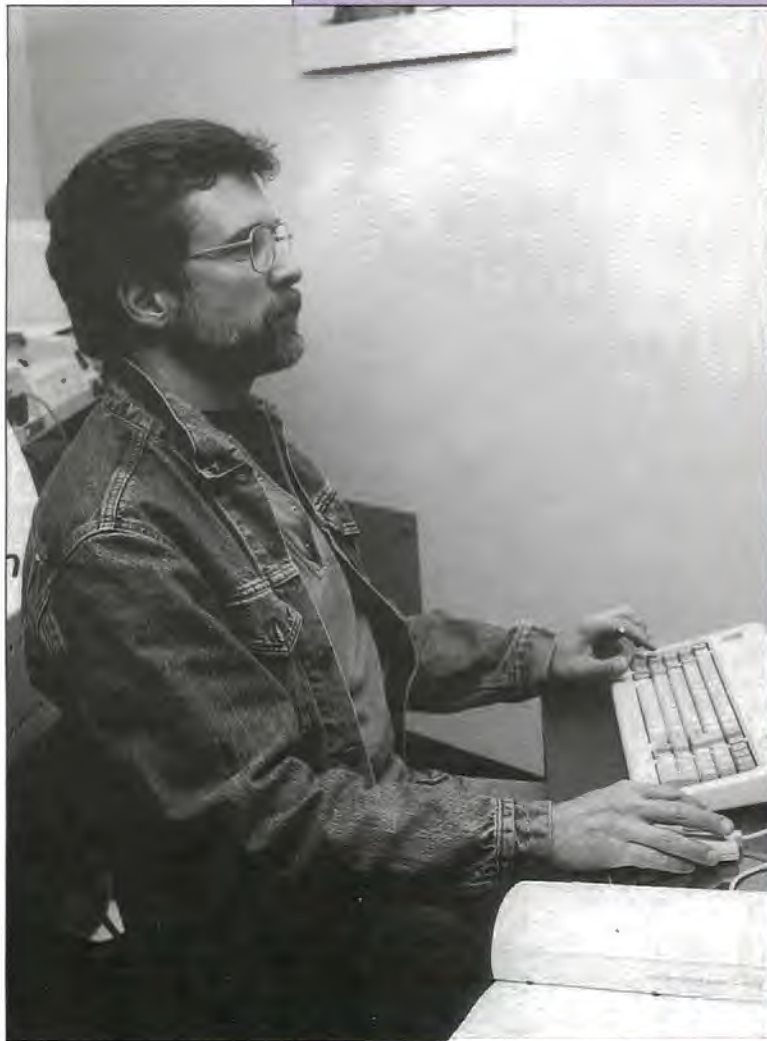
Section 300: Thursdays,  
October 25–December 20, 6:30–9 p.m.  
8 sessions, 2 CEUs.  
University Computing Center 123. \$150.

### CCA 335 Concepts of Data Processing and Information Technology

Introduction to the advanced concepts and terminology of business data processing and organizational information systems. Major topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line demonstrations, this class allows students to come away with a solid understanding of both practical and theoretical concepts which will enhance their opportunities in fields of data processing and information technology. A required text and optional study guides will be discussed at the first class session. Intermediate

Ron Clarke, M.S.

Section 300: Tuesdays,  
October 30–December 18, 7–9:30 p.m.  
8 sessions, 2 CEUs.  
University Computing Center 123. \$150.



**CCA 200**  
**Using MS-DOS**

This course is designed to give students a working knowledge of DOS commands for file management for the intermediate user. Prerequisite for this course is Computer Literacy (CCA 100) or Introduction to the IBM and Compatible Personal Computer (CCA 120), or other equivalent experience. The 3 major areas of study are: DOS commands such as copy, delete, disk format, and other practical commands, hard (fixed) disk commands to create, remove, and backup directories; introduction to batch files. Please bring a double-sided/double-density 5¼ inch diskette to class so that you can keep your example files. Intermediate

Peggy Purvis

Section 301: Saturday, September 22

Section 302: Saturday, September 29

Section 303: Saturday, October 20

Section 304: Saturday, October 27

All sections: 9 a.m.-5 p.m.

One all-day session, .7 CEUs.

University Computing Center 114. \$85.

**CCA 203**  
**Advanced DOS**

This course is structured in three sections:

- creating your own commands
- taking control of your system
- creating "smart" commands

The first two sections encompass I/O redirection, pipes, and filter commands that allow customizing DOS. The last section gives control over the way DOS carries out commands you build into a batch file. These commands allow you to develop other powerful commands tailored to your specific needs. Prerequisite is Using DOS (CCA 200) or comparable skill level. Intermediate

Nancy VanWechel, M.B.A.

Section 301: Wednesdays, November 28-December 12, 6:30-9 p.m. 3 sessions

Section 302: Saturday, December 15, 9 a.m.-4:30 p.m. 1 all-day session

Both Sections: .7 CEUs.

University Computing Center 114. \$85.

**CCA 204**  
**Using OS/2**

If you have already purchased OS/2, this two-day course will give you the knowledge needed to begin using OS/2 effectively. If you haven't yet decided to purchase OS/2, this course will describe the benefits that OS/2 offers to personal computer users. Content: The background, reasons for and benefits of OS/2, installing and using OS/2, major features, migration considerations, advantages, OS/2 commands, differences in the Microsoft and IBM versions, multitasking, threads, overview of Presentation Manager and LAN manager. Intermediate

Valerie Parker, M.Ed.

Section 300: Saturdays,

December 8 & 15, 9 a.m.-4:30 p.m.

Two all-day sessions, 1.4 CEUs.

University Computer Center 123. \$140.

**CCA 360**  
**Introduction to UNIX**

This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format includes lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it. Intermediate

Carol J. Meier, M.S. and Geoff Thompson, M.S.

Section 300: Wednesdays,

September 12-October 24, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

University Computing Center 123. \$235.

**CCA 364**  
**Intermediate UNIX**

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Borne and C shells will be discussed. About ½ of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if any appropriate command already existed, you will find this a valuable course! Specialized

Carol J. Meier and Geoff Thompson, M.S.

Section 300: Wednesdays,

November 7-December 19, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

University Computing Center 123. \$235.

**CCA 331**  
**Introduction to Local Area Networks (LANs)**

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab session. Intermediate

Larry G. Lankford, M.S.

Section 300: Thursdays,

September 20-October 18, 6:30-9 p.m.

5 sessions, 1.3 CEUs.

University Computing Center 123. \$140.

**Software Applications****CCA 215**  
**Introduction to HyperCard**

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this fast-growing application. This one-day course starts with an overview of HyperCard applications, then proceeds to assist you in developing a custom application, or writing a "stack." Topics include link cards, copy buttons, import files, custom menus, and information management. The course is of special interest to anyone referencing files, but is practical for any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

Greg McArthur, Ph.D.

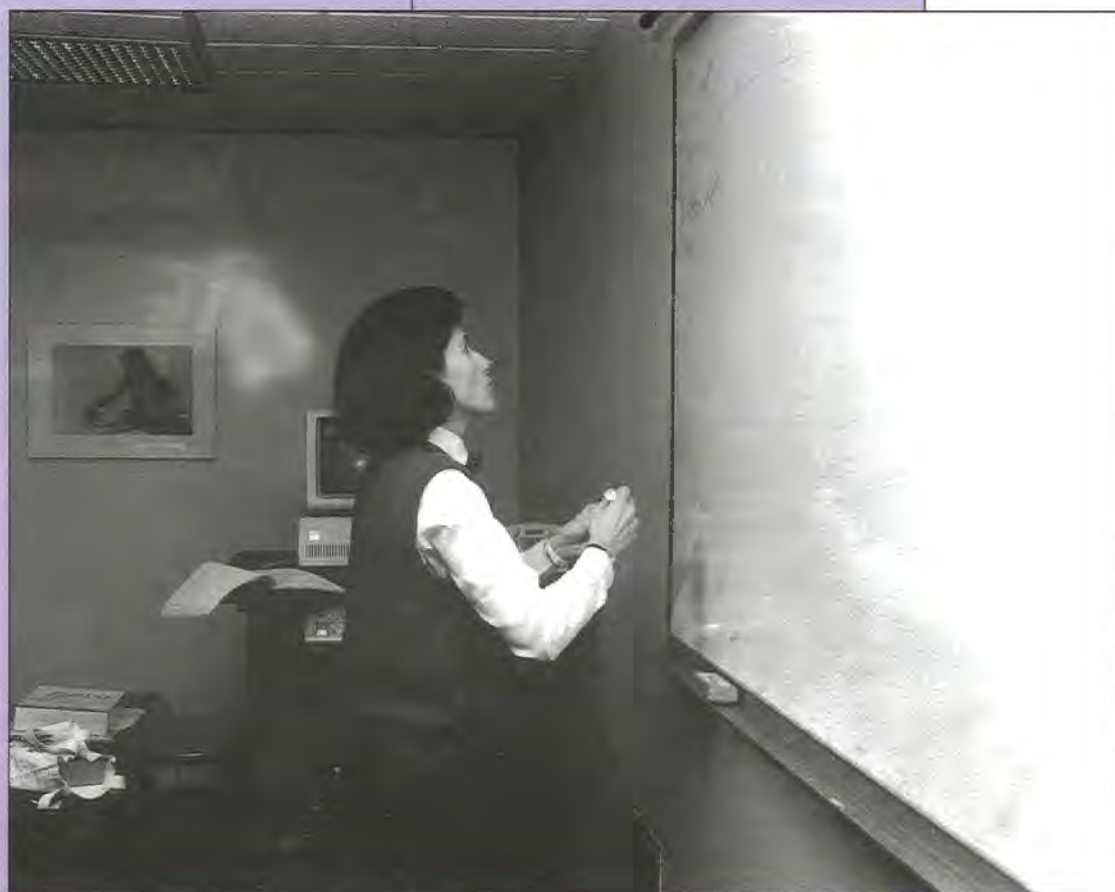
Section 301: Saturday, September 15

Section 302: Saturday, November 3

Both Sections: 9 a.m.-4 p.m.

One all-day session, .7 CEUs.

Fine Arts C1B53. \$70.



## Software Applications — continued

### CCA 217 Advanced HyperCard

Developing custom information handling and creating powerful, time-saving system shortcuts are key topics in this advanced one-day course. Also included are advanced stackware development, scripting, programming in HyperCard, and meeting specialized desk accessory and data base needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Intermediate

Greg McArthur, Ph.D.

Section 300: Saturday, December 15,  
9 a.m.-4 p.m. One all-day session, 7 CEUs.  
Fine Arts C1B53. \$60.

### CCA 370 Database Management: Applying dBase III+/IV

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III+ and IV are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III+ and previous versions as they relate to version IV. Bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer supply stores.

Intermediate

Clyde Getty, B.S.

Section 301: Mondays, August 27-October 1  
Section 302: Mondays, October 8-November 5  
Both Sections: 6:30-9:30 p.m.  
5 sessions, 1.5 CEUs.  
University Computing Center 114. \$155.

### CCA 372 Advanced dBase III+/IV Applications

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software and dBase IV. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase IV (CCA 370). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation and other advanced features. Bring to class a double-sided/double-density 5¼ inch diskette.

Intermediate

Clyde Getty, B.S.

Section 300: Mondays, November 12-26,  
6:30-9:30 p.m. 3 sessions, 9 CEUs.  
University Computing Center 114. \$115.

### CCA 373 dBase III+/IV for Programming

This course gives the opportunity to use the powerful dBase III+ and dBase IV software for special custom applications. Emphasis is on dBase IV, but dBase III+ users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III+ to dBase IV. Bring to class a double-sided/double-density 5¼ inch diskette.

Specialized

Clyde Getty, B.S.

Section 300: Mondays, December 3-17,  
6:30-9:30 p.m. 3 sessions, 9 CEUs.  
University Computing Center 142. \$90.

### CCG 360 Employing Customized Bar Code Scanning

Bar Code Scanning technology has been employed by many businesses for some time. But now, new and inexpensive technology has given almost anybody the power to employ useful and incredibly fast bar code reading in a wide variety of personal computer applications, including hand-held OCR/bar code scanners. Course will be most useful for those who work with any objects repeating data, and product tracking. Anyone interested in automation and time-saving techniques will find great benefit in the course.

Intermediate

Tom Swanson, M.A.

Section 300: Saturday, October 20  
9 a.m.-4 p.m. One all-day session, 6 CEUs.  
University Computing Center 123. \$70.

### CCA 330 Beginning Using Lotus 1-2-3

This introductory course covers spreadsheet, database graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning principles of designing and building spreadsheets, database sort and query, graphics/chart generation and printing. Technical concepts taught in the class include: Copying, ranges, painting, pointing, @ functions and relative and absolute referencing. Topics include: spreadsheet generation using classical problem solving steps, basic 1-2-3 commands, design issues, database, sort, query, graphics and printing. During the course, students generate and complete exercises in all functions and build, manipulate and print spreadsheets. The course, manual and exercises are updated for Version 2.2 (help and advice will be given 2.0 and 3.0 users). Bring to class a double-sided/double-density 5¼ inch diskette. Class size is strictly limited.

Novice

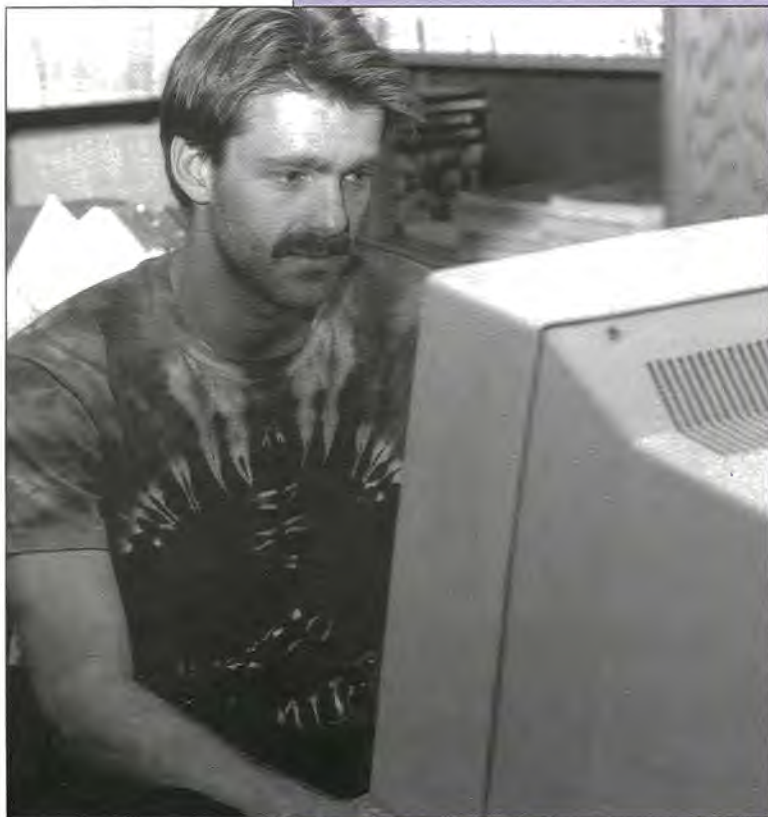
Section 301: Nancy VanWechel, M.B.A.  
Saturdays, September 8 and 15,  
9 a.m.-4 p.m. 2 sessions.

Section 302: Nancy VanWechel, M.B.A.  
Wednesdays, September 12-October 3,  
6:30-9:30 p.m. 4 sessions.

Section 303: Dennis Taylor, M.S.  
Thursdays, September 13-October 4,  
6:30-9:30 p.m. 4 sessions.

Section 304: Nancy VanWechel, M.B.A.  
Saturdays, October 6 and 13,  
9 a.m.-4 p.m. 2 sessions.

All sections: University Computing Center 114.  
1.2 CEUs. \$125.



### CCA 332 Intermediate Lotus 1-2-3

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3 CCA 330) and want to master more advanced applications and techniques. The course is in four sections: advanced commands, file linking, @ functions, and macros. The advanced commands include various menu items under the system, worksheet, range, and file commands. Concepts covered include: safeguards against data loss, range naming and manipulating, search/replace, global 2.2 enhancements. File linking encompasses design, approaches, rules and methods for linking/combining files. All categories of @ functions are examined in theory and practice. Defining, naming, and rules for basic macros are covered last. This course and manuals are updated to teach the more significant enhancements of version 2.2. Each student generates and completes exercises in all areas. Bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Class size is strictly limited. Intermediate

Section 301: Dennis Taylor, M.S.  
Thursdays, October 11-25

Section 302: Nancy VanWechel, M.B.A.  
Wednesdays, November 7-21

Both Sections: 6:30-9 p.m. 3 sessions, .7 CEUs.  
University Computing Center 114. \$85.

### CCA 342 Lotus Macros

#### One Day Class

While most Lotus classes include some basic information on macros, this course features macros exclusively for extensive skill development. With these commands, you can customize and automate worksheet applications from the smallest, but arduous task, to consolidating large worksheets. Using the concepts of Language Syntax and Branching, the course progresses through the Macro Command Language to link/combine files, create menus, and develop progressively more complex macros. A more specific listing of topics includes:

Creating, Using and Debugging Macros  
Creating Simple Macros  
The Command Language . . .

- Program Control
- Logical Commands
- Data-Manipulations
- Data-Input Commands
- File Manipulation Commands

Concepts build upon each other as the class progresses, reinforced by hands-on exercises for each section. Students are required to bring a 5¼ inch double-sided/double-density diskette to class. Intermediate

Nancy VanWechel, M.B.A.

Section 300: Saturday, November 17,  
9 a.m.-5 p.m. One all-day session, .7 CEUs.  
University Computing Center 114. \$85.

### CCA 334 Advanced Lotus 1-2-3

This course is for the experienced Lotus user. The class emphasizes the use of formats, or set-ups to enhance the users interpretation of spreadsheet data. The major sections are as follows: Memory optimization techniques, Hints & Hazards, Advanced Data commands, File Translation, and Advanced Macros. Advanced Data commands include tables, distribution, regression, matrix multiply, and database statistics. The advanced macro section includes version 2.2 learn and macro manager along with special macro commands. While version 2.0 users are accommodated, course curriculum manuals and exercises emphasize version 2.2 and 3.0 concepts. Bring to class a 5¼ inch double-sided/double-density diskette. Class size is strictly limited. Intermediate

Nancy VanWechel, M.B.A.

Section 300: Saturday, December 1,  
9 a.m.-4 p.m. One all-day session, .6 CEUs.  
University Computing Center 114. \$85.

### CCA 230 Introduction to Harvard Graphics

Using Harvard Graphics on the IBM and compatible personal computer is an excellent way to make data and graphic presentations more dramatic and meaningful. In this course, you'll learn several new ways to professionally display or document your output for presentations or printing. You'll create a variety of powerful charts, graphs, lists, and personalized variations of features within the Harvard Graphics program. Please bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Required text is *Using Harvard Graphics for Business*, available at the University Book Center, UMC 10. Novice

Samten J. Nagarajan, B.A.

Section 300: Tuesdays, October 16-30,  
6:30-9:30 p.m. 3 sessions, .9 CEUs.  
University Computing Center 142. \$70.

### CCA 336 Excel Spreadsheet on the Macintosh

This course introduces you to Excel as a productivity tool for the Macintosh. Some time will be spent reviewing the use of the Macintosh system. Basics of spreadsheet design will be covered, including creating, editing, formatting and printing a worksheet. Use of formulas and functions, the database, charting and graphing and macros will also be covered. We will also cover use of Excel with other software. Emphasis will be placed on the special unique features that make Excel both powerful and easy to use. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

J. Burke Taft, M.Ed.

Section 300: Mondays, September 10-October 1,  
6:30-9:30 p.m. 4 sessions, 1.2 CEUs.  
Fine Arts C1B53. \$125.

### CCA 378 Beginning Microsoft Word on the Macintosh

Microsoft Word is the leading word processing software package for the Apple Macintosh computer. The full power of flexible, efficient word processing is brought out in this course. Skills covered include: producing practical business documents, the basics of word processing, popular Word features, editing, and text/graphic interfaces. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

Steven A. Johnson, B.S.

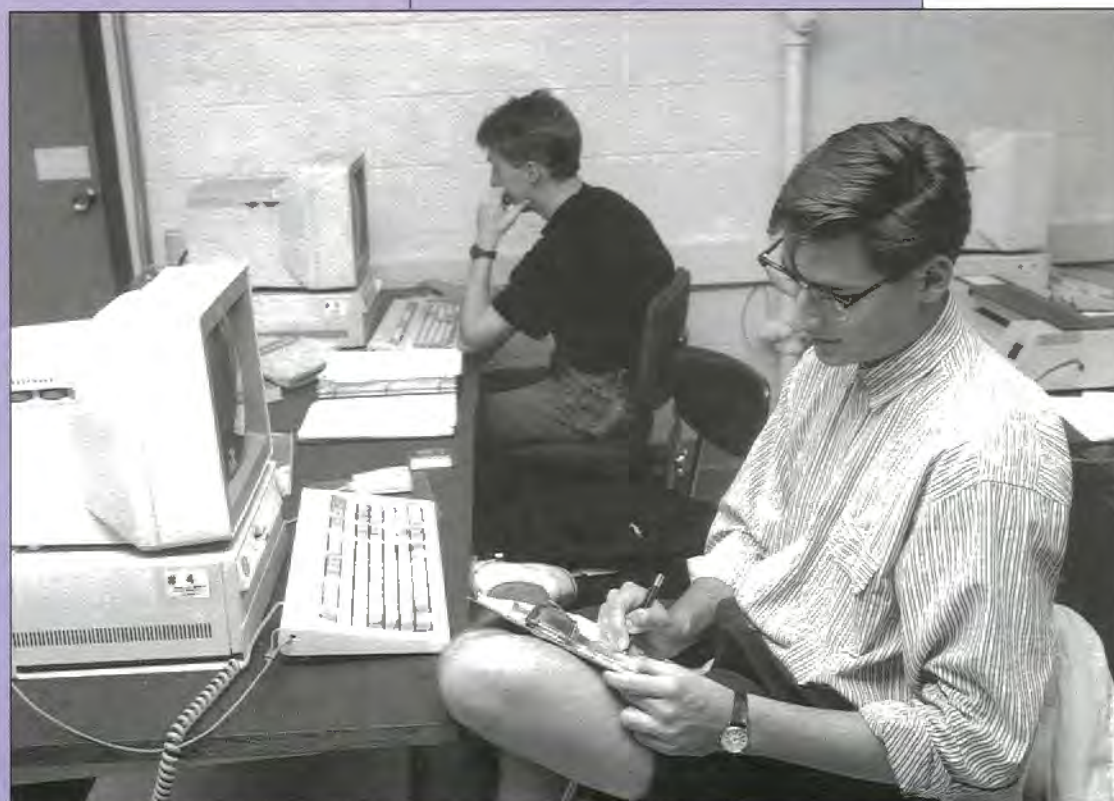
Section 301: Thursdays, August 30-  
September 27 (no class session September 6)

Section 302: Wednesdays, November 7-28

Both Sections: 6:30-9:30 p.m.

4 sessions, 1.2 CEUs.

Fine Arts C1B53. \$125.



## Software Applications — continued

### CCA 381 Advanced Microsoft Word on the Macintosh

This class is primarily for those who have completed the Beginning Microsoft Word course, or who already have the important basic familiarity with the program. The course will cover the most popular advanced features of Word, with special emphasis on time-saving skills, formatting style sheets, producing professional looking text, mail merge facility, and formulas. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Intermediate

Steven A. Johnson, B.S.

Section 300: Wednesdays, December 5-19,  
6:30-9:30 p.m. 3 sessions, .9 CEUs.  
Fine Arts C1B53. \$95.

### CCA 375 Word for Windows on the IBM PC

This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word for the IBM windows environment. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing; everything you would need to know to create a simple document or letter. Bring one double-sided/double-density diskette to class.

Novice

Samten J. Nagarajan, B.A.

Section 300: Tuesdays, August 28-September 11,  
6:30-9:30 p.m. 3 sessions, .9 CEUs.  
University Computing Center 114. \$105.

### CCA 380 Beginning WordPerfect Word Processing

This introductory class is designed for the beginner to learn to use the WordPerfect software as a word processor to prepare simple documents. Students will learn to produce and edit simple documents, reset margins and tabs, copy and move blocks of text, check spelling, use the thesaurus and print documents. In order to fully understand file save and disk management principles, a class in Introduction to Personal Computer (CCA 120), Computer Literacy (CCA 100), or equivalent computer experience is HIGHLY recommended. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep example work.

Novice

Section 301: Peggy Purvis.  
Tuesdays, September 18-October 2,  
6:30-9:30 p.m. 3 sessions.

Section 302: Peggy Purvis.  
Tuesdays, October 9-23,  
6:30-9:30 p.m. 3 sessions.

Section 303: Nancy VanWechel, M.B.A.  
Thursdays, November 1-15,  
6:30-9:30 p.m. 3 sessions.

Section 304: Nancy VanWechel, M.B.A.  
Saturdays, November 3 and 10,  
9 a.m.-2:30 p.m. 2 sessions.

All Sections: .9 CEUs.

University Computing Center 114. \$105.

### CCA 382 Intermediate WordPerfect

This Intermediate WordPerfect class is intended for those who have a beginning knowledge of WordPerfect or have completed the Beginning WordPerfect course and want to investigate the more complicated features. During this session we will cover file management, page format (headers, footers, page layouts, page numbers), columns, macros, and merge and sort. Please bring a 5¼ inch formatted floppy diskette to class.

Intermediate

Peggy Purvis

Section 301: Tuesdays, October 30-November 13  
Section 302: Tuesdays, November 20-December 4

Both Sections: 6:30-9:30 p.m.  
3 sessions, .9 CEUs.

University Computing Center 114. \$105.

### CCA 384 Advanced WordPerfect

This course is for the experienced WordPerfect user or those who have completed the Beginning and Intermediate WordPerfect courses interested in the following topics used in large document processing such as Table of Contents, Indexes, Master Documents, Footnotes, Graphics, Equations, Tables, Styles, and Graphics. Example documents will be provided but please bring a 5¼ inch formatted floppy diskette so you may keep your class work.

Intermediate

Section 301: Nancy VanWechel, M.B.A.  
Saturday, December 8, 9 a.m.-5 p.m.  
One all-day session.

Section 302: Peggy Purvis  
Tuesdays, December 11 and 18, 6:30-10 p.m.  
2 sessions.

Both Sections: .7 CEUs.

University Computing Center 114. \$85.

### CCA 201 Applying Microsoft Works on the Macintosh

Microsoft Works is an extremely useful integrated software system, featuring word processor, spreadsheet, database, and communications programs combined in one package. The word processor includes drawing and powerful full merge capabilities; the database includes full information retrieval and organization; the spreadsheet features interactive charting. Multiple documents can be brought to the screen simultaneously, allowing easy cutting and pasting among them. We will experience all these functions and more. Whether you want an overview of these four business functions, or a mastery of these, this class can meet your needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

J. Burke Taft, M.Ed.

Section 300: Wednesdays, October 3-31  
6:30-9:30 p.m. 5 sessions, 1.5 CEUs.  
Fine Arts C1B53. \$115.

### CCA 235 Introduction to SAS — Statistical Analysis System

Knowledge of SAS can be a very valuable business or research tool. This course is an introduction to SAS, including SAS language and such topics as processing data into SAS data sets, manipulating data, SAS procedures for analyzing data, and SAS procedures for rearranging, displaying and summarizing data.

Intermediate

Otis Pratt, M.S.

Section 300: Thursdays,  
October 18-November 15, 7-9 p.m.  
5 sessions, 1 CEU.  
Business 101. \$95.





## Computer Graphics, Computer Aided Design, Desktop Publishing

These courses will give you hands-on experience with important design systems and up-to-date graphics technology. Classroom labs are equipped with IBM/PC/AT microcomputers, with plotters and printers, or with fully configured Apple Macintosh SE and II systems, so you can make the best use of your course time.

All graphics courses fulfill elective requirements for the Certificate in Computer Applications.

### COMPUTER GRAPHICS COURSES BY STARTING DATE, FALL 1990

Date	Number	Section	Course	Faculty
Tuesday, August 28	CAD 311	301	Beginning Computer Aided Design	David W. Clafin
Thursday, August 30	CAD 311	302	Beginning Computer Aided Design	David W. Clafin
Wednesday, September 5	CAD 322	301	Computer Aided Design: Level I	Sharon Blender
Saturday, September 8	CCG 377	301	Introduction to PageMaker Desktop Publishing for the IBM PC	Bruce Frehner
Monday, September 10	CAD 322	302	Computer Aided Design: Level I	Dan Myers
Tuesday, September 11	CCG 351	301	Computer Graphics Art I	Pat Lehman
Thursday, September 13	CAD 322	303	Computer Aided Design: Level I	David W. Clafin
Saturday, September 22	CCG 371	301	Introduction to Aldus PageMaker on the Macintosh	Juliana Packer
Saturday, September 22	CCG 387	301	Ventura Desktop Publishing	Bruce Frehner
Wednesday, September 26	CAD 322	304	Computer Aided Design: Level I	Philip M. Kreiker
Saturday, October 6	CCG 356	301	Macintosh Computer Art	Barry Ratliff
Saturday, October 6	CCG 377	302	Introduction to PageMaker Desktop Publishing for the IBM PC	Bruce Frehner
Tuesday, October 9	CCG 371	302	Introduction to Aldus PageMaker on the Macintosh	Viki Mann
Wednesday, October 10	CAD 333	301	Computer Aided Design: Level II	Philip M. Kreiker
Thursday, October 11	CCG 356	302	Macintosh Computer Art	Michael Nash
Wednesday, October 17	CAD 333	302	Computer Aided Design: Level II	Sharon Blender
Saturday, October 20	CCG 351	302	Computer Graphics Art I	Pat Lehman
Saturday, October 20	CCG 373	300	Quark XPress Desktop Publishing for the Designer	Tim Meehan
Monday, October 22	CAD 333	303	Computer Aided Design: Level II	Dan Myers
Thursday, October 25	CAD 322	305	Computer Aided Design: Level I	David W. Clafin
Thursday, October 25	CAD 340	300	Introduction to Autodesk Animator	Philip M. Kreiker
Tuesday, November 6	CCG 361	300	Computer Graphics Art: Level II	Jerry Reynolds
Wednesday, November 7	CAD 330	300	AutoCAD 3D Perspective and Application	Philip M. Kreiker
Saturday, November 10	CCG 358	300	Beginning Animation on the Macintosh	Bob Bruce
Saturday, November 10	CCG 387	302	Ventura Desktop Publishing	Bruce Frehner
Thursday, November 15	CCG 372	300	Advanced Desktop Publishing on the Macintosh	Staff
Wednesday, November 21	CAD 345	301	Computer Aided Design: Level III Customizing AutoCAD	Sharon Blender
Thursday, November 29	CAD 345	302	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Saturday, December 1	CCG 357	300	Advanced Macintosh Computer Art	Tim Meehan
Saturday, December 1	CCG 389	300	Advanced Ventura Desktop Publishing	Bruce Frehner
Tuesday, December 4	CAD 320	300	AutoCAD Upgrade to Version II	Philip M. Kreiker

## Computer Aided Design

### CAD 311 Beginning Computer Aided Design

Once associated with extensive programming knowledge and large, expensive computer systems, Computer Aided Design (CAD) is now an affordable tool for anyone interested in drafting and design. This intensive, two-session course covers the basics of systems start-up and a review of potential microcomputer-based applications. Topics include:

- Overview of CAD Applications in Engineering, Design, Drafting, and Architecture
- Overview of AutoCAD Software
- Highlights of Upcoming CAD Level I and II courses
- The Impact and Future of CAD
- Hardware and Peripherals
- Managing CAD system issues

A technical background is not required, but some familiarity with micro-computers is helpful. This course is highly recommended for those who have no CAD background, but maintain a desire to learn more about this rapidly expanding field.

**Who Should Attend:** Especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Also for those who interface with CAD personnel, and need basic information, and have no CAD background.

Novice

David W. Claffin, M.Arch.

Section 301: Tuesdays,  
August 28 and September 4

Section 302: Thursdays,  
August 30 and September 6

Both Sections: 6:30-9:30 p.m.  
2 Sessions, .6 CEUs.

University Computing Center 142. \$65.



### CAD 322 Computer Aided Design: Level I

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of microcomputer-based Computer Aided Design (CAD) in general and introduces AutoCAD in particular. Drawing set-up, creating and editing points, lines, circles, arcs, solids, traces and text, work with blocks, hatching, colors and layers will help students create, edit, and plot their individual drawings. Specific topics include:

Loading AutoCAD

- Disk management
- File naming conventions
- Main menu options

Drawing Editors

- X, y, z coordinate system, continuously updated
- Root menus, flip screens, and help functions

New Drawing Set-Up

- Special commands of LIMITS, GRID, AXIS, and SCALING

Text Specifications and Editing Commands

- Fonts and text style specifications

MIRROR Commands

- Dynamic dragging
- FILLETS and curve contours

Display Commands

- ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands

Producing Hardcopy

- Scaling the annotation, not the drawing
- Preparing the plotter
- Open number and speed assignments
- Changing specifications

Layering

- Creating new, and changing specified, layers
- Specifying layer colors
- Specifying line types and new LINETYPES: LTSCALE

- Utility commands

Putting it all together

Required text is *Applying AutoCAD*, by Terry T. Wohlers, available at the University Book Center, UMC 10.

**Who Should Attend:** Anyone involved, or who plans to be involved, in technical drawing or drafting. Especially helpful for architects, engineers, or designers who plan on upgrading their work, or need the skills of computerizing drawing/text manipulation. Also for those who want to get involved in the dynamic CAD field. There is virtually no limit to the kinds of drawing applications you can prepare using the skills covered in this course.

Novice

Section 301: Sharon Blender, M.S.

Wednesday, September 5-October 10,  
6:30-9:30 p.m. 6 sessions.

Section 302: Dan Myers, M.S.

Mondays, September 10-October 15,  
6:30-9:30 p.m. 6 sessions.

Section 303: David W. Claffin, M.Arch.

Thursdays, September 13-October 18,  
6:30-9:30 p.m. 6 sessions.

Section 304: Philip M. Kreiker, MSEE

Wednesday, Thursday, Friday,  
September 26, 27, 28, 9 a.m.-4 p.m.

3 all-day sessions.

Section 305: David W. Claffin, M.Arch.

Thursdays, October 25-December 6,  
6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.  
University Computing Center 142. \$225.

### CAD 333 Computer Aided Design: Level II

This course is for those seeking advanced drafting capabilities and expert instruction in furthering their CAD knowledge and skills. Semiautomatic dimensioning, object snap, all dimensioning commands, isoplanar snap-grids, 3-D, and free-hand sketching are all important components of this level II course. Course outline includes:

- Semiautomatic DIMensioning
- Linear and angular dimensions
- Dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- Compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- Control E to switch planes
- STATUS Utility
- Purpose and components overview
- SKETCHing
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTEXT
- Wireframe construction and viewpoint selection
- Advanced file management

Recommended prerequisites are Computer Aided Design: Level I, as previously listed or hands-on AutoCAD experience that equals the CAD: Level I course outline.

**Who Should Attend:** All those who want to extend their knowledge and skills in CAD beyond basic levels. Especially helpful for engineers, architects, and designers and those seeking to advance computer applications in their fields. The drafting and structure skills covered in this course are also easily transferred to a wide variety of other fields.

Intermediate

Section 301: Philip M. Kreiker, MSEE  
Wednesday and Thursday, October 10 and 11,  
8 a.m.-4 p.m. 2 all-day sessions.

Section 302: Sharon Blender, M.S.  
Wednesdays, October 17-November 14,  
6:30-9:30 p.m. 5 sessions.

Section 303: Dan Myers, M.S.  
Mondays, October 22-November 19,  
6:30-9:30 p.m. 5 sessions.

All Sections: 1.5 CEUs.  
University Computing Center 142. \$210.

**CAD 330  
AutoCAD 3D Perspective and Application**

AutoCAD Release 10's new 3D features enhance efficiency and productivity by giving you the tools you need to produce multiple views, elevations, perspectives, surfaces, meshes, and renderings. Drawing and thinking in 3D has implications for nearly every AutoCAD professional whether for 2D or 3D applications.

**Who Should Attend:** Anyone who needs to draw more than one view of the same object can benefit by utilizing AutoCAD's new 3D tools. This course assumes you understand the basics of CAD or AutoCAD, including the LINE, ARC, CIRCLE, OBJECT SNAP, PLINE, PEDIT, and LAYER commands. You need not be an expert user, but should have approximately Level II (CAD 333) experience, or equivalent. Intermediate

Philip M. Kreiker, MSEE  
Section 300: Wednesday and Thursday,  
November 7 and 8, 8 a.m.-4 p.m.  
2 all-day sessions, 1.4 CEUs.  
University Computing Center 142. \$185.

**CAD 345  
Computer Aided Design: Level III  
Customizing AutoCAD**

This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hardcopy are further aspects of this course. Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:

- Custom Libraries and Menus
- Creating sets of shapes, symbols, and/or drawings, text

MENU command

- Creating and Modifying Text Fonts
- Compiling shape/font styles
- Macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- Creative presentations and future options
- System variables

Recommended prerequisites are Computer Aided Design Level II or very extensive AutoCAD use.

**Who Should Attend:** Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system. Specialized

Section 301: Sharon Blender, M.S.  
Wednesdays, November 21-December 19,  
6:30-9:30 p.m. 5 sessions.

Section 302: Philip M. Kreiker, MSEE  
Thursday and Friday, November 29 and 30,  
8 a.m.-4 p.m. Two all-day sessions.

Both Sections: 1.5 CEUs.  
University Computing Center 142. \$225.

**CAD 320  
AutoCAD Upgrade to Version II**

This course will expose experienced users of AutoCAD to the new functionality available in Release II with Advanced Modeling Extensions. All the new commands, and enhancements of old commands, will be covered.

Topics include:

- Command Aliasing
- Contextual Help
- Data Entry Improvements
- Dialog Boxes
- Dimensioning Enhancements
  - Options
  - Style Tables
  - Ordinate Dimensioning
- Drawing Recovery
- Multi-View Plotting
- Reference Files
- Advanced Modeling Extensions

Specialized

Philip M. Kreiker, MSEE  
Section 300: Tuesday and Wednesday,  
December 4 and 5, 8 a.m.-4 p.m.  
2 all-day sessions, 1.4 CEUs.  
University Computing Center 142. \$185.

**CAD 340  
Introduction to Autodesk Animator**

Autodesk Animator is an animation and desktop video software program for PCs. It integrates professional animation capabilities with perhaps the most extensive array of paint and image enhancements ever assembled in a low-cost package. With Autodesk Animator, you combine brilliant color images, text, and photographs to create animations that can be played on PCs or output to videotape. We'll be expanding on the tutorials provided with the package. Specific topics include:

- Program Overview
- Color: Selecting Colors, Changing Colors, Color Animation
- The Cel — Cel Buffer, Key Color, the Swap Screen
- Color Separation, Text, Masks, and More
- The Tweenables
- The Optics Panel — Moving, Spinning, Sizing, and Flipping
- Compositing, Joining and Transitions

Intermediate

Philip M. Kreiker, MSEE  
Section 300: Thursday and Friday,  
October 25 and 26, 8 a.m.-4 p.m.  
2 all-day sessions, 1.5 CEUs.  
University Computing Center 142. \$225.



## Computer Graphics Art

### CCG 351 Computer Graphics Art I

This IBM PC-based course is designed to prepare for the drawing board of the future, the computer. Computer Graphics Art I is for anyone involved in graphic art or design who wants to develop a hands-on, practical understanding of computer graphics. A comprehensive overview of the latest technical advances in the field of computer graphics will be coupled with in-class IBM microcomputer applications, emphasizing the use of the computer as a creative tool. Four of the most recent bit map and object oriented software packages are introduced. Software packages covered are: Micrografix, Corel Draw and PC Paint IV. These contain over 50 professional typefaces, ability to fit text to a curve, calligraphic pen shapes, special effects using 3D and airbrush with Fountain Fills. Topics include:

- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Practical design applications for logos and illustrations
- Production of business graphics

In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some great slides and videos of our outstanding new computer art. This course is recommended for those desiring computer graphic professional advancement, those involved in graphic presen-

tations or design, eager to develop new skills, or explore microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5¼ inch diskette to the first class, available at all computer stores. Novice

Pat Lehman, M.F.A.

Section 301: Tuesdays, September 11–October 9, 6:30–9:30 p.m. 5 sessions.

Section 302: Saturdays, October 20 and 27, 9 a.m.–5 p.m. Two all-day sessions.

Both Sections: 1.5 CEUs.

University Computing Center 142. \$140.

### CCG 361 Computer Graphics Art: Level II

For those familiar with computer functions based on Computer Graphics Art I, this IBM PC-based course advances to expanded professional graphics applications skills. Hands-on-time will be spent solving design problems of the computer artist. The course is primarily directed to the artist or designer seeking to include computer graphics into their career, but is helpful for anyone wishing to develop expertise in this dynamic field. Graphic artists, designers, art directors, illustrators and anyone else involved in the visual communication media will benefit. Topics to be covered will include:

- Making your own fill pattern
- Advanced illustration techniques
- Layout techniques and business graphics techniques
- Production steps from start to finish
- Using grid as a tool
- Portfolio preparation for color laser prints
- How to network for computer graphics jobs

This course will focus on making drawings that can be printed on high resolution output devices. The software used is an ideal tool for creating professional-quality art work, business graphic presentations and technical illustrations. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5¼ inch diskette to the first class. Intermediate

Jerry Reynolds, MSEE

Section 300: Tuesdays, November 6–December 4, 6:30–9:30 p.m. 5 sessions, 1.5 CEUs.

University Computing Center 142. \$150.

### CCG 356 Macintosh Computer Art

The Macintosh is fun, easy to use, versatile, and capable of producing professional quality graphics as well as fine art. Discover how to use the Macintosh as a creative tool. In this hands-on course, designed for those with little or no Macintosh graphics expertise, you'll use software programs such as SuperPaint and Adobe Illustrator, and learn how to produce inexpensive, camera-ready computer generated images. Plus you'll explore MacVision, for image processing and videoworks. Topics include scanner technology and graphics, laser printing, color separations, logotypes, and more. Most work is done on

the Macintosh SE, with opportunities to work on the Macintosh II. Course counts as elective credit in Certificate in Commercial Design. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

Section 301: Barry Ratliff, M.F.A.

Saturdays, October 6 and 13, 9 a.m.–5 p.m. Two all-day sessions.

Section 302: Michael Nash, M.F.A.

Thursdays, October 11–November 8, 6:30–9:30 p.m. 5 sessions.

Both Sections: 1.5 CEUs.

Fine Arts C1B53. \$140.

### CCG 357 Advanced Macintosh Computer Art

Participants will have hands-on experience using advanced applications of software packages like Adobe Illustrator, Image Studio, and "Aldus Freehand." Class members will explore advanced techniques in the production of finished laser printed artwork. You will learn to import and manipulate digitized images from diverse sources: video, flatbed scan, different software files, and computer generated to produce original images of professional quality. Each person will have an individual Macintosh SE and have access to a Mac II with color capabilities. Prerequisite is an introductory course in computer graphics for the Macintosh or a working knowledge of "Adobe Illustrator" and/or "SuperPaint." Course counts as elective credit in Certificate in Commercial Design. Please bring a 3.5 inch Macintosh-compatible disk to the first class. Intermediate

Tim Meehan

Section 300: Saturdays, December 1 and 8, 9 a.m.–5 p.m. 2 all-day sessions. 1.5 CEUs.

Fine Arts C1B53. \$140.

## Desktop Publishing

### CCG 358 Beginning Animation on the Macintosh

Setting your ideas in motion will improve the effectiveness of your message. Explore the world of computer animation and sound in this beginning animation class on the Macintosh. Some of the most powerful computer animation tools work with the Macintosh's ease of use. Learn how to spice up your presentations, animate for video, visualize moving ideas, or just simply be creative in this exciting medium and have fun. Learn to use powerful animation techniques in MacroMind Director such as: auto animate, cast to time, space to time, autotransform, and many others. Synchronize music and dynamic sampled sounds to your animations. Skills with these powerful tools will help you better communicate your ideas and move people to action. Set your ideas in motion! Intermediate

Bob Bruce, BSEE

Section 300: Saturdays, November 10 and 17, 9 a.m.–5 p.m. Two all-day sessions. 1.5 CEUs.

Fine Arts C1B53. \$140.



### CCG 371 Introduction to Aldus PageMaker on the Macintosh

If you are involved, or interested in, the areas of communication, graphic design, advertising, printing, publications, documentation, or writing of any kind, then desktop publishing will have an effect on your future. Now is the time to start developing your skills with PageMaker. Easy enough for the novice, yet comprehensive enough for the skilled designer, PageMaker streamlines design, layout, and production of any material, while putting the standard Macintosh interface to excellent utility. Hands-on time will be spent:

- Getting to know PageMaker
- Using the electronic drawing board
- Creating formats and master pages
- Placing text and graphics
- Editing your documents
- Creating your own masterpiece

Laser printing of finished products done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

Section 301: Juliana Packer, B.F.A.  
Saturdays, September 22 and 29  
9 a.m.-5 p.m. Two all-day sessions.

Section 302: Viki Mann, B.A.  
Tuesdays, October 9-November 6  
6:30-9:30 p.m. 5 sessions.

Both Sections: 1.5 CEUs.  
Fine Arts C1B53. \$150.

### CCG 372 Advanced Desktop Publishing on the Macintosh

Take yourself beyond the basics with advanced desktop publishing. This course will help you develop and refine your desktop skills. If you are involved in desktop publishing and have the basics of Aldus PageMaker behind you, then this is the class to take.

Topics include:

- Formats for importing line art, scanned photos and graphics
- Time saving touches
- PC file conversion
- Graphics software review
- Advanced graphic design concepts
- High quality text output

Output of finished projects done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette. Intermediate

Staff  
Section 300: Thursdays,  
November 15-December 20, 6:30-9:30 p.m.  
5 sessions. 1.5 CEUs. Fine Arts C1B53. \$120.

### CCG 373 QuarkXPress Desktop Publishing for the Designer

QuarkXPress is the premier desktop publishing software for the professional graphic designer. Its features directly address the needs and desires of the graphics professional by offering greater precision in type manipulation and a more comprehensive treatment of other graphic elements like halftones, illustrations and color separation.

Its impact to the designer and the production artist is immediate and tangible. It can save time and increase productivity by allowing the designer to produce more work in less time and to

better accommodate last-minute changes and revisions.

This course focuses on becoming productive with this comprehensive software. It also highlights QuarkXPress' compatibility with other graphics applications software products like Postscript drawing programs, paint applications, scanners and image editing programs, word processors and other page layout programs.

Novice

Tim Meehan  
Section 300: Saturdays,  
October 20 and 27, 9 a.m.-5 p.m.  
Two all-day sessions, 1.5 CEUs.  
Fine Arts C1B53. \$150.

### CCG 377 Introduction to PageMaker Desktop Publishing for the IBM PC

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs PageMaker software extensively, with interactive demonstrations of other software. Laser printing of finished projects done in class. Bring a 5¼ inch double-sided/double-density or high density diskette to class. Novice

Bruce Frehner, M.A.  
Section 301: Saturdays, September 8 and 15  
Section 302: Saturdays, October 6 and 13  
Both Sections: 9 a.m.-4:30 p.m.  
Two all-day sessions, 1.5 CEUs.  
University Computing Center 142. \$150.

### CCG 387 Ventura Desktop Publishing

Ventura Desktop Publishing software has grown increasingly popular in IBM PC and compatible applications. The focus of this course is on creating and enhancing your ability to produce camera-ready originals for a wide variety of publications, and to merge high quality typography with graphics. Topics include publishing long documents, use of peripheral software programs for creating text and graphics, file management, style sheet maintenance, and out devices. Page design and typographic concepts are highlighted throughout the course. High quality printing of finished products done in class. Bring a 5¼ inch double-sided/double density or high density diskette to class. Novice

Bruce Frehner  
Section 301: Saturdays, September 22 and 29  
Section 302: Saturdays, November 10 and 17  
Both Sections: 9 a.m.-4:30 p.m.  
Two all-day sessions, 1.5 CEUs.  
University Computing Center 142. \$150.

### CCG 389 Advanced Ventura Desktop Publishing

Ventura offers the experienced PC desktop publisher a great deal of power and flexibility. This advanced course teaches current Ventura users the intricacies of Ventura 2.0 and its professional extension.

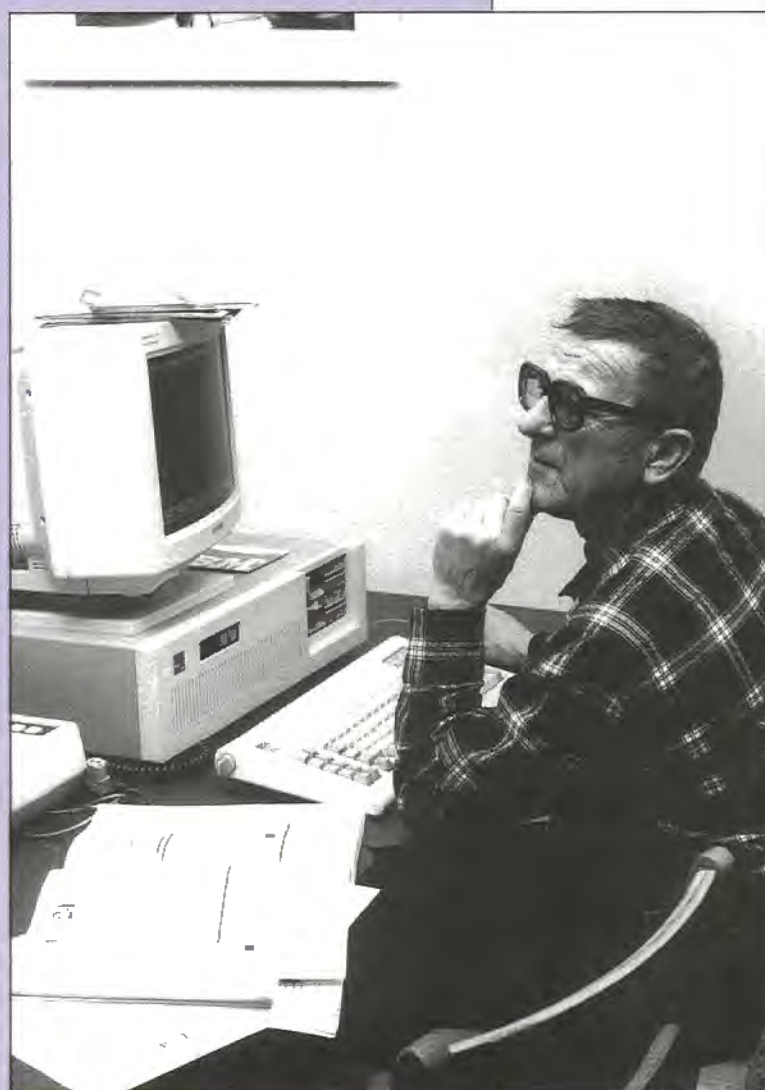
Topics include:

- Automatic page, table, and figure numbering
- Table features, table of contents
- Indexes, anchoring frames
- Other features the class will find professionally helpful.

Advanced techniques for graphics and paragraph tagging will also be discussed. Course emphasizes a strong working knowledge of advanced functions. Prerequisite: completion of CCG 387 or equivalent knowledge and experience.

Advanced

Bruce Frehner, M.A.  
Section 300: Saturdays,  
December 1 and 8, 9 a.m.-4:30 p.m.  
Two all-day sessions. 1.5 CEUs.  
University Computing Center 142. \$150.



# DESIGN NOW: WORKSHOPS ON THE STATE OF ART. COMMERCIAL DESIGN

Design is a powerful marketing tool. Progressive companies have accepted the communications value of good design in reaching customers and expanding market penetration. Design is big business, too, with opportunities in graphic and environmental design, publishing and illustration, advertising, cartooning and more. These classes and workshops survey career opportunities and help you prepare to enter the job market — assembling a portfolio, preparing for interviews, and more.

## Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This sequential program of short, intensive courses can fit into the busiest schedule. There are three parts to the program:

### A. Required Courses:

- The Commercial Artist: Design, Layout and Paste-up
- Commercial Art II
- Professional Illustration Techniques
- The Artist Goes to Market

### B. Four elective courses, to introduce you to design trends.

C. You must complete your own fully developed professional portfolio and having it professionally reviewed. Call 492-5148 to schedule your portfolio review.

You can complete all the requirements within three semesters, but there's no time limit. After certification, you can continue to take classes, to update your skills. You will be awarded both a Performance Certificate and Continuing Education Units for successfully completing each class. A Continuing Education Unit (CEU) is the national standard for recording university-level noncredit course participation. A transcript of your record is always available, free of charge.

Tuition varies according to the materials used and the length of time of each class. Tuition is listed at the end of each course description.

Course enrollments are limited and advance registration is required. **Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.**

**Bring to class: a pencil, a ruler, a fineline pen, X-acto knife, note paper, tracing paper, a 9" x 12" pad of bristol board — plate finish, a 4 ounce can of rubber cement, and a non-photo blue pencil.** Other materials and workbooks are provided. If possible, you'll also find it useful to bring work samples from your portfolio.



## COMMERCIAL DESIGN COURSES BY STARTING DATE, FALL 1990

Date	Number	Section	Course	Faculty
Saturday, October 6	CCD 210	300	The Commercial Artist I: Design, Layout and Paste-up	Jill Thayer Barton
Monday, October 8	CCD 220	300	Professional Hand Lettering and Calligraphy	Jill Thayer Barton
Saturday, October 27	CCD 310	300	Commercial Art II	Roy Walden
Saturday, November 3	CCD 290	300	The Business of Greeting Cards: Writing, Drawing, and Selling	Taylor Barnes
Saturday, November 17	CCD 340	300	The Advertising Copywriter: A Writing Techniques Workshop	Michelle Martino
Thursday, November 29	CCD 330	300	Professional Illustration Techniques	Eric Teitelbaum
Saturday, December 1	CCD 230	300	The Artist Goes to Market	Eric Teitelbaum

## Commercial Art

### CCD 210 The Commercial Artist I: Design, Layout, Paste-up

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments, and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews.

Jill Thayer Barton

Section 300: Saturday and Sunday,  
October 6 and 7, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$125.

### CCD 310 Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Artist I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Roy Walden

Section 300: Saturday and Sunday,  
October 27 and 28, 9 a.m.-5 p.m.  
2 sessions, 1.4 CEUs.  
Geology 114. \$125.

## Calligraphy

### CCD 220 Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration.

Jill Thayer Barton

Section 300:  
Monday, Tuesday, Wednesday,  
October 8, 9, 10, 5:30-10 p.m.  
3 sessions, 1.4 CEUs.  
Geology 308. \$125.

Computer Graphic Art Courses are accepted as elective courses in the Commercial Art Program. See Page 31.

## Marketing

### CCD 230 The Artist Goes to Market

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly.

Eric Teitelbaum

Section 300: Saturday and Sunday,  
December 1 and 2, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$125.

## Copywriting

### CCD 340 The Advertising Copywriter: A Writing Techniques Workshop

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. This workshop program is a must for anyone seeking to work in public relations, advertising, sales promotion, small business activities, or who must generate persuasive copy for the marketplace. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignments, creative stimulation, marketing effectiveness, creative team problem solving, and examining problem solving activities during campaign development.

Michelle Martino

Section 300: Saturday and Sunday,  
November 17 and 18, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$125.

## Illustration

### CCD 330 Professional Illustration Techniques

The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, air brush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets.

Eric Teitelbaum

Section 300: Thursday and Friday,  
November 29 and 30, 5:30-10 p.m.  
Two sessions, 9 CEUs.  
Geology 114. \$95.

### CCD 290 The Business of Greeting Cards: Writing, Drawing and Selling

This unique two-day program, taught by a successful greeting card company owner/creative director, examines the fascinating world of greeting cards from the writing, artistic and business points of view. Workshop sessions, discussions and drawing/writing exercises will cover:

#### Styles of Writing

- short two liners
- "cute humor"
- poetic and humorous verse
- teaser ideas that lead to storytelling

#### Styles of Art

- line
- neon
- black border
- psychology of color for communication, mood, feeling, and eye control

#### Business Strategies

- selling techniques for freelance writer/artists
- starting a company
- licensing and selling rights
- manufacturing/distribution

By the conclusion of the program participants will complete finished card concepts capable of being showcased in a beginning portfolio.

Taylor Barnes

Section 300: Saturday and Sunday,  
November 3 and 4, 9 a.m.-5 p.m.  
2 all-day sessions, 1.4 CEUs.  
Geology 114. \$125.







## WIDE HORIZONS. FRESH IDEAS. NONCREDIT COURSES

Fascinating, challenging courses with top instructors can open up a world of opportunity in your life. What begins with the sheer pleasure of learning can develop into important change that helps you grow in many ways. Our students have changed careers, written novels, produced artwork, learned foreign languages and discovered all kinds of untapped talents.

Continual research assesses the interests of the Boulder adult community, enabling us to respond to changing interests and needs. We offer quality instruction with personal attention, backed by 75 years of leadership in adult education.

**Most classes have limited enrollment. Early registration assures your place in class.**

**NOTE: Classes will not meet November 21-24 for Thanksgiving break.**

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801.



## NONCREDIT COURSES BY STARTING DATE, FALL 1990

Date	Number	Section	Course	Faculty
<b>BUSINESS</b>				
Tuesday, September 25	NC B 004	300	Financial Planning For Women	Corline Randolph
Tuesday, October 2	NC B 008	300	Accounting for Non-Accountants	Fred Moore
Wednesday, October 3	NC B 003	300	Entrepreneurism — Are You Ready?	Aivars Ziedins
Wednesday, October 3	NC B 009	300	How to Plan, Promote, and Profit from Your Seminar	Chris Lovett
Saturday, October 20	NC B 010	300	Financial Decision Making for Women	Corline Randolph
Thursday, October 25	NC B 007	300	Writing Business Plans	Donald Kaniecki
<b>DANCE</b>				
Tuesday, September 18	NC D 100	301	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
Tuesday, September 18	NC D 105	300	Beginning West Coast Swing	Carl & Suzanne Gerleit
Wednesday, September 19	NC D 102	300	Beginning Latin Dancing	Carl & Suzanne Gerleit
Wednesday, September 19	NC D 101	301	Beginning Western Dancing	Carl & Suzanne Gerleit
Tuesday, October 16	NC D 101	302	Beginning Western Dancing	Carl & Suzanne Gerleit
Tuesday, October 16	NC D 205	300	Intermediate West Coast Swing	Carl & Suzanne Gerleit
Wednesday, October 17	NC D 103	300	Beginning Jitterbug Dancing	Carl & Suzanne Gerleit
Wednesday, October 17	NC D 100	302	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
Tuesday, November 13	NC D 202	300	Intermediate Latin Dancing	Carl & Suzanne Gerleit
Tuesday, November 13	NC D 203	300	Intermediate Western Dancing	Carl & Suzanne Gerleit
Wednesday, November 14	NC D 200	300	Intermediate Ballroom Dancing	Carl & Suzanne Gerleit
Wednesday, November 14	NC D 201	300	Intermediate Jitterbug Dancing	Carl & Suzanne Gerleit
<b>FINE ARTS</b>				
Wednesday, September 12	NCFA 013	300	Live at Macky! — The Artist Series	The Artist Series
Monday, September 17	NCFA 012	300	Chinese Painting	Janette Lenschow
Monday, September 17	NCFA 005	300	Life Drawing	Barbara Preskorn
Wednesday, September 19	NCFA 011	300	Sculpture — Stonecarving	Barbara Cox
Wednesday, September 19	NCFA 015	300	Woodcarving Sculpture	Barbara Cox
Thursday, September 20	NCFA 025	300	Intermediate Field Photography	Lynn Lickteig
Thursday, September 20	NCFA 002	300	Creative Photography Workshop	Don Oberbeck
Thursday, September 20	NCFA 120	300	Intermediate Drawing	Beth Gellar
Monday, September 24	NCFA 001	300	Basic Photography	Lynn Lickteig
Monday, September 24	NCFA 006	300	Storytelling for Everyone	Kay Negash
Monday, September 24	NCFA 010	300	The Art of Piano Improvisation	Brian Golden
Tuesday, September 25	NCFA 029	300	Traveling the World of Gemstones	Jacqui Thier-Cooper
Tuesday, September 25	NCFA 017	300	Acting Basics	Susan Chambers
Tuesday, September 25	NCFA 027	300	Opaque Water Media	Michael Mitchell
Wednesday, September 26	NCFA 020	300	Introduction to Drawing	Michael Mitchell
Thursday, October 4	NCFA 023	300	Beginning Basketry	Margaret Craven
<b>FOREIGN LANGUAGE</b>				
Monday, September 17	NCFL 102	300	Beginning Conversational Italian	Luigina Cerri
Tuesday, September 18	NCFL 100	300	Beginning Conversational French	Nadia Turk
Tuesday, September 18	NCFL 203	300	Intermediate Conversational Italian	Luigina Cerri
Tuesday, September 18	NCFL 103	300	Beginning Conversational Spanish	Elizabeth Medina
Wednesday, September 19	NCFL 105	300	Beginning Conversational and Written Russian	Nonna Carr
Wednesday, September 19	NCFL 303	300	Advanced Conversational Italian	Luigina Cerri
Thursday, September 20	NCFL 101	300	Beginning Conversational German	Jorg Waltje
Thursday, September 20	NCFL 200	300	Intermediate Conversational French	Nadia Turk
Thursday, September 20	NCFL 201	300	Intermediate Conversational and Written German	Stephanie Fittschen
Thursday, September 20	NCFL 202	300	Intermediate Conversational Spanish	Elizabeth Medina
Friday, September 21	NCFL 104	300	Beginning Conversational and Written Japanese	Douglas Gordon
Friday, September 21	NCFL 204	300	Intermediate Conversational and Written Japanese	Douglas Gordon
<b>HISTORY</b>				
Tuesday, September 25	NC H 002	300	The Fascinating History of Colorado Railroads	Bob Rothe
<b>INVESTING</b>				
Tuesday, September 18	NC I 008	300	Basic Investing	Mary Wright
Tuesday, October 2	NC I 005	300	Investing in Art and Antiques	Ruth Linton
Tuesday, October 16	NC I 007	300	Advanced Investment Strategies	Arnold Hart
Thursday, November 8	NC I 010	300	Economics for Investors	Arnold Hart
Tuesday, November 13	NC I 011	300	Retirement Planning	Mary Wright
Tuesday, November 13	NC I 001	300	Investing for Income	Arnold Hart

## NONCREDIT COURSES BY STARTING DATE, FALL 1990 cont.

Date	Number	Section	Course	Faculty
<b>LIFESTYLES</b>				
Monday, September 17	NC L 021	300	Speed Reading	Liane Brouillette
Monday, September 17	NC L 009	300	Biofeedback Stress Management	Toby Link
Saturday, September 22	NC L 002	300	Eating As If Your Life Depended On It	Peggy Phillips
Saturday, September 22	NC L 014	300	Psychology of Intimate Relationships	Neil Rosenthal
Tuesday, September 25	NC L 025	300	Handwriting Analysis: An Introduction	Carol Ford
Thursday, September 27	NC L 016	300	Developing Higher Creativity	Bette Griff
Tuesday, October 2	NC L 028	300	How to Design or Remodel a House With an Architect	Jeffrey Limerick
Saturday, October 6	NC L 033	300	Food Allergy — Fact vs. Fantasy	Alan Bock
Saturday, October 6	NC L 008	300	American Sign Language Seminar	Karen Park-Riggs
Saturday, October 13	NC L 024	300	Changing the Patterns in Your Relationships	Neil Rosenthal
Saturday, October 20	NC L 030	300	Nutrition for a Healthy Body and Mind	Peggy Phillips
Saturday, November 3	NC L 029	300	Intimate Companions: Towards Creating Healthier and Happier Relationships	Neil Rosenthal
Saturday, December 1	NC L 032	300	Intimacy: Opening the Heart	Neil Rosenthal
<b>OUTDOORS</b>				
Tuesday, September 25	NCSO 005	301	Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	Andrew Mead
Wednesday, October 3	NCSO 008	300	The Solar System	Joe Romig
Thursday, October 4	NCSO 012	300	Golden Aspen and Their Natural History	Tina Jones
Saturday, October 6	NCSO 002	300	Colorado Landscape: Plants and Design	Andrew Mead
Wednesday, October 24	NCSO 005	302	Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	Andrew Mead
Thursday, October 25	NCSO 011	300	Four Season Color Landscape	Andrew Mead
Thursday, November 8	NCSO 013	300	Bugling, Butting, and How Do You Pronounce Ptarmigan?	Tina Jones
<b>TESTING</b>				
Tuesday, September 11	NC T 301	301	Preparing for the Graduate Record Exam (GRE)	Roe Willis/ Terri Bodhaine
Saturday, September 22	NC T 300	300	Preparing for the Graduate Management Admission Test (GMAT)	Bobrow Test and Preparation Service
Saturday, September 22	NC T 490	301	Preparing for the Law School Admission Test (LSAT)	Melissa Mahaney
Thursday, October 11	NC T 200	300	Preparing for the ACT/SAT	Terri Bodhaine/ Bob Daniel
Saturday, November 3	NC T 490	302	Preparing for the Law School Admission Test (LSAT)	Melissa Mahaney
Tuesday, November 6	NC T 301	302	Preparing for the Graduate Record Exam (GRE)	Roe Willis/ Terri Bodhaine
<b>WRITING</b>				
Tuesday, September 18	NC W 023	300	Canadian Literature and Culture	Susanne Gerson
Wednesday, September 19	NC W 003	300	English Writing Made Simple	Jean Thyfault
Thursday, September 20	NC W 017	300	Graphic Novels or Comic Books: A Study in Literature	Andy Gaudiano
Thursday, September 20	NC W 015	300	Journaling Creatively	Kaye Bache-Snyder
Saturday, September 22	NC W 024	300	The Nitty-Gritty of Rewriting Fiction	Kaye Bache-Snyder
Tuesday, September 25	NC W 018	300	Writing the Novel	Jerry Earl Brown
Wednesday, September 26	NC W 006	300	Creative Writing	Deidre Elliott
Wednesday, September 26	NC W 022	300	Screenplay Writing	Richard Graglia
Thursday, September 27	NC W 005	300	Writing for Magazines	Deidre Elliot
Saturday, October 6	NC W 012	300	The Children's Book: Illustrating and Getting Published	Sandy Ferguson Fuller
Saturday, October 20	NC W 011	300	The Power of Ten Minutes: Memoir and Personal Essays	Deidre Elliott
Thursday, November 1	NC W 016	300	Going to Market With Writing	Kaye Bache-Snyder

## Business

### NC B 003 Entrepreneurism — Are You Ready?

What does it take to be an entrepreneur? Not everyone has what it takes. Some of the most common causes of failure in businesses include under-capitalization, lack of preparation, failure to test the market, lack of financial control, and doing too much too soon. This class will help you determine if you have what it takes to make it in business as an entrepreneur. The class will cover designing a business plan, setting up a basic budget, analyzing cash flow and other essential activities. In addition, the class will discuss personal financial planning and the preservation of wealth for the successful entrepreneur and his or her family.

Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co.

Section 300: Wednesdays, October 3-October 24 6:30-9 p.m. 4 sessions.

Duane Physics G131. \$42.

### NC B 004 Financial Planning for Women

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, create your own personal financial plan step by step as we identify the reasons women often fail. Learn how to set specific goals and how to implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A., President, Roanoke Financial Management, Inc.  
Section 300: Tuesdays, September 25-October 16, 6-8:30 p.m. 4 sessions.  
Duane Physics G025. \$42.

### NC B 007 Writing Business Plans

The course will cover how to make financial, marketing, and operational plans to give you control over your business and set you on a course for maximum profits. We will cover sales and cost projections, cash flow, marketing research and facilities management. This course is designed for people writing a formal business plan for lender/investors as well as those who just want to know where they are headed.

Donald A. Kaniecki, C.P.A., M.B.A., has worked for over 8 years with people starting successful businesses.

Section 300: Thursdays, October 25-November 8, 6-8:30 p.m. 3 sessions.  
Muenzinger Psych. E118. \$33.

### NC B 008 Accounting for Non-Accountants

This is an introductory course in accounting for those who have had little or no previous training in this area. The emphasis is on the recording, reporting and analysis of accounting information from the source of information and journaling through posting to ledgers and preparation of financial statements. Learn how to use those statements for business decision-making. The objective is to help the student understand not only the accounting process, but the purpose and uses to which the results may be applied.

Fred Moore, M.B.E., Public Accountant.  
Section 300: Tuesdays, October 2-November 13, 7-9 p.m. 7 sessions.  
Duane Physics G0047. \$58.

### NC B 009 How to Plan, Promote, and Profit from Your Seminar

This course will cover seminar production from organization to presentation. We will also cover pricing, budgeting, logistics and marketing. When you complete this seminar, you will be able to design your own seminar, promote it to your market and present it efficiently and profitably.

Chris Lovett, M.B.A., CU Denver. Vice President of an electronic manufacturing company.  
Section 300: Wednesdays, October 3-October 17, 6:30-8:30 p.m. 3 sessions.  
Duane Physics G025. \$25.

### NC B 010 Financial Decision Making for Women

This one-day seminar is about financial decision-making: what to do with savings, how to make the best investment choices, when to buy or sell, how to diversify retirement dollars, and how to reduce tax liability through projections and planning.

A dynamic discussion on the elements of decision-making is presented during a brown-bag lunch.

Course materials include aids in good financial decision making.

Corline Randolph, M.B.A., President, Roanoke Financial Management, Inc.  
Section 300: Saturday, October 20, 8:30 a.m.-3 p.m. One session.  
Business 250. \$26.

## Dance

### NC D 100 Beginning Ballroom Dancing

This is an introduction to the basics of foxtrot, tango, polka, and waltz. The instruction will include the necessary turns and animations to provide every participant confidence on the ballroom dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 301: Tuesdays, September 18-October 9, 6:30-7:45 p.m. 4 sessions. Economics 117. \$27.  
Section 302: Wednesdays, October 17-November 7, 8-9:15 p.m. 4 sessions.  
Economics 117. \$27.

### NC D 101 Beginning Western Dancing

This is an introduction to the basic steps in Texas 2-Step, and the Triple Step, with various line dances (e.g. The Louie and the Tush Push). Dancing is easy and fun. Sign up with or without a partner.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 301: Wednesdays, September 19-October 10, 8-9:15 p.m. 4 sessions.  
Economics 117. \$27.  
Section 302: Tuesdays, October 16-November 6, 6:30-7:45 p.m. 4 sessions.  
Economics 117. \$27.

### NC D 102 Beginning Latin Dancing

This course will include the basic steps in rumba, salsa, and cha cha. Instruction will include the necessary turns and animations to make every participant comfortable on the dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Wednesdays, September 19-October 10, 6:30-7:45 p.m. 4 sessions.  
Economics 117. \$27.



**NC D 103**  
**Beginning Jitterbug Dancing**

This is an introduction to the basic steps in jitterbug. The instruction will include the necessary turns and animations to provide every participant confidence on the dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Wednesdays, October 17–November 7, 6:30–7:45 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 105**  
**Beginning West Coast Swing**

West Coast Swing is a sophisticated triple-rhythm style, evolving from jitterbug. Originating in Los Angeles, this dance is popular throughout the country. It can be done to a wide variety of dance music including big band swing, disco, and country. Steps, turns, and animations will be taught to make you feel comfortable on any dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Tuesdays, September 18–October 9, 8–9:15 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 200**  
**Intermediate Ballroom Dancing**

This is an Intermediate level class which will review the basic steps offered in the beginning course and add more eye-catching turns and moves.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Wednesdays, November 14–December 12, 8–9:15 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 201**  
**Intermediate Jitterbug Dancing**

Beginning jitterbug is not a prerequisite but would be helpful. This intermediate level class will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Wednesdays, November 14–December 12, 6:30–7:45 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 202**  
**Intermediate Latin Dancing**

Beginning Latin dance is not a prerequisite, but some knowledge of the dances would be helpful. This intermediate class will review the basics, then expand on the various combinations of routines and additional latin steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Tuesdays, November 13–December 11, 8–9:15 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 203**  
**Intermediate Western Dancing**

Beginning western dance is not a prerequisite but would be helpful. This is an intermediate level course which will review basic rhythms. Then we will add turns and flashy moves.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Tuesdays, November 13–December 11, 6:30–7:45 p.m. 4 sessions.  
Economics 117. \$27.

**NC D 205**  
**Intermediate West Coast Swing**

Beginning knowledge of West Coast Swing is a prerequisite to this class. The instruction will review the basic steps taught in the beginning course then expand upon various combinations of routines and steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 300: Tuesdays, October 16–November 6, 8–9:15 p.m. 4 sessions.  
Economics 117. \$27.

**Fine Arts****NCFA 001**  
**Basic Photography**

This introductory course is designed for anyone who has a camera but doesn't really know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks), good composition, and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality. There are numerous handouts and the optional text is Henry Horenstein's *Black and White Photography*.

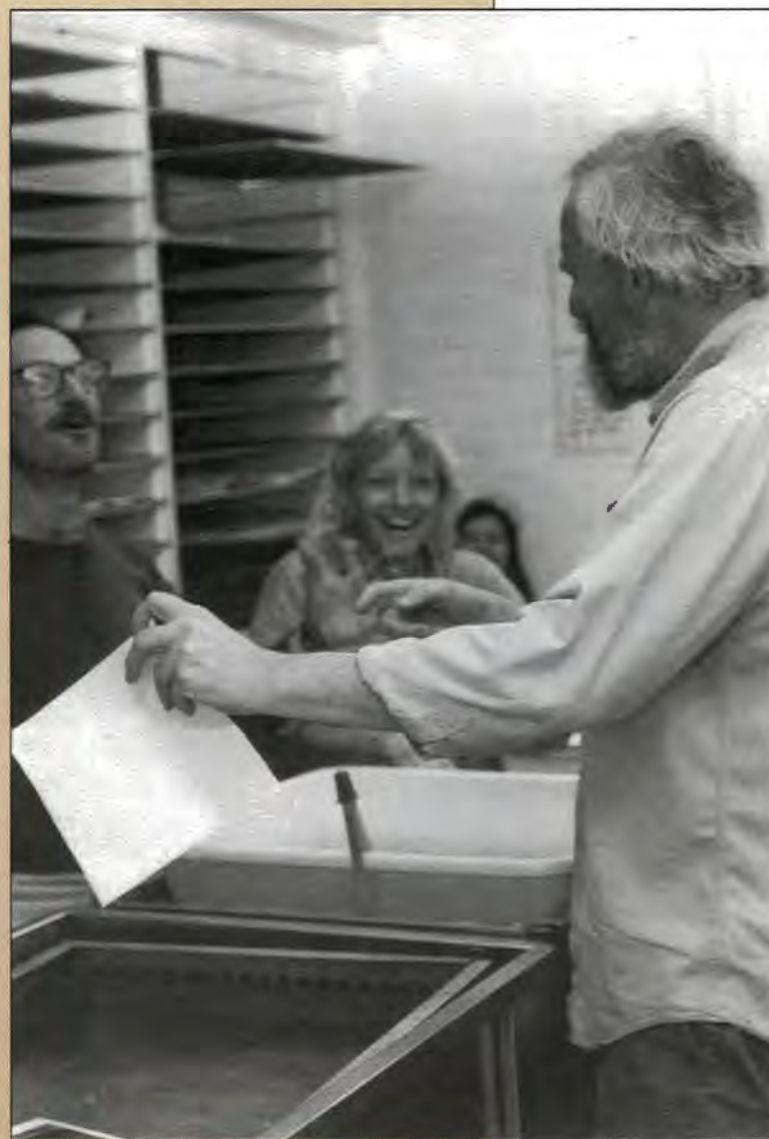
Lynn Lickteig, B.F.A. CU-Boulder, Photographer.  
Section 300: Mondays, September 24–November 5, 7–9 p.m. (Field Trip October 20) 8 sessions.  
Environmental Design 122. \$66.

**NCFA 002**  
**Creative Photography Workshop**

This exploratory course is for students with some camera experience who want to learn about amazing new films (like T.Max and Ektar), filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and photographic composition. An introduction to basic darkroom skills will include black and white print making, color enlargements from negatives, and Cibachrome printing from color slides. Students will have 3 extra weeks in the darkrooms for practice, and will receive feedback on photographs produced. The course will include six 2-hour classroom periods; two 3-hour darkroom classes; and the 3 weeks darkroom time. The cost of the darkroom chemicals is included in the tuition, but students must supply their own camera, film and paper. Please bring your camera to the first class.

Don Oberbeck, professional photographer for 20 years, is the owner of the Boulder Photo Center.

Section 300: Thursdays, September 20–October 25, 7:30–9:30 p.m. 6 sessions.  
Ketchum 235. \$105.



## Fine Arts – cont.

### NCEA 005 Life Drawing

Through a series of exercises in learning how to see and respond, drawing the figure will become a skill that belongs to you. Drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques to improve and perfect drawing skills. You will need soft compressed charcoal, eraser, 18" x 24" newsprint pad, 2B pencil, pad, black india ink, and a #4 bamboo brush. Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A. CU Boulder, Instructor at Front Range Community College.

Section 300: Mondays, September 17–November 5, 7–9 p.m. 8 sessions.  
Fine Arts N-298. \$81.

### NCEA 006 Storytelling for Everyone

Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myths, fairy tales and folktales. Learn how to become a better storyteller, which stories are good for you, and techniques for preparation and performance.

Kay Negash, M.A. in Theatre, professional storyteller representing this five state area. She was the 1986 winner at the National Storytelling Festival in Jonesboro, Tenn.

Section 300: Mondays, September 24–October 22, 5:30–8:00 p.m. 5 sessions  
Hale 6. \$52.

### NCEA 010 The Art of Piano Improvisation

Improvisation is a state of mind. It is the most natural thing in the world to do. We are constantly improvising. This is a class in developing musical language — yours included. It will enable you to play *any* style of music better, but most of all, it will give you the skills to develop your own music and inspire you to new musical heights. Required text: *The Art of Piano Improvisation* by Brian Golden.

Brian Golden, national recording artist, concert pianist.

Section 300: Mondays, September 24–November 12, 7–8:30 p.m. 8 sessions.  
Hellems 81. \$49.

### NCEA 011 Sculpture — Stonecarving

Carving in stone is one of the great fascinations of sculpture and an exciting process for self expression using simplicity. Basic instructions will focus on carving techniques, principles of the 3rd dimension, texture and surface processes and individual instruction. There will be a discussion of various stone types and a slide show viewing the history of stone sculpture. Materials are not included in your tuition.

Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.

Section 300: Wednesdays, September 19–November 14, 7–9 p.m. 9 sessions.  
Fine Arts C102. \$89.

### NCEA 012 Chinese Painting

There is no prerequisite for this course. Students will learn the basic disciplined techniques of Chinese painting. A wide variety of subjects will be introduced and discussed such as composition and the format of Chinese painting. Chinese painting can be applied to many other arts, such as ceramic decoration, batik, silkscreen, panels, murals, and textile painting. Students can purchase their materials during the first class session from the instructor, or obtain them on their own. They will need an oriental paint brush (medium-sized), a tube of oriental ink paste, newsprint, a large container (or containers) for water, and some paper towels.

Janette Lenschow, M.F.A.

Section 300: Mondays, September 17–November 5, 7–9 p.m. 8 sessions.  
Geology 114. \$66.

### NCEA 013 Live At Macky! — The Artist Series

Five magical evenings of great music and special pre-concert lectures will be offered in Macky Auditorium as part of the 1990–91 Artist Series season. The informal discussions preceding each concert provide an opportunity to meet fellow music lovers, while special guests share fascinating details on aspects of the evening's concert. Lectures will be non-technical. No musical background required. Course includes lecture and one ticket to each concert in Orchestra I section.

Wednesday, September 12, 1990  
Queen Ida and the Bon Temps Zydeco Band  
Wednesday, October 10, 1990  
Alexei Sultanov, piano  
Monday, October 29, 1990  
Academy of St. Martin in the Fields Octet  
Thursday, November 15, 1990  
Urban Bush Women in "Praise House"  
Wednesday, December 5, 1990  
Vladimir Ashkenazy, piano

All lectures are at 7:00 p.m. in Macky 213. All concerts are at 8:00 p.m. in Macky Auditorium Concert Hall. Enrollment is limited. Registration deadline: Monday, September 10, 1990.

Section 300: 5 sessions. Macky 213. \$69.

### NCEA 015 Woodcarving Sculpture

Create a sculpture in wood. Basic carving techniques and instructions will focus on three dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of a clay model will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools \$25 payable at first class.

Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.

Section 300: Wednesdays, September 19–November 14, 5–7 p.m. 9 sessions.  
Fine Arts C102. \$89.



**NCFA 017  
Acting Basics**

All the world's a stage . . . and rather than putting on a character, the actor searches for the variety in every one of us, the everyone in each of us. Whether the stage is your world or you simply wish to know and be more comfortable with yourself and others, this exploration of the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Emphasis is on class attendance and participation. Required text: *Respect for Acting* by Uta Hagen, available at Colorado Bookstore and University Bookstore. Susan Chambers, M.F.A., Penn State Univ., has taught acting and movement for actors, non-majors and theater students.

Section 300: Tuesdays, September 25–November 13, 7–9 p.m. 8 sessions. Hale 303. \$66.

**NCFA 120  
Intermediate Drawing**

This course is designed for the student who has some drawing experience; it will pick up where an introductory drawing class leaves off. The course will be an in-depth continuation of the art of drawing. Students will be taught the skills for artistic self-expression while being encouraged to explore and grow.

Beth Gellar, B.F.A., Kansas City Art Institute, Instructor at University of Colorado at Boulder.

Section 300: Thursdays, September 20–November 8, 7–9 p.m. 8 sessions. Fine Arts N298. \$81.

**NCFA 029  
Traveling the World of Gemstones**

Travel the world of gemstones with tour guide Jaqui Thier Cooper, an experienced jeweler/gemologist. Explore the rich and varied sources of a wide variety of gems, sampling legends and traditions surrounding the gems in their country of origin. Learn to navigate the complex routes of evaluation and purchasing. A course designed for travelers who wish to bring home an authentic prize at a good price or for anyone interested in further exploring the fascinating world of gems and jewelry.

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio.

Section 300: Tuesdays, September 25–October 30, 6:30–9 p.m. 6 sessions. Ketchum 120. \$62.

**NCFA 027  
Opaque Water Media**

Gouache paint is like watercolor, (water-soluble), but its capacity allows layering, blending and reworking of the painted surface much like oil paint does. This course concentrates on learning the formal skills of painting: composition, understanding how color works, brushstroke techniques, perspective and abstraction. Students are encouraged to work with their own ideas and subject matter. This course will not only teach the "how-to's" but also be an opportunity for self-expression. Bring to first class a set of gouache tube paints, 2–3 small brushes, watercolor pad (11x15), water container and palette or plate.

Michael Mitchell, M.F.A., University of Colorado at Boulder, Artist and Scientific Illustrator.

Section 300: Tuesdays, September 25–November 13, 7–9 p.m. 8 sessions. Fine Arts N153. \$81.

**NCFA 025  
Intermediate Field Photography**

This course is intended for those who possess a good general knowledge of the technical theories of photography, but would like a chance to achieve a greater working knowledge of the medium through assignments and field trips. Course will be structured with Wednesday evening sessions for assignment explanation/review, and Saturday Field Trips where assignments are performed. (One Saturday field trip will be held at night.) Students should note that the course is accelerated and lasts only 3½ weeks with two classes per week. No lab work is involved. Topics covered include composition, fine tuning exposure, night time "existing light" photography, "painting" with light, indoor artificial light, various aspects of flash photography, simple portraiture, and filters. Prerequisite: Must have knowledge of your camera, f-stops, shutter speeds and various methods of exposure. Equipment required: 35mm SLR camera which MUST have manual override capability, a tripod, a shutter/cable release, a flash with tiltable bounce head, polarizing filter, FLD filter, 80A filter. Film/processing cost estimate \$50 to be paid by student.

Lynn Lickteig, B.F.A. CU Boulder, Photographer.

Section 300: Thursdays, September 20–October 11, 7–9 p.m. 7 sessions. Environmental Design 120. \$58.

**NCFA 023  
Beginning Basketry**

In this course, the beginner will learn several different techniques for making simple but beautiful baskets out of round and flat reed. Have fun learning to make a twined basket with a wrapped handle out of round reed, and several other styles of baskets out of round and flat reed. Bring to class a dishpan or bucket, awl or ice pick, scissors or side cutters, towel, a few clothes pins (pinch type) and pencil. Tuition includes reed material.

Margaret Craven, local artist, and instructor with 20 years hard textile experience.

Section 300: Thursdays, October 4–October 25, 6–8:30 p.m. 4 sessions. Geology 114. \$46.

**NCFA 020  
Introduction to Drawing**

This course will explore such fundamental drawing concepts as line, shape, volume, texture, and composition. The course will teach students the skills for artistic self-expression while encouraging exploration, growth, and enjoyment of the art of drawing.

Michael Mitchell, M.F.A., University of Colorado at Boulder, Artist and Scientific Illustrator.

Section 300: Wednesdays, September 26–November 14, 7–9 p.m. 8 sessions. Fine Arts N298. \$81.

**Foreign Languages****NCFL 100  
Beginning Conversational French**

This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With the support of other class members, you will start asking questions in the first class and working in small groups, you will practice the language. Tapes will be used in a language lab for pronunciation. Text available at Kinko's Copies at 1313 College Ave.

Nadia Turk, Ph.D. French Literature.

Section 300: Tuesdays, September 18–November 20, 7–9 p.m. 10 sessions. Hellem 211. \$83.



## Foreign Languages — continued

### NCFL 200 Intermediate Conversational French

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups and role play will emphasize the practice of the language. Tapes will be used in the language lab for pronunciation. Text will be available at Kinko's Copies at 1313 College Ave. Nadia Turk, Ph.D. French Literature. Section 300: Thursdays, September 20–November 29, 7–9 p.m. 10 sessions. Hellems 255. \$83.

### NCFL 101 Beginning Conversational German

This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German speaking countries, we will emphasize practical conversation. In addition, we will deal with interesting cultural aspects to gain an insight into German life today. Text to be used is announced at the first class session.

Jörg Waltje, German Instructor,  
University of Colorado at Boulder  
Section 300: Thursdays, September 20–  
November 29, 7–9 p.m. 10 sessions.  
Hellems 137. \$83.

### NCFL 201 Intermediate Conversational and Written German

Join this class to build on your previous German experience. Students entering the class should be able to use the present tense. Conversation will be emphasized, and practiced in small groups and role-playing. Some reading and writing will also be a part of the class. Text will be announced at the first class.

Stephanie Fittschen, M.A., German, has taught at both the University of Colorado at Boulder and Metro State College  
Section 300: Thursdays, September 20–  
November 29, 7:30–9:30 p.m. 10 sessions.  
Ketchum 118. \$83.

### NCFL 102 Beginning Conversational Italian

This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, however essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, dialogues, pictures and small group activities in the classroom, will make learning a more enjoyable experience. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri, M.A., has taught both Italian and French in several schools including the University of Colorado at Boulder.  
Section 300: Mondays, September 17–  
November 19, 6:30–8:30 p.m. 10 sessions.  
Hellems 241. \$83.

### NCFL 203 Intermediate Conversational Italian

A more advanced course for students who have had beginning Italian or its equivalent and would like to complete the textbook. Learn more vocabulary, tenses, and improve your conversational skills. Required text is *Buongiorno Italia* by

Cremona, available at the University Bookstore on campus.

Luigina Cerri, M.A., has taught both Italian and French in several schools including the University of Colorado at Boulder.

Section 300: Tuesdays, September 18–  
November 20, 6:30–8:30 p.m. 10 sessions.  
Hellems 263. \$83.

### NCFL 303 Advanced Conversational Italian

This class is designed for students who have completed the intermediate course or its equivalent and would like to continue with the language to learn other major tenses (present, passato prossimo and imperfect), and moods. Conversational skills are emphasized in conjunction with reading and vocabulary building in order to have discussions on a variety of topics. Required text is *L'Italia Dal Vivo* by Denise de Rôme, available at University Bookstore or Colorado Bookstore.

Luigina Cerri, M.A., has taught both Italian and French in several schools including the University of Colorado at Boulder.

Section 300: Wednesdays, September 19–  
November 21, 6:30–8:30 p.m. 10 sessions.  
Hellems 247. \$83.

### NCFL 103 Beginning Conversational Spanish

This basic but lively conversational Spanish course is for people who wish to travel to Spanish-speaking countries. We will emphasize practical vocabulary.

Elizabeth Medina, Ph.D., Advisor, Regis College.  
Section 300: Tuesdays, September 18–  
November 20, 7–9 p.m. 10 sessions.  
Hellems 241. \$83.

### NCFL 202 Intermediate Conversational Spanish

This course is designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. The prerequisite is beginning Spanish or equivalent. Elizabeth Medina, Ph.D., Advisor, Regis College.  
Section 300: Thursdays, September 20–  
November 29, 7–9 p.m. 10 sessions.  
Hellems 241. \$83.

### NCFL 104 Beginning Conversational and Written Japanese

This course is designed for students with no knowledge of the Japanese language and is intended as an introduction to the basics of successful communication. Emphasis will be placed on polite, practical, and colloquial Japanese. The goal of the course is to develop a foundation of survival skills and an understanding of how the language works. The basics of reading simple signs and texts will also be introduced. Required course text: *Communicating in Japanese*, available at University Bookstore or Colorado Bookstore.

Douglas H. Gordon, M.A., a former Fulbright scholar, has published two books on Japan and has lived and traveled extensively in Japan.

Section 300: Fridays, September 21–  
November 30, 6–8 p.m. 10 sessions.  
Economics 2. \$83.





### NCFL 204 Intermediate Conversational and Written Japanese

This second level course is designed to develop oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese* available at University Bookstore or Colorado Bookstore.

Douglas H. Gordon, M.A., a former Fulbright scholar, has published two books on Japan and has lived and traveled extensively in Japan.

Section 300: Fridays, September 21–November 30, 8–10 p.m. 10 sessions. Economics 2. \$83.

### NCFL 105 Beginning Conversational and Written Russian

With GLASTNOST and PERESTROIKA, interest in Russia is growing, as is the number of people traveling to the USSR and Eastern Europe — where Russian is widely known. This class is designed for students with minimal or no knowledge of Russian. Conversational language will be stressed, but students will learn the Cyrillic alphabet, and read and write simple sentences. The essentials of grammar, useful vocabulary and cultural aspects of the area will be covered. From the first session, students will learn to use various phrases, ask questions, and perfect their pronunciation.

Nonna H. Carr, Ph.D., Slavic Language and Literature, Native speaker.

Section 300: Wednesdays, September 19–November 28, 6:30–8:30 p.m. 10 sessions. Hellems 191. \$83.

## Investments

### NC I 001 Investing for Income

How high an income can you safely get on your investments? This course will teach you how to evaluate all types of income producing investments from CD's through government and tax-free bonds based on your personal tolerance for risk and need for liquidity.

Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache.

Section 300: Tuesdays, November 13–December 4, 6:30–8:30 p.m. 4 sessions. Muenzinger Psych. E131. \$33.

### NC I 005 Investing in Art and Antiques

This course will provide an introduction to the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Topics will include what gives a piece value, how to build a collection, terminology, questions to ask, traps to avoid, how to get the most for your money, taking care of your art, and capitalizing on your investment.

Ruth Linton, 10 years museum experience, consultant in contemporary art.

Section 300: Tuesdays, October 2–October 23, 7–9 p.m. 4 sessions. Education 132. \$33.

### NC I 007 Advanced Investment Strategies

Learn how the "Big Picture" of world economics impacts your investments. We will examine actual fund portfolios to show how assets are allocated. You will learn how to build your own portfolio using the valuative rating system.

Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache

Section 300: Tuesdays, October 16–November 6, 6:30–8:30 p.m. 4 sessions. Muenzinger Psych. E131. \$33.

### NC I 008 Basic Investing

This course is designed for the beginner. Complete and understandable explanations of terminology, products and basic strategies will be provided. We will focus on how to take concrete steps toward planning your financial future in today's environment. Suggested book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Bookstore.

Mary Wright, B.A. University of Colorado, Vice President at Prudential-Bache.

Section 300: Tuesdays, September 18–October 9, 6:30–8:30 p.m. 4 sessions. Muenzinger Psych. E131. \$33.

## History

### NC H 002 The Fascinating History of Colorado Railroads

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions which are explored from a humanistic point of view. These actions influenced spinning the steel web which would become Colorado's fabled rail network. A field trip will be arranged.

Bob Rothe, a railroad hobbyist for 43 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere.

Section 300: Tuesdays, September 25–November 6, 7–9 p.m. 7 sessions. Geology 134. \$58.



## Investments – cont.

### NCI 010 Economics for Investors

Tired of the simplistic economics in *Forbes* and *Business Week*? Using the in-depth analysis of the *Bank Credit Analyst*, you will learn how to arrive at a consistent and coherent world view to guide your investments.

Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache.

Section 300: Thursdays, November 8–November 15, 6:30–8:30 p.m. 2 sessions. Muenzinger Psych. E131. \$16.

### NCI 011 Retirement Planning

Learn about the various investment tools available for retirement planning. This course covers the features of IRA's, Keoghs, Profit Sharing and Money Purchase Plans, 401K Plans, and Defined Benefit Plans. Understand the merits of each and which plan(s) are most appropriate for your needs.

Mary Wright, B.A. University of Colorado at Boulder, Vice President at Prudential-Bache.

Section 300: Tuesday, November 13, 6:30–8:30 p.m. 1 session. Muenzinger Psych. E123. \$8.



## Lifestyle

### NC L 002 Eating As If Your Life Depended On It

You cannot afford to be ignorant, confused or misled about the nutrition facts. What you eat today affects your immediate energy level and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart, the five types of fiber and the food source of each, why calcium supplements may be hazardous to your bones, three dietary ways to reduce your cancer risk, which vitamin supplements are right for you, where you can find reliable nutrition information, how to lose weight without starving yourself and why butter is better for you than margarine. Tuition includes materials.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant.

Section 300: Saturday, September 22, 9 a.m.–5 p.m. 1 session. UMC 230. \$28.

### NC L 030 Nutrition for a Healthy Body and Mind

Have you ever thought that your physical health problems are all in your head? Current research is revealing the intricate connections between our body and mind.

Focusing on diet and nutrition, we will explore the workings of the immune system and what can be done to improve the outlook of diseases such as arthritis, cancer, lupus and other chronic diseases. In addition, we will look at moods, depression, and behavioral problems and the role of sugar, food sensitivities, and other dietary influences. The focus of the seminar is the positive actions you can take to influence your health picture.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant

Section 300: Saturday, October 20, 9 a.m.–5 p.m. 1 session. UMC 230. \$28.

### NC L 033 Food Allergy – Fact Vs. Fantasy

This course will present a critical appraisal of the scientific facts concerning the often misunderstood and exploited subject of food allergies. We will review the immunologic mechanisms known to be involved in producing food allergies and discuss those medical tests which are valid and useful. Proper analysis of personal observations will be considered. Treatment, prognosis, and current research will all be reviewed. The true science in this field is at least as exciting and entertaining as the hype perpetuated by the media.

A. Allan Bock, M.D. Research in food allergy at National Jewish Center in Denver since 1974, Clinical Associate Professor of Pediatrics at the University of Colorado School of Medicine.

Section 300: Saturday, October 6, 9 a.m.–1 p.m. 1 session. Economics 205. \$16.

### NC L 008 American Sign Language Seminar

This seminar is for those who would like to know the basics of sign language and learn the "hands-on" gestures of deaf cultures. There will be games, activities, and an overview of the sign languages of the deaf community.

Karen Park-Riggs, Deaf ASL Instructor, graduated from National Technical Institute for the Deaf in Rochester, N.Y.

Section 300: Saturday, October 6, 9 a.m.–12 p.m. 1 session. Economics 16. \$12.

### NC L 009 Biofeedback Stress Management

This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics. Required text is *Relaxation & Stress Reduction Workbook* available at UMC Bookstore or Colorado Bookstore.

Toby F. Link, Ph.D. University of Michigan, Psychotherapist.

Section 300: Mondays, September 17–October 15, 7–9 p.m. 5 sessions. Economics 2. \$41.

### NC L 014 Psychology of Intimate Relationships

We will discuss how intimate relationships work. Why are relationships hard to maintain? How and why do people keep choosing similar partners and repeat similar patterns in their relationships? We will cover the stages of intimacy, the function of power struggles, arguments, conflicts and affairs, childhood influences on intimate adult relationships, reflections on love and loving, falling out of love, expectations affecting our relationships and evaluating a partner or a potential partner.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 300: Saturday, September 22, 10 a.m.–5 p.m. 1 session. UMC 235. \$28.

**NC L 024**  
**Changing the Patterns**  
**in Your Relationships**

When you trace the patterns of your adult relationships to their roots, you'll usually find that the very defenses, outlooks and attitudes which protected you as a child are now interfering with your achieving a happy relationship as an adult. These childhood stances, still with you as adults, often poison your relationships, block your ability to trust, stop you from having fun, give you a chronic lack of self-esteem, and sabotage your ability to be intimate with others.

This will be a hands-on, experiential workshop for people who would like to develop a clearer understanding of the patterns of their adult relationships which may be self-defeating. Other topics include: healing the wounded child within; healing the wounds of a previous relationship; how your previous relationships may be impacting your current relationships (or your ability to be intimate in a current relationship); what we learn from your intimate relationships; how to keep yourself healthy and fulfilled in a relationship and what you might do to change a current relationship to make it better.

Neil Rosenthal, Licensed Marriage and Family Therapist

Section 300: Saturday, October 13,  
 10 a.m.-5 p.m., 1 session. UMC 235. \$28.

**NC L 029**  
**Intimate Companions: Towards Creating**  
**Healthier & Happier Relationships**

How do we co-create more conscious relationships? What keeps you from achieving the intimate relationship you seek? This workshop will address, in a relaxed, comfortable and supportive atmosphere: how to deal with conflicts and differences in a relationship; trust and betrayal issues; relationships as mirrors, blaming and finger pointing; the early warning signs of divorce; healing the wounded relationship; healing the wounded heart; evaluating a partner or a potential partner; enriching your intimate relationships; owning your own power and reconnecting the dream.

Neil Rosenthal, Licensed Marriage and Family Therapist

Section 300: Saturday, November 3,  
 10 a.m.-5 p.m. 1 session. UMC 235. \$28.

**NC L 032**  
**Intimacy: Opening the Heart**

Most of us want to love and be loved. We seek intimacy and closeness, and often measure how successful our lives are by whether we have the intimate relationship we've always wanted. For some of us, however, poor modeling, painful childhood experiences and the lack of appropriate skills have interfered with our ability to trust and to love, and has therefore sabotaged or diminished our experience of intimacy. What fears, past hurts or old grievances are in the way of your relationships, blocking your aliveness and your ability to love?

We will address why some people stay in relationships that aren't good for them, love, co-dependency and intimate relationships, what we learn about ourselves through our relationships, forgiveness, and what healthy families are like. This will be a hands on, experiential workshop

for those who would like to heal old emotional wounds and cultivate more intimacy in their lives.

Neil Rosenthal, Licensed Marriage and Family Therapist

Section 300: Saturday, December 1,  
 10 a.m.-5 p.m. 1 session. UMC 422. \$28.

**NC L 021**  
**Speed Reading**

If you have not had an organized reading class since elementary school, chances are that you are not taking advantage of your present, more mature, thinking and perceptual skills when you read. Become a more effective and efficient reader. These techniques can be applied to all types of materials. Ways to better remember what you read, along with individual learning styles will also be discussed.

Liane Brouillette, B.A., M.S., has taught speed reading for many years.

Section 300: Mondays, September 17-  
 October 22, 7-9 p.m. 6 sessions.  
 Hellems 263. \$49.

**NC L 025**  
**Handwriting Analysis: An Introduction**

You are what you write. Handwriting reflects your real personality, how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them. Explore the uses of handwriting analysis in today's world. Learn the introductory principles of scientific handwriting analysis as you make application to your own writing. Understand how you can utilize this new information in your business, in your job, in your family and with friends. Course fee includes extensive handouts.

Carol Ford, B.S. nursing, certified Graphoanalyst, has private practice in handwriting analysis and document examination.

Section 300: Tuesdays, September 25-  
 October 30, 6:30-9 p.m. 6 sessions.  
 Economics 16. \$61.

**NC L 026**  
**Developing Higher Creativity**

This new, challenging course is open to anyone wanting to become more creative at work or in their personal life. Utilizing guest speakers and an experiential approach, this course explores higher levels of creativity through overcoming limiting beliefs, self-awareness, goal setting, and whole brain problem solving. It includes mind-expanding exercises which help to develop intuitive knowing, imagination, and the ability to generate new ideas. Innovative guest speakers from such diverse fields as art, drama, music, and writing will inspire individual creative expression and also provide practical applications for everyday life.

Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.

Section 300: Thursdays, September 27-  
 November 15, 7-9 p.m. 8 sessions.  
 Muenzinger Psych. E123. \$66.

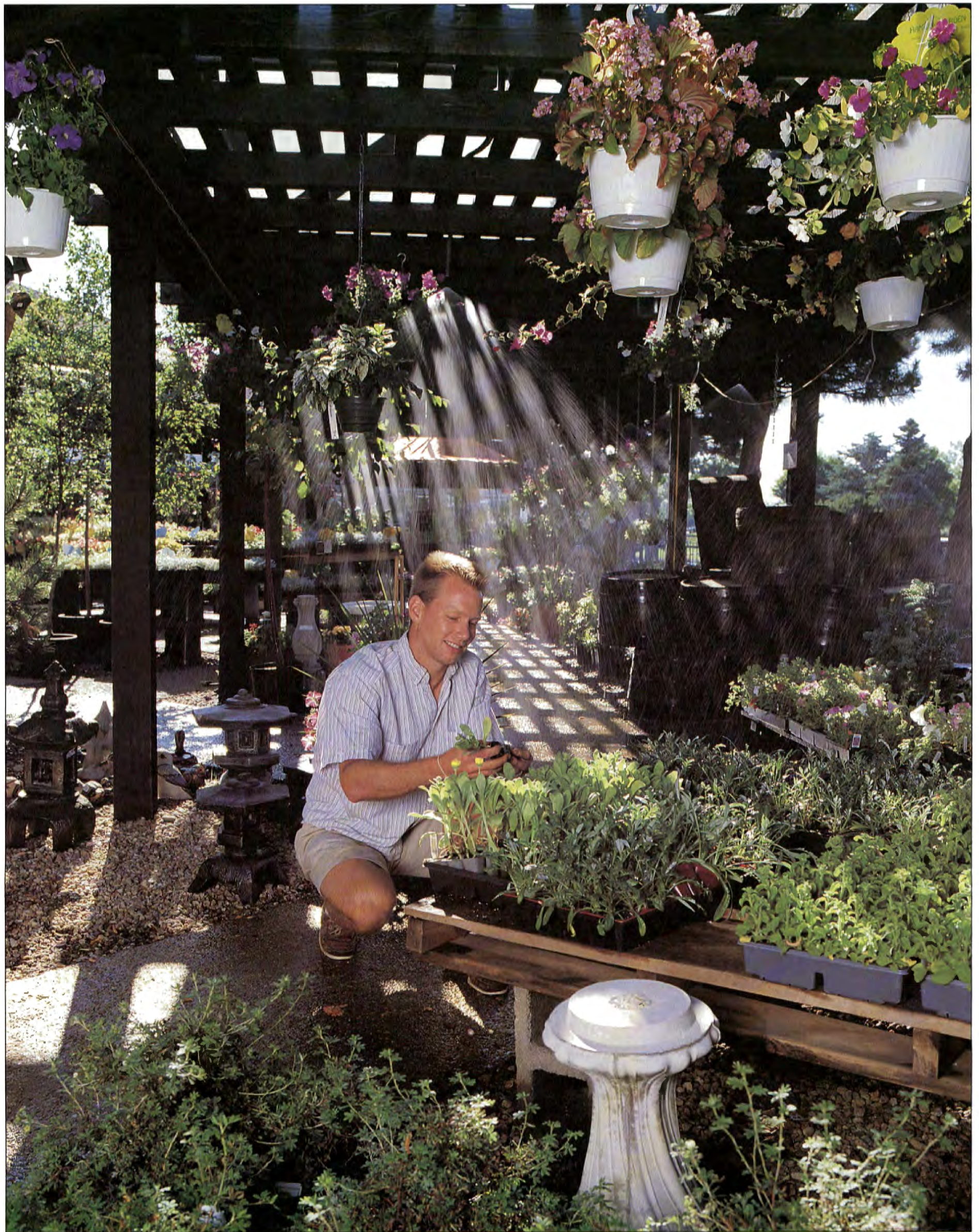
**NC L 028**  
**How to Design or Remodel a House**  
**With an Architect**

This course is intended to explain the design process and the sequence of issues that architect and client must deal with in designing a house. Topics will include a slide presentation about the history of the American house intended to highlight the relationships among living patterns, values, construction technology, and style or appearance; the physical characteristics of Colorado's Front Range and architectural responses of sun, wind, snow, and dryness; how to evaluate a building site's advantages and disadvantages including zoning and code information. We will also discuss generating a building program and setting a realistic budget and set of expectations. Lastly we will explain the construction process.

Jeffrey W. Limerick, B. Architecture University of California at Berkeley; M. Architecture Yale; Author, Lecturer and Design Architect.

Section 300: Tuesdays, October 2-  
 October 30, 7-9 p.m. 5 sessions.  
 Hellems 245. \$41.





## Outdoors

### NCSO 002 Colorado Landscape: Plants and Design

This course is designed for homeowners who would like to do the landscaping or planning themselves. Participants will bring a site plan to class and leave with a detailed landscape plan and an understanding of the basics of successful growing in Colorado. Participants will also be helped with individual questions. Class will be practical in nature — not botanic.

Andrew Mead, B.S. University of Colorado at Boulder, Landscape manager and designer at Fruehauf's Nursery.

Section 300: Saturdays, October 6 and October 20, (No class October 13)  
9 a.m.-3 p.m. 2 sessions. Education 143. \$41.

### NCSO 005 Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Xeriscape landscaping deals with choosing the right plants for the right places in your yard. Careful plant selection and good planting techniques can lead to a lush beautiful home with low water needs. Plant lists and handouts will be provided.

Andrew Mead, B.S. University of Colorado at Boulder, Landscape manager and designer at Fruehauf's Nursery.

Section 301: Tuesday, September 25,  
6-9 p.m. 1 session. \$12.

Section 302: Wednesday, October 24,  
6-9 p.m. 1 session. \$12.

Both Sections: UMC 235.

### NCSO 011 Four Season Color Landscape

Learn the tricks of the trade to keep your yard looking beautiful all year long. Both plants and landscape features will be discussed as we investigate the four seasons of gardening in Colorado.

Andrew Mead, B.S. University of Colorado at Boulder, Landscape Manager and Designer at Fruehauf's Nursery.

Section 300: Thursday, October 25,  
6-9 p.m. 1 session. Helms 81. \$12.

*Andrew Mead teaches homeowners how to develop a detailed landscaping plan. The class is **Colorado Landscape: Plants and Design** and the emphasis is on practical advice and problem solving. A landscape designer for Fruehauf's, Andy has handled over 600 projects in the past year alone.*

### NCSO 008 The Solar System

This course is designed for those of you who want to learn more about the sun, earth, moon, and planets. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observations of the stars (weather permitting). No prior scientific background is assumed. Recommended texts: *The Grand Tour* and *Out of the Cradle*.

Joe Romig, M.Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radio-physics, Consultant, Ponderosa Assoc.

Section 300: Wednesdays, October 3-  
October 24, 7-9 p.m. 4 sessions.  
Duane Physics G125. \$33.

### NCSO 012 Golden Aspen and Their Natural History

Did you know that aspen trees within an individual patch reproduce from suckers of an original parent tree and that they are all genetic clones of the same parent tree? Because of this, all the trees within a clump turn the same color come fall time, and have many identical characteristics. By viewing slides, students will learn about the natural history of aspen, and where the more spectacular aspen viewing areas are in the state. Subjects to be covered in the class are: elk, deer, marten and rabbit associations with aspen, common plants and birds that live in Colorado's aspen stands, reproduction and disease factors of aspen, and aspen distribution within both Colorado and the U.S.

Tina Jones, Naturalist/Biologist.

Section 300: Thursday, October 4,  
6-8 p.m. 1 session. Business 250. \$8.

### NCSO 013 Bugling, Butting, and How Do You Pronounce Ptarmigan?

This class is geared towards an introductory knowledge of behavioral characteristics, signs and evidence, reproductive rituals, and fall/winter adaptations of elk, bighorn sheep, beaver, and ptarmigan. Advantageous times and places to view the above animals and their specific behaviors will be discussed. Students will leave the class knowing where the best spots are to see elk, bighorn sheep, beaver, and ptarmigan in Boulder County and in the states of Colorado and Wyoming.

The class is useful for aspiring photographers since the more you know and understand about your subject, the better your chances are for capturing a great picture. Discover how late fall and winter can be spectacular times of year to see and learn about four of Colorado's favorite animals.

Tina Jones, Naturalist/Biologist

Section 300: Thursday, November 8,  
6-8 p.m. 1 session. Business 250. \$8.

## Testing

### NC T 200 Preparing for the ACT/SAT

This course will provide an overview of the test format, individual components, scoring procedures, and analysis of questions. Emphasis will be on the development of test taking strategies for each of the components. A math review, vocabulary development and reading comprehension will be included to reinforce and build upon students' skills. Practice tests will be provided. Texts are included in the course fee.

Terri Bodhaine, M.A.; Bob Daniel, B.A.

Section 300: Tuesday and Thursday, 6-8:30 p.m.  
and Saturday, 9-11:30 a.m.,  
October 11-October 27, 8 sessions.  
Ketchum 207. \$88.

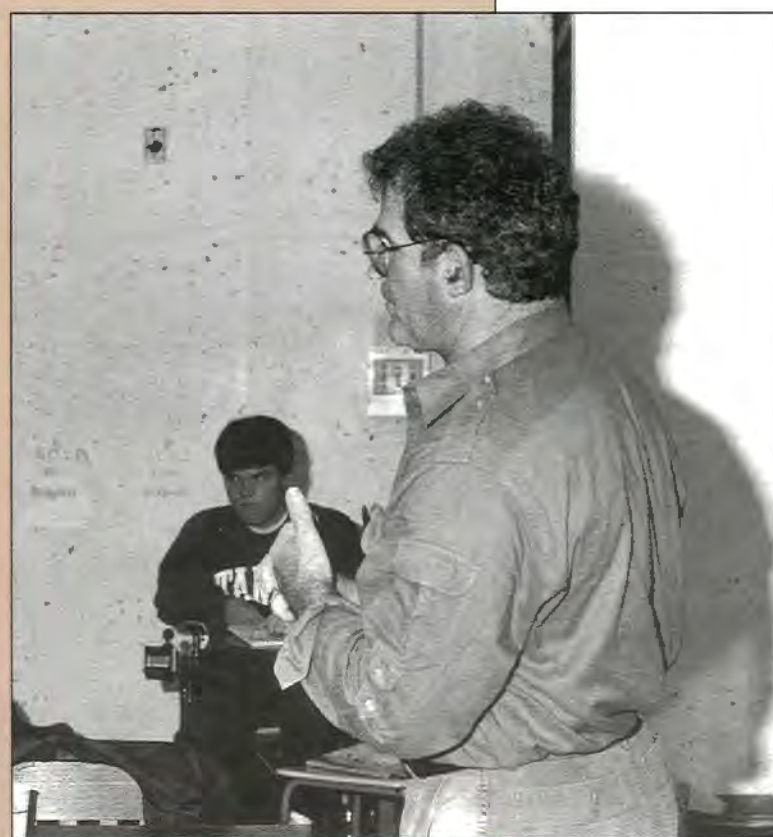
### NC T 300 Preparing for the Graduate Management Admission Test (GMAT)

Get "test wise" to get your best possible score on the GMAT. This course will familiarize students with each subject area, give important insights into the types of questions and offer time-testing practice.

Textbooks are included in the tuition. Workshop subject areas include math ability (problem solving), data sufficiency, reading comprehension, sentence correction, and critical reasoning.

Bobrow Test and Preparation Services  
Fees for preparation class do not include registration fees for actual exam.

Section 300: Saturdays, September 22-  
October 13 (No class September 29),  
9 a.m.-3:30 p.m. 3 sessions.  
Economics 117. \$145.



## Testing – cont.

### NCT 301 Preparing for the Graduate Record Exam (GRE)

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE. Students must have textbooks for first class.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.

Section 301: Tuesdays and Thursdays, September 11-October 4, 6:30-9 p.m. 8 sessions. Guggenheim 205. \$125.

Section 302: Tuesdays and Thursdays, November 6-December 6 6:30-9 p.m. 8 sessions. Guggenheim 205. \$125.

### NCT 490 Preparing for the Law School Admission Test (LSAT)

The course emphasizes strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus will be placed on demystifying the "logic games." There will be sections on general test-taking strategies and how to conquer test anxiety. Fee covers extensive practice materials.

Melissa Mahaney, J.D.

Section 301: Saturdays, September 22 and 29, 9 a.m.-2 p.m., Sundays, September 23 and 30, 12-5 p.m., Wednesday, October 3, 6-9 p.m. 5 sessions. Guggenheim 205. \$195.

Section 302: Saturdays, November 3 and 10, 9 a.m.-2 p.m., Sundays, November 4 and 11, 12-5 p.m., Sunday, November 18, 12-3 p.m. 5 sessions. Guggenheim 205. \$195.

## Writing

### NCW 003 English Writing Made Simple

Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage.

Jean Thyfault, editor, conducts writing seminars for businesses.

Section 300: Wednesdays, September 19-November 14, 7-9 p.m. 8 sessions. (No class October 17) Hellems 263. \$66.

### NCW 005 Writing for Magazines

Develop your own style and critiquing skills. Learn the basics of non-fiction magazine article writing, including how to find ideas, manuscript preparation, research, query letters, marketing, and interviewing. Article types covered include travel, human interest, self help, essay, science and technology, hobby and craft, & more.

Deidre Elliott, professional writer.

Section 300: Thursdays, September 27-November 15, 7-9 p.m. 8 sessions. Ketchum 234. \$66.

### NCW 006 Creative Writing

This class is designed to expand the creative abilities of both beginning and more experienced writers. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure, and more through a series of imaginative exercises. Emphasis is on enhancing creativity and finding your individual voice.

Deidre Elliott, professional writer.

Section 300: Wednesdays, September 26-November 14, 7-9 p.m. 8 sessions. Ketchum 234. \$66.

### NCW 011 The Power of Ten Minutes: Memoir and Personal Essays

Learn to trust your intuition and instincts when writing. Discover the power of "writing practice" using Natalie Goldberg's *Writing Down the Bones* approach. Instruction in using specific details will be given to make your writing come alive. Other techniques are drawn from examples of both fiction and non-fiction works.

Deidre Elliott (professional writer), has studied with Natalie Goldberg.

Section 300: Saturdays, October 20-November 3 (no class on October 27), 10 a.m.-4 p.m. 2 sessions. Ketchum 235. \$41.

### NCW 018 Writing the Novel

This course is for the student who is interested in writing a novel for today's competitive market. Class topics will include plotting and dramatic structure, viewpoint control, characterization and dialog, narrative techniques, ideas and themes, as well as manuscript presentation, money and markets, and agents and contracts. Recommended texts are *Art and Craft of Novel Writing* and *Writer's Digest*. Assignments will include a first chapter and synopsis.

Jerry Earl Brown, novelist whose latest novel is *The Crevass*.

Section 300: Tuesdays, September 25-November 13, 7-9 p.m. 8 sessions. Hellems 247. \$66.



**NC W 021**  
**Screenplay Writing**

This course will cover all the aspects of writing a screenplay. Homework will involve viewing and studying selected movies to be discussed in class. Topics will include dramatic plot twists at the end of Act I, and why Act II is the hardest to write. We will look at different kinds of conflict, growth, time passage, resolution, set-ups and pay-offs, and why the focal point of the screenplay is the mid point. We will discuss rough draft versus first draft, character development and structure, tying up loose ends by paying off the characters, and all set-ups. Finally, we will talk about marketing your screenplays, and independent producers and studios.

Richard E. Graglia has sold six of his nine screenplays to Paramount Pictures, Touchstone, Warner Brothers, Universal, and Orion.

Section 300: Wednesdays, September 26-November 28, 7-9 p.m. 9 sessions.  
Muenzinger Psych. E113. \$74.

**NC W 023**  
**Canadian Literature and Culture**

You've heard of Margaret Atwood and Mordecai Richler, but what about Marion Engel, Stephen Leacock and Morley Callaghan? These authors and many others will be read and discussed using their short stories as a starting point in considering the literature and culture of Canada. Is Canadian literature the same as American literature? How do the two countries' historical, political and geographical differences affect their literature? Join us in reading and discussing a selection of Canadian short stories from *The Oxford Book of Canadian Short Stories*.

Susanne Gerson, M.A. York University, M.Ed. University of Ontario, Lecturer Canadian Literature.

Section 300: Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions.  
Hellems 251. \$82.

**NC W 024**  
**The Nitty-Gritty of Rewriting Nonfiction**

Did you know one national magazine writer estimates that, after research, drafting an article takes only 10 percent of his time, while rewriting consumes 50 percent? Is rewriting a time-gobbling monster for you? This workshop will give you a method of phasing rewriting: letting your inner editor and creator work to improve your article. In revision (phase one), you'll evaluate leads, building blocks, conclusions, attitude, flow and order. In self-editing (phase two), you'll trim, tighten and correct. Bring your article, chapter or report or apply the method to samples provided by the instructor.

Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.

Section 300: Saturday, September 22, 9 a.m.-4 p.m. 1 session. UMC 157 A&B. \$29.

**NC W 016**  
**Going to Market with Writing**

For both novice and experienced writers, the course will cover how to sell your idea or written article to a newspaper, magazine or special publication. Learn how to find and evaluate markets. Survey marketable writing types. Discuss querying, self-editing and preparing a manuscript package, and receive comments on your package. To derive the most benefit, bring an article idea or, better yet, a draft article to the first class.

Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.

Section 300: Thursdays, November 1-December 6, 6:30-8:30 p.m. 5 sessions.  
Hellems 251. \$41.

**NC W 012**  
**The Children's Book: Illustrating and Getting Published**

Learn how to succeed in the highly competitive and rewarding field of children's books! Discussion includes types of children's books, current market trends, effective illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/mss. preparation), agents, contracts, awards, and self-publishing. This is valuable information for both writers and illustrators.

Sandy Ferguson Fuller, Professional illustrator, instructor and children's book publishing consultant.

Section 300: Saturday, October 6, 9 a.m.-4:30 p.m. 1 session. Economics 119. \$28.

**NC W 015**  
**Journaling Creatively**

This workshop is for those wanting to learn why and how to keep a journal. For those already journaling, it will present new techniques and offer support for the process. Journaling provides a way to understand the past, discover the present and create the future. The creative techniques presented may be applied to writing projects, changing directions in living, solving problems and enjoying the here and now. Tristine Rainer: *The New Diary* is an optional text for the class.

Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.

Section 300: Thursday, September 20-October 18, 6:30-8 p.m. 5 sessions.  
Hellems 251. \$31.

**NC W 017**  
**Graphic Novels or Comic Books—A Study in Literature**

The mission of this course is to analyze the medium of the graphic novel — otherwise known as the comic book. We will see from the inside why comics are literature. We will try to understand what the author does in order to achieve his effect (as in his deliberate arrangement of scenes and development of plot). What makes it work? Class will ponder upon the structure, form, content, and meaning of the works. Readings will range from "pulp" magazines to modernday graphic novels. Materials (readings) costs will be approximately \$18/\$36 (see instructor).

Andy Gaudiano, B.A. Classics University of Colorado; Cartoonist, Lecturer and Comics Scholar.

Section 300: Thursdays, September 20-November 15, 7-8:30 p.m. 9 sessions.  
Education 143. \$55.



# EXPERIENCE THE BEST FROM AROUND THE COUNTRY: VIDEO TELECONFERENCING STATE-OF-THE-ART INFORMATION

Video teleconferencing is the newest, most economical way for professionals to stay current in fields and activities where the pace of change outruns any individual's ability to keep up. CU-Boulder teleconferencing is "live" — national teams of presenters and panels are put together representing the cutting edge of a field. These "how to" specialists can speak to the future authoritatively. They have practical, here-and-now answers to the questions that Colorado professionals and their counterparts across the country can ask satellite presenters directly throughout the teleconference day. More and more frequently these presenters are among the leaders in their fields.

## Diverse Topics

Live teleconferences cover a global range of topics, current among professionals, including: business management, marketing, global trade, small business skills, new industrial and information technologies, government policies and requirements, advances in engineering, personnel supervision, productivity, the health care industry, physical fitness, new directions in teaching and student affairs, and professional development skills.

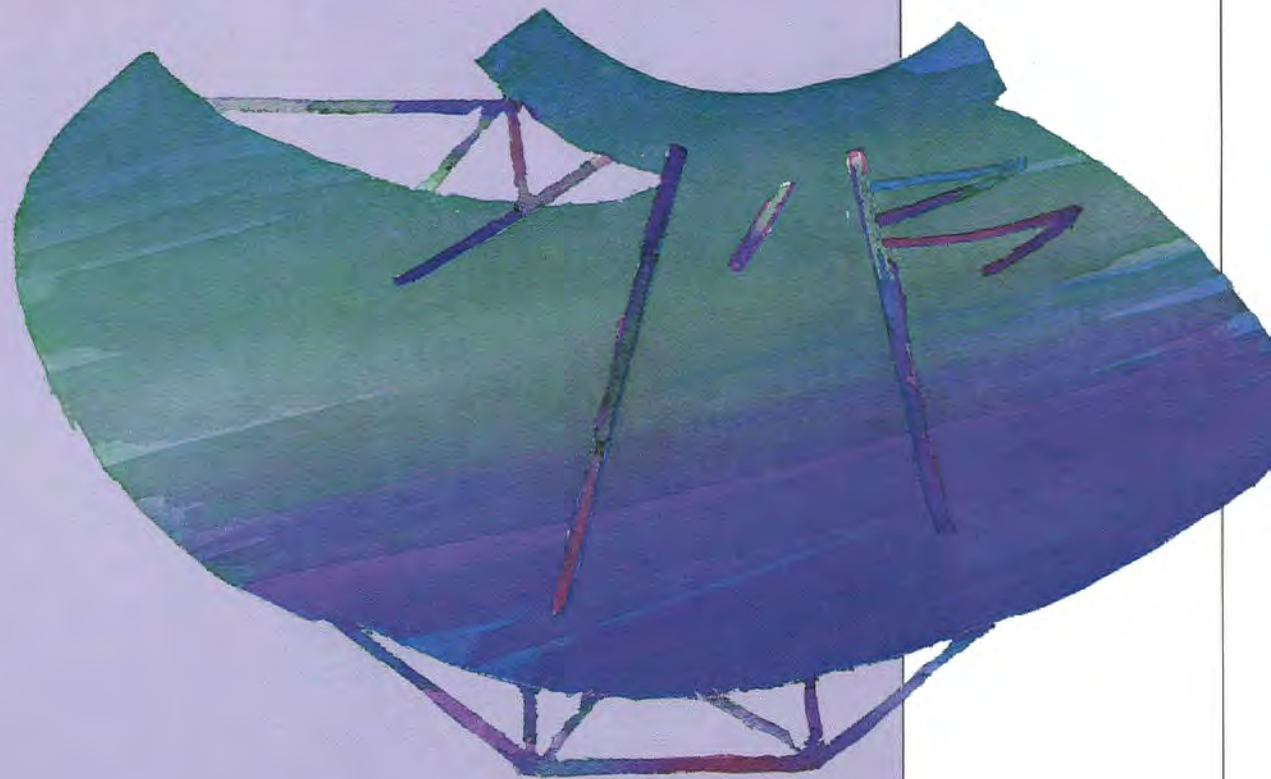
## Training & Development

A typical video teleconference starts with an on-site team of experts who set the stage for the topic. Live-via-satellite presentations are reinforced by detailed agendas, workbooks, texts, and worksheets in a take-home packet. Throughout the day there are live question/answer sessions interspersed with presentations and demonstrations. The on-site team wraps up the day with a local and regional perspective on the subject — and answers remaining questions.

Colorado professionals rate teleconferencing to be as good or better than traditional conferencing, pointing to the convenience and quality of teleconferences and to the currency and credibility of information via satellite. Teleconferencing puts a premium on real-world expertise that is replicable in many settings.

## Save Time and Money

Teleconference fees are all-inclusive, covering materials, parking, and catered meals. Instead of the time and cost of traveling hundreds of miles to hear the experts, the same information can be obtained in a day spent dialoguing — not traveling.





## Video Teleconferencing

### Practical Applications and Dynamic Communication

The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, on-site interviews and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attracts experts who like the dynamism of networking live with audiences around the country.

### Everyone Has a Front Row Seat

Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

### State-Of-The-Art Equipment

Staff of the Division of Continuing Education and of the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and an 11,000-seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent, one block west of 28th Street, the facility offers easy access and ample parking. The large-screen General Electric Talaria projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer Ku-band can travel to workplace sites.

### Professionally Staffed

Through its charter membership in the 270-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cooperative presentation of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

### Place & Time, Parking, Fees

Most teleconferences are presented during daytime hours at the Events/Conference Center on the Boulder campus. There is ample parking. The fees for teleconferences vary, but include materials, parking, refreshments, and usually lunch. Group rates are available on a program-by-program basis.

Parking is available in Lot 436, just north of the Events Center. Parking permits and maps are sent to those who register in advance. There is easy access to the Events Center, which is situated one block off 28th Street near the corner of Colorado and Regent.

## Teleconferences: Scope and Volume Increasing Rapidly

The live teleconference industry is in a growth phase. We make it our number one task to keep up with what is available for professionals and to present it as part of our regular schedule, or by request from an organization or association. Why should you care? Because with their increasing availability, there is likely to be teleconferencing that can make a difference to your professional growth. This is one of today's most rapid means of obtaining new, "must know" information.

Teleconferences run the gamut from highly specialized technical topics to wide-ranging business management subjects. Our live videoconferences have included glass safety glazing standards for building code professionals; hazardous waste management requirements; a series for law enforcement agents; customer service strategies for specialty retailers; an eight-part series for business managers; developments in artificial intelligence; computer interface strategies; new information management software; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

Teleconferences are often presented cooperatively. Our partners have included chambers of commerce; the Boulder County Sheriff's Department; the Colorado Chapter of the International Conference of Building Officials; the Colorado Institute for Artificial Intelligence; the International Business Association of the Rockies; several campus-based departments, and a number of professional associations including Mile High Data Processing Management Association, the Data Administration Management Association and the Association for Computing Machinery.

### Sources

We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, the Federal Bureau of Investigation, the American Management Association, and a 270-campus consortium, the National University Teleconference Network. We expect to add new dimensions to our heavily business-oriented schedule through new programming from the Federal Emergency Management Agency, PBS's adult learning service, and other just-now emerging sources.

## Our Newest Capability Is Audioconferencing

We are equipped to link up to 20 or more sites for formal or informal audioconferenced meetings that can link locations across the country — or the world. Audioconference services are available on an ad hoc or regular basis to the public. Please inquire regarding charges and booking time on our bridging system.

## Keeping Up With Teleconferences To Come

Because teleconferences are "live," they are frequently scheduled only a few weeks in advance. We are continually adding events to our schedule. To be kept up-to-date, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-331-2801. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.

# REAL ESTATE EDUCATION PROGRAM

Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

This real estate program offers seminars and courses that include Principles, Law, Appraisal, Closings, Finance, Property Management, Tax Factors, and other current subjects. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all persons and can provide you with valuable information related to this important field.

For additional information about courses offered and cities served in Colorado by this statewide program, call 492-8666 for a detailed real estate brochure.

<b>NCRE 7</b>	<b>Practice and Law</b>
<b>NCRE 18</b>	<b>Colorado Contracts and Law</b>
<b>NCRE 26</b>	<b>Finance and Advanced Law</b>
<b>NCRE 28</b>	<b>Closings and Trust Accounts</b>
<b>NCRE 33</b>	<b>Appraisal I – Residential</b>
<b>NCRE 35</b>	<b>Listing and Selling Real Estate</b>
<b>NCRE 60</b>	<b>Commercial and Investment Properties</b>
<b>NCRE 61</b>	<b>Tax Factors in Real Estate</b>
<b>NCRE 71</b>	<b>Real Estate Construction</b>
<b>NCRE 72</b>	<b>Property Management</b>
<b>NCRE 103</b>	<b>Foreclosure</b>
<b>NCRE 107</b>	<b>Water Law I</b>
<b>NCRE 108</b>	<b>Water Law II</b>

**For Course Information call 492-8666 and ask for the current Real Estate Brochure.**



**Colorado Real Estate Sales License**

The Colorado Sales License Law requires that a candidate successfully complete the following courses of real estate education and receive a passing score of 70% on the state exam given by the Real Estate Commission:

- (1) NCRE 7 — Practice and Law, 48 hours, \$245 plus textbooks.
- (2) NCRE 18 — Colorado Contracts and Law, 24 hours, \$120 plus textbooks.

**Colorado Real Estate Broker License**

The Colorado Broker License Law requires that a candidate complete the following 48 classroom hours of real estate education in addition to meeting the requirements of a sales license.

- (1) NCRE 26 — Finance and Advanced Law, 24 hours, \$120.
- (2) NCRE 28 — Closings and Trust Accounts, 24 hours, \$120.
- (3) Score 75% on the state exam.
- (4) Two years' experience as a real estate sales licensee OR completion of four elective 24-hour courses.
- (5) If you are applying for your broker's license you will also be required to prove to the Real Estate Commission that you have completed a Colorado Contracts course required for licensing.

For full details and to apply for the sales or broker license exam, please call the Colorado Real Estate Commission at (303) 894-2166.

**1990 Real Estate Appraiser's Law**

The Colorado Legislature passed a law to regulate the Real Estate Appraisal Industry. This law requires appraisers to be licensed by January 1, 1992. To become licensed in Colorado appraisers must complete the required courses and pass the state exams.

- 1. Appraiser's license — 55 Classroom hours/State Exam
- 2. Residential Appraiser's Certification — 40 Classroom hours/State Exam
- 3. General Appraiser's Certification — 165 Classroom hours/State Exam

The law creates the board of real estate appraisers in the division of real estate which will regulate the industry and set the standards for the courses required for licensing and certification. For information about the regulations call the Real Estate Commission at 894-2166. Call 492-8666 about the schedule for Appraisal courses to be offered by Continuing Education.  
 NCRE 1525 — Appraisal Licensing Course, 55 hours.  
 NCRE 1550 — Residential Appraiser's Course, 40 hours.  
 NCRE 1575 — General Appraiser's Certification Course, 160 hours.

**1990 Real Estate Continuing Education Law**

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salesmen. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period.

January 1, 1992	8 hours
January 1, 1993	16 hours
January 1, 1994	24 hours

For information about courses offered by our office call 492-8666.

For specific information about House Bill 90-1131 call the Real Estate Commission at 894-2166.

**NCRE 07 Practice and Law**

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Section 401: Night Course. 14 sessions. (48 hours) Tuesday and Thursday, September 25–November 8, 6:30–9:55 p.m.  
 Location: Engineering Building CR 1-46, Boulder Campus.  
 Tuition: \$245 plus textbooks.

**NCRE 18 Colorado Contracts and Law**

A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Section 401: Night Course. 7 sessions. Tuesday and Thursday, November 13–December 6, 6:30–9:55 p.m.  
 Location: Engineering Building CR 1-46, Boulder Campus.  
 Tuition: \$120 plus text \$6.  
 Section 411: Daytime Course. 3 sessions. Thursday, Friday, Saturday, September 20, 21, 22, 8:30 a.m.–5:30 p.m.  
 Location: Jeffco Realtor Board, 950 Wadsworth Blvd., Lakewood.  
 Tuition: \$120.

**NCRE 26 Finance and Advanced Law**

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, V.A., and F.H.A., the owner-seller, etc.) and a number of alternative financing methods. Recent Colorado court decisions will be studied with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice.

Section 401: Daytime Course. 3 sessions. Wednesday, Thursday, Friday, December 5, 6, 7, 8:30 a.m.–5:30 p.m.  
 Location: Holiday Inn, 800 28th Street, Boulder.  
 Tuition: \$120.

**NCRE 28 Real Estate Closings and Trust Accounts**

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Section 401: Daytime Course. 3 sessions. Wednesday, Thursday, Friday, September 26, 27, 28, 8:30 a.m.–5:30 p.m.  
 Location: Longmont Board of Realtors, 420 Kimbark, Longmont.  
 Tuition: \$120.

**NCRE 72 Property Management**

Stressing the "highest and best use" of investment property, this course presents the principles of real estate management. Included are such day-to-day realities as leases, contracts, rent collection, accounting, security deposits, physical maintenance, and evictions. The course also offers insights into the long-range welfare of investment property with sessions on real estate economics, neighborhood and property analysis, cost recovery, obsolescence, and deferred maintenance. Text: *Property Management* (Kyle and Kennehan, \$26).

Section 401: Daytime course. 3 sessions. Wednesday, Thursday, Friday, October 17, 18, 19, 8:30 a.m.–5:00 p.m.  
 Location: Holiday Inn, 800 28th Street, Boulder.  
 Tuition: \$120 plus textbook.

# SPECIAL PROFESSIONAL PROGRAMS

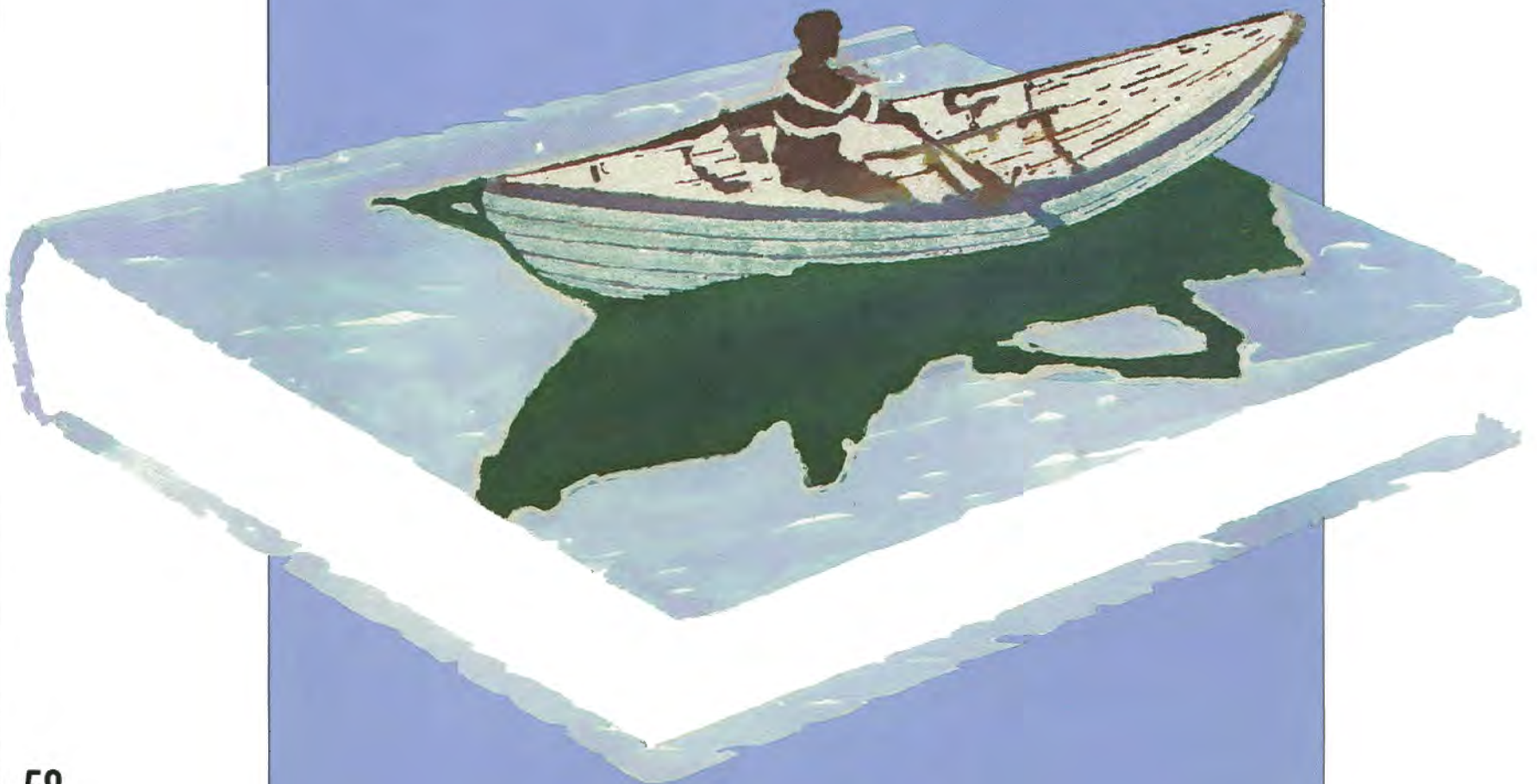
**Special Professional Programs** use a hands on, interactive approach that we believe is well suited to people in rapidly evolving fields and for those who are determined to advance their professional skills and knowledge. These programs are intended to provide a chance to study under conditions that lead to an understanding of practical applications and strategies in the workplace. Drawing on case studies and emphasizing applications to individual circumstances, these one, two, and three day workshops can help you stay on top of new developments and use this knowledge effectively.

Our programs are developed especially for this office. All of our workshops offer fresh thinking geared to the achievement of personal and organizational goals. At their best, they offer enduring intellectual and practical value for professionals concerned about productivity and results. These programs are intended for business and industry, government and non-profit organizations. The intended level of staff and management is specified in individual program descriptions. Most special professional programs are applicable to certificate programs described elsewhere in this catalog.

This is an opportunity to be guided into new knowledge and its applications in real-life terms. These special programs bring depth to subjects that deserve the more intensive treatment offered by their one-to-three day formats. Presented in daytime hours, they accommodate schedules for which evening courses extending over several weeks are less well-suited.

For the person on a demanding career track, for those seeking to be more effective in their positions, and for those in leadership roles who recognize that they, and their subordinates, comprise a team in which everyone must be highly productive — intensive education can make the difference.

Advance registration is necessary and should be completed two weeks prior to the program date if possible. Group discounts are available for some workshops. Call 303-492-5148 or toll free outside the Denver Metro Area, 1-800-331-2801 to register. Specially tailored programming for your own organization can also be arranged.



**NCSS 061**  
**Action Strategies for Managing a Diverse Workforce**

Crucial new skills are needed for the manager of the 1990s' workforce. Comprised of more women and minorities, this workforce is highly diverse in work styles, expectations, background and experience. New managerial choices must be made, and communication patterns must be adjusted dramatically to the needs, work patterns, goals, and characteristics of the emerging workforce. How are the right managerial choices made in order to assure harmony and productivity amidst diversity?

Current and prospective supervisors, managers and leaders can use this workshop to develop plans and implementation strategies that offer innovative responses to the challenges of workforce diversity. This workshop will guide participants through the options, choices, requirements, and steps that can turn the obstacles of diversity into opportunities. This program qualifies for the Management Development Certificate Program. Course fee includes all materials, refreshments, and parking. Lunch not included.

Shirley Stokoe, M.A., Shirley Stokoe and Associates, is a frequent lecturer and consultant on employer-employee relations.

Session 300: Tuesday, October 16, 9 a.m.-4 p.m. One all-day session. .6 CEUs. University Computing Center. \$83.

**NCSS 067**  
**Practice in Lotus Commands for Developing Your Marketing Plan on a Personal Computer**

This optional three-hour workshop is offered for those enrolling in NCSS 057 Developing Your Marketing Plan on a Personal Computer. It will enable participants who are unfamiliar with basic Lotus commands to practice the commands that will be used in the Marketing Plan workshop to develop spreadsheet "what-if" models on Lotus 1-2-3. Course fee includes all materials, refreshments, and parking.

Nancy VanWechel

Section 300: Tuesday, September 25, 1-4 p.m. One half-day session. .3 CEUs. University Computing Center. \$45.

**NCSS 057**  
**Developing Your Marketing Plan on a Personal Computer**

This hands-on computer seminar will show you how to use nine marketing computer models. These computer models should enable you to avoid the six most common mistakes in marketing. Prior computer experience is not required, but you should have some marketing background. The models are templates that overlay Lotus 1-2-3, Symphony, or other compatible software. The instructor, who is the author of the models, will explain each one and provide problems to be solved. You will receive a manual written by the instructor, along with a diskette containing the case histories used for the models. A second diskette contains only the models and is the one you will use in your own business. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual and two diskettes that together have a retail value of \$195, refreshments, and parking. Lunch not included.

William M. Luther, President, Luther Management

Section 300: Wednesday, September 26 and Thursday, September 27, 9 a.m.-4 p.m. Two all-day sessions. 1.2 CEUs. Computing Center. \$250.

**NCSS 072**  
**Imaging Strategies: Preparing Your Organization for the Future**

This intensive half-day workshop will introduce participants to one of the newest strategies for guiding organizational change: "Imaging." The core of the workshop will be a highly detailed individual exercise through which participants will work through the approaches and techniques of imaging how their organizations must ideally be structured to respond rapidly to future pressures and opportunities and to bring about desired change. Using the approaches advocated by imaging strategists, each participant will design the steps and develop a plan based on imaging principles. Based in part on the thinking of some leading exponents of imaging, most notably Stanley M. Davis, author of *Future Perfect* and Elise Boulding, author of *Building a Global Civic Culture*, this workshop will guide participants through a creative and dynamic approach to introducing and sustaining organizational change. The power of "working backwards from the future" will be elaborated and applied to each participant's organization. Imaging strategies are applicable to any size organization. They have special relevance to highly competitive fields and newly emerging industries as well as to educational and other non-profit agencies, community organizations and other enterprises. This workshop will be of particular benefit to business leaders, decision makers, planning teams, board members and staff to business and nonprofit boards. This program qualifies for the Management Development Certificate Program. Course fee includes all materials, parking, and light lunch. George Cheney, Ph.D., specialist in communication and organizational systems

Section 300: Thursday, November 29, 9 a.m.-1 p.m. One half-day session. .4 CEUs. Events/Conference Center. \$55.

# THERE ARE NO BOUNDARIES TO INDEPENDENT STUDY

## Independent Study Removes the Traditional Boundaries of Time and Location for Learners.

Through correspondence instruction, individualized instruction or private lessons, you have opportunities to participate in an individualized mode of instruction not often found in other academic situations. You set your pace and choose the most convenient time and place to study.

Whether you supplement your on-campus schedule with a correspondence course, meet privately with an instructor or earn high school credit, you'll use your motivation and self-discipline to remove boundaries and to meet the challenges of independent study.

## College Credit Opportunities

### Guided Correspondence Study

Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and telephone. Assignments are returned with grades and comments. Some courses use multimedia materials. Many of the courses include self-checking test questions so that you judge your progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 17 academic areas:

American studies	English	music
anthropology	fine arts	philosophy
business	geography	political science
economics	history	psychology
education	kinesiology	sociology
engineering	mathematics	

### Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department or school and the appropriate dean.

### Applied Music Program

You need not be a campus student to take advantage of music instruction at the College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers private instruction in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violin-cello, and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.

## Telecourses

Telecourses are another form of independent study. Each course includes a series of television programs, accompanied by a textbook, study guide, and other materials. Broadcasts, seen on KRMA-TV Channel 6, begin September 9, 1990. Call 492-8756 for more information.

### ENGL 4452-3

Modern American Poetry, based on *Voices and Visions*.

### FREN 1010-5

Beginning French I, based on *French in Action*.

## Professional Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. All courses carry Continuing Education Units (CEUs).

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

### Real Estate Education

Provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

### Childhood Education

These courses are open to all who are interested in young children. Certificates are awarded to those who complete a specified series of courses.

## High School Credit Opportunities

### High School Correspondence

These courses provide opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

High School credit is granted by the student's high school, not by the University of Colorado.

Graded assignments are returned to you with comments so you can see how you are progressing. Start the course anytime. Work at your own pace.

Ask your guidance counselor or advisor about high school independent learning courses.

### Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence.

If approved by your school, courses can be used for high school graduation or accepted for college credit (nondegree student) at the University of Colorado.

### For a Course Catalog Call or Write:

Independent Study Programs  
Division of Continuing Education  
University of Colorado at Boulder  
Campus Box 178  
Boulder, Colorado 80309-0178  
303-492-8756  
1-800-331-2801 (Toll Free)

## FOUR EASY WAYS TO REGISTER

**1. Phone registration** is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.

**3. Register by mail** for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is located in your catalog. Registration forms are on page 69 for noncredit, page 71 for credit.

**4. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash or check.

## INTERNATIONAL ENGLISH CENTER

### **English as a Second Language for Academic Study**

The International English Center's year-round intensive program provides English-language instruction and cultural orientation for non-English-speaking students who are planning to enter degree programs in the United States. In each eight-week (half-semester) session, attention is paid to all the language skills and to the study skills necessary for academic success. At advanced proficiency levels, students may participate in University credit courses or in career-related Continuing Education certificate programs.

### **English for Workplace Communication**

For speakers of English as a second language — Colorado residents or temporary visitors — the International English Center offers evening classes in speaking and writing contemporary English for effective interpersonal exchange on the job and in the community.

#### **NCFL 900**

#### **English for Speakers of Other Languages**

This combined-skills course is taught at the intermediate to advanced level and emphasizes practical English appropriate to the personal and professional needs of the participants. The instructor provides study materials.

Ellen Polsky, M.A., is an experienced language teacher who has worked as ESL Coordinator for UCB's Department of Linguistics, where she is completing a Ph.D. degree. She is currently an instructor for the intensive program at the International English Center.

Section 301: Mondays and Wednesdays, September 5–October 17, 6:30–8:30 p.m. 13 sessions. \$95.  
IEC Classroom AB1, 1335 Grandview Avenue.

Section 302: Mondays and Wednesdays, October 24–December 5, 6:30–8:30 p.m. 13 sessions. \$95.  
IEC Classroom AB1, 1335 Grandview Avenue.

### **English for International Teaching Assistants**

The IEC invites non-native English-speaking teaching assistants and other interested graduate students to take part in a specialized course designed to aid participants in improving their communicative skills in English, with particular application to academic settings.

#### **NCFL 901**

#### **Classroom English for International Teaching Assistants**

The focus of this course is on the language and culture of the American university classroom. Activities include related problem-solving and micro-teaching, with videotaping available for review of demonstrated skills.

Mary Monogue, M.A., is an Academic Coordinator with the IEC's intensive program. In 1989, she shared in the development of the International TA component of the Graduate Teacher Program.

Section 300: Tuesdays, September 11–October 30, 7–9 p.m. 8 sessions. \$65.  
IEC Classroom OA1, 1230 Grandview Avenue.

### **Assessment of Spoken English**

Through the International English Center, the SPEAK test (the institutional version of the Test of Spoken English produced by TOEFL) is now available to international graduate teaching and research assistants and to any other interested international students. Conducted in a laboratory setting, the SPEAK provides an assessment of oral English proficiency and is highly recommended for all international TAs. Ratings and diagnostic information are received within ten days of the test administration. Fee: \$20.

#### **NCFL 902**

#### **SPEAK for International Graduate Students**

Section 301: Wednesday, September 5, 6–7 p.m.

Section 302: Tuesday, October 2, 6–7 p.m.

Section 303: Wednesday, November 7, 6–7 p.m.

All sections at IEC Classroom Annex, 1338 Grandview Avenue.

### **For further information, write or call the IEC directly:**

International English Center  
Campus Box 63  
Division of Continuing Education  
University of Colorado  
Boulder, Colorado 80309-0063  
Telephone: (303) 492-5547  
Fax: (303) 492-5515

From 8 a.m. to 5 p.m. daily, you may visit the Center's offices at 1333 Grandview Avenue — just one block north of the Division of Continuing Education buildings.



## Quality Graduate Education at the Workplace

The Center for Advanced Training in Engineering and Computer Science (CATECS) provides the best of both worlds — the efficiency of jobsite learning combined with the intellectual vigor of the University of Colorado.

CATECS delivers on-campus graduate courses in the engineering disciplines to you:

- **Convenient:** Take live, televised classes with two-way audio in your own jobsite classroom, or receive videotapes
- **Flexible:** Work toward an M.E. or M.S. degree, or take courses for professional development for credit or noncredit
- **Innovative:** Earn a Master of Engineering with an Emphasis in Engineering Management
- **Up-to-date:** Keep current with the fast pace of change in your field

Each year, CATECS brings over 50 courses to some 700 students at almost 200 different sites. Many students work at companies up and down Colorado's Front Range that are set up as "live sites." These workplaces have special classrooms to receive the CATECS microwave transmission signal. Students who are not able to attend live broadcasts receive videotapes.

**To find out how the CATECS alternative can work for you, call 492-6331, visit us in Room AD1-1 in the College of Engineering, or contact:**

**CATECS**  
**Campus Box 435**  
**University of Colorado**  
**Boulder, CO 80309-0435**

## CATECS FALL 1990 COURSES

Number	Course	Instructor	Day/Time
<b>Aerospace (ASEN)</b>			
ASEN 5070	Statistical Orbit Determination I	Born	MWF 2-2:50 p.m.
ASEN 5836	Control of Aerospace Structures I	Balas	*TR 2-3:15 p.m.
ASEN 5846	Introduction to Linear Finite Elements Methods	Felippa	*TR 2-3:15 p.m.
<b>Computer Science (CSCI)</b>			
CSCI 5573	Operating Systems	Nutt	*TR 11 a.m.-12:15 p.m.
CSCI 5582	Artificial Intelligence	AI Faculty	*TR 12:30-1:45 p.m.
CSCI 5606	Principles of Numerical Computation	Schnabel	MW 12:30-1:45 p.m.
CSCI 5828	Software Engineering	Terwilliger	MWF 10-10:50 a.m.
CSCI 7222	Topics in Nonsymbolic AI: Connectionist AI	Mozer	*TR 9:30-10:45 a.m.
<b>Electrical and Computer (ECEN)</b>			
ECEN 5039	Synthesis of VLSI Systems	Lightner	WF 12:30-1:45 p.m.
ECEN 5156	Physical Optics	Mickelson	MWF 2-2:50 p.m.
ECEN 5345	Introduction to Solid State	Moddel	MWF 10-10:50 a.m.
ECEN 5717	Energy Systems Analysis I	Hanna	*TR 12:30-1:45 p.m.
ECEN 5757	Energy Systems Stability I	Sen	TAPE ONLY
ECEN 5787	Power Quality Phenomena in Power Systems	Fuchs	MWF 11-11:50 a.m.
<b>Engineering Management (EMEN)</b>			
EMEN 5030	Project Management Systems	Gilland	M 4-6:30 p.m.
<b>Mechanical Engineering (MCEN)</b>			
MCEN 5114	Materials Science I	Greenberg	*TR 11 a.m.-12:15 p.m.
MCEN 5162	Heat Transfer I	Branch	*TR 9:30-10:45 a.m.
MCEN 5208	Electronics Packaging	Y.C. Lee	*TR 8-9:15 a.m.
<b>Telecommunications (TLEN)</b>			
TLEN 5200	Computers for Telecommunications	Lund	F 3-5:30 p.m.
TLEN 5310	Telecommunications Systems	Haddad	M 5:30-8 p.m.
	Recitation	TA	W 6-8 p.m.
TLEN 5430	Data Communications II	Gates	MF 7:30-8:45 a.m.
TLEN 5834	ISDN	Bush	*TR 3:30-4:45 p.m.
TLEN 5835	Network Management	Thompson	Th 5-7:30 p.m.
TLEN 5836	Strategic Planning for Telecommunications	Pelton	Tu 5-7:30 p.m.
<b>Special Offerings</b>			
ASEN 3066	Space Experimentation (undergraduate offering)	Morrow	MW 4-5:15 p.m.
CVEN 5246	Engineering Contracts	Rautenstrauss	*TR 3:30-4:45 p.m.
ECEN 5010	Advanced Topics in Storage Technology II (noncredit)	Miller	TAPE ONLY
TRMG 5580	International Transportation	Foster	MWF 11-11:50 a.m.

Note: \*TR means Tuesday and Thursday

**Registration begins August 1; classes begin August 29.**

# A

Abnormal Psychology	16
Accounting for Non-Accountants	42
Accounting for the Non-Accounting Decision-Maker	20
Acting	17, 45
Acting Basics	45
Action Strategies for Managing a Diverse Workforce	59
ACT/SAT preparation	51
Advanced dBase III+/IV Applications	28
Advanced Conversational Italian	46
Advanced Desktop Publishing on the Macintosh	35
Advanced DOS	27
Advanced HyperCard	28
Advanced Investment Strategies	47
Advanced Lotus 1-2-3	29
Advanced Macintosh Computer Art	34
Advanced Microsoft Word on the Macintosh	30
Advanced Topics in Storage Technology II	63
Advanced Ventura Desktop Publishing	35
Advanced WordPerfect	30
Advertising Copywriter: A Writing Techniques Workshop	37
Aerospace	63
Algebra	15
American Political System	16
American Sign Language Seminar	48
American Sign Language 3	10
American Studies	9
Analytic Geometry and Calculus I	15
Analyzing Society: An Introduction to Sociological Ideas	17
Anthropology	9
Applied Music Program	60
Applying Microsoft Works on the Macintosh	30
Arabic	9
Artificial Intelligence	63
Artist Goes to Market	37
Artist Series	44
Art of Negotiation	19
Art of Persuasion	19
Art of Piano Improvisation	44
Art of Selling	19
Astronomy	9, 51
Audioconferencing	55
AutoCAD 3D Perspective and Application	33
AutoCAD Upgrade to Version II	33

# B

Basic Drawing	13
Basic Investing	47
Basic Painting	13
Basic Photography	43
BASIC Programming	25
Basic Sculpture	13
Basic Skills for the New Supervisor	19, 21
Beginning Animation on the Macintosh	34
Beginning Arabic I	9
Beginning Ballroom Dancing	42
Beginning Basketball	45
Beginning Computer Aided Design	32
Beginning Conversational and Written Japanese	46
Beginning Conversational and Written Russian	47
Beginning Conversational French	45
Beginning Conversational German	46
Beginning Conversational Italian	46
Beginning Conversational Spanish	46
Beginning French I	60
Beginning Hebrew I	13
Beginning Jitterbug Dancing	43
Beginning Latin Dancing	42
Beginning Microsoft Word on the Macintosh	29
Beginning Screen Printing	13
Beginning Using Lotus 1-2-3	28
Beginning West Coast Swing	43
Beginning Western Dancing	42
Beginning WordPerfect Word Processing	30
Biofeedback Stress Management	48

Biological Psychology I	16
Biology	9
Boulder Evening Credit Classes	4-17
Bugling, Butting, and How Do You Pronounce Ptarmigan?	51
Building Productive Work Teams	19
Business	42
Business of Greeting Cards: Writing, Drawing and Selling	37

# C

Calculus for Social Science and Business	15
Calendar (Boulder Evening)	5
Calligraphy	37
Campus Map	66-67
Canadian Literature and Culture	53
CATECS (Center for Advanced Training in Engineering and Computer Science)	63
Changing the Patterns in Your Relationships	49
Child and Adolescent Psychology	16
Childhood Education	60
Children's Book: Illustrating and Getting Published	53
Chinese Painting	44
Classroom English for International Teaching Assistants	62
CLEAR (Creative Learning Experiences and Resources)	11
Color	13
Colorado Contracts and Law	57
Colorado Landscape: Plants and Design	51
Colorado Real Estate Broker License	57
Colorado Real Estate Sales License	57
Commercial Art II	37
Commercial Artist I: Design, Layout, Paste-up	37
Commercial Design	36-37
Communication	9-10
Communication and Conflict	10
Communications Disorders and Speech Science	10
Computer Aided Design	32-33
Computer Aided Design: Level I	32
Computer Aided Design: Level II	32
Computer Aided Design: Level III	33
Customizing AutoCAD	33
Computer Applications	23-35
Computer Graphics	31-35
Computer Graphics Art	34
Computer Graphics Art I	34
Computer Graphics Art: Level II	34
Computer Literacy	25
Computer Science	10, 63
Computers for Telecommunications	63
Concepts of Data Processing and Information Technology	26
Contemporary Mass Media	14
Control of Aerospace Structures I	63
Copywriting	37
Correspondence Study	60
Counseling Services	4
Creative Learning Experiences and Resources (CLEAR)	11
Creative Photography Workshop	43
Creative Writing	11, 52
Criminology	17

# D

Dance	42-43
Database Management: Applying dBase III+/IV	28
Data Communications II	63
dBase III+/IV for Programming	28
Desktop Publishing	34-35
Developing Higher Creativity	49
Developing Your Marketing Plan on a Personal Computer	59
Deviance in US Society	17
Drawing	13, 44, 45
Drop Procedures (Boulder Evening)	4
Dynamic Earth I — Introduction	13

# E

Eating As If Your Life Depended On It	48
Economics	10
Economics for Investors	48
Education	10-11
Electronics Packaging	63
Employing Customized Bar Code Scanning	28
Energy Systems Analysis I	63
Energy System Stability I	63
Engineering	63
Engineering Contracts	63
Engineering Management	63
English	11-12, 60
English as a Second Language	62
English for Speakers of Other Languages	62
English Writing Made Simple	52
Entrepreneurism — Are You Ready?	42
Environmental Issues and Biology	9
Environmental Systems I — Climate and Vegetation	13
Environmental Systems 2 — Landforms and Soils	13
Ethics	16
Excel Spreadsheet on the Macintosh	29
Expanding Awareness	11

# F

Faculty-Staff Registration	4
Fascinating History of Colorado Railroads	47
Film	13
Finance and Advanced Law	57
Financial Aid	4
Financial Planning for Women	42
Financial Decision Making for Women	42
Fine Arts	13, 43-45
Finite Mathematics for Social Science and Business	15
Food Allergy — Fact Vs Fantasy	48
Foreign Languages	45-46
Four Season Color Landscape	51
French	45, 46, 60
Fundamentals and Techniques of College Algebra	14

# G

Gemstones	45
General Astronomy: The Solar System	9
General Biology I	9
General Psychology	16
Geography	13
Geology	13
German	46
GMAT preparation	51
Going to Market with Writing	53
Golden Aspen and Their Natural History	51
Graduate Management Admission Test (GMAT)	51
Graduate Record Exam (GRE)	52
Graphic Novels or Comic Books — A Study in Literature	53
Greeting Cards	37

# H

Handling Stress On and Off the Job	21
Handwriting Analysis: An Introduction	49
Heat Transfer I	63
Hebrew	13
High School Correspondence	60
History	14, 47
History of Colorado	14
History of England to 1660	14
History of the United States Since 1865	14
History of the United States to 1865	14
How to Design or Remodel a House With an Architect	49
How to Plan, Promote, and Profit from Your Seminar	42

# I

Illustration	37
Imaging Strategies: Preparing Your Organization for the Future	59
Improving Your Listening and Communication Skills	20
Intermediate Study Program	60
Intermediate Arabic I	9
Intermediate Ballroom Dancing	43
Intermediate Conversational and Written German	46
Intermediate Conversational and Written Japanese	46
Intermediate Conversational French	46
Intermediate Conversational Italian	46
Intermediate Conversational Spanish	46
Intermediate C Programming	26
Intermediate Drawing	45
Intermediate Fiction Workshop	12
Intermediate Field Photography	45
Intermediate Hebrew 2	13
Intermediate Jitterbug Dancing	43
Intermediate Latin Dancing	43
Intermediate Lotus 1-2-3	29
Intermediate UNIX	27
Intermediate West Coast Swing	43
Intermediate Western Dancing	43
Intermediate WordPerfect	30
International English Center	62
International Transportation	63
Interpersonal Communication	10
Intimacy: Opening the Heart	49
Intimate Companions: Towards Creating More Healthy & Happier Relationships	49
Introduction to Acting for Non-Majors	17
Introduction to Aldus PageMaker on the Macintosh	35
Introduction to Autodesk Animator	33
Introduction to Communication	9
Introduction to C Programming	26
Introduction to C++ Programming	26
Introduction to Creative Writing	11
Introduction to Drawing	45
Introduction to FORTRAN	26
Introduction to Harvard Graphics	29
Introduction to Human Geography	13
Introduction to HyperCard	27
Introduction to International Relations	16
Introduction to Linear Finite Elements Methods	63
Introduction to Local Area Networks (LANs)	27
Introduction to Philosophy	16
Introduction to Physical Anthropology I	9
Introduction to Programming I	10
Introduction to the IBM and Compatible Personal Computer	25
Introduction to the Macintosh	25
Introduction to PageMaker Desktop Publishing for the IBM PC	35
Introduction to SAS — Statistical Analysis System	30
Introduction to Solid State	63
Introduction to UNIX	27
Introduction to Women's Literature	11
Introduction to World Literature I	12
Introductory Fiction Workshop	12
Investing for Income	47
Investing in Art and Antiques	47
Investments	47-48
ISDN	63
Italian	46

# J

Japanese	46, 47
Journaling Creatively	53
Journalism	14

# K

Kinesiology	15
-------------	----

**L**

Landscaping ..... 51  
 Law School Admission Test (LSAT) ..... 52  
 Life Drawing ..... 44  
 Lifestyle ..... 48-49  
 Live at Macky! - The Artist Series ..... 44  
 Longmont Management Development Certificate Program ..... 21  
 Lotus Macros ..... 29  
 LSAT (Law School Admission Test) ..... 52

**M**

Macintosh Computer Art ..... 34  
 Management Development Certificate Program ..... 18-21  
 Managerial Creativity ..... 19  
 Managing a Diverse Workforce ..... 59  
 Managing Managers ..... 20  
 Map (Campus) ..... 66-67  
 Marketing ..... 37, 59  
 Mass Media Writing ..... 14  
 Masterpieces of American Literature ..... 11  
 Masterpieces of British Literature ..... 11  
 Materials Science I ..... 63  
 Mathematics ..... 15  
 Mechanical Engineering ..... 63  
 Modern American Poetry ..... 60  
 Music ..... 44, 60

**N**

Nazi Germany ..... 14  
 Network Management ..... 63  
 Nitty-Gritty of Rewriting Nonfiction ..... 53  
 Noncredit courses ..... 39-53  
 Numerical and Analytical College Trigonometry ..... 15  
 Nutrition and Health ..... 15  
 Nutrition and Physical Performance ..... 15  
 Nutrition for a Healthy Body and Mind ..... 48

**O**

Opaque Water Media ..... 45  
 Operating Systems ..... 63  
 Oral Communication for Teachers ..... 10  
 Outdoors ..... 51

**P**

Painting ..... 13, 44, 45  
 Pass/Fail Option ..... 4  
 Performance Evaluation ..... 20  
 Philosophy ..... 16  
 Photography ..... 14, 43, 45  
 Physical Optics ..... 63  
 Playwriting ..... 17  
 Political Science ..... 16  
 Power of Ten Minutes: Memoir and Personal Essays ..... 52  
 Power Quality Phenomena in Power Systems ..... 63  
 Practice and Law ..... 57  
 Practice in Lotus Commands for Developing Your Marketing Plan on a Personal Computer ..... 59  
 Pre-College Mathematics ..... 15  
 Preparing for the ACT/SAT ..... 51  
 Preparing for the Graduate Management Admission Test (GMAT) ..... 51  
 Preparing for the Graduate Record Exam (GRE) ..... 52  
 Preparing for the Law School Admission Test (LSAT) ..... 52  
 Press Photography ..... 14  
 Principles of Anthropology 1 ..... 9  
 Principles of Anthropology 2 ..... 9  
 Principles of Macroeconomics ..... 10  
 Principles of Microeconomics ..... 10  
 Principles of Numerical Computation ..... 63  
 Producing the Feature Film ..... 13  
 Production Management ..... 13  
 Professional Hand Lettering and Calligraphy ..... 37  
 Professional Illustration Techniques ..... 37  
 Programming ..... 25-26  
 Programming in Pascal ..... 26  
 Project Management ..... 21  
 Project Management Systems ..... 63  
 Property Management ..... 57  
 Psychology ..... 16, 48  
 Psychology of Adjustment ..... 16  
 Psychology of Intimate Relationships ..... 48  
 Psychology of Personality ..... 16  
 Public Speaking ..... 10

**Q**

QuarkXPress Desktop Publishing for the Designer ..... 35

**R**

Railroads ..... 47  
 Real Estate Appraiser's Law (1990) ..... 57  
 Real Estate Closings and Trust Accounts ..... 57  
 Real Estate Continuing Education Law (1990) ..... 57  
 Real Estate Education Program ..... 56-57, 60  
 Registration ..... 68-72  
 Religious Studies ..... 17  
 Report Writing ..... 12  
 Residency ..... 4, 10  
 Retirement Planning ..... 48  
 Russian ..... 47

**S**

SAT preparation ..... 51  
 Screenplay Writing ..... 53  
 Sculpture ..... 13, 44  
 Sculpture - Stonecarving ..... 44  
 Sex, Gender and Society I ..... 17  
 SMART (Stress Management and Relaxation Training) ..... 11  
 Social Conflict and Social Values ..... 17  
 Social Psychology ..... 16  
 Sociology ..... 17  
 Software Applications ..... 27-30  
 Software Engineering ..... 63  
 Software Operations and Maintenance ..... 26  
 Solar System ..... 51  
 Space Experimentation ..... 63  
 Spanish ..... 46  
 SPEAK for International Graduate Students ..... 62  
 Special Professional Programs ..... 58-59  
 Special Topics: Creative Learning Experiences and Resources (CLEAR) ..... 11  
 Special Topics: Expanding Awareness ..... 11  
 Special Topics: Stress Management and Relaxation Training (SMART) ..... 11  
 Speed Reading ..... 49  
 Statistical Analysis System (SAS) ..... 30  
 Statistical Orbit Determination I ..... 63  
 Statistics and Research Methods in Psychology ..... 16  
 Storytelling for Everyone ..... 44  
 Strategic Planning for Telecommunications ..... 63  
 Stress Management ..... 11, 21, 48  
 Stress Management and Relaxation Training (SMART) ..... 11  
 Synthesis of VLSI Systems ..... 63  
 Systems (Computer) ..... 26-27

**T**

Technical Writing Seminar ..... 20  
 Telecommunications ..... 63  
 Telecommunications Systems Recitation ..... 63  
 Teleconferencing ..... 54-55  
 Telecourses ..... 60  
 Testing (preparation for) ..... 51-52  
 Theatre ..... 17  
 Themes in American Culture: 1600-1900 ..... 9  
 Time Management ..... 19  
 Topics in Nonsymbolic AI: Connectionist AI ..... 63  
 Traveling the World of Gemstones ..... 45  
 Trigonometry ..... 15  
 Tuition (Boulder Evening) ..... 4, 10

**U**

Understanding and Using Financial Statements ..... 21  
 United States History, 1933 to 1968: The Era of Liberalism ..... 14  
 US Values, Social Problems, and Change ..... 17  
 Using MS-DOS ..... 27  
 Using OS/2 ..... 27

**V**

Ventura Desktop Publishing ..... 35  
 Veteran Benefits ..... 4  
 Video Teleconferencing ..... 54-55

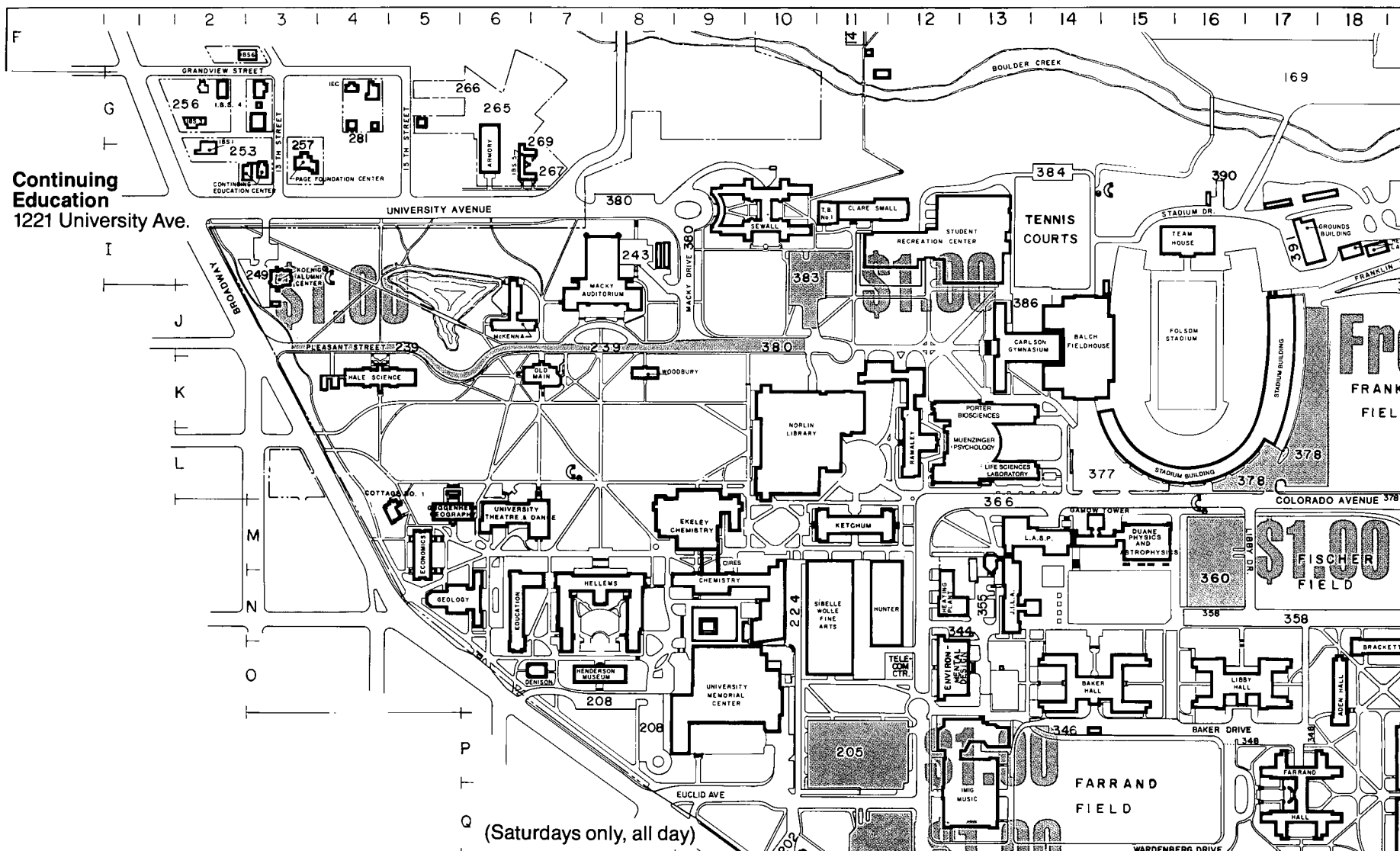
**W**

Western Civilization 1 ..... 14  
 Women's Literature ..... 11  
 Woodcarving Sculpture ..... 44  
 Word for Windows on the IBM PC ..... 30  
 Working Assertively: Effective Job Skills ..... 21  
 Workshop in Curricular and Instructional Development: Integrative Learning ..... 11  
 Workshop in Instruction and Curriculum in Content Areas: The Art of Creative Science Teaching ..... 11  
 World Regional Geography ..... 13  
 World Religions: Eastern ..... 17  
 Write With Power ..... 20  
 Writing ..... 11, 12, 14, 17, 20, 52-53  
 Writing Business Plans ..... 42  
 Writing for Magazines ..... 52  
 Writing the Novel ..... 52

**X**

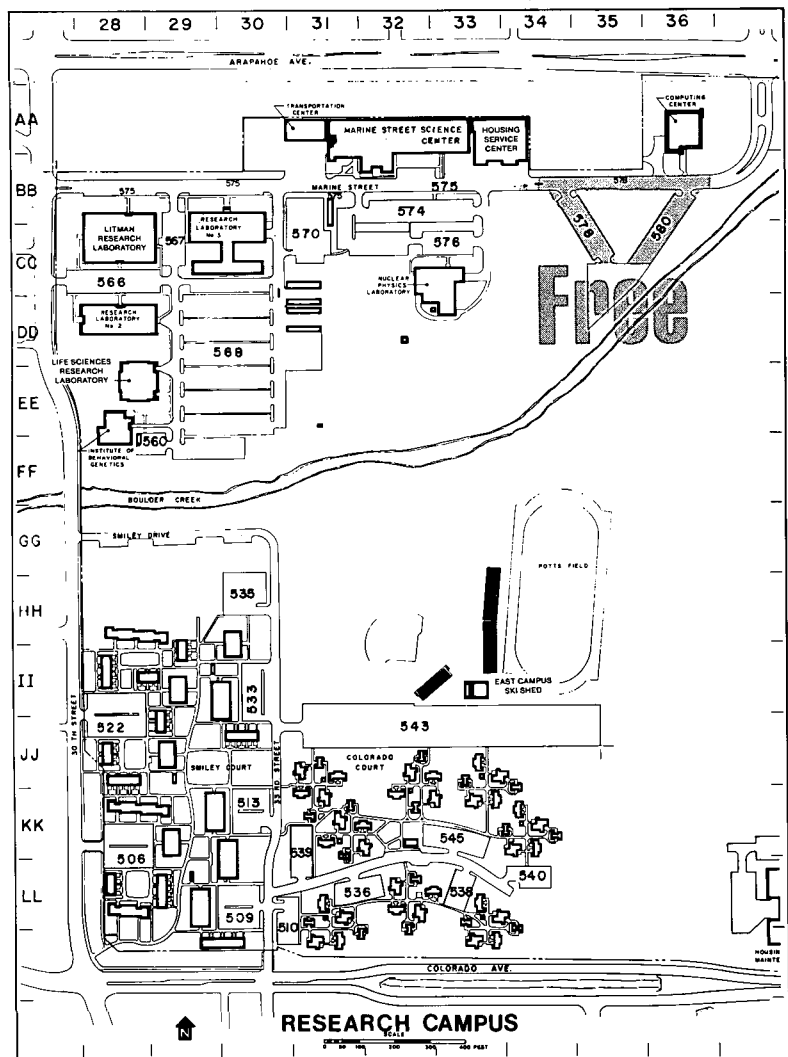
Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado ..... 51

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**Continuing Education**  
1221 University Ave.

(Saturdays only, all day)



**Free** = Free parking after 5 p.m., and Saturdays

**\$1.00** = \$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters)

 = Emergency Call Box

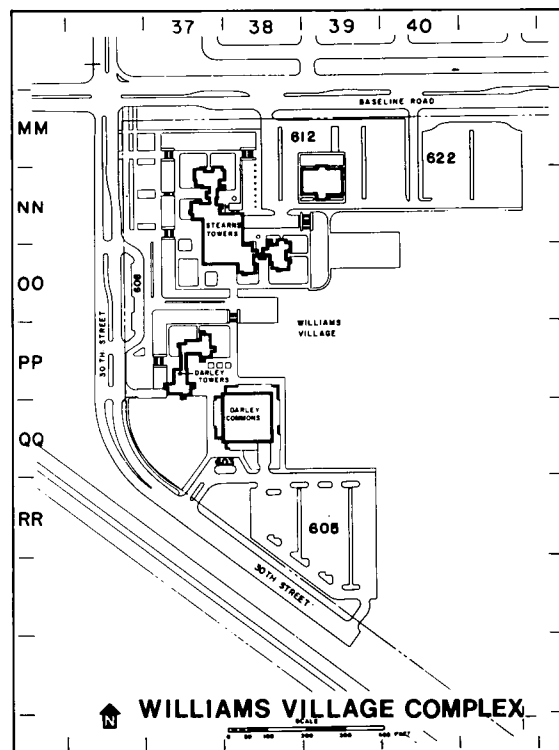
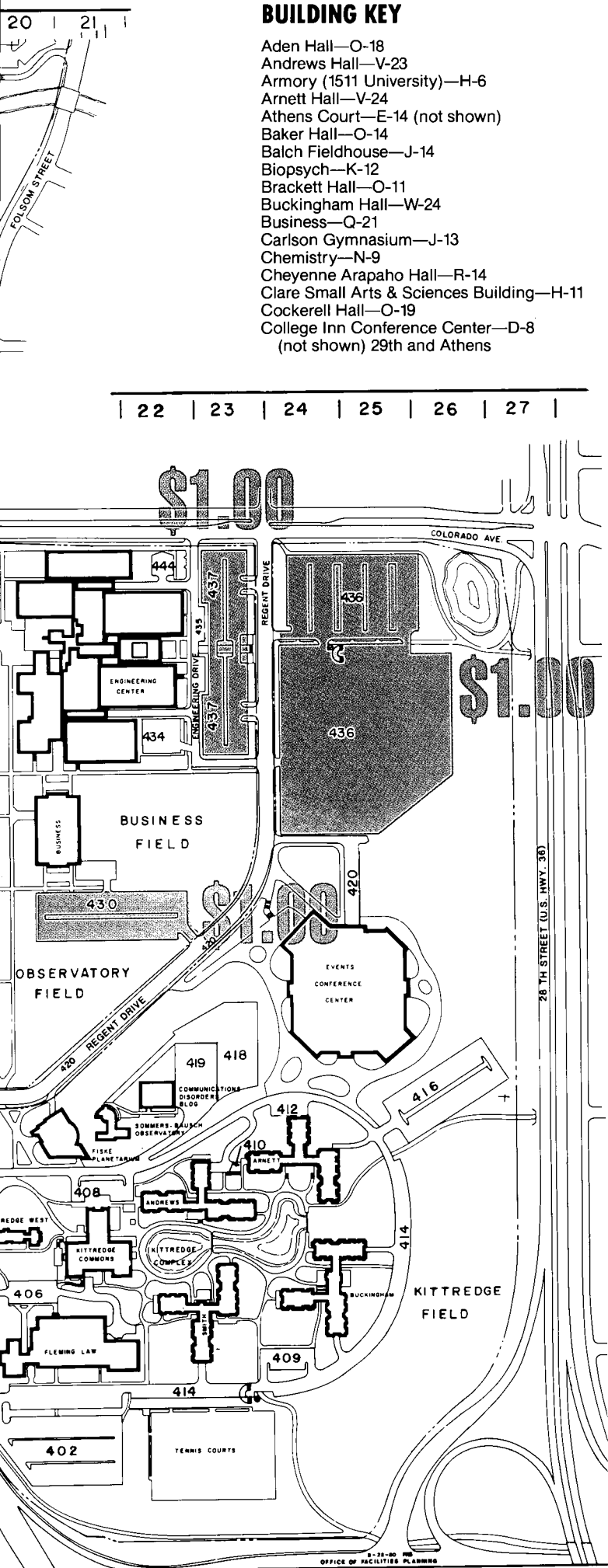
During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)

**BUILDING KEY**

- Aden Hall—O-18
- Andrews Hall—V-23
- Armory (1511 University)—H-6
- Arnett Hall—V-24
- Athens Court—E-14 (not shown)
- Baker Hall—O-14
- Balch Fieldhouse—J-14
- Biopsych—K-12
- Brackett Hall—O-11
- Buckingham Hall—W-24
- Business—Q-21
- Carlson Gymnasium—J-13
- Chemistry—N-9
- Cheyenne Arapaho Hall—R-14
- Clare Small Arts & Sciences Building—H-11
- Cockerell Hall—O-19
- College Inn Conference Center—D-8 (not shown) 29th and Athens

- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University
- Cooperative Institute for Research in Env. Sci. (CIRES)—M-9
- Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Tower—PP-37
- Day Care Center (not shown)
- 2202 Arapahoe—B-17
- Denison Laboratory—O-7
- Distribution Center (not shown) 2000 Central Ave.
- Duane Physical Laboratories, includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA-Laboratory and Tower)—M-14
- Duane Physics and Astrophysics—M-5
- East Campus Ski Bldg.—GG-33
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories Complex—M-8
- Engineering Center—M-21, O-20, O-22, P-21
- Environmental Design—O-12
- Events/Conference Center—S-24
- Faculty-Staff Court—E-10 (not shown)
- Farrand Hall—Q-17
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Guggenheim Geography—M-5
- Hale Science—K-4
- Hallett Hall—R-18
- Health Physics Laboratory (TB-9)—I-18
- Heating Plant—N-12
- Hellems Arts and Sciences—N-7
- Henderson Museum—O-7
- Housing System Support—AA-33
- Hunter Science—N-11
- Imig Music—Q-13
- Institute of Behavioral Genetics—EE-28
- Institute of Behavioral Science No. 1—H-2  
1416 Broadway
- Institute of Behavioral Science No. 2—E-1  
1546 Broadway
- Institute of Behavioral Science No. 3—G-2  
1424 Broadway
- Institute of Behavioral Science No. 4—G-2  
1220 Grandview
- Institute of Behavioral Science No. 5—H-6  
1201 17th
- Institute of Behavioral Science No. 6—F-2  
1243 Grandview

- International English Center—G-4  
1333 Grandview
- Joint Institute for Laboratory Astrophysics—N-13 (JILA-Laboratory and Tower)
- Ketchum Arts and Sciences—M-11
- Kittredge Commons—W-21
- Kittredge (includes Andrews Hall, Arnett Hall, Buckingham Hall, Smith Hall, and Kittredge Commons, Kittredge West)—W-22
- Kittredge West—V-19
- Koenig Alumni Center—I-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- Libby Hall—O-16
- Life Sciences Laboratories—L-13
- Life Sciences Research Laboratories—DD-28
- Litman Research Laboratories—BB-28
- Macky Auditorium—I-7
- Maintenance and Operations Center—I-17
- Marine Court—D-14 (not shown)
- Marine Street Science Center—AA-32
- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—E-19 (not shown)
- Norlin Library—L-10
- Nuclear Physics Laboratory—CC-33
- Old Main—K-7
- Page Foundation Center—H-4
- Porter Biosciences—K-12
- Ramaley Biology—L-12
- Reed Hall—Q-19
- Regent Administrative Center—S-15
- Research Laboratory No. 2—DD-28
- Research Laboratory No. 3—BB-30
- Sewall Hall—H-10
- Sibell Wolle Fine Arts—N-11
- Smiley Court—JJ-29
- Smith Hall—X-22
- Sommers-Bausch Observatory—U-21
- Stadium building—J-16
- Stearns Towers—NN-38
- Student Recreation Center—I-13
- Team House—I-19
- Telecommunications Center—O-12
- Temporary Building No. 1—H-11
- Transportation Center—AA-31
- University Administrative Center—T-14  
914 Broadway
- University Club—R-10
- University Memorial Center—O-9
- University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29
- University Theatre—M-7
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—OO-39
- Woodbury Arts and Sciences—K-8



## FOUR EASY WAYS TO REGISTER

**1. Phone registration** is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.

**3. Register by mail** for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is located in your catalog. Registration forms are on page 69 for noncredit, page 71 for credit.

**4. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash or check.

**Where Are Courses Given?** Course locations are given at the end of each course description. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

**Credit Programs** You can earn academic credit at every level, high school through graduate school. Credit programs include:

**Boulder Evening Credit Classes**

For university courses at convenient evening hours.

**Independent Study Programs**

Independent study by correspondence and individualized instruction lets you learn at home.

**Center for Advanced Training in Engineering and Computer Science (CATECS)**

Earn a Masters degree or graduate credit with courses televised live to your worksite.

**Professional Enhancement: Certificate Programs** To polish your skills or acquire new ones, enhance your current career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.

Or earn an Achievement Certificate in:

**Commercial Design**

**Computer Applications and Computer Graphics**

**Management Development**

**Learning For Learning's Sake: Noncredit Courses** The broad range of noncredit courses, offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

**Change Your Mind?** Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

**Inclement Weather** Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

**Other Questions? Problems? Special Needs? Disabled individuals** should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

**Books and supplies** required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-332-5839 if you need help or additional information. You can reach us between 8:30 a.m. and 5:30 p.m. Monday through Thursday or 5 p.m. on Friday.

# Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No # \_\_\_\_\_

Former Student Number \_\_\_\_\_

Birthdate \_\_\_\_\_  
Month Day Year

Mr. \_\_\_\_\_  
 MS. \_\_\_\_\_  
Last First Middle Initial Maiden Name

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado?  No  Yes

Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance.

### SELECTIVE SERVICE REGISTRATION CERTIFICATION

Information on Selective Service registration must be provided in order to comply with Colorado law. Male students born after December 31, 1959, must complete this form in order to be permitted to register.

\_\_\_\_\_ I certify that I am registered with the Selective Service.

I am not required to register with the Selective Service because:

\_\_\_\_\_ I am a female.

\_\_\_\_\_ I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

\_\_\_\_\_ I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)

\_\_\_\_\_ I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.

\_\_\_\_\_ I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

(NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector statement does not exempt one from completing this form.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed Total Enclosed \_\_\_\_\_

## Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:  
 Division of Continuing Education  
 Campus Box 178  
 University of Colorado at Boulder  
 Boulder, CO 80309-0178  
 If using MasterCard, VISA  
 enclose the following information:

Charge:  VISA  MasterCard (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

Print cardholder's name, as it appears on the charge card

**Note** that credit card enrollments can be made by phone (see Registration Information).

# Save Time and Money — Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.

**Optional Request for Non-Disclosure of Directory Information****Division of Continuing Education**

University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

\_\_\_\_\_ I request that Directory Information NOT be released. I understand that non-disclosure status will be carried forward through all terms I attend until I file a written request to remove it.

\_\_\_\_\_ I had previously selected non-disclosure status. Change my disclosure status so that Directory Information can be released.

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_



**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**BOULDER EVENING**

**REGISTRATION  
DATE \_\_\_\_\_**

Last Name	First Name	Middle Name	Maiden Name

If changed, give name under which you were last registered \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**

--	--	--

for record-keeping and  
identification of students only

Mailing address \_\_\_\_\_

No. and Street

City

State

Zip Code

Home Phone \_\_\_\_\_

SEX:

- Male  
 Female

RACE:

- American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black  
 Caucasian/White  
 Hispanic  
 I do not wish to provide this information

RESIDENCY:

- Colorado  
 Other State  
Abbr. \_\_\_\_\_

MARITAL

- STATUS:  
 Single  
 Married

**FORMER STUDENT NUMBER:**

--

Work Phone \_\_\_\_\_

**BIRTHDATE**

Month	Day	Year

**CITIZENSHIP**

- C - U.S. Citizen  
 P = Non-U.S. Citizen/permanent status—List alien registr. No. \_\_\_\_\_  
 T = Non-U.S. Citizen—List Type of Temporary Visa \_\_\_\_\_

**MILITARY SERVICE:**

- Non-veteran  
 Active Duty  
 Veteran  
 Veteran Eligible for VA benefits

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

**ALL APPLICANTS**

- Do you have a high school diploma or a G.E.D. Certificate? No  (Submit HS Concurrent Form)  Yes  
High School Name/City/State \_\_\_\_\_ Graduation Date \_\_\_\_\_
- Have you ever enrolled for credit course(s) at any campus of the University of Colorado?  
No  Yes  Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance as a  
Degree Student  or Special Student
- Are you currently on suspension from any Campus/School of CU? No  Yes  School \_\_\_\_\_
- Do you owe a debt to any University of Colorado campus? No  Yes
- Do you have a college degree? No  Yes  Highest Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_  
College Name/City/State \_\_\_\_\_
- Have you ever been convicted of a felony? (other than traffic violation) No  Yes  (Attach statement)
- Do you have any serious health conditions/limitations which should be brought to the attention of the University? No  Yes  (Attach statement)

**DO NOT WRITE  
IN THIS COLUMN**

Sex	Race
City	TRC <b>1</b>
Birth Date Mo/Day/Yr	
Hours	
School	Major
Class	Grad Stat
Res	Res State
Adm Stat	Adm Type
Mar	GPA
Stops	
Fin Stop	Vel
Prev Term/Yr / Campus	
SAVE	

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION  
Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

**COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION**

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification

**FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT**

	You	Your Parent/Guardian (if you are under 22)
Dates of continuous physical presence in Colorado (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
Dates of employment in Colorado (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
List exact years Colorado income taxes have been filed .....	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
Date of marriage, if applicable (mo/yr) .....	____/____	____/____
Date current Colorado Driver's License was issued (mo/yr) .....	____/____	____/____
Have you had a previous Colorado Driver's License? .....	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr) .....	_____	_____
Date of Colorado Voter Registration (mo/yr) .....	____/____	____/____
Date of purchase of any Colorado residential property (mo/yr) .....	____/____	____/____
Dates of military service if applicable (mo/yr) .....	____/____ to ____/____	____/____ to ____/____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: \_\_\_\_\_

**CREDIT REGISTRATION FORM**

# Save Time and Money — Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.

## SELECTIVE SERVICE REGISTRATION CERTIFICATION

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\_\_\_\_\_ I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

(NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector statement does not exempt one from completing this form.)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Tuition Payment by Mail

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 Division of Continuing Education  
 Campus Box 178  
 University of Colorado at Boulder  
 Boulder, CO 80309-0178  
 If using MasterCard, VISA  
 enclose the following information:

Charge: VISA  MasterCard  (check one)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Print cardholder's name, as it appears on the charge card.

### Optional Request for Non-Disclosure of Directory Information

#### Division of Continuing Education

University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

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\_\_\_\_\_ I had previously selected non-disclosure status. Change my disclosure status so that Directory Information can be released.

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_



University of Colorado at Boulder  
**Continuing Education**  
1221 University Avenue  
Campus Box 178  
Boulder Colorado 80309-0178

Nonprofit Org.  
U.S. Postage  
PAID  
Boulder, CO  
Permit No. 257

Instruction offered as part of the Statewide Extended Studies Program

Or current resident

## Keep the Wheels Turning This Fall.

Think of a water wheel on a sunny stream. Built of iron and wood — it must weigh a ton. But it doesn't take Niagara Falls to make it turn. Just a steady flow filling one bucket after another until the weight of falling water makes the great wheel move. Think of your mind at the end of summer. Another wheel. Waiting for the flow of ideas and insights to make the gears engage. Until one fresh September morning it hits you. The wheels are turning — how good it feels.

### To register, call 492-5148

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, and Section 504 of the Rehabilitation Act of 1973. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

